

BRONX COMMUNITY COLLEGE
of the City University of New York
College Senate

Minutes of February 28, 2018

Location: Nichols Hall 104

Chair: Franklin Moore (February 28th meeting chaired by Vice Chair Stephanie Dorleans)
Secretary: Minkyung Choi

Present:

Members: N. Apostolakis, M. Choi, S. Davis, R. Gouraige, M. Guishard, N. Reynoso, C. Maliti, J. Moghaddasi, S. Mukherjee, J. Sanabria, H. Skinner, S. Utakis, A. Vuagniaux, J. Sinanovic, M. Stewart-Titus, R. Ben-Nun, A. Adebola, T. Haroon, S. Skaggs, D. Gonsher, E. Nelson, J. Shaddai, K. Thomas (faculty), M. Pita, J. Athanasourelis, S. Offenbach, S. Duncan, J. Acevedo, M. Miller, J. Nagloo, I. Horozov, W. Guerrier, A. Ortiz, J. Malinsky, H. Faradj, D. Molina, M. Sanchez, D. Sayeed, K. Thomas (registrar), I. Delgado, T. Isekenegbe, L. Montenegro, C. Valenzuela, Q. Berry, J. Ewell, C. Davila, A. Cuevas, M. Sudlow, S. Dorleans, M. Jallow, L. Nkwain, A. Walker, K. Lee, K. Ojakian, J. Ziegler

Guests: R. Nieves, O. Alapo, I. Cortes, R. Whelan, O. Melendez, C. Espinal, F. Kaighobadi, P. Kolozi, M. Wider, L. Brenner, G. Sanchez, J. Heller, S. Kim, S. Atamturktur, R. Araya, N. Ritze, A. Lamazares, R. Ginsberg, H. Clampman, J. Robertson, N. Gear, S. Rodriguez, S. Powers

Not Present: J. Katz, L. Lawton, J. Molina, F. Moore, H. Papas-Kavalis, A. Ortuno, D. Price, N. Knight, A. Durante, S. Moss, C. Tobar, K. Viner, N. Cano, E. Mananga, J. Batiz, H. Abdul, J. Paoli, A. Robinson, K. Ellis, S. Baafi, Y. Heras, O. Gyedu-Larbi, B. Rima

College Senate Voting Membership: 60 (31= quorum)

Total Voting Members Present = 44

- 1. Call to Order:** The meeting was called to order at 12:22pm by S. Dorleans.
- 2. Seating of Alternates:** D. Sayeed, K. Ojakian, and J. Ziegler were seated.
- 3. Approval of Agenda:** R. Ben-Nun made a motion to add a moment of silence for Vicki Flaris and Andrew McNerney to the agenda. The motion was approved (Y- 42, N- 0, A- 0).
- 4. Moment of Silence:** S. Dorleans asked for a moment of silence to remember V. Flaris and A. McNerney. R. Ben-Nun reported that F. Moore suffered a mild stroke.
- 5. Approval of Minutes of December 6, 2018:** The minutes were approved with amendments (Y- 42, N- 0, A- 2).

6. President's Report: T. Isekenegbe thanked S. Dorleans for chairing the meeting and welcomed the body to the first meeting of the semester. T. Isekenegbe expressed sadness over the passing of V. Flaris and A. McNerney. He also asked the body to pray for F. Moore. T. Isekenegbe reported on the following items.

- a. Colston:** T. Isekenegbe thanked the faculty and staff for handling the situation well. The administration is doing a walk-through with the PSC, and is planning to have faculty and staff move back into Colston tomorrow. Those in floors 4-8 will move in. Floors 2-3 will be delayed.
- b. New CUNY Chancellor:** CUNY will have a new chancellor, Felix Matos Rodriguez, effective May 1. T. Isekenegbe shared that he already wrote a letter of welcome on behalf of the college community and is working on the new Chancellor's visit to BCC in the fall.
- c. Middle States:** The Middle States document is completed. T. Isekenegbe thanked the steering team and everyone who submitted documents. The Middle States Chair gave a positive review of the document and will be having a team meeting this Sunday. The team will be visiting March 24-27. T. Isekenegbe hopes to show the team the BCC spirit. There will be a Town Hall meeting tomorrow at 10 a.m. to talk about the Middle States visit and other college issues. N. Ritze has volunteered to meet with many departments. One of the things that the chair asked is to come up with recommendations about how to move forward with the document.
- d. Provost Search Committee:** The committee met two weeks ago and has been formally charged with instructions. Over 100 CVs have been submitted. Moving forward, A. Lamazares will be reporting on the search committee.

S. Utakis brought up the PSC report. The report raises concerns of mold and highlights the need to replace some of the sheetrock. Will this happen before occupancy? D. Taylor stated that the sheetrock is being remediated at this moment. The mold is being handled. S. Utakis stated that there were three recommendations made in the report. D. Taylor responded that the issues are being remediated.

7. SGA: C. Valenzuela reported on the following items.

- a.** The SGA participated in freshman convocation and orientation.
- b.** There were vacancies in SGA. The SGA has been reaching out to different clubs on campus and visiting them. The search ended last night and we were able to make a selection.
- c.** The club fair was successful. Students and faculty participated.
- d.** The SGA went to the legislative caucus in Albany on the 10th to represent CUNY.

- e. The SGA is planning a pep rally to build traditions at BCC. The pep rally will be held before the first baseball home game.

8. Faculty Council: R. Ben-Nun reported on the following items.

- a. **Elections:** The Faculty Council filled a vacancy on the Diversity and Inclusion Task Force (Oluremi Alapo) and the Governance and Elections Committee (Goldie Sherr).
- b. **Reappointment, Promotion, Tenure, and Leave Task Force:** The council amended the resolution that was distributed last semester on the process of tenure, promotion, and leave. The council elected a slate of seven members and will be convening in the next few weeks. The purpose of the task force is to look into the processes mentioned above and consider where improvements can be made. The slate includes Nikolaos Apostolakis, Iris Cortes, Yasmin Edwards, Tanweer Haroon, Swan Kim, and Nichole McDaniel, and Ahmed Reid.

9. Committee Reports

- a. **Academic Standing:** S. Powers reported on the MEDP proposal (see report) and the revision proposal to the LPN program (see report).
- b. **Curriculum:** H. Clampman reported on the following new items.
 - 1) Proposed new experimental course (MEST 64) on social media. Course to be included in Flexible Core D
 - 2) EDU 40 change in course prerequisites and corequisites.
 - 3) Proposed change in existing degree program (Digital Arts AAS Degree Program -> Digital Design AAS Degree Program).
- c. **Instruction and Professional Development:** R. Araya reported on the following items (see report).
 - 1) Faculty Day: April 12th. The theme is "Social Justice and Community College Education." Cheryl Wilkins of Columbia School of Social Work will be the keynote speaker.
 - 2) Professors across the departments participated in the new student survey in Fall 2018. Preliminary results were shared with the CIPD.
 - 3) BCC Muslim Student Association and the Peace and Justice Club have a President's Conversation Series.
- d. **Governance and Elections:** S. Davis reported on the following items (no action items).
 - 1) **Changes in representation on senate committees.** Item will return for a vote (passed unanimously in the committee). R. Ben-Nun stated that this would pertain to the way instructional staff are elected on

committees. Rationale: to unify the way instructional staff are elected to senate committees.

- 2) **The addition of two sitting members on the College P&B (non-voting but advisory/administrative purposes).** This was approved unanimously. There are no change in voting rights in the committee. D. Gonsler called for a discussion regarding the structure of the College P&B. Currently, five people on the College P&B do not have votes, and some people are not required to attend every meeting.
- 3) **Proposal for new committee (Diversity and Inclusion Committee).** This will come back as an action item. The committee originated from the COACHE survey. R. Ben-Nun asked the body for suggestions for membership selection. M. Guishard stated that interested individuals should be persons educated about Weingarten rights and raised concerns about structural and institutional racism.
- 4) **Elections:** S. Davis stated that the current semester is an election semester. There are three sets (referendum at the end of the year, senators at-large, UFS senate vacancies). S. Davis asked the body to watch for the broadcasts and expressed hope to wrap things up before spring break. L. Brenner commented on the lack of representation of G&E representatives.

e. Space, Facilities, and Physical Plant: D. Taylor welcomed the new student representative. The committee is compiling the parking study and will be meeting next Monday.

f. Student Activities: M. Lopez reported that the Bronco has been named Bruno. The committee held a discussion about campus spirit and campus culture. Discussion topics included: When do activities take place? How does that communication take place? How do adjunct faculty get to have these types of communications with students?

g. Community Events: J. Nagloo reported that the committee will be meeting on March 14.

h. Academic Freedom: no report.

i. Vice-Presidents and Deans: no report.

10. University Faculty Senate: F. Kaighobadi reported on the following items.

- a. The UFS met this past Tuesday. Currently the UFS is working on its charter. They want the campuses to give feedback. The changes express a desire to give UFS more negotiating power.
- b. Resolution of the Budget Advisory Committee (see report). Recommendations for changes included stronger language, student scholarships, 7K for adjuncts, and support for part-time students. This

resolution passed. Asking individual campuses to come up with their own resolutions to support the UFS resolutions.

11. University Student Senate: A. Cuevas reported on Higher Education Day (opportunity for student leader to go to Albany and lobby for funding) and changes in CUNY remedial assessment practices. CUNY is trying to remove remedials by 2020 in CUNY colleges. There are many questions about the index they will use to assess students.

J. Robertson commented on D. Crook's memo on the algorithm that will be in place. This is not an optimal way to assess students. They want students in CLIP and CUNY Start. The programs are intensive and people are not able to do that schedule. N. Ritze stated that this is an issue that is dealt with extensively in the Middle States report. My office will be doing constant research on where students are and how they are doing. We are developing instruments for students with no data. We are still waiting to see what the algorithm will look like. R. Ben-Nun stated that we are most effective when we collaborate between the faculty, administration, and student government. J. Ewell spoke about his own experience as a student and spoke favorably about developmental education. S. Dorleans stated that the topic would be brought back at the next meeting.

12. Announcements and Reports

- a. Chairperson, Vice-Chairperson:** Ben-Nun reported on behalf of Franklin. All the committee officers met in February. Hoping to do this on a regular basis (see report).
- b. Vice Presidents and Deans:** L. Montenegro reminded faculty of deadline for early academic progress reports. The college will be sending out a masterlist of the classrooms and offices that can be moved back to Colston. The move will happen next Monday. N. Ritze stated that there is a summary of the Middle States report available and asked the body to review the document. R. Whelan announced the 41st annual Run the Bronx and asked for participation.

13. Auxiliary Enterprises: A broadcast for elections was sent to the college community. C. Valenzuela commented on transitioning of student senators. There needs to be a more seamless transition.

14. Adjournment: Meeting was adjourned at 1:49 p.m.

Respectfully submitted by,



Minkyung Choi

Attachments

- Senate agenda
- LPN proposal (CAS)
- MEDP proposal (CAS)
- Curriculum Committee report
- President's Report
- CIPD report
- CIPD committee membership proposal
- FC report
- Permanent Diversity and Inclusion Committee Proposal
- Auxiliary report
- CUNY budget resolution
- G&E report
- Proposed BCC governance plan
- UFS report
- REDLINE proposed revisions to UFS charter
- SAC minutes
- Committee officers meeting report

**AGENDA OF THE MEETING OF THE
BRONX COMMUNITY COLLEGE SENATE**

February 28, 2019 12:15 - 1:45 P.M.

Nichols Hall 104

1. Call to Order
2. Seating of Alternates
3. Approval of Agenda
4. Approval of Minutes of December 6, 2018
5. President's Report (10 minutes)
6. SGA (10 minutes)
7. Faculty Council (10 Minutes)
8. Committee Reports (5 minutes each unless otherwise noted)
 - a. Academic Standing
 - b. Curriculum
 - c. Instruction and Professional Development
 - d. Governance and Elections
 - e. Space, Facilities, and Physical Plant
 - f. Student Activities
 - g. Community Events
 - h. Academic Freedom
 - i. Vice-Presidents and Deans
9. University Faculty Senate
10. University Student Senate
11. Announcements and Reports (2 minutes each)
 - a. Chairperson, Vice-Chairperson
 - b. Vice Presidents and Deans
12. Auxiliary Enterprises (2 minutes)
13. BCC, Inc. (2 minutes)
14. New Business (time remaining)
15. Adjournment

Section AIII: Changes in Degree Programs

AIII.1 The following revisions are proposed for the Licensed Practical Nurse program:

Program: Licensed Practical Nurse Certificate

Program Code: 91041

Hegis Code: 5209

Proposed: Change “admission” criteria for Licensed Practical Nurse clinical coursework to “progression” criteria. Codified TEAS score requirement for progression. Codified prioritization of candidates for progression based on GPA. Reword PNR course minimum grade criteria for clarity. Reflect changes already approved by governance (e.g., PHM 10) and changes currently pending CUNY approval (e.g., elimination of COMM 11 as a program requirement).

Current Codification:	Proposed Revised Codification:
<p>4.2.4 Admission to Licensed Practical Nursing</p> <p>a. To be eligible for admission into practical nursing course work (PNR designated courses) students must meet the following criteria;</p> <p>i. A cumulative GPA of 2.7 must be obtained, with a minimum grade of “C” or better in the pre-clinical sequence (COMM 11, ENG 10, or PSY 11). If a student has earned a passing grade of “C-”, “D+”, “D”, “D-” or a failing grade of “F” or “WU” in COMM 11, ENG 10 or 11, or PSY 11, the student will not be eligible for admission into the Licensed Practical Nursing Program (LPNP) even if she/he retakes the course. A “C+” or better is required in BIO 23. BIO 23 may be repeated once to achieve a grade of “C+” or better. This policy also applies to students who transfer into BCC’s LPNP from other institutions.</p> <p>ii. BCC students sitting out for a year or more will be held to the new standards.</p>	<p>4.2.4 <u>Progression Requirements for Licensed Practical Nurse Program</u></p> <p>a. To be eligible for <u>progression</u> into practical nurse coursework (PNR designated courses), students must meet the following criteria:</p> <p>i. A cumulative GPA of 2.7 must be obtained, with a minimum grade of “C” or better in the pre-clinical sequence (ENG <u>110 or 111</u>, PSY 11, <u>and PHM 10</u>). If a student has earned a passing grade of “C-”, “D+”, “D”, “D-” or a failing grade of “F” or “WU” in ENG 110 or 111, or PSY 11, the student will not be eligible to progress in the Licensed Practical Nursing Program (LPNP) even if she/he retakes the course. <u>PHM 10 may be repeated once to achieve a grade of C or better.</u> A “C+” or better is required in BIO 23. BIO 23 may be repeated once to achieve a grade of “C+” or better. This policy also applies to students who transfer into BCC’s LPNP from other institutions.</p> <p>ii. <u>A minimum score of 41.3% (“Basic level”) will be required on each of the four sections of the TEAS V exam (English, Reading, Science, and Math), as well as an overall score of at 50%.The TEAS Examination may be repeated only once.</u></p>

<p>iii. Transfer students from other institutions must be in good academic standing. Students who are on academic probation, have failed out of a nursing program, or have been dismissed (ethical, integrity or safety issues) from any nursing program at a previous school are not eligible for admission to the BCC Licensed Practical Nursing (LPN) Program.</p> <p>8.2.4 Licensed Practical Nursing - minimum acceptable grade</p> <p>a) While in the program, students must maintain a grade of "C+" in all PNR courses and a "C" in supporting course work (BIO 24, BIO 28, NTR 11, and PHM 14). Students may repeat each supporting course with a grade of "C" or less once in order to achieve a "C" grade.</p> <p>b) All PNR courses required for graduation must be taken within three years from the date of admission into the program. Practical Nursing (PN) students may not repeat any first-semester PNR course (PNR 11, PNR 12, PNR 43) in which they have earned less than a grade of "C+". A PN student with a grade of "C-" or less may repeat two different PNR courses.</p>	<p>iii. Transfer students from other institutions must be in good academic standing <u>at their previous institution, in addition to meeting all other BCC LPN progression requirements.</u> Students who are on academic probation, have failed out of a nursing program, or have been dismissed (ethical, integrity or safety issues) from any nursing program at a previous school are not eligible for the BCC Licensed Practical Nurse program.</p> <p>iv. <u>In the case in which the number of qualified LPN students exceeds the number of available LPN clinical placements, the LPN program will prioritize clinical placements for students with the highest cumulative college GPA.</u></p> <p>8.2.4 Licensed Practical Nurse Program - minimum acceptable grade and time limitations</p> <p>a) While in the <u>clinical phase of the program</u>, students must maintain a grade of "C+" in <u>each</u> PNR course and <u>earn a minimum of C in BIO 24.</u></p> <p>b) <u>An LPN student who earns a grade of "C" or lower on PNR 101 may not repeat the course. An LPN student with a grade of "C" or lower on a PNR course other than PNR 101 may repeat the course one time to achieve a C+ or better. (This may occur for only two PNR courses.) An LPN student with a grade of "C-" or lower on BIO 24 may repeat the course one time to achieve a C or better.</u></p> <p>c) All PNR courses required for graduation must be taken within three years from the date <u>the student began PNR 101.</u></p>

RATIONALE:

The New York State Department of Education (NYSED) has charged nursing programs (both practical and registered nursing) to streamline curriculums by reducing the number of credits and time it takes for qualified applicants to get through the program. In a memo this past spring 2018 to the BCC Nursing Department, NYSED indicated that the LPN program cannot have two admission requirements, but can however have a rigorous progression criteria into the clinical sequence. In the memo, NYSED wrote: “These courses [liberal arts and sciences (LAS)] are part of the registered program and cannot be required prior to admission, students who take these courses and seek transfer consideration must compete with other students who have not completed these courses. You may set requirements for acceptable scores for these courses for transfer students but there must be alternative ways to determine if a student’s prior academic record is satisfactory for admission. The College can develop rigorous progression criteria related to the LAS sequence. NYSED further indicates that: “Commissioner’s Regulation 52.2 (d)(2) requires admissions shall take into account the capacity of the student to undertake a course of study and the capacity of the institution to provide the instructional and other support the student needs to complete the program. Please revise based on the comments; it may need a different approach to the admission process as the registered program is inclusive of the LAS courses.”

The proposed revisions to the BCC progression requirements conform to the guidance from NYSED and are similar to those at peer CUNY community college LPN programs. Academic standards proposed are based on existing BCC LPN policies as well as review of peer institution policies (e.g., the TEAS exam minimums proposed are identical to those used by the LPN program at LaGuardia).

Proposed: In order to clarify the requirements for readmission into the MEDP after an absence of one or more semesters.

Current Codification:	Proposed Revised Codification:
4.2 Matriculation Requirements for admission or re-admission to certain curricula	<p><u>4.2.7 Readmission or transfer into the Media and Digital Film Production AS Program (formerly known as the Media Technology [CMT] AAS Program)</u></p> <ul style="list-style-type: none"> a. <u>A student returning after an absence of no more than three years from the MEDP program may continue in the degree along their program track.</u> <ul style="list-style-type: none"> i. <u>Returning students must initially be advised by the Department Chair (or his/her designee) to discuss their progress in the Program and plan their course of study.</u> ii. <u>To ensure availability in their needed remaining MEDP classes, students are encouraged to register no later than four weeks prior to the new term.</u>
	<ul style="list-style-type: none"> b. <u>A student returning after an absence of three or more years from the MEDP (CMT) Program may need to retake MEDP (CMT) courses to complete the degree.</u> <ul style="list-style-type: none"> i. <u>Returning students must initially be advised by the Department Chair (or his/her designee) to discuss their progress in the Program and plan their course of study.</u> ii. <u>If the equipment and/or software used in an MEDP (CMT) course have changed since the student took that course, the student will need to repeat said course(s).</u> iii. <u>Returning CMT students who wish to continue in the major will be enrolled in the MEDP AS Program.</u> iv. <u>To ensure availability in their needed remaining MEDP classes, students are encouraged to register no later than four weeks prior to the new term.</u>
	<ul style="list-style-type: none"> c. <u>Transfer students into the MEDP program</u> <ul style="list-style-type: none"> i. <u>Transfer students into the MEDP program must initially be advised by the Department Chair (or his/her designee) to plan their course of study.</u> ii. <u>The Chair (or his/her designee) will determine the equivalence of courses taken at another school to BCC's MEDP courses.</u> iii. <u>To ensure availability in their needed MEDP classes, transfer students are encouraged to register no later than four weeks prior to the new term.</u>

Effective Semester: Fall 2019

Rationale: Currently, there is no written policy regarding readmitting to or transferring into the MEDP (Media and Digital Film Production) AS program (formerly CMT [Media Technology AAS Program]). Content of MEDP courses taken at BCC by students who

have been gone for three or more years from the program may be no longer relevant. As such, students may need to retake courses in order to ensure they have been trained in the latest technology. This impacts 2-4 students per year.

Additionally, transfer students' previous media and digital production coursework taken at another school may not align with BCC's MEDP courses. As such, students may need to take courses to ensure their program learning outcomes correspond with BCC's MEDP degree.

Having returning and transfer students meet with the Chair (or his/her designee) before reentering or entering into BCC's MEDP program ensures that students understand the requirements of the MEDP program. The Communications Arts and Sciences Department has noted an unequivocal correlation between early/effective student advisement and successful progression in the MEDP program, which is why we insist on students meeting with us for at least their initial advisement.

BRONX COMMUNITY COLLEGE
of the City University of New York
Curriculum Committee

To: Members of the College Senate
From: Professor Howard A. Clampman, *Howard A. Clampman*
Chairperson Curriculum Committee
Date: February 28, 2019
Subject: Report of Actions by the Curriculum Committee through 02/19/2019

1. Actions previously reported to the Senate

(a) None

2. Actions reported to the Senate for the first time

(a) Proposed New Experimental Course

<u>Course Title</u>	<u>Date approved by Curriculum Committee</u>
1. MEST 64 – Social Media – to be included in Flexible Core D (Unanimous show of hands)	1-29-19

(b) Proposed Change in Existing Course

<u>Course Title</u>	<u>Date approved by Curriculum Committee</u>
1. EDU 40 – Field Work Seminar – Change in course prerequisites and co-requisites (Unanimous show of hands)	2-5-19

(c) Proposed Change in Existing Degree Program

<u>ProgramTitle</u>	<u>Date approved by Curriculum Committee</u>
1. From: Digital Arts AAS Degree Program To: Digital Design AAS Degree Program Elimination of program options and change in program name and requirements (Unanimous show of hands)	2-19-19

Section AIV: New Courses

AIV.1

Departments	Communication Arts and Sciences
Course	MEST 64 Social Media Communication
Credits	3
Hours	3
Prerequisite	ENG 1 and RDL 1
Co-requisite	ENG 2 or ENG 110 or RDL 2
Description	This course explores communication on social media platforms. Topics include the use of social media in both personal and professional contexts; ethical and legal issues; social media theory; public relations; branding; privacy; and best practices.
Requirement Designation	None
Liberal Arts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Course Attribute (e.g. Writing Intensive, etc.)	None
General Education Component	<p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Required</p> <p> <input type="checkbox"/> English Composition</p> <p> <input type="checkbox"/> Mathematics</p> <p> <input type="checkbox"/> Science</p> <p><input type="checkbox"/> Flexible</p> <p> <input type="checkbox"/> World Cultures</p> <p> <input type="checkbox"/> US Experience in its Diversity</p> <p> <input type="checkbox"/> Creative Expression</p> <p> <input checked="" type="checkbox"/> Individual and Society</p> <p> <input type="checkbox"/> Scientific World</p>
Effective Date	

Rationale: Social media is a growing area of communication and media studies. Social media provides a mode of communication that students need to not only master but also understand and, most importantly, learn to look at critically. As a Pathways course Social Media Communication will provide an option for all students who need a Flexible Core D class. Furthermore, this course represents a welcome addition to the department's current Media Studies option course offerings of film and television studies.

Bronx Community College - City University of New York
Department of Communication Arts and Sciences
MEST 64 Social Media Communication
Semester _____, Section _____

Times:

Classroom:

Office Hours:

Office Phone:

Instructor:

Office:

Email:

Textbooks Required:

- Lipschultz, Jeremy Harris. *Social Media Communication: Concepts, Practices, Data, Law, and Ethics*. 2nd ed., Routledge, 2018.

Supplemental Articles Provided by Instructor (subject to change):

- Brown, Jessica. "Is Social Media Bad for You? The Evidence and the Unknowns." *BBC Future*, 5 January 2018, <http://www.bbc.com/future/story/20180104-is-social-media-bad-for-you-the-evidence-and-the-unknowns>.
- Qualman, Erik. "Niche Is the New Norm." In *Digital Leader*, McGraw-Hill, 2011, pp. 99-116.

Course Description:

This course explores communication on social media platforms. Topics include the use of social media in both personal and professional contexts; ethical and legal issues; social media theory; public relations; branding; privacy; and best practices.

Student Learning Outcomes:

- Students will select a public figure or organization with a social media presence and assess their posts on available public platforms. In an oral presentation, the students will explain how posts convey branding message(s).
- Students will analyze, in a written assignment, how social media content (e.g. text, images, video, and audio) influences groups (e.g. professionals, students, women, etc.).
- Students will select one problem with social media that affects users across one or various platforms. In a 3-page paper, students will evaluate the issue and assess possible solutions.
- Students will identify social media concepts (e.g. platforms, profiles, and branding) and apply them to broader issues in communication studies (e.g. channels, audiences, and intercultural communication).
- In a written assignment, students will articulate the ethics and implications of shared content and privacy.
- Through a written assignment, students will analyze the benefits (e.g. networking and real-time information) and negative impacts (e.g. cyberbullying and account hacking) of social media.

Grade Weighting:

• Quizzes	15%
• Writing Assignments (3)	15%
• Branding Presentation	15%
• Social Media Problem Paper	20%
• Midterm Exam	15%
• Final Exam	20%

Assignments:

Writing Assignment #1

After reading chapter 1, students will examine their first-hand experience with social media in a 1-2 page paper. Students will reveal how their individual posting activity has impacted them personally and/or professionally.

Writing Assignment #2

Students will write a 1-2 page paper, synthesizing course materials and their first-hand knowledge, to assess how social media content (e.g. text, images, video, and audio) influences groups (e.g. professionals, students, women, etc.).

Writing Assignment #3

After reading chapter 8, students will evaluate the ethics of shared content and privacy. In a 1-2 page paper, students will assess how shared content and privacy on social media impacts users.

Branding Presentation

Students will select a public figure or organization with a social media presence and assess their posts on available public platforms. The students will then interpret the branding message conveyed and explain how the posts support this. This assignment will be delivered in class with the use of PowerPoint. Students will submit their subject to the instructor for approval prior to completion.

Social Media Problem Paper

Students will select one problem related to social media from a list provided by the instructor. After conducting research, students will analyze in a 3-page paper how the problem directly affects a group with which they identify.

Course Policies

Departmental Attendance Policy

Attendance at all class sessions is required. Class attendance is considered both a privilege and a responsibility. ***There are no excused absences in this class.*** Students are allowed **six (6) hours of absence** for this course. Please note that the policy is based on hours of absence not class sessions. Every one (1) hour absence beyond the stated allowance will result in **a reduction of the final course grade by one full letter grade** (on the 7th hour of absence a B becomes a C, a C becomes a D etc.; on the 8th hour of

absence an A becomes a C, a B becomes a D; on the 9th hour of absence an A becomes a D).

THIS IS A DEPARTMENTAL POLICY AND NOT SUBJECT TO MODIFICATION OR CHANGE.

Lateness

Please avoid being late; lateness disrupts the class. If a student comes to class after attendance was taken, that student is late. Three instances of lateness will equal one hour of absence. If a student is late, it is her/his responsibility to check in with the instructor to ensure s/he has been included in the attendance roster.

Homework

Please submit homework in accordance with the syllabus and provided instructions. Students should write their full name and section number on their assignment. Homework should follow standard grammatical rules, unless otherwise indicated. If needed, please seek assistance from the Writing Center.

Quizzes/Exams

All in-class quizzes and exams will be given at the start of class on the dates scheduled. It is crucial to arrive to class on time and prepared. Students will not be allowed to use notes, textbooks, or electronic devices while taking a quiz or exam.

Late Work

Late work will not be accepted unless the student has, prior to the due date, requested an extension with a valid reason. In addition, there will be no make-ups or extensions for any quiz, midterm, or final without the prior written approval of the instructor.

Cell Phones

Cell phones and other electronic devices should be off or on silent in the classroom. Laptops are allowed for note taking only; no internet surfing please. Answering a phone in class is unacceptable. In cases of emergency, please exit the room quietly to answer the phone.

E-mail

Please make sure that BCC email is checked daily. This is also the quickest way to contact the instructor. Emailing from student email accounts will reduce the likelihood that email will go into the junk mail folder.

Academic Integrity

All work submitted/presented in this course must follow BCC's policy on academic integrity, published on pp. 87 of the BCC College Catalog, accessible via the BCC website. Students must not represent the work of others as their own, and must not give or receive information that compromises the integrity of tests. If a student has violated this policy, the Department Chair will be notified. In addition, the student will receive a "0" grade for the affected assignment.

Blackboard Access

There is a Blackboard site for this course, accessible via CUNY Portal (www.cuny.edu). The syllabus, assignments, and grades will be posted on Blackboard. Please see the IT Help Desk in Roscoe Brown room 308 for assistance with your CUNY Portal account as you will need access to Blackboard for this class.

Withdrawal from the Course

The last day to withdraw from the course with a “W” grade is _____. Students who stop attending after this date will receive a “WU” grade (equivalent to an “F” in your GPA).

DRAFT

Course Outline

Date	Topic(s) Covered	Assignments/Reading to be completed before class	Class Plan
Week 1	- Syllabus review - Explore student views on social media platforms		- Class discussion
Week 2	- Elements of social media	- Chapter 1 "Introduction to Social Media Concepts"	- Class discussion - Quiz
Week 3	- Social media theories	- Chapter 2 "CMC, Diffusion, and Social Theories" - Complete response paper #1	- Class discussion
Week 4	- Social media and news	- Chapter 3 "Social Media and Journalism" - Read handout "Is Social Media Bad for you? The Evidence and the Unknowns"	- Class discussion - Quiz
Week 5	- Social media and PR - Effective social media profiles	- Chapter 4 "Social Media in Public Relations" - Complete response paper #2	- Class discussion - Quiz
Week 6	- Branding through social media - Branding presentation assignment - Review for midterm	- Read handout "Niche is the New Norm"	- Class discussion
Week 7	- Midterm exam - Organizational branding	- Study for midterm	- Exam - Class discussion
Week 8	- Deliver: Branding presentations	- prepare for delivery of assignment	- Presentations
Week 9	- Deliver: Branding presentations	- prepare for delivery of assignment	- Presentations
Week 10	- Social media and legal/illegal uses	- Chapter 9 "Law and Regulation"	- Class discussion - Quiz
Week 11	- Data and privacy	- Chapter 8 "Big Data and Privacy"	- Class discussion

Week 12	<ul style="list-style-type: none"> - Ethical use of platforms - Social media problem paper assignment 	<ul style="list-style-type: none"> - Chapter 10 "Social Media Ethics" - Complete response paper #3 	<ul style="list-style-type: none"> - Class discussion - Quiz
Week 13	<ul style="list-style-type: none"> - Best practices for contemporary issues 	<ul style="list-style-type: none"> - Chapter 11 "Best Practices in Social Media" - Complete social media problem paper 	<ul style="list-style-type: none"> - Class discussion
Week 14	<ul style="list-style-type: none"> - Best practices for contemporary issues continued - Review for final exam 		<ul style="list-style-type: none"> - Class discussion
Final Exam	<ul style="list-style-type: none"> - Final Exam 		<ul style="list-style-type: none"> - Exam

DRAFT

CUNY Common Core Course Submission Form

Instructions: All courses submitted for the Common Core must be liberal arts courses. Courses may be submitted for only one area of the Common Core. All courses must be 3 credits/3 contact hours unless the college is seeking a waiver for another type of Math or Science course that meets major requirements. Submission of this form to the Course Review Committee is unrelated to college governance procedures for course approvals.

College	Bronx Community College
Course Number	MEST XX
Course Title	Social Media Communication
Department(s)	Communication Arts & Sciences
Discipline	
Subject Area	Communication
Credits	3
Contact Hours	
Pre-requisites	ENG 1 and RDL 1 if required
Co-requisites (if none, enter N/A)	ENG 2 or ENG110 or RDL 2
Catalogue Description	This course explores communication on social media platforms. Topics include the use of social media in both personal and professional contexts; ethical and legal issues; social media theory; public relations; branding; privacy; and best practices.
Sample Syllabus	Syllabus attached.
Waivers for Math and Science Courses with more than 3 credits and 3 contact hours	
Waivers for courses with more than 3 credits and 3 contact hours will only be accepted in the required areas of "Mathematical and Quantitative Reasoning" and "Life and Physical Sciences." Such waivers will only be approved if students also have 3-credit/3-contact hour courses available in these areas.	
If you would like to request a waiver please check here:	<input type="checkbox"/> Waiver requested
If waiver requested: Please provide a brief explanation for why the course will not be 3 credits and 3 contact hours.	
If waiver requested: Please indicate whether this course will satisfy a major requirement, and if so, which major requirement(s) the course will fulfill.	

<p>Indicate the status of this course being nominated:</p> <p> <input type="checkbox"/> current course <input type="checkbox"/> revision of current course <input checked="" type="checkbox"/> a new course being proposed </p>	
<p>CUNY COMMON CORE Location</p> <p>Please check below the area of the Common Core for which the course is being submitted. (Select only one.)</p>	
<p>Required</p> <p> <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematical and Quantitative Reasoning <input type="checkbox"/> Life and Physical Sciences </p>	<p>Flexible</p> <p> <input type="checkbox"/> World Cultures and Global Issues <input checked="" type="checkbox"/> Individual and Society <input type="checkbox"/> US Experience in its Diversity <input type="checkbox"/> Scientific World <input type="checkbox"/> Creative Expression </p>
<p>Learning Outcomes</p> <p>In the left column explain the assignments and course attributes that will address the learning outcomes in the right column.</p>	
<p>II. Flexible Core (18 credits) Six three-credit liberal arts and sciences courses, with at least one course from each of the following five areas and no more than two courses in any discipline or interdisciplinary field.</p>	
<p>D. Individual and Society A Flexible Core course <u>must meet the three learning outcomes</u> in the right column.</p>	
Students will select a public figure or organization with a social media presence and assess their posts on available public platforms. In an oral presentation, the students will explain how posts convey branding message(s).	<ul style="list-style-type: none"> Gather, interpret, and assess information from a variety of sources and points of view.
Students will analyze, in a written assignment, how social media content (e.g. text, images, video, and audio) influences groups (e.g. professionals, students, women, etc.).	<ul style="list-style-type: none"> Evaluate evidence and arguments critically or analytically.
Students will select one problem with social media that affects users across one or various platforms. In a 3-page paper, students will evaluate the issue and assess possible solutions.	<ul style="list-style-type: none"> Produce well-reasoned written or oral arguments using evidence to support conclusions.
<p>A course in this area (II.D) <u>must meet at least three of the additional learning outcomes</u> in the right column. A student will:</p>	
Students will identify social media concepts (e.g. platforms, profiles, and branding) and apply them to broader issues in communication studies (e.g. channels, audiences, and intercultural communication).	<ul style="list-style-type: none"> Identify and apply the fundamental concepts and methods of a discipline or interdisciplinary field exploring the relationship between the individual and society, including, but not limited to, anthropology, communications, cultural studies, history, journalism, philosophy, political science, psychology, public affairs, religion, and sociology.
	<ul style="list-style-type: none"> Examine how an individual's place in society affects experiences, values, or choices.
	<ul style="list-style-type: none"> Articulate and assess ethical views and their underlying premises.
In a written assignment, students will articulate the ethics and implications of shared content and privacy.	<ul style="list-style-type: none"> Articulate ethical uses of data and other information resources to respond to problems and questions.
Through a written assignment, students will analyze the benefits (e.g. networking and real-time information) and negative impacts (e.g. cyberbullying and account hacking) of social media.	<ul style="list-style-type: none"> Identify and engage with local, national, or global trends or ideologies, and analyze their impact on individual or collective decision-making.

AV: 1 Changes to be offered in the Education & Academic Literacy

FROM		TO	
Departments	Education & Academic Literacy	Departments	Education & Academic Literacy
Course	EDU 40 Field Work Seminar	Course	EDU 40 Field Work Seminar
Credits	3	Credits	N/C
Hours	3	Hours	N/C
Prerequisite	EDU 10, EDU 12 , or EDU 26	Prerequisite	EDU 10 or <u>EDU 70</u>
Co-requisite		Co-requisite	
Description	Individual and small group teaching experiences under professional supervision in an accredited school or agency. Periodic meetings with BCC faculty supervisor. Students must demonstrate competencies pertaining to general knowledge expected of those who completed the education sequence; and be able to plan educational activities for culturally diverse populations and children with special needs. Students' dispositions and instructional strategies will be assessed. The use of technology is introduced as appropriate. Students will make contributions to their academic portfolio.	Description	N/C
Requirement Designation		Requirement Designation	
Liberal Arts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Liberal Arts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Course Attribute (e.g. Writing Intensive, etc.)		Course Attribute (e.g. Writing Intensive, etc.)	
General Education Component	<p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Required</p> <p> <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematics <input type="checkbox"/> Science </p> <p><input type="checkbox"/> Flexible</p>	General Education Component	<p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Required</p> <p> <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematics <input type="checkbox"/> Science </p> <p><input type="checkbox"/> Flexible</p>

	___ World Cultures ___ US Experience in its Diversity ___ Creative Expression ___ Individual and Society ___ Scientific World		___ World Cultures ___ US Experience in its Diversity ___ Creative Expression ___ Individual and Society ___ Scientific World
Effective Date			Fall 2019

Rationale:

At present, BCC's Department of Education & Academic Literacy is building its middle and secondary education cohorts. The middle and secondary students are required to take EDU 70 as prerequisite in lieu of EDU 10 required by the Early Childhood/Childhood program.

EDUCATION 40: Field Work Seminar—3 credit hours

Prerequisites: EDU 10 or 70

Course Description: Individual and small group teaching experiences under professional supervision in an accredited school or agency. Periodic meetings with BCC faculty supervisor. Students must demonstrate competencies pertaining to general knowledge expected of those who completed the education sequence; and be able to plan educational activities for culturally diverse populations and children with special needs. Students' dispositions and instructional strategies will be assessed. The use of technology is introduced as appropriate. Students will make contributions to their academic portfolio.

Student Learning Outcomes:

- Students will be able to explain various pedagogical techniques used for effective teaching.
- Students will be able to explain how differentiated instruction helps to meet the needs of all learners.
- Students will be able to identify the key elements of effective classroom management.
- Students will be able to plan activities to support higher-level thinking strategies.
- Students will be able to develop lesson plans aligned with Common Core & NY State Standards.

I will post several education articles and videos on our class Blackboard site throughout the semester. Some of the information is **required** while others are optional. **You are responsible for any required material which will be indicated in the subject line, e.g., “Required.”** Please check our Blackboard site often. In addition, you should stay current with the *New York Time's* coverage of Education.

For links to NY standards and the Common Core State Standards: www.engageNy.org

For help with grammar and punctuation, please consult: <https://owl.english.purdue.edu/owl/section/1/> You may also contact Dr. Redpath at: alice.redpath@bcc.cuny.edu (Colston Hall, Room 407).

You can begin to familiarize yourself with the Library of Congress Teacher's Page for your primary source demonstrations at: <http://www.loc.gov/teachers/> and: <http://www.loc.gov/teachers/classroommaterials/>

Assignments and Due Dates:

All assignments must be typed, double-spaced, and edited before submission to me. Any work that is not handed in on time will result in a lowered grade of **10 points for each day that it is late.**

Student Professional Dispositions: Professional dispositions are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities, and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice. Students will demonstrate professional dispositions by exhibiting the following professional behaviors:

Arriving for class on time

Reading the assigned materials before class

Participating in class discussions
Turning in assignments on due dates
Interacting in a professional manner with other students and the professor
Contacting the professor via email or phone in an emergency (You can leave a message at: 718-289-5679)
Getting class notes/materials from peers if you are absent.

Civility in the Classroom: If students do not arrive on time for class or do not attend class, the instructor is not responsible for any material (such as quizzes, assignments, handouts, notes) that students may miss due to late arrivals or lack of attendance. **Students are expected to remain in class for the entire class period.** Any student who leaves early will forfeit any points he/she may have earned on quizzes, class activities, etc. during that class period. Students behaving in a manner considered disruptive or threatening to the instructor or class will be removed and appropriate disciplinary action will be initiated.

Students cannot have phones out during class, answer calls or text during class, **nor are they allowed to leave class to perform such activities. Cell phones are ONLY permitted for classroom activities.** Laptop computers can ONLY be used for note taking and/or classroom assignments.

Participation & Attendance: In order to succeed, you must be in class, prepared to take part in discussions and group activities. Participation means you must be involved in the discussions and presentations by the instructor and your classmates. Since this class meets only once a week, you must make every effort to attend.

Reading assignments: This is a reading intensive class. You are required to read sections in your texts and/or required articles. In addition, I will post articles (required and not required) on Blackboard throughout the semester. It is in your best interest to read any additional articles I post. You are expected to share your views about the readings in class and in groups.

Staying in Contact with the Professor: Please know that I am here to help you succeed. If you need help with anything, **please do not hesitate to contact me about your concerns.**

ASSIGNMENTS:

1. Participation (10 points)

2. One Reflection Paper of a school observation (10 points)

The Reflection Paper is a three to four-page assignment. Students should relate their school visits to the material covered in class. **Students are required to use correct forms of English grammar and punctuation in all written assignments.** Please ask me for help or contact Dr. Redpath at: alice.redpath@bcc.cuny.edu (Colston Hall, Room 407) in addition to utilizing this site: <https://owl.english.purdue.edu/owl/section/1/>

3. Mid-term Quiz (10 points): fill-in-the-blank based on assigned readings

4. One Oral Summary of a school observation (10 points)

5. One formal Lesson Plan based on NYS or Common Core standards (10 points)

See: www.engageNy.org

6. One in-class teaching demonstration of a Lesson Plan using primary sources (10 points)

7. One Sample Teach (10 points)

8. One Field Observation of you by me (10 points)

9. Final Exam (20 points); short-essay format based on assigned readings

In addition to the above assignments, I will come to your field placement to observe you once during the semester. You are also required to do **thirty-six hours** of school field placement in order to pass this course.

Course Calendar:

DATE	TOPIC	ASSIGNMENT
Week 1	Introductions & Syllabus Overview; Fieldwork; Nadia Lopez at TED	Read “Teach Your Teachers Well” by Susan Engel & answer questions
Week 2	Teaching Strategies	Read “What Makes a Great Teacher” by Amanda Ripley & answer questions
Week 3	Teaching Strategies, cont.; John Hunter at TED	Read “Building a Better Teacher” & answer questions
Week 4	NO CLASS!	
Week 5	Introduction & Backward Design	Read Intro & Ch. 1, UbD; Sample Teach #1
Week 6	Breaking Down Teaching Strategies; Mid-Term Quiz	Sample Teach # 1 cont. Read Ch. 1, “Teach Like a Champion” by Doug Lemov
Week 7	Teaching with Primary Sources; Mid-term quiz	Students learn how to incorporate primary sources into their lesson plans
Week 8	Gaining Clarity on our Goals	Read Ch. 2, UbD, pp. 35-44; Ch. 3, UbD, pp. 56-75
Week 9	Classroom Questioning	Ch. 8 (10 th ed.) pp. 223-228; pp. 232-237
Week 10	Effective Planning	Ch. 2 “Teach Like a Champion” by Doug Lemov
Week 11	BREAK!	
Week 12	Video: The Ron Clark Story	https://www.youtube.com/watch?v=xVsld1Wls10 Answer Questions from Ron Clark’s, <i>55 Rules</i>
Week 13	Teaching with Primary Sources	TPS Demos
Week 14	Video: The Queen of Katwe	Answer Questions Answer Ron Clark questions
Week 15	Effective Communication	Students provide an oral summary of a classroom observation Review for final exam
Final Exam		

Student Learning Outcomes for EDU 40 Field Requirement (according to level):

	Early Childhood	Childhood	Adolescent Education	
Week 1 The Learning Environment	Early Childhood Environmental Rating Scale	Observing the Childhood Classroom	Observing the Adolescent Classroom	
Week 2 Teacher-Student Interaction	Teacher in loco parentis	Teacher as Guide	Teacher as Coach	
Week 3 Lesson Planning	New York State Learning Standards; Early Learn, UPK, Kindergarten, Grade 1	New York State Learning Standards; Grade 1-6	New York State Learning Standards; Grade 7-12	
Week 4 Lesson Planning for English Language Arts (ELA)	New York State Learning Standards; Early Learn, UPK, Kindergarten, Grade 1	New York State Learning Standards; Grade 1-6	New York State Learning Standards; Grade 7-12	
Week 5 Lesson Planning for Mathematics	New York State Learning Standards; Early Learn, UPK, Kindergarten, Grade 1	New York State Learning Standards; Grade 1-6	New York State Learning Standards; Grade 7-12	
Week 6 Classroom Management	Mainstream, Inclusion, Special Needs Continuum (SETTS, ITC, etc.)	Mainstream, Inclusion, Special Needs Continuum (SETTS, ITC, etc.)	Mainstream, Inclusion, Special Needs Continuum (SETTS, ITC, etc.)	
Week 7 Academic Language	Academic Language	Academic Language	Academic Language	
Week 8 Mid-term Field Project	TBD	TBD	TBD	
Week 9 Instruction	Whole Class Instruction, Differentiated Instruction, Cooperative Learning	Whole Class Instruction, Differentiated Instruction, Cooperative Learning	Whole Class Instruction, Differentiated Instruction, Cooperative Learning	
Week 10 Teaching Strategies	Child-centered	Subject centered	Teacher centered	
Week 11 Teaching with Technology	Use of Technology Adaptive Technology	Use of Technology Adaptive Technology	Use of Technology Adaptive Technology	
Week 12 Assessment	State Assessment, School Assessment, Program Assessment, Student Assessment, Differentiated Assessment	State Assessment, School Assessment, Program Assessment, Student Assessment, Differentiated Assessment	State Assessment, School Assessment, Program Assessment, Student Assessment, Differentiated Assessment	
Week 13 Theory and Research Connections	Early Childhood Education	Childhood Education	Adolescent Education	
Week 14 Reflections on The Fieldwork Experience	Birth to Grade 1	Grades 1 to 6	Grade 7-12	

BCC Grading System:

A+ 97 — 100 Exceptional	A 93 — 96.9 Excellent
A- 90 — 92.9 Very Good	B+ 81 — 89.9 Very Good
B 83 — 86.9 Good	B- 80 — 82.9 Good
C+ 77 — 79.9 Above Average	C 73 — 76.9 Average
C- 70 — 72.9 Below Average	D+ 67 — 69.9 Below Average
D 63 — 66.9 Below Average	D- 60 — 62.9 Below Average
F 0 — 59.9 Failing	

Suggested Questions to Be Used for Classroom Observations

Guiding Question 1: What are the content frameworks that guide teachers as they prepare instruction?

Locate and write two (2) common core standards that your cooperating teacher addressed in the classroom.

How did the teacher introduce the standard?

Guiding Question 2: Why is it important for teachers to understand the demographics of their students?

What is the ethnicity of the students in your classroom?

How many English Language Learners are in your classroom?

What is the gender make-up of the student population in your classroom?

What percentage of students in your cooperating school receives free and reduced Lunch?

Guiding Question 3: Why should teachers incorporate technology into their instruction?

Make a list of the types of technologies and/or technology resources that are available to your cooperating teacher at the cooperating school.

Guiding Question 4: Why is important to teach students how to work well in a group?

Design a meaningful activity that would help students develop positive behaviors that would encourage productive group work with students.

Describe a strategy that you observed your cooperating teacher use in the classroom to redirect students who were off task.

Guiding Question 5: Why should teachers understand and address the different modalities of the students in their classroom?

List 3 strategies that help teachers address different learning styles, i.e., visual, auditory, kinesthetic, multiple.

Guiding Question 6: Why is it important for teachers to understand and incorporate similarities and differences in culture, family structure, and learning styles in their instruction?

Section AI: Special Actions

AI.1 The following revision is proposed for the Digital Arts A.A.S. Degree Program

Program: Digital Arts A.A.S. Degree

Program Code: 87112

Hegis Code: 5012.00

Effective: Fall 2019

Revision: Name change from Digital Arts to Digital Design

From	To
Program Title: Digital Arts	Program Title: <u>Digital Design</u>

Rationale: Since the department is proposing to eliminate the degree options in favor of a single-track degree, we feel the name change will help clarify the program's focus. We believe the title DIGITAL DESIGN better describes what we offer students, which is a comprehensive, computer-based design education. The title Digital Arts was originally coined to create a general umbrella term to accommodate the two options: Graphic Design and Web Design. However, the word ARTS has led to misconceptions about the program in the past. This is not a fine art digital program, but a specialized design program.

Section AllI: Changes in Degree Programs

AllI.1 The following revisions are proposed for the Digital Arts A.A.S. Degree

Program: A.A.S. in Digital Arts

Program Code: 87112

Proposed Changes: Eliminate the degree options. Make ART 88 - Web Interactivity, ART 90 – Graphic Design Project, and ART 91 - Design Portfolio required courses. Replace ART 41 - Ceramics and MUS 13 - Sound Design with ART 72 - Digital Photography and ART 89 - Publication Design as restricted art electives.

Effective Date: Fall 2019

From:		To:	
Required Core		Required Core	
A - English Composition		A - English Composition	
ENG 110 Fundamentals of Composition and Rhetoric OR		ENG 110 Fundamentals of Composition and Rhetoric OR	
ENG 111 Composition and Rhetoric I	3	ENG 111 Composition and Rhetoric I	3
ENG 112 Composition and Rhetoric II OR		ENG 112 Composition and Rhetoric II OR	
ENG 113 Writing About Literature OR		ENG 113 Writing About Literature OR	
ENG 114 Written Composition and Prose Fiction OR		ENG 114 Written Composition and Prose Fiction OR	
ENG 115 Written Composition and Drama OR		ENG 115 Written Composition and Drama OR	
ENG 116 Written Composition and Poetry	3	ENG 116 Written Composition and Poetry	3
B - Mathematical and Quantitative Reasoning		B - Mathematical and Quantitative Reasoning	
MTH 21 Survey of Mathematics I OR		MTH 21 Survey of Mathematics I OR	
MTH 23 Probability and Statistics	3	MTH 23 Probability and Statistics	3
C - Life and Physical Science ¹		C - Life and Physical Science ¹	
Select one course from Required Core C OR Flexible Core E	3-4	Select one course from Required Core C OR Flexible Core E	3-4
Flexible Core		Flexible Core	
A - World Cultures and Global Issues		A - World Cultures and Global Issues	
HIS 10 History of the Modern World OR		HIS 10 History of the Modern World OR	
HIS 11 Introduction to the Modern World	3	HIS 11 Introduction to the Modern World	3
C - Creative Expression		C - Creative Expression	
ART 11 Introduction to Art History OR		ART 11 Introduction to Art History OR	
ART 12 Intro to Art History: Africa, the Americas, Asia & the Middle East	3	ART 12 Intro to Art History: Africa, the Americas, Asia & the Middle East	3
D - Individual and Society		D - Individual and Society	
COMM 11 Fundamentals of Interpersonal Communication	3	COMM 11 Fundamentals of Interpersonal Communication	3
A-D - Humanities Elective		A-D - Humanities Elective	
Select one course from Flexible Core A, B, C, OR D	3	Select one course from Flexible Core A, B, C, OR D	3
Subtotal	24-25	Subtotal	24-25

Major Requirements		Major Requirements	
FYS 11 First Year Seminar	1	FYS 11 First Year Seminar	1
PEA Physical Education activity course OR		PEA Physical Education activity course OR	
HLT 91 Critical Issues in Health	1-2	HLT 91 Critical Issues in Health	1-2
Free Elective	0-2	Free Elective	0-2
Subtotal	3-4	Subtotal	3-4
Specialization Requirements		Specialization Requirements	
ART 15 Design Basics	2	ART 15 Design Basics	2
ART 21 Drawing	2	ART 21 Drawing	2
ART 22 Painting	2	ART 22 Painting	2
ART 55 Modern Art	3	ART 55 Modern Art	3
ART 56 Graphic and Digital Design History	3	ART 56 Graphic and Digital Design History	3
ART 72 Digital Photography	2	ART 79 Typographic Design	2
ART 79 Typographic Design	2	ART 81 Typography and Layout	2
ART 81 Typography and Layout	2	ART 82 Illustration	2
ART 82 Illustration	2	ART 84 Digital Imaging	2
ART 84 Digital Imaging	2	ART 86 Digital Illustration	2
ART 86 Digital Illustration	2	ART 87 User Interface Design	2
ART 87 User Interface Design	2	ART 88 Web Interactivity	2
Subtotal: 26		ART 90 Graphic Design Project	2
Graphic Design Option Requirements		ART 91 Design Portfolio	2
ART 89 Publication Design	2	ART 32 Printmaking OR ART 72 Digital Photography OR ART 89	
ART 90 Graphic Design Project	2	Publication Design OR ART 95 Intro to 3D Graphics and Animation	2
ART 91 Design Portfolio OR ART 32 Printmaking OR ART 41 Ceramics OR		Subtotal: 32	
ART 95 Intro to 3D Graphics and Animation OR MUS 13 Sound Design	2	Total	60
Subtotal: 6			
Web Design Option Requirements			
ART 88 Web Interactivity	2		
ART 93 Web Design Project	2		
ART 97 Web Portfolio OR ART 32 Printmaking OR ART 41 Ceramics OR			
ART 95 Intro to 3D Graphics and Animation OR MUS 13 Sound Design	2		
Subtotal: 6			
Total	60		
Footnotes:		Footnotes:	
¹ Except Bio 23		¹ Except Bio 23	

RATIONALE: Due to continued technological advances in the digital/graphic design field, namely the use of high-end typography in web design and the proliferation of web/UX (user experience) design into all facets of graphic design, the department feels we no longer need the separate options for the degree. Instead we would like to provide a foundation in web and UX design to all students, thus making ART 88 – Web Interactivity a requirement. The addition of ART 90 – Graphic Design Project and ART 91 – Design Portfolio as requirements is meant to strengthen student preparedness for the workforce. Art 90 being a branding class, gives students professional training in corporate design, while the portfolio class prepares students for job-seeking and interviewing and allows them to create a portfolio of their work, which is essential for employment. In order to accommodate these courses, we are moving ART 72 and ART 89 into the ART elective pool. ART 41 and MUS 13 are removed because we cannot sustain so many electives, and feel that those are the least relevant to the program. We believe this new program will provide a more solid design foundation to students whether seeking employment or transfer after graduation.

Bronx Community College
PRESIDENT'S COMMUNITY REPORT – FEBRUARY 2019
Thomas A. Isekenegbe, Ph.D.

After an unexpectedly excitement-filled beginning of the 2019 Spring semester, I am excited to write to you today with updates and to welcome you back again! With the closure of Colston Hall (updates included below) and all of the last minute changes it necessitated, we cancelled the Spring 2019 Faculty and Staff Convocation to allow everyone to focus on responding to the building emergency and/or getting settled and ready for classes. On Thursday, February 14, 2019, we held an Open Conversation on Colston Hall to discuss faculty and staff concerns and provide background and plans for the building. This Friday, March 1, 2019, we are hosting another Town Hall in Nichols Hall Auditorium (Room 104) to discuss the upcoming Middle States Accreditation Review (additional details below). These, along with the budget, were the two main topics that would have been addressed at the cancelled Convocation.

I would like to take this opportunity to thank you all for your patience and flexibility over the past five weeks. Faculty, staff, and students have shown incredible grace in the face of the challenges presented by moving classrooms; lack of access to regular materials, resources, and office spaces; and limited available information. We welcome ongoing feedback and will specifically solicit your thoughts in anticipation of debriefing discussions and a post-mortem on how we can improve our crisis response.

NEW CUNY CHANCELLOR: I am pleased to report at the appointment of Dr. Félix V. Matos Rodríguez as the eighth Chancellor of The City University of New York. He has been serving as president of Queens College since 2014 and is an accomplished scholar, educator and administrator. He will be both the first Latino and first minority to lead CUNY when he assumes the post on Wednesday, May 1, 2019.

Chancellor Matos Rodríguez has drawn national recognition as a trailblazer in higher education. He enhanced Queens College's reputation for excellence and propelled the school to the highest echelon in college social-mobility rankings. As president of CUNY's Eugenio María de Hostos Community College, the post he held immediately prior to his appointment at Queens College, he gained acclaim for engineering a double-digit increase in the school's retention rate. He is one of a select few U.S. educators who has served as president of both a baccalaureate and community college.

Matos Rodríguez holds a B.A. from Yale University, where he was a cum laude graduate, and a doctorate in history from Columbia University.

COLSTON HALL UPDATE: This Friday, March 1, 2019, we expect that faculty and staff will be able to re-enter, re-occupy, and access Colston Hall floors 4-8. The phenomenal BCC Custodial team will be completed with their cleaning by Friday morning. From preliminary walkthroughs, it is clear that they have done an exceptional job thus far. Emergency repairs on these floors is complete. Elevators, internet, phone service, and personal computers are all operable. The building has also been fully exterminated to ensure that there is no rodent or pest activity. We expect that students will begin accessing the space on Monday, March 4, 2019, and the Office of Academic Affairs is working now to reschedule classes in CUNYFirst, so that students, faculty, and staff can access the most up-to-date information via their CUNYFirst accounts.

Offices and classrooms on Colston Hall floors 2-3 are undergoing emergency repair work this week (including floor removal, asbestos abatement, floor replacement, and cleaning), which will continue through next week. We hope that academic departments and classes on these floors can be re-occupied beginning Friday, March 8, 2019. As with floors 4-8, the PSC will be invited to participate in a walkthrough of these spaces in advance of re-occupancy. In the interim, faculty and staff with offices on floors 2-3 can reach out to Assistant Vice President David Taylor, Vice President Kay Ellis, or Campus Planner Robin Auchincloss via email to arrange for times to access these spaces. Some areas may not be available until after the asbestos abatement and floor replacement is completed.

MIDDLE STATES ACCREDITATION REVIEW UPDATE: We continue preparing for the March 24-27, 2019, visit by our Middle States Accreditation team. At this time, we have submitted our Middle States Self Study Report, focusing on our theme, "Reflecting on Our Community of Excellence". It is available for review at: <http://www.bcc.cuny.edu/wp-content/uploads/2019/02/bcc-msche-self-study-2-7-19.pdf>. An Executive Summary of this document is also available for review online at: <http://www.bcc.cuny.edu/wp-content/uploads/2019/02/bcc-msche-self-study-executive-summary-2-22-19.pdf>. I would like to extend a special thank you to Dean for Institutional Research, Planning and Assessment Nancy Ritze, Middle States Steering Committee Co-Chairs (Vice President for Student Success Irene R. Delgado and Professor Jordi Getman-Erazo), and English Department Chairperson and Professor Robert Beuka for their leadership in coordinating the compilation and copyediting of our document. It is beautiful and well written. I would urge you each to review it in advance of our site visit.

Our Accreditation Review Chairperson is Dr. Steve Rose, President of Passaic County Community College. Prior to the March visit, Dr. Rose shares that our Accreditation team will have composed a first draft of their final report based solely on the written

PRESIDENT'S COMMUNITY REPORT – FEBRUARY 2019

documents made available to them in advance of the site visit and interviews. When they arrive at the College, they anticipate conducting interviews of approximately 200 individuals. By the end of Wednesday, March 27, 2019, the visit will conclude and Dr. Rose will deliver his final Accreditation Report before leaving campus. This will include any recommendations for the College but will not include his final recommendation to the Middle States Commission. That ultimate recommendation will be made during a presentation to the Middle States Commission in June 2019. At that time, Dr. Rose and our team will meet the Middle States Commissioner assigned to review and assess Bronx Community College. Our Commissioner will conduct an evaluation based solely on available written materials and will not conduct any in-person interviews or campus site visits. This will comprise the second layer of review for our overall assessment. Following the June 2019 meeting, the College will know the ultimate outcome of our Middle States Accreditation review.

In preparation for the upcoming visit, I invite you to join us at the Friday, March 1, 2019, Middle States Town Hall for more information. It is scheduled from 10am-11:30am in Nichols Hall Auditorium (Room 104).

PROVOST/VICE PRESIDENT SEARCH UPDATE: The national open and competitive search for Provost and Vice President of Academic Affairs is underway. We secured ACCT Searches, an executive search firm, to assist with the vetting process because they have specific relevant experience and will be able to pay particular attention to the needs of an urban community college. We are still hoping that the new Provost will begin on July 1, 2019. The Search Committee met and was charged on Wednesday, February 6, 2019. The Committee members are listed in the chart below and is composed of nine members; including four faculty members on the professorial line, an adjunct faculty member, a CLT, a senior administrator, a HEO-series administrator, and a student. There is a balance by gender and wide representation by ethnicity. By March/April 2019, we hope the initial selection process will be complete and recommendations will be made on finalist candidates. In May/June, the college will begin the onboarding process, including presenting the selected candidate to the CUNY Board of Trustees. If you have any questions or concerns about the process, please feel free to reach out to Executive Director for Human Resources Marta Clark or Chief Diversity Officer Jessenia Paoli. We will continue to provide updates as the process moves forward and look forward to wide participation in the search.

2018-2019 SEARCH COMMITTEE FOR PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

NAME	PROFESSIONAL AREA/DEPARTMENT	CLASSIFICATION
Alexander Lamazares (Chairperson)	Modern Languages	Senior Faculty – Full Tenured Professor
Kenya Harris ⁺	Nursing & Allied Health Sciences	Senior Faculty – Full Tenured Professor
Shylaja Akkaraju	Biological Sciences	Faculty – Full Professor
Roni Ben-Nun ^{*+}	Art & Music	Faculty – Associate Professor
James Kenney [*]	English	Adjunct Faculty
Luis Cortorreal	Health, Physical Education & Recreation	Instructional Staff - CLT
Bernard Gantt	Student Success	Senior Administrator – ECP (Dean)
Jitinder Walia	Early Childhood Center	Administrator – HEO (Director)
Carolina Valenzuela	Student Government Association	Student

^{*} Candidate Recommended by College Senate

⁺ Alumni Representative

CAMPUS ACTIVITIES:

- Please join me in congratulating the Grants and Partnerships Office in the awarding of two new grants. \$1,190,090 was awarded by the New York State Education Department under the Carl D. Perkins Career and Technical Education Act to provide essential career and technical education-related programs and services to prepare students for post-graduation employment. \$200,000 was awarded by the NYC Council to support Adult Basic Education & Training and we will use the funds to upgrade equipment to enhance classroom instruction, provide advanced CPR training for ESL students, and update program facilities to better serve students.
- Please plan on joining us on Saturday, May 4, 2019, for the 41st Annual Roscoe C. Brown Hall of Fame Run the Bronx. We ask all faculty and staff to participate by competing in the 5k or 10k run or the 2 mile walk. You can also volunteer on race day or make a donation to support BCC students. You can register at: <http://www.bcc.cuny.edu/about-bcc/bcc-foundation/campaigns/run-the-bronx/>. Learn more online about securing the 2019 President's Cup for highest participation rate in your department!

Additional Information for BCC Middle States Accreditation Visit

Building a Community of Excellence

MISSION BCC serves students of diverse backgrounds, preparations and aspirations by providing them with an education that is both broad in scope and rigorous in its standards. We offer students access to academic preparation that provides them with the foundation and tools for success in their educational and/or professional plans and instills in them the value of informed and engaged citizenship and service to their communities.

VISION BCC will effectively invest in each student's success by engaging with them in an integrative and supportive environment that facilitates the development and achievement of their educational and career goals. Graduates will be prepared to understand, thrive in, and contribute to a 21st-century global community marked by diversity, change, and expanded opportunities for lifelong learning and growth.

VALUES Respect – Integrity – Engagement – Excellence – Empowerment

GOALS

- | | |
|------------------------------------|--|
| 1. Build a Community of Excellence | 5. Cultivate a 21 st Century Curriculum |
| 2. Empower Students to Succeed | 6. Enhance the Campus Environment |
| 3. Deepen Student Learning | 7. Promote a Reputation for Excellence |
| 4. Develop World Citizens | |

MSCHE Standards for Accreditation

Standard I: Mission and Goals. The institution's mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution's stated goals are clearly linked to its mission and specify how the institution fulfills its mission.

Standard II: Ethics and Integrity. Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

Standard III: Design and Delivery of the Student Learning Experience. An institution provides students with learning experiences that are characterized by rigor and coherence of all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.

Standard IV: Support of the Student Experience: Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.

Standard V: Educational Effectiveness Assessment. Assessment of student learning demonstrates that the institution's students have accomplished educational goals consistent with their programs of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education.

Standard VI: Planning, Resources and Institutional Improvement. The institution's planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges

Standard VII: Governance Leadership and Administration. The institution is governed & administered in a manner that allows it to realize its stated mission & goals in a way that effectively benefits the institution, its students, & the other constituencies it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purposed, & it operates as an academic institution with appropriate autonomy.

Bronx Community College
The City University of New York
Committee on Instruction and Professional Development
Faculty and Staff Lounge, Basement, B001, Language Hall
February 5th, 2019

I. Update on BCC policy on academic integrity changes

The BCC academic integrity policy must comply with that of CUNY. CIPD will draft a 3 paragraph statement which will include a preamble (What is the policy?, What are the ramifications of infringement of the policy?, etc.), examples of plagiarism and cheating, and how to avoid such instances (we will include a link to a PDF/website/) as well as reference to the BCC head librarian. A suggestion was made that we include a Blackboard module such as “Are you Ready (to take an online course)?” that addresses ways to cite properly and avoid plagiarism.

II. Update on 2018 Pilot Student Survey Results A tenured professor from each academic department participated in a new paper student survey in Fall 2018. Preliminary results collected by Chris Efthimiou of Institutional search were shared with CIPD.

III. Update on Presidential Grant Rubric for 2019-2020

The rubric to evaluate Presidential Grant Submissions was revised and will be disseminated once it is voted on by CIPD in Fall 2019.

IV. Faculty Day Spring 2019 Updates

Faculty Day will be on Friday April 12th 2019. The theme is “Social Justice and Community College Education”. The call for papers/presentations/workshops has been broadcast via BCC email. Cheryl Wilkins of Columbia School of Social Work will be our keynote speaker.

V. Department Announcements

- A. The BCC Muslim Student Association and the Peace and Justice Club have a President's Conversation Series. **Hijab Awareness Events February 1-19, 2019**. World Hijab Day was first celebrated on February 1, 2013, inspired by activist Nazma Khan, to share the experience of the Hijab wearing and promote understanding among all cultures. Contact Hisseine Faradj (Social Sciences) hisseine.faradj@bcc.cuny.edu or Mara Lazda (mara.lazda@bcc.cuny.edu)
 - B. Vivian Rodriguez of the Radiologic Technology (Nursing) Department announced that this semester RadTech graduates will have a pinning ceremony to celebrate their graduation from the program. Details will be forthcoming.
- VI. New Business: Please see attached CIPD Chair's Report from CUNY Faculty Affairs Advisory Board meeting of February 4, 2019.

Next CIPD meeting on Tues, March 5th, 2019 in Faculty and Staff Lounge of Language Hall.

Instructional Staff Senate Committees Membership – Proposal

This proposal seeks to align the way instructional staff members are elected to senate committees. It simplifies the existing rules and divides them into two groups: committees with departmental reps elected by departments, and committees with instructional at-large reps elected by the Faculty Council.

Presently, while in most cases the Faculty Council elects instructional staff representatives to various committees, there are several exceptions. In addition, the pool of candidates and the language used to define it differs even when describing the same groups.

1. Senate Executive Committee

~~Six members of the Faculty Council, elected by the Faculty Council~~

Six members elected by and from the Faculty Council

(Wording change only)

2. Committee on Governance and Elections

~~Five faculty members: two elected by and from the Faculty Council, three elected by the Faculty Council from the Instructional Staff at-large~~

Five members elected by the Faculty Council from the Instructional Staff at-large

(To allow wider participation it is proposed to open nominations to the entire instructional staff, rather than just faculty or FC members)

3. Committee on Academic Standing

~~One faculty member elected by and from each department~~

One faculty member elected by and from each academic department

(Wording change only)

4. Committee on Curriculum

~~One representative to be elected by each department~~

One faculty member elected by and from each academic department

(Wording change only)

5. Committee on Student Activities

~~Two faculty members elected by and from the Faculty Council~~

Two members elected by the Faculty Council from the Instructional Staff at-large

(To allow wider participation it is proposed to open nominations to the entire instructional staff, rather than just faculty or FC members)

6. Committee on Space, Facilities, and Physical Plant

~~Three (3) At-Large Faculty Members~~

Three members elected by the Faculty Council from the Instructional Staff at-large

(To align the election process with other committees, and avoid the need for a general election which is costly)

7. Committee on Instruction and Professional Development

One faculty member elected by and from each department

(No change)

8. Committee on Community Events

~~Four members from the Instructional Staff: two elected by the Faculty Council; two appointed by the Executive Committee~~

Four members elected by the Faculty Council from the Instructional Staff at-large

(To align the election process with other committees and assure that instructional staff reps are elected only by instructional staff members of senate)

9. Committee on Vice Presidents and Deans

~~Two members of the Faculty Council elected by the Faculty Council; Two members of the Instructional Staff appointed by the Executive Committee~~

Four members elected by the Faculty Council from the Instructional Staff at-large

(To allow wider participation it is proposed to open nominations to the entire instructional staff, rather than just FC members)

10. Committee on Academic Freedom

~~Five members of the Instructional Staff elected by the Faculty Council~~

Five members elected by the Faculty Council from the Instructional Staff at-large

(Wording change only)

BCC Faculty Council

February 2019

SENATE REPORT

1) The Faculty Council held special elections for a vacancy in the Diversity & Inclusion Task Force – Oluremi Alapo (SOC) was elected.

2) The Faculty Council held special elections for a vacancy in the Committee on Governance & Elections – Goldie Sherr (BIO) was elected.

3) The Faculty Council amended the resolution regarding the creation of a task force on reappointment, promotion, tenure and leave:

Create a task force of the Faculty Council, consisting of seven members elected from the instructional staff at-large, to consider not only Chancellor Robinowitz's memorandum, but other issues surrounding reappointment, promotion, tenure, and fellowship leaves. This includes the gathering of data surrounding these issues (point by point) and reporting back to the Faculty Council the findings for the purpose of further discussion and possible action.

Adopted unanimously by a voice vote of the BCC Faculty Council, Thursday, Nov. 8, 2018

Elections to the task force were held– Nikolaos Apostolakis (MTH), Iris Cortes (NUR), Yasmin Edwards (BIO), Tanweer Haroon (BUS), Swan Kim (ENG), Nichole Mcdaniel (BIO), and Ahmed Ried (HIS) were elected.

Permanent Committee on Diversity and Inclusion Proposal

1. Committee on Diversity and Inclusion

a. Functions of the Committee on Diversity and Inclusion:

- i. Present a yearly report of successes in diverse representation across the college campus, specifically within the administration, faculty, and staff, and report areas where diverse representation is lacking, to the Senate.
- ii. Create opportunities for further diverse representation through a variety of activities on campus, including but not limited to creating diversity training activities, and creating/promoting events with diversity and diverse representation as part of their central theme, all with the purpose of increasing awareness of issues in diverse representation in governance, faculty, and staff hiring.
- iii. Review/revise Human Resources Exit Survey, as needed, in terms of diversity/representation.
- iv. Utilize future COACHE Surveys and BCC Faculty and Staff surveys to inform activity planning in areas of diversity and inclusion.
- v. Create and maintain a diversity training online interface.
- vi. Highlight the work of diverse faculty and staff on an ongoing basis, in order to promote diverse representation and provide students with diverse role models.
- vii. Work with the Office of Affirmative Action, and other interested parties, in order to promote activities outlined above.

b. Membership of the Committee on Diversity and Inclusion:

- i. The Vice President of Academic Affairs, or a representative from that office.
- ii. The Chief Diversity Officer, or a representative from that office.
- iii. One faculty member elected by and from each academic department.
- iv. Two students: one elected by and from the Student Government Association; one elected by the Student Government Association from the student body at large.

SUBMITTED BY the Diversity Task Force: Grisel Y. Acosta (Chair); Laura Barberan; Iris Cortes (Secretary); Raffaella Diotti; Giulia Guarnieri; Abdul Hashim; Michael Miller (Vice-Chair); Marian Stewart-Titus; Cynthia Tobar

SUPPLEMENTARY MATERIALS

STATEMENT OF PURPOSE (proposed MISSION STATEMENT):

The MISSION of the Bronx Community College Diversity Committee is to continually ensure that the BCC campus supports diverse representation among all faculty and staff, via personnel practices, campus events, training, and communication. The BCC DC will promote diversity awareness and be a guardian of diverse representation among faculty and staff, with the ultimate purpose of faculty and staff satisfaction, faculty and staff representation, and diverse student learning.

PURPOSE OF INTENT (reasoning):

The BCC Diversity and Inclusion Task Force strongly believes that, in order to address the initial pressing concerns of the COACHE Survey results (2016), BCC must install a permanent Diversity Committee. In fact, when the COACHE Task Force was initiated, members discovered that there was already a CUNY Diversity Initiative at BCC that had fallen through the cracks without a permanent committee to oversee its requirements/suggestions. Regardless of the results of future COACHE Surveys, it is our stance that because of the overarching issues that have been discovered regarding diversity and inclusion, a permanent Diversity Committee is vital to BCC's mission of serving students with "diverse backgrounds" and providing them with an education that will allow them to "thrive in and contribute to a 21st-century global community marked by diversity." Furthermore, we strongly feel that a permanent Diversity Committee, which requires representation from all academic departments, student representation, and administrative representation will have a more democratic vision than a temporary task force that does not have the same kind of well-balanced representation. A temporary task force should not be given the work that only a permanent committee can do well.

BRONX COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

BY-LAWS OF THE BRONX COMMUNITY COLLEGE
AUXILIARY ENTERPRISES CORPORATION

Article I – Name and Purposes

Section 1. Name – This Corporation, the Bronx Community College Auxiliary Enterprises Corporation, will hereinafter be referred to as the Corporation.

Section 2. Purposes – The principal objectives and purpose of the Corporation are as follows:

1. To provide auxiliary enterprises to service the students, faculty, administrative staff, alumni, and others in the college community of Bronx Community College. Such auxiliary enterprises may include food services, book stores, vending and game machines, copying services, printing services, typing services, computer services and other related enterprises to assist the students, faculty, administrative staff, alumni, and others in the college community of Bronx Community College.
2. Through the provision of auxiliary enterprise services and the use and allocation of auxiliary enterprise revenues, assist in developing, improving and increasing the programs, resources and facilities of Bronx Community College to enable it to provide more extensive educational opportunities and services to its students, faculty, administrative staff, alumni, and others in the college community.
3. As a means of accomplishing the foregoing purposes, the Corporation shall have all of the general powers set forth in Section 202 of the Not-for-Profit Corporation Law of the State of New York and such other powers which now are or hereafter may be conferred by law upon a corporation organized for the purposes herein set forth, or necessary or incidental to the powers so conferred, or conducive to the attainment of the purposes of the Corporation, subject to such limitations as are or may be prescribed by law, together with the power to solicit grants and contributions for corporate purposes.
4. The lawful public or quasi-public objectives of the purposes of this Corporation are to provide services to the students, faculty, administrative staff, alumni, and others in the college community of Bronx Community College and to further the educational goals of this public institution of higher education which is part of The City University of New York.

Article II- Membership and Directors

Section 1. Number – The property, affairs, and concerns of the Corporation shall be vested in a Board of Directors consisting of thirteen (13) directors.

1. The President of the college or his/her designee, shall be the Chair of the Board of Directors by virtue of the office held.
2. The President shall appoint three (3) directors from amongst the administrators of the college.
3. The President of the college shall appoint two (2) faculty members from a panel of at least four (4) teaching faculty elected by the college's Senate Executive Committee.
4. Five (5) student directors of the Board of Directors shall be elected by the Student Council from amongst the students duly elected by the general student body, including the student government president.
5. Two Independent Directors¹ appointed by the College President.

Section 2. Terms of Office –Each administration, faculty and Independent Director shall serve for a three-year term and until his or her successor is elected, appointed and qualified. Each student Director shall serve for a one-year term and until his or her successor is elected or appointed and qualified. A director's term of office shall commence with the Corporation's fiscal year. Directors may be elected or appointed to consecutive terms.

Section 3. Qualifications – The faculty/administration component of the Board of Directors shall be full-time employees of Bronx Community College. The student component of the Board of Directors shall be students in good standing enrollment at Bronx Community College.

Section 4. Duties and Meetings – The Board of Directors shall have power to hold meetings at such time and places as it deems advisable, to appoint committees, to employ necessary

¹ An independent director is defined as a former employee of the College or Corporation, a College alum, a community member, or any other individual, who, pursuant to Section 102 of the Not-for-Profit Corporations Law: (A) has not been within three years of his or her appointment to the governing board of the Corporation, an employee of the Corporation, CUNY or the Research Foundation of CUNY; and (B) does not have a relative who is, or has been within three years of the individual's appointment to the governing board, a key employee of the Corporation, CUNY or the Research Foundation of CUNY; and (C) has not received, and does not have a relative who has received, in any of the three fiscal years prior to the individual's appointment to the governing board, more than \$10,000 in direct compensation from the Corporation, CUNY or the Research Foundation of CUNY (other than reimbursement for expenses reasonably incurred as a director or reasonable compensation for service as a director as permitted by the Not-for-Profit Corporation Law); and (D) is not a current employee of or does not have substantial financial interest in, and does not have relative who is a current officer of or has a substantial financial interest in, any entity that has made payments to, or received payments from, the Corporation, CUNY or the Research Foundation of CUNY for property or services in an amount which, in any of the three fiscal years prior to the individual's appointment to the governing board, exceeds the lesser of \$25,000 or 2% of such entity's consolidated gross revenues. For purposes of this definition, "payment" does not include charitable contributions.

employees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Corporation. Meetings of the Board of Directors may be called by the Chair whenever he/she deems advisable and meetings shall be called by him/her upon written request of any four (4) members of the Board of Directors. Notice of every meeting of the Board of Directors shall be given personally, by electronic transmission or by first class mail to each Director at least five business days before the day on which the meeting is to be held.

Section 5. Quorum – The presence of seven (7) directors shall constitute a quorum for the transaction of any business and, unless otherwise specified in these by-laws, the act of a majority at any meeting of the Board of Directors shall be the act of the Board. Each director shall be entitled to one vote. Directors shall vote in person and not by proxy.

Section 6. Vacancies – Whenever a vacancy shall occur in the Board of Directors, said vacancy shall be filled in accordance with the provisions set forth in Section 1 of Article II hereof.

Section 7. Compensation – No director shall receive any compensation from the Corporation for services performed in his/her official capacity, but directors shall be reimbursed for reasonable expenses incurred in the performance of official duties.

Section 8. Assessments – The Board of Directors shall have no power to impose any liability or assessment upon any director or directors of the Corporation, except that a director of the Corporation may be required to reimburse the Corporation for personal use of Corporation Services.

Article III – Officers and Executive Committee

Section 1. Chair – The Chair of the Board of Directors shall preside over meetings of the Board. He/she shall sign and execute, in the name and on behalf of the Corporation, all documents required to be executed by the Corporation and shall perform such other duties as requested by the Board of Directors or as are reasonably incidental to his/her office. The President of the college or his/her designee shall be the Chair of the Board of Directors.

Section 2. Vice-Chair – The Board of Directors shall elect one of the student members of the Board as Vice-Chair of the Board of Directors. He/she shall preside over meetings of the Board in the absence of the Chair. He/she shall perform such other duties as requested by the Chair or Board of Directors.

Section 3. Second Vice Chair – The Board of Directors shall elect one of the student members of the Board as Second Vice-Chair of the Board of Directors. He/she shall preside over meetings of the Board in the absence of the Chair and Vice-Chair. He/she shall perform such other duties as requested by the Chair or Board of Directors.

Section 4. Treasurer – The President of the college shall designate one of the administrative members of the Board as Treasurer of the Board of Directors. The Treasurer shall be the business and fiscal officer of the Corporation. He/she shall perform such other duties as requested by the President or Board of Directors.

Section 5. Secretary – The Secretary shall oversee the taking and recording of minutes of all meetings of the Corporation’s Board of Directors, shall keep the seal of the Corporation and shall, when necessary, attest to the official acts of the Chair and Board of Directors. The Secretary shall supervise the distribution of minutes of all Corporation meetings; said distribution shall take place no more than seven days after a meeting. Whenever a person is elected or appointed to one of the positions specified in Section I of Article II hereof, the Secretary shall immediately notify such person, in writing, of his/her membership in the Corporation. The Secretary shall perform such other duties as requested by the Chair or Board of Directors. The college president shall designate one of the administrative members as Secretary.

Section 6. Executive Committee – The officers of the Board of Directors of the Corporation shall constitute the Executive Committee of the Board with power to act for the full Board when classes at Bronx Community College are not in session. A majority of the members of the Executive Committee of the Board shall also have the power to act for the Board of Directors when circumstances make it unfeasible to call for a meeting of the full Board of Directors. An action of the Executive Committee shall be reviewed and voted upon at the next regularly scheduled meeting of the full Board of Directors of the Corporation.

Article IV – Budget

Section 1. Fiscal Year – The fiscal year for the Corporation shall begin July 1st.

Section 2. Budget and Contract Committee – The Budget and Contract Committee shall develop all contract and budget allocation proposals subject to the review and approval of the Board of Directors of the Corporation. The budget and contracts of the Corporation shall be proposed by the Treasurer and submitted to the Committee. Five (5) directors of the board shall comprise the membership of the Budget and Contract Committee. Two (2) members of the committee shall be administrators, two (2) shall be students, and one (1) shall be a member of the faculty.

Section 3. Notification for Action – The minutes of the Board of Directors or the Executive Committee, as submitted by the Secretary and approved by the Board of Directors or the Executive Committee, shall be deemed to be the official notification for the appropriate college office authorizing it and other related college offices to take the necessary actions relating to appropriations and expenditures.

Section 4. Audit – The accounts of the Corporation shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.

Section 5. Audit Committee – The Board shall have an Audit Committee, which shall consist of the two Independent Directors and one student Director elected by the Board, who also meets the definition of Independent Director. The Audit Committee shall oversee the accounting and financial reporting processes of the Corporation and the audit of the Corporation’s financial statements. The Audit Committee’s responsibilities shall include the following:

- Annually select or renew the selection of an independent auditor to conduct an audit, subject to the approval of The City University of New York;

- Review with the independent auditor the scope and planning of the audit prior to the audit's commencement;
- Upon completion of the audit, review and discuss with the independent auditor: (A) any material risks and weaknesses in the internal controls identified by the auditors; (B) any restrictions on the scope of the auditor's activities or access to requested information; (C) any significant disagreements between the auditor and management; and (D) the adequacy of the Corporation's accounting and financial reporting processes;
- Annually consider the performance and independence of the independent auditor;
- Oversee the adoption, implementation of, and compliance with the Corporation's conflict of interest policy; and
- Report on the committee's activities to the Board.

Article V – Review Authority of the President and Governance

Section 1. Authority – The President of Bronx Community College shall have review authority over all actions taken by the Corporation's Board of Directors. Said review authority shall be exercised in the manner prescribed under Article XVI of the By-Laws of the Board of Trustees of The City University of New York.

Section 2. Governance – The Corporation shall operate consistent with the by-laws, policies and regulations of The City University of New York and any policies, regulations and orders of Bronx Community College.

Article VI – Assets and Funds

Section 1. Ownership – No director, officer or employee of the Corporation shall have any right, title or interest in any of the assets and funds of the Corporation; all assets and funds of the Corporation shall be owned exclusively by the Corporation.

Section 2. Disposition – All funds of the Corporation shall be deposited in an account or accounts in the name of the Corporation in a bank or banks designated by the President of the college and shall be used solely to pay the proper expenses of the Corporation. Funds shall be withdrawn from such bank account or accounts only upon the written authorization and signatures of both the Treasurer of the Corporation and Chair of the Corporation or upon the written authorization and signature of such other person or persons as the Board of Directors shall designate by resolution. Any funds or other assets of the Corporation which, in the judgment of the Board of Directors, shall not immediately be required to effect the purposes of the Corporation may be invested, reinvested, and administered by the Board of Directors in such securities, real estate or other investment as in the judgement of the Board of Directors is sound and proper.

Section 3. Dissolution – In event of dissolution of the Corporation, all of the remaining assets and property of the Corporation, after deduction of the necessary expenses, shall be distributed, as determined by the Board of Directors and approved by order of a Justice of the Supreme Court of the State of New York, to The City University of New York for the use and benefit of the College or any successor thereof, or to an organization which supports the College or any successor thereof and which satisfies Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended.

Article VII – Amendments to By-Laws

Section 1. Amendments – These by-laws may be amended by a two-thirds vote of the total membership of the Board of Directors. Said two-thirds vote shall be cast during two consecutive meetings of the total membership of the Board of Directors of the Corporation.

Section 2. Effective Date of Amendment – Amendments shall be subject to the approval of the college president and the Board of Trustees of The City University of New York. The effective date of amendment to these by-laws shall be as stated by the Board of Trustees of The City University of New York.

Section 3. Conflicts – The Board of Directors of the Corporation shall not adopt any new or amended by-laws, policies, or resolutions which conflict with the terms of the By-Laws of the Board of Trustees of The City University of New York. Nothing contained in the By-Laws of the Corporation shall be construed as diminishing the rights, duties and intentions as defined in Article XVI of the By-Laws of the Board of Trustees of The City University of New York.

Section 4. Resolution of Conflicts – Should a conflict exist between the By-Laws of the Corporation and the By-Laws of the Board of Trustees of The City University of New York, governing policy shall be that established by The City University of New York and the Board of Trustees of The City University of New York. Conflicts may be submitted to the Office of Vice-Chancellor for Legal Affairs of The City University of New York for resolution.

Article VIII – Insurance and Indemnification

Section 1. Insurance – The Corporation will purchase appropriate insurance for the protection of the Directors, officers and employees of the Corporation.

Section 2. Indemnification – The Corporation shall, to the full extent authorized by law, indemnify any person made, or threatened to be made, a party to any action or proceeding by reason of the fact that he or she was a director, officer, employee, or agent of the Corporation. The Corporation shall also indemnify to the full extent permitted by law any officer, director or employee serving any other corporation, partnership, joint venture, trust, employee benefit, or other enterprise in any capacity of the request of the Corporation.

Approved by the CUNY Board of Trustees on February 28, 1984, with amendments approved on September 29, 2014 and June 29, 2015, Cal. No. 6.A, 2015.

RESOLUTION

CUNY University Faculty Senate

Draft for Review by BAC – Version 4

WHEREAS since its founding, CUNY has served as a vehicle of upward mobility for all New Yorkers, including those from low-income families, underrepresented groups and immigrant communities. CUNY's diverse faculty provides quality instruction, workforce training and research in the broad and ever-expanding domains of knowledge that prepare them for successful futures. The University has conferred more than 1.3 million degrees in the past 45 years, and surveys indicate that more than three-quarters of its graduates remain in the city. CUNY colleges account for more than a third of the business and finance degrees awarded by New York City institutions, about one-third of the city's public school teachers and a high percentage of the nurses and health and science technicians employed by local medical facilities. The University produces hundreds of computer scientists and engineering professionals each year, and those numbers have risen sharply in the last five years, and

WHEREAS the funding of the core operating budgets for SUNY and CUNY has increasingly relied over the last decade on tuition and fees, which—while New York's neediest students have been protected due to the generous Tuition Assistance Program (TAP), SUNY/CUNY Supplemental TAP Awards, and the first-in-the-nation Excelsior Scholarship Program—has exacerbated both financial pressure on students and their families and the student-debt crisis in New York, despite SUNY and CUNY having among the lowest tuition and fees in the nation, and

WHEREAS a large portion of CUNY's 27 million square feet of owned space is at least half a century old. Investments are needed to extend the life of facilities, meet safety and code requirements, improve energy conservation and support academic programs and services, and

WHEREAS the Legislature and Governor have an historic opportunity and responsibility during this budget process to make New York State a national leader in sustainably and equitably funding its public university systems.

RESOLUTION:

THEREFORE BE IT RESOLVED that the CUNY University Faculty Senate urge the members of the New York State Legislature and Governor Cuomo to support CUNY by funding the following operating budget priorities:

- **Mandatory Cost Increases:** The University's budget request seeks \$93.9 million at the senior colleges for contractually required incremental salary increases, fringe benefit expenses and building rental and energy cost increases.
- **TAP Tuition Credit/TAP Gap Parity:** For students who receive full TAP awards, CUNY is required legally to cap tuition at the TAP award level. This creates a "TAP Gap" for our senior colleges, which will grow to about \$85 million in FY2020. CUNY is seeking \$20 million per year for the next four years to help close this gap. In addition, colleges with higher percentages of students that receive TAP generate less revenue than those colleges with higher student income levels, and therefore are affected disproportionately by this requirement. The University requests \$4.9 million for these specific campuses in order to provide TAP Gap parity.
- **Community College Base Aid - \$250 per FTE:** CUNY requests an increase in community college funding by \$250 per student FTE. Additional funding generated by this increase would be used to support the strategic goals to bolster student success, as well as keep tuition levels flat.
- **New Full-Time Faculty / Diversifying CUNY's Faculty:** CUNY requests funding to hire 200 new faculty per year to increase the diversity of its faculty and ensure excellence in teaching and research.
- **College Completion Programs:** The University seeks strategic investments to expand upon proven approaches that advance student academic success and degree completion, including our signature ASAP student success program for associate degree students; its new four-year counterpart, Accelerate, Complete and Engage (ACE), as well as Early College collaborations with the NYC Department of Education.
- **Supporting Needs of Students:** Funding is needed so that students do not become sidetracked in their academic pursuits by issues like food and housing insecurity, transportation costs, unmet mental and physical health needs, the demands of childcare and other basic needs.
- **CUNY Works:** This is a set of integrated, bold new steps to ensure our students are well-positioned to thrive in today's changing world of work.

- **CUNY School of Medicine at City College:** The establishment of a full medical school requires a significant commitment of resources dedicated to personnel and facilities in order to comply with the requirements of the national accrediting body, the Liaison Committee for Medical Education (LCME). NYS provides \$40,000 per student for SUNY medical school students and CUNY is requesting equivalent funding.

THEREFORE BE IT FURTHER RESOLVED that the CUNY University Faculty Senate joins the SUNY Faculty Senate to support a sustainable commitment to fiscal maintenance of effort for SUNY and CUNY, to assure funding for mandatory operating cost increases—such as utilities, building rentals, equipment and supplies, ongoing collective bargaining costs, and tuition increases that widen the TAP gap.

THEREFORE BE IT FURTHER RESOLVED that the CUNY University Faculty Senate urges the members of the New York State Legislature and Governor Cuomo to support CUNY by funding **\$570 million**, for **CUNY-Wide Senior Colleges, Capital Infrastructure and Equipment**. Funding requested to continue to address deferred maintenance at senior colleges, as identified in CUNY’s State of Good Repair Analyses. CUNY’s state-of-good-repair program aims to undertake the work necessary to keep buildings open and infrastructure operating in support of its educational mission.

THEREFORE BE IT FURTHER RESOLVED that the CUNY University Faculty Senate urges the members of the New York State Legislature and Governor Cuomo to support CUNY by funding our **Five-Year Capital Plan** for Fiscal Year FY 2019-20 through FY 2023-24 is \$6.2 billion: \$4.7 billion is for the senior colleges, professional and graduate schools, and \$1.5 billion, to be matched by the City of New York, is for the community colleges. Projects originate from CUNY-approved campus master plans and address space deficits on campus.

FINALLY BE IT RESOLVED that the CUNY University Faculty Senate calls on all Senators to share this resolution with their campus governance bodies and work with their Campus Governance Leader and others to pass campus governance body resolutions aligned with ours, which include encouragement of all students, alumni, donors, and current and former workers at their institution to reach out to the Governor and their representatives in the New York State Legislature and, as fellow citizens or residents of New York and/or supporters of public higher education, urge them to enact a budget that truly supports and advances our core academic missions.

PROPOSED AMENDMENT TO THE BCC GOVERNANCE PLAN

TO: COMMITTEE ON GOVERNANCE AND ELECTIONS

FROM: THOMAS A. ISEKENEGBE, PH.D., PRESIDENT

DATE: FEBRUARY 5, 2018

SUBJECT: PROPOSED AMENDMENT TO THE GOVERNANCE PLAN TO INCREASE PRESIDENT'S DESIGNEE
TO THE COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE

I am asking the Committee to consider the proposed amendment on my behalf so as to improve the efficiency and functionality of the College-Wide Personnel and Budget Committee. Having representatives from my Legal/Labor Office present during Committee meetings, in addition to the designated secretary, will enhance and facilitate their advisory role and allow them to address issues and questions inevitably arising during the consideration of candidates for reappointment, promotion and tenure. The presence of my legal and/or labor designees during the Committee meeting will be strictly advisory and they will serve without vote.

Thank you for the consideration of the proposed Amendment.

**PROPOSED AMENDMENT TO THE
BRONX COMMUNITY COLLEGE GOVERNANCE PLAN**

CHANGES TO THE PRESIDENT'S DESIGNEE(S) TO THE COLLEGE PERSONNEL AND BUDGET COMMITTEE

IV. THE COLLEGE PERSONNEL AND BUDGET COMMITTEE AND THE ACADEMIC REVIEW COMMITTEE

A. The College Personnel and Budget Committee

1. Functions of the College Personnel and Budget Committee:
 - a. Make recommendations to the President with regard to the Instructional Staff serving in the instructional departments of the College concerning appointments, reappointments, reappointments with tenure, leaves of absence, fellowship leaves, promotions, salary adjustments, and appeals of actions on these matters, consistent with the College's appeals procedure.
 - b. Make recommendations to the President with regard to the annual tentative budget prepared by the President.
 - c. Adopt and make known to the College community its procedures and calendar.
2. Membership of the College Personnel and Budget Committee:
 - a. The President of the College, who shall preside.
 - b. The Vice President of Academic Affairs, who shall preside in the absence of the President.
 - c. The Chairpersons of all instructional departments.
 - d. All other Vice Presidents of the College, who shall be members without vote.
 - e. The Secretary of the Committee, who shall be designated by the President and shall serve without vote

PROPOSED AMENDMENT LANGUAGE

IV. THE COLLEGE PERSONNEL AND BUDGET COMMITTEE AND THE ACADEMIC REVIEW COMMITTEE

A. The College Personnel and Budget Committee

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 - a. Make recommendations to the President with regard to the Instructional Staff serving in the instructional departments of the College concerning appointments, reappointments, reappointments with tenure, leaves of absence, fellowship leaves, promotions, salary adjustments, and appeals of actions on these matters, consistent with the College's appeals procedure.
 - b. Make recommendations to the President with regard to the annual tentative budget prepared by the President.
 - c. Adopt and make known to the College community its procedures and calendar.
2. Membership of the College Personnel and Budget Committee:
 - a. The President of the College, who shall preside.
 - b. The Vice President of Academic Affairs, who shall preside in the absence of the President.
 - c. The Chairpersons of all instructional departments.
 - d. All other Vice Presidents of the College, who shall be members without vote.
 - e. The Secretary of the Committee, who shall be designated by the President and shall serve without vote
 - f. A representative from the Office of Legal Affairs, who shall be designated by the President and who shall serve only in an advisory capacity to the Committee without vote.
 - g. A representative from the Office of Labor Designee, who shall be designated by the President and who shall serve only in an advisory capacity to the Committee without vote.

BRONX COMMUNITY COLLEGE

GOVERNANCE PLAN

**Adopted by the Board of Higher Education on June 18, 1973, Cal. No.5,
Amended:
June 22, 1981;
February 5, 1996;
June 25, 2001;
April 27, 2009;
April 26, 2010; and
January 30, 2017.**

BRONX COMMUNITY COLLEGE GOVERNANCE PLAN

I. THE BRONX COMMUNITY COLLEGE SENATE

The Bronx Community College Senate shall, subject to the authority of the Bylaws of the Board of the Trustees and the provisions of this document, be responsible for the establishment of academic policy and for legislative and advisory functions related to the programs, operations, and goals of the College.

A. Organization

1. The Senate shall be comprised of two Councils: The Faculty Council and the Student Government Association.
 - a. Faculty Council
 - i. Membership of the Faculty Council: Those Senators who are members of the Instructional Staff and who do not hold the title of President, Vice President or Dean, shall comprise the Faculty Council.
 - ii. Functions of the Faculty Council: The Faculty Council shall have the following functions:
 - (1) The authority to pass recommendations or resolutions which shall express the views of the Bronx Community College faculty and Instructional Staff.
 - (2) To elect faculty and staff to college and university bodies on which elected faculty, or elected faculty and Instructional Staff, serve. Such elections shall be conducted by the entire Council.
 - iii. Officers of the Faculty Council
 - (1) The Council shall elect a Chairperson, a vice-Chairperson, and a secretary from its membership.
 - (2) The term of office for officers of the Faculty Council shall be two years.
 - iv. Meetings of the Faculty Council
 - (1) The Faculty Council shall convene at least once per semester.
 - (2) The Faculty Council shall be convened by the Council's Chairperson, or by petition of at least 40 percent of the Council's membership.
 - b. The Student Government Association
 - i. The Student Government Association shall consist of students who are elected by the student body to be the Student Government Association pursuant to Section 15.2.b. of the Bylaws of the Board of Trustees. It shall be empowered to:
 - (1) Elect a President, Vice President for Inter-Organization Council (I.O.C.) clubs, Executive Officer for Legal and Legislative Affairs, Treasurer and Secretary.
 - (2) Develop a constitution for ratification by the student body.
 - (3) Regulate student co-curricular activities in conformity with policies adopted by the Senate.
 - (4) Represent the student body on committees of the Senate and their sub-committees as provided in this document.

- (5) A term of office shall be for one year commencing June 1 and terminating May 31 of the consecutive year. No senator may serve more than two consecutive terms of office.

2. Procedures - Rules of Conduct

- a. First Elections: Procedures for the first election of Senate shall be established by the previously existing Committee on Nominations and Elections.
- b. Meetings, Attendance at Meetings and Quorum: The Senate shall meet at least once a month during the Fall and Spring Semesters. Meetings of the Senate shall be open to all members of the College and the public at large. A quorum shall mean a majority of the body as calculated as a percentage of the total number of seats eligible to be filled.
- c. Voting: Any action taken by the Senate requires a vote of the member present at the meeting. Any matter, for which a vote is required by the College Governance Plan, must receive the requisite number of votes based upon the number of members of the body as a whole.
- d. Rules of Order:
 - i. The Senate shall adopt Rules of Order for itself, its committees, and its sub committees consistent with its obligations under law.
 - ii. The SGA may adopt Rules of Order according to its own Constitution.
 - iii. The Faculty Council may adopt Rules of Order for Departments and other bodies provided for in the Governance Plan.
 - iv. The Senate, Faculty Council and the Student Government Association shall elect a parliamentarian.
- e. Speaking Privileges: The privilege of addressing the Senate is reserved for members of the Senate. Non-members may address the Senate only upon the approval of the Senate.

3. Alternates

- a. Provision for Alternates: When called for by this plan, Alternates are individuals elected to fill a temporary absence or vacancy by a Senator or committee member. Alternates are entitled to and expected to attend all meetings of the Senate or committee, although they shall only vote when seated for the meeting. A seated Alternate shall be counted for the purpose of quorum and may vote on any manner with no distinction between Alternate and regular seats.
- b. Seating of Alternates: In the case where an absence or vacancy occurs at a meeting of the Senate or one of its committees, the Chairperson shall seat Alternates to fill the vacant seats. Alternates may only be seated from within a delegation. In the case of multiple Alternates in a delegation, such seats shall be filled by ranking as determined at the time of election in the manner specified below. After seating, Alternates shall be seated for the entirety of the meeting, without regard to the late arrival of any member.
- c. Number of Alternates
 - i. Alternates shall be elected in a number according to the manner in which the seat they are covering is designated.
 - ii. Departments shall elect an Alternate for the departmental seats to the Senate. They may elect Alternates for the seats on Senate committees.

- iii. There shall be at large Alternate seats to the Senate elected by and from the various Senate constituencies in the following number:
 - (1) Full-time Faculty: Five (5) Alternate seats
 - (2) Adjunct Faculty: One (1) Alternate seat
 - (3) Higher Education Officers: One (1) Alternate seat
 - (4) College Laboratory Technicians: One (1) Alternate seat
 - iv. Alternates for student seats shall be defined in a number set forth in the SGA Constitution.
 - v. There shall be no provision for Alternates for ex officio seats of the Senate or any of its committees.
- d. Election of Alternates
- i. Departmental Alternate Senators and committee members shall be elected at the same time and manner as that of the Departmental Senator or committee member. The name of the Alternate Senator shall be communicated to the Senate or committee at the time of the election.
 - ii. At-large Alternate Senators shall be elected by and from each delegation in a number provided for above in an election held at the same time and manner as the election for the regular Senate seats. In the case that more than one Alternate seat is being elected, the seats shall be ranked by the number of votes received as First Alternate, Second Alternate, etc.
 - iii. Student Alternate Senators shall be defined in a manner set forth in the SGA Constitution.
 - iv. Senate and Faculty Council Representatives to Senate Committees: The Senate or the Faculty Council may elect up to one Alternate for any committee to which it elects members to serve in the event of an absence or vacancy. Such an election shall take place at the same time and in the same manner as the election for the regular seat. The name of such Alternate shall be communicated to the committee at the same time as the result of the regular election.

B. Functions of the Senate:

- 1. The Senate shall have legislative power with regard to:
 - a. Academic affairs, including curricula, degree requirements, admissions and grading structure.
 - b. The protection of the academic freedom of students and Instructional Staff.
 - c. The adoption of Rules of Procedure for itself, its committees and its sub committees.
- 2. The Senate shall have the following advisory responsibilities:
 - a. Participate in the search for and appointment of the President of the College, as requested by the Board of Trustees.
 - b. Advise on the appointment of all individuals holding Vice President and Dean titles. These recommendations are to be submitted to the President of the College for his/her consideration.
 - c. Advise on long range planning to achieve the goals of the College.

- d. Advise on campus life and activities, including ancillary services within the College (including, but not limited to, Auxiliary Enterprises, BCC, Inc. and the Student Election Review Committee), student organizations and community relations.
 - e. Advise the College's administrative officers on the formulation and allocation of the College budget, of policies relating to grants, of allocation of space and facilities, and in the making of decisions pertaining to the allocation of resources for educational programs, and for research and scholarly activities.
3. In carrying out its responsibilities, the Senate shall be fully advised of, shall routinely receive, and shall be free to seek information from the College's administrative officers on all matters germane to the programs and operations of the College and its facilities.
 4. The College administration shall provide to the Senate in a timely fashion all pertinent information, including information on college resources and policies.
 5. Upon the invitation of the Senate Chairperson, the President shall meet with it to discuss his/her response to its recommendations.

C. Membership of the Senate: The membership of the Senate shall consist of the following:

1. The President of the College.
2. The Vice Presidents of Academic Affairs, Administration and Student Development.
3. One representative elected by and from each department.
4. Eighteen faculty members holding full-time lines elected by and from the faculty at-large holding full-time titles as lecturer, instructor, assistant professor, associate professor or professor.
5. Two faculty members in adjunct titles elected by and from the adjunct faculty.
6. Fifteen students elected by the student body at-large.
7. Three people elected by and from the holders of titles in the Higher Education Officer series.
8. One person elected by and from holders of titles in the College Laboratory Technician Series.
9. One person elected by and from the holders of titles in the Registrar's series and Higher Education Officers' series in the Registrar's Department.

D. Officers of the Senate

1. The Chairperson of the Senate shall be elected by and from the body. The Chairperson of the Senate shall be responsible for:
 - a. Convening and presiding at Senate Meetings.
 - b. Convening and presiding at Senate Executive Committee meetings.
 - c. Representing the College community along with administrative officers and student officers at College and community functions.
2. If the Chairperson is a member of the Faculty Council, the Vice-Chairperson shall be a member of the Student Government Association. If the Chairperson is a member of the Student Government Association, the Vice-Chairperson shall be a member of the Faculty Council.
3. The Secretary of the Senate shall be elected by and from the Senate.

E. Qualifications For and Length of Service in the Senate and on Senate Committees

1. Student Senators and student members of committees shall serve for a one-year term and shall serve no more than two consecutive terms.
2. Student members of the Senate or Senate bodies must have and maintain a minimum cumulative average of 2.00. Students may serve in their first semester, but must achieve and maintain the required 2.00 index to continue to hold office.
3. All full-time Instructional Staff representatives shall serve two-year terms.
4. All adjunct Instructional Staff representatives shall serve two-year terms.
5. Membership on Senate Committees shall be for a term of two years, except that student membership shall be for a term of one year.
6. No person shall hold more than one standing committee membership except by approval of the Executive Committee.
7. Vacancies
 - a. A vacancy in a Senate seat held by a member of the faculty or Instructional Staff shall only occur when the elected holder of the seat resigns or is no longer employed by Bronx Community College. A vacancy in a Senate seat held by a student shall be defined in accordance with the SGA constitution.
 - b. An at-large seat which will be vacant for more than one year shall be filled by special election of the constituency represented by the vacant seat. An at-large seat which will be vacant for less than one year shall be filled by an election by the Senate. A vacant departmental seat shall be filled by special election of the department. In each case, an adequate nomination period shall be granted prior to the election. The term of such an elected seat shall be the remainder of the term of the seat vacated.

F. Committees of the Senate - General Policy

1. The membership of committees of the Senate shall consist of elected members of the Senate, except as provided in the Governance Plan. Committees shall, unless otherwise specified, elect their own officers. Recommendations and actions by all committees are subject to ratification by the Senate. Such committee recommendations or actions must be presented to the Senate one meeting prior to the one at which action may be taken.
2. Each standing committee of the Senate shall submit a written report of committee activities at the last scheduled Senate meeting of the academic year.
3. The same rules of quorum and privilege of the floor apply to the committees of the Senate as apply to Senate.
4. When a person is designated in the Governance Plan as a representative of an Office or officer, that person shall serve as a representative for a full academic year.

G. Standing Committee of the Senate

1. Executive Committee

- a. Functions of the Executive Committee:
 - i. Prepare a schedule of regular meetings of the Senate by the beginning of each academic year.
 - ii. Prepare and transmit agendas and notices for all meetings of the Senate.

- iii. Act on behalf of the Senate when the full body cannot be called into session and the matters in question must be decided without delay.
 - iv. Call the Senate into special session by a vote of two-thirds of the total membership, as provided in Section I(A)(3)(c).
 - v. Appoint members of Standing Committees of the Senate as required by this document.
 - vi. Appoint members of other committees when requested by the President, the Senate, or any other administrative officer of the College.
 - vii. Review the College budget with the President at the beginning of each academic year.
 - viii. Prepare an annual evaluation of the performance and accomplishments of each standing committee of the Senate.
- b. Membership of the Executive Committee:
- i. The President of the College.
 - ii. The Vice President of Academic Affairs.
 - iii. The Chairperson of the Senate.
 - iv. The Vice Chairperson of the Senate.
 - v. The Secretary of the Senate.
 - vi. ~~Six members of the Faculty Council, elected by the Faculty Council, Six members elected by and from the Faculty Council~~
 - vii. The Student Government Association Vice President for Inter-Organization Council (I.O.C.) clubs and Executive Officer for Legal and Legislative Affairs.
 - viii. The Chairperson of the Faculty Council when the holder of that office is not the same person as the Chairperson of the College Senate.
 - ix. The Vice President of Administration and Finance and the Vice President of Student Development as non- voting members.
- c. Officers of the Executive Committee:
- i. The Chairperson of the Senate shall serve as the Chairperson of the Executive Committee.
 - ii. The Secretary of the Senate shall serve as the Secretary of the Executive Committee.
- d. A majority of the members of the Executive Committee shall constitute a quorum.
2. **Committee on Governance and Elections**
- a. Functions of the Committee on Governance and Elections:
- i. Review the process of governance of the College on a continuing basis.

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- ii. Prepare and present to the Senate a biennial evaluation of the governance of the College.
 - iii. Recommend changes in administrative and governance structure and practices, and amendments to this document.
 - iv. Consider recommendations from the administration, faculty, staff, and students for changes to this document.
 - v. Interpret the Governance Plan subject to Senate review and approval.
 - vi. Conduct nominations and elections for the offices designated in the Governance Plan as well as for outside organizations with which the College may have an official connection, including:
 - (1) Determining eligibility to vote and hold office.
 - (2) Establishing procedures for disseminating information about candidates to their electorates.
 - (3) Presenting nominations and reporting results to the College at-large.
 - (4) Establishing procedures for nominations and elections not otherwise specified in the Governance Plan.
 - vii. Hear complaints regarding the breach of the Governance Plan or Bylaws and make recommendations to resolve such complaints.
- b. Membership of the Committee on Governance and Elections:
- i. The Chairperson of the Faculty Council.
 - ii. ~~Five faculty members: two elected by and from the Faculty Council, three elected by the Faculty Council from the Instructional Staff at-large.~~ Five members elected by the Faculty Council from the Instructional Staff at-large
 - iii. Four students: the Student Government Association President, Vice President for Inter-Organization Council (I.O.C.) Clubs, the Executive Officer for Legal and Legislative Affairs, and the Executive Secretary of the SGA, or their respective designees from the SGA.
 - iv. One member designated by the President from among the Vice Presidents, Deans and Directors or their assistants.

3. Committee on Academic Standing

- a. Functions of the Committee on Academic Standing:
- i. Formulate policy regarding maintenance of matriculation, grading structure, satisfaction of requirements for degrees, diplomas and certificates, attendance, and advanced standing.
 - ii. Adjudicate and take final action on student appeals.
- b. Membership of the Committee on Academic Standing:
- i. The Vice President or a representative from the Office of the Vice President of Academic Affairs.
 - ii. One faculty member elected by and from each department.
 - iii. The Registrar who shall act as Executive Secretary of the Committee.

- iv. Five students: two elected by and from the Student Government Association; three who are not members of the Student Government Association to be elected by the Student Government Association from the student body.

4. Committee on Curriculum

a. Functions of the Committee on Curriculum:

- i. Establish and evaluate curricular requirements for the degrees and certificates awarded by the Faculty.
- ii. Evaluate and approve new courses and curricula and revisions of courses and curricula currently offered by the College.
- iii. Approve and evaluate all new programs to be offered by the College.
- iv. Assemble information on all courses, both non-credit (remediation) and credit, and develop procedures for the evaluation of effectiveness of these courses.

b. Membership of the Committee on Curriculum:

- i. The Vice President of Academic Affairs, or a representative from that Office.
- ii. ~~One faculty member elected by and from each department. One representative to be elected by each department.~~
- iii. The Registrar, or a representative of that Office.
- iv. Four students: two elected by and from the Student Government Association; two who are not members of the Student Government Association elected by the Student Government Association from the student body.

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5. Committee on Student Activities

a. Functions of the Committee on Student Activities:

- i. Review and make recommendation to the Senate on policies and procedures for co-curricular activities, including approval of the charters of student organizations.
- ii. Serve as the agency through which the College establishes and reviews rules of conduct and regulations in conformity with general requirements of Article XV of the Board of Trustees Bylaws.
- iii. Authorize the use of the name of the College by student groups.
- iv. Recommend student activity programs to the Student Government Association.

b. Membership of the Committee on Student Activities:

- i. The Vice President of Student Development, or a representative from that office.
- ii. The Director of Student Activities.
- iii. The Director of Athletics.

- iv. The Chairperson of the Student Government Association, the Vice President for Inter-Organization Council (I.O.C.) clubs, and the Executive Officer for Legal and Legislative Affairs, or their respective designees from the SGA.
- v. Two members elected by the Faculty Council from the Instructional Staff at-large.
Two faculty members elected by and from the Faculty Council.
- vi. Two students elected by the Student Government Association from the student body.

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6. Committee on Space, Facilities, and Physical Plant

- a. Functions of the Committee on Space, Facilities, and Physical Plant:
 - i. Serve as a resource regarding the preparation and implementation of the master plan.
 - ii. Consult and advise regarding the allocation of space and facilities within the College.
 - iii. Report to the Senate, at least once a semester, on matters pertaining to space and facilities.
- b. Membership of the Committee on Space, Facilities, and Physical Plant:
 - i. The Campus Facilities Officer as a non-voting member.
 - ii. The Vice President of Administration and Finance, or designee.
 - iii. Three (3) At-Large Faculty Members. Three members elected by the Faculty Council from the Instructional Staff at-large.
 - iv. Two (2) students elected by the Student Government Association.

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H. Standing Committees With Advisory Functions

1. Committee on Instruction and Professional Development

- a. Functions of the Committee on Instruction and Professional Development:
 - i. Examine developments in the instructional process related to the improvements of instruction, and publicize such developments.
 - ii. Conduct an annual survey of the faculty at the end of the Spring semester to determine areas of concern and problems that may be addressed by the committee.
 - iii. Canvass students to determine problem areas in the instructional process which may be explored by the committee.
 - iv. Distribute to the faculty information on issues relevant to college teaching, including bibliographies of materials available in the College library.
 - v. Organize workshops dealing with various aspects of instruction, including new developments in teaching technology.
 - vi. Consult and advise the Vice President of Academic Affairs on student evaluation of instruction in accordance with the policies of the Senate and the Board of Trustees of The City University of New York.

- vii. Advise the Vice President of Academic Affairs on methods and procedures related to the improvement of instruction and the professional development of Instructional Staff.
 - b. Membership of the Committee on Instruction and Professional Development:
 - i. One faculty member elected by and from each department.
 - ii. Three students elected by the Student Government Association from the student body.
 - iii. The Vice President of Academic Affairs, or representative.
 - iv. The Vice President of Student Development or representative.
- 2. **Committee on Community Events**
 - a. Functions of the Committee on Community Events:
 - i. To serve as an advisory body for college events and activities.
 - ii. To liaison between the various college entities responsible for community relations and events.
 - iii. To help guide community outreach efforts and can advise faculty and staff on the creation of events.
 - b. Membership of the Committee on Community Events:
 - i. One representative from the Office of the President.
 - ii. ~~Four members from the Instructional Staff: two elected by the Faculty Council; two appointed by the Executive Committee.~~Four members elected by the Faculty Council from the Instructional Staff at-large.
 - iii. Two student members to be elected by the Student Government Association from the student body.
 - iv. The Director of Administrative Services and Events Management, or designee, who shall serve without vote.
- 3. **Committee on Vice Presidents and Deans**
 - a. Functions of the Committee on Vice Presidents and Deans:
 - i. Consult with and advise the President on the appointment of persons holding Vice President's and Dean's titles.
 - ii. 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 offices.
 - b. Membership of the Committee on Vice Presidents and Deans:
 - i. The Chairperson of the Senate who shall serve as Chairperson of the Committee.

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- ii. ~~Two members of the Faculty Council elected by the Faculty Council. Four members elected by the Faculty Council from the Instructional Staff at-large.~~

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- iii. ~~Two members of the Instructional Staff appointed by the Executive Committee.~~

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- iv-iii. Two members of the Student Government Association elected by the Student Government Association.

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- v-iv. No person holding a Vice President's or Dean's title shall serve on this Committee.

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4. Committee on Academic Freedom

- a. Functions of the Committee on Academic Freedom:
 - i. The Committee on Academic Freedom studies, reports and makes recommendations to the Senate concerning any condition within or without the College which, in its judgment, may affect the academic freedom of the college community. Academic freedom is the freedom from duress or sanction aimed at suppressing the intellectual independence, free investigation, and unfettered communication by the academic community – including but not limited to members of the Instructional Staff, students, and guests.
- b. Membership of the Committee on Academic Freedom:
 - i. The Chairperson of the Faculty Council.
 - ii. The President of the Student Government Association, or his/her designee.
 - iii. ~~Five members of the Instructional Staff elected by the Faculty Council. Five members elected by the Faculty Council from the Instructional Staff at-large.~~
 - iv. Three members of the Student Government Association, elected by the Student Government Association.
 - v. One member designated by the President from among the Vice Presidents, Deans and Directors or their assistants.

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5. Committee on Diversity and Inclusion

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- a. Functions of the Committee on Diversity and Inclusion:

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- i.
 - 1. ~~Present a yearly report of successes in diverse representation across the college campus, specifically within the administration, faculty, and staff, and report areas where diverse representation is lacking, to the Senate.~~
 - 2. ~~Create opportunities for further diverse representation through a variety of activities on campus, including but not limited to creating diversity training activities, and creating/promoting events with diversity and diverse representation as part of their central theme, all with the purpose of increasing awareness of issues in diverse representation in governance, faculty, and staff hiring.~~
 - 3. ~~Review/revise Human Resources Exit Survey, as needed, in terms of diversity/representation.~~
 - 4. ~~Utilize future COACHE Surveys and BCC Faculty and Staff surveys to inform activity planning in areas of diversity and inclusion.~~
 - 5. ~~Create and maintain a diversity training online interface.~~

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6. Highlight the work of diverse faculty and staff on an ongoing basis, in order to promote diverse representation and provide students with diverse role models.

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ii. Work with the Office of Affirmative Action, and other interested parties, in order to promote activities outlined above.

b. Membership of the Committee on Diversity and Inclusion:

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i. One faculty member elected by and from each academic department.

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ii. Two students: one elected by and from the Student Government Association; one elected by the Student Government Association from the student body.

iii. The Chief Diversity Officer, or a representative from that office.

iv. The Vice President of Academic Affairs, or a representative from that office.

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II. THE STUDENT OMBUDSPERSON

A. Election of the Student Ombudsperson: The Senate shall nominate and elect a Student Ombudsperson (further referred to in this section as "the Ombudsperson") from among the full-time tenured teaching faculty for a term of two years. In this election each student vote shall be weighted as three, each non-student vote as one.

B. Responsibilities of the Student Ombudsperson:

1. Serve the College as an exceptional channel of redress for students when the normal administrative channels do not adequately respond.
2. Receive, investigate, and attempt to resolve those student complaints that have not been resolved by the appropriate College agencies; in particular, complaints alleging unfairness, discourtesy, undue delay, or other malfunctioning in the process of the College.
3. Have access to all pertinent records; have the right to make inquiries of any member of the College community, and to receive full and complete answers; and maintain confidentiality.
4. Make a report at the end of each semester on the number and nature of cases handled to the President of the College and the Chairperson of the Senate without breaching confidentiality.

III. DEPARTMENTAL ORGANIZATION AND AFFAIRS

- A. All full-time members of the Instructional Staff appointed in a department, including College Laboratory Technicians, shall have the right to vote on department matters, including the election of members of elected department committees, college committee representatives, and for Department Chairperson.
- B. All adjunct Instructional Staff members appointed in a department shall have the privilege of the floor, and the right to participate without vote, in all discussions at department meetings.
- C. There shall be five members of the Personnel and Budget Committee of each department, including the Department Chairperson. Departments shall elect one additional committee member for each fifteen full-time members above 40. The maximum membership of such committee shall be nine. An elected Alternate shall serve with vote in the absence of a regular member.

- D. At the discretion of each department, and to the extent determined by the department, there may be student participation in department committees, except the Personnel and Budget Committee. Also at the discretion of the department, and the extent determined by the department, students may participate in the department meeting without vote.
- E. All practices associated to divisions, including the election of division coordinators and divisional Personnel and Budget Committee votes recommending faculty for reappointment and promotion, shall be discontinued.

IV. THE COLLEGE PERSONNEL AND BUDGET COMMITTEE AND THE ACADEMIC REVIEW COMMITTEE

A. The College Personnel and Budget Committee

1. Functions of the College Personnel and Budget Committee:
 - a. Make recommendations to the President with regard to the Instructional Staff serving in the instructional departments of the College concerning appointments, reappointments, reappointments with tenure, leaves of absence, fellowship leaves, promotions, salary adjustments, and appeals of actions on these matters, consistent with the College's appeals procedure.
 - b. Make recommendations to the President with regard to the annual tentative budget prepared by the President.
 - c. Adopt and make known to the College community its procedures and calendar.
2. Membership of the College Personnel and Budget Committee:
 - a. The President of the College, who shall preside.
 - b. The Vice President of Academic Affairs, who shall preside in the absence of the President.
 - c. The Chairpersons of all instructional departments.
 - d. All other Vice Presidents of the College, who shall be members without vote.
 - e. The Secretary of the Committee, who shall be designated by the President and shall serve without vote.
 - f. The Legal Office representative, who shall be designated by the President and shall serve only in an advisory capacity to the Committee without vote.
 - e-g. The Labor Office representative, shall be designated by the President and shall serve only in an advisory capacity to the Committee without vote.

B. The Academic Review Committee

1. Functions of the Academic Review Committee:
 - a. Review all recommendations made by the College Personnel and Budget Committee for reappointments, promotions, and tenure, and make recommendations to the President.
2. Membership of the Academic Review Committee:
 - a. Three tenured Full Professors who are not members of the College Personnel and Budget Committee, elected by the Senate from the faculty at-large, and who do not hold excluded titles (i.e. Vice Presidents, Deans, Directors).

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- b. Two tenured Full Professors who are not members of the College Personnel and Budget Committee, elected by the College Personnel and Budget Committee, and who do not hold excluded titles.

~~c.~~ One non-voting member of the College Personnel and Budget Committee, designated by the President, who shall serve without vote. It shall be the responsibility of the President's designee to impartially relate the deliberations and outcome of the College Personnel and Budget Committee for the committee's review.

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V. PLENARY MEETINGS OF THE INSTRUCTIONAL STAFF, AND PLENARY MEETINGS OF THE STUDENT BODY

A. Plenary meetings of the Instructional Staff may be convened by:

1. The President of the College.
2. The Chairperson of the Senate.
3. The Chairperson of the Faculty Council.
4. The Senate Executive Committee, by majority vote.
5. The Senate, by majority vote.
6. Petition of ten percent (10%) of the Instructional Staff, one-half of whom shall be the holders of full-time lines, to one of the persons or bodies named above in this section, which persons or bodies shall be obliged to act on receipt of the petition.

B. Plenary meetings of the student body may be convened by:

1. The President of the College.
2. The Chairperson of the Senate.
3. The President of the Student Government Association.
4. The Executive Committee, by majority vote.
5. The Senate, by majority vote.

C. Plenary meetings shall be held as soon as possible after the call for the meeting or the receipt of a petition. The notice and agenda for the meeting shall be communicated to each member of the Instructional Staff, or each student, as the case may be.

D. A quorum for the Instructional Staff meetings shall consist of one-third of the Instructional Staff, provided at least two-thirds of those present shall be holders of full-time lines.

E. A quorum for student meetings shall consist of ten percent (10%) of the student body.

F. Plenary meetings of the Instructional Staff shall be chaired by the Chairperson of the Senate.

G. Plenary meetings of the students shall be chaired by the by the President of the Student Government Association.

H. Plenary meetings provided for herein shall be empowered to make recommendations to the Senate on any matter within the Senate's jurisdiction. Such recommendations shall be considered by the Senate as

matters of high priority on the agenda of the meeting which follows immediately upon the receipt of the recommendations by the Chairperson of the Senate.

VI. AMENDMENT OF THE GOVERNANCE PLAN

- A. **Initiation of Amendments:** Amendment of the Governance Plan may be initiated by the Committee on Governance and Elections or by a majority vote of the Senate:
1. When proposed by the Committee on Governance and Elections, the proposed amendment must be approved by majority vote of the Senate in order to be submitted to referendum.
 2. When the proposed amendment is initiated by the Senate, it shall be submitted to the Committee on Governance and Elections for its recommendations.
 - a. Within two months of submission to the Governance and Elections Committee, that committee shall provide its recommendations to the Senate in the form of a written report.
 - b. Within one month of receiving the recommendations of the Governance and Elections Committee, but no later than three months from the original submission to the Governance and Elections Committee, the proposed amendment shall be resubmitted to the Senate, where it must be approved by a majority of the Senate in order to be submitted to referendum.
 - c. Summer leave shall not count toward any time lines in this paragraph.
 - d. The Committee review shall constitute the fulfillment of the one-meeting advance notice prior to voting by the Senate.
- B. **Ratification**
1. In order for an amendment to be ratified, at least 30% of the full-time Instructional Staff and 10% of the student body must participate in the vote. Ratification requires a majority vote of the participating faculty, and a majority vote of the participating students. Should the referendum fail to obtain the required participation, it will be ratified when the following conditions have been satisfied: a positive vote with the required participation of either the full-time Instructional Staff or the student body; and two-thirds vote of the Senate. All amendments must be approved by the Board of Trustees in order to be valid.

VII. NAMING AND RENAMING OF BUILDINGS OR FACILITIES

- A. To name or rename any of the College's buildings, parts of buildings, facilities, chairs, deanships, departments, or other college subdivisions, a motion must be made by an elected representative of any of the following legislative bodies:
1. Senate
 2. Faculty Council

3. Student Government Association

- B. A reasonable effort shall be made to obtain the consent of the Nominee, the Nominee's Family, or the Executors of the Nominee's Estate. The naming motion shall not be opposed by the Nominee, or the Family, or the Executors of the Nominee's Estate.
- C. A naming is generally designed to enhance teaching and research and is usually based upon the desire to:
 - 1. Honor the exemplary character, scholarly distinction or distinguished service of an individual, or
 - 2. Recognize a significant financial contribution to the college.

Such a motion must be approved by a 2/3 vote of the Senate.

VIII. COUNCIL OF CHAIRS

- A. Function of the Council of Chairs:
 - 1. Review issues and responsibilities relevant to the administration of the academic instructional departments.
 - 2. Make recommendations to the President, College Senate, and Faculty Council regarding issues of procedure, policy or practice relevant to the administration of the academic instructional departments.
- B. Membership of the Council of Chairs:
 - 1. The Chairpersons of all Academic Instructional Departments and the Chief Librarian.

Bronx Community College University Faculty Senate Report
410th Plenary, Tuesday, February 19, 2019, 6:30 – 8:00 pm

- SUNY UFS President Gwen Kay presented on:
 - A resolution that was passed by SUNY UFS for a “new deal” with the NY state governor, stating budget shortfalls, lack of a contract for 2 years, urging for a “true maintenance of effort” from the state and not a “flat budget.”
 - SUNY is going through a comprehensive review and change of their General Education program. A faculty-led review of Gen-Ed has not been done in last 20 years at SUNY.

- Kerin Coughlin (Parliamentarian and member of the Executive Committee) presented proposed changes to the UFS charter. These changes are aimed at increasing UFS’ power to be consulted by CUNY on additional policy matters and more directly (those proposed changes are marked on the attached document below). The presentation was followed by a discussion on the proposed change of language of Article II, section 2. The current language states that members of the senate must include persons “holding a faculty rank.” It is proposed to change the language to “members of the instructional staff.” A sub-committee is now formed including 3 full-time and 3 part-time members of UFS to discuss and make recommendations to UFS on this specific change in the charter.
 - UFS wishes to receive feedback from campuses on these proposed changes.

- Standing Committees did not report to the senate. Their reports are available for review on UFS website.

- The Budget Advisory Committee brought a resolution to the floor that passed, pending minor suggested changes. The resolution (attached) urges the State Legislature to increase CUNY’s budget. The UFS body proposed below changes and additions:
 - Delete the section on “School of Medicine.”
 - Make changes in order to make the language stronger.
 - Ask for \$7K for adjunct faculty.
 - Ask for student scholarships.
 - Ask for support for part-time students.

Farnaz Kaighobadi
Social Sciences
BCC Senator

Proposed Agenda

The 410th Plenary Session
of The University Faculty Senate
of The City University of New York
205 East 42nd Street, Room 0818/0819
Tuesday, February 19, 2019
6:30 p.m.

1. Adoption of the Agenda
2. Approval of the Minutes of December 11, 2018
3. Old Business –
 - A. Presentation by SUNY UFS President Gwen Kay and Faculty Council of Community Colleges President Nina Tamrowski – 6:30 p.m. - 6:45 p.m.
 - B. Presentation and Discussion of Proposed Changes to the UFS Charter – Kerin Coughlin – 6:45 p.m.
4. Reports
 - A. Standing Committees
 - B. Advisory Committees
 - C. Chair
5. New Business

Committee meetings:

Library and Information Technology Committee – 4:30 – 5:50 p.m., Room 1014
Status of the Faculty Committee – 4:30 – 6:00 p.m., Room 1102
Student Affairs – 4:30 – 6:00 p.m., Room 1002
Academic Freedom – 4:30 – 6:00 p.m., Room 0963
Enrollment Management Committee – 5:00 – 6:00 p.m., Room 0962

Community College Caucus – 3:30 – 4:25 p.m., Room 1002
Contingent Caucus 6:00 – 6:20 p.m., Room 1014 (UFS offices)

Social starts at 6:00 p.m. Refreshments will be served.

CHARTER OF THE UNIVERSITY FACULTY SENATE, CUNY

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ARTICLE II MEMBERSHIP	3-5
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ARTICLE V EXECUTIVE COMMITTEE	7
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ARTICLE VIII AMENDMENTS & RATIFICATION	8-9

Adopted on March 2, 1968 by the Conference on a University Senate, for recommendation to the faculties of The City University of New York; ratified by the constituent units in March 1968. Amended in April 1969, November 1971, October 1978, November 1979, May 1992, November 1995, October 22, 2013, and March 24, 2015.

PREAMBLE

The University Faculty Senate is the principal organ of faculty expression and participation in the governance of The City University of New York (CUNY). Composed of elected delegates from each of the autonomous constituent units of the University*, its purposes are to assure that the faculty shares policymaking authority and responsibility with regard to appropriate aspects of University-wide planning and operation, and to provide a channel of reciprocal communication between the faculty and the administration of the University. The Senate complements and supplements, at the University level, the Faculty Councils and other deliberative bodies of the colleges and schools of the University. Its powers and responsibilities do not normally extend to matters falling within the areas of concern of such bodies, but only to matters of University-wide import.

The basic philosophic principle of this Charter is that CUNY, composed of autonomous constituent units under the jurisdiction of the Board of Trustees, is a self-governing community of scholars in which faculty, administration, and students all have legitimate and meaningful roles to play in the achievement of their common goals.

The basic operational principle of this Charter is that, under the Board of Trustees, the University Faculty Senate constitutes the principal decision making body within the structure of the University with regard to those areas of activity in which the faculty has the primary responsibility; and that in all other areas of faculty interest and concern, the University Faculty Senate constitutes the proper organ for faculty participation in the decision-making processes of the University.

* "Unit" for the purposes of this Charter means the Colleges of the University, the Graduate School and University Center, The Graduate School of Biological Sciences of the Mount Sinai School of Medicine, and The City University School of Law at Queens College.

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Comment [KC1]: Propose to omit this footnote, primarily because the list is subject to change thus potentially requires frequent revision of the charter.

ARTICLE I-- POWERS AND FUNCTIONS

§1. The University Faculty Senate shall be concerned with policies, operations, problems and issues which have University-wide import. The powers and responsibilities of the Senate shall not normally extend to areas or interests which fall exclusively within the domain of the autonomous constituent units of the University.

§2. The University Faculty Senate shall have primary responsibility, under the Board of Trustees, for determining University-wide policies and procedures concerning:

a.) the academic status, role, rights, responsibilities, and freedoms of the faculties;
and

b.) University-level educational and instructional matters, and research and scholarly activities of University-wide import.

§3. The Senate shall be fully advised on all matters germane to the programs and operations of the University and shall be routinely consulted on all proposals before the Council of Presidents, the Board of Trustees and other University-wide bodies. All information and materials pertinent to the deliberations of those bodies shall be routinely received by the Senate.

The Senate shall initiate policy recommendations, shall review and comment upon changes in policy initiated by the University's administration, and shall routinely present faculty views to the Council of Presidents, the Board of Trustees, and other University-wide bodies before, as, and after matters of policy are considered and decided.

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§4. Through formal procedures, and consonant with the Bylaws of the Board of Trustees, the Senate or its representatives shall in addition participate fully, directly, and at all stages in the making of decisions as described in § 3 above, including those relevant to:

Comment [KC2]: At the Dec. 11 plenary, Senators expressed concern about proposed revisions to these sections (§§ 3 and 4), particularly regarding the historical significance of the term "consultation" and other language. Accordingly, these provisions have been restored to their original text, except for the two underlined proposed additions ("and other University-wide bodies" in § 3 and "as described in § 3 above, including those" in § 4) which are intended to broaden UFS' authority.

a.) the allocation of monies and other resources for educational objectives, for research and scholarly activities, for the development and maintenance of the physical plant of the University, and for other purposes involved in the operation of the University;

b.) the establishment and location of new units of the University and the appointment of principal administrative officers thereof;

c.) the appointment of the principal administrative officer at existing units of the University;

d.) the appointment and retention of the principal administrative officers at the University level;

e.) the establishment of University-wide academic programs, initiatives and priorities;

f.) the revisions of existing University-wide academic programs;

g.) relations between the University and the local community or between the University and governmental units or agencies; and h.) the

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general public relations of the University.

§5. In the event of disagreement between the University Faculty Senate and the University administration or the Board of Trustees, the Senate shall determine what further steps it deems necessary or desirable to protect the interests of the faculty and the University.

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Article II -- MEMBERSHIP

§1.

a.) Each unit of the University shall have one representative for each sixty persons, or major proportion thereof, who are full-time faculty eligible to vote at that unit. No delegation shall have fewer than two Senators. Each unit having at least sixty persons who are part-time

members of the instructional staff, as such staff is defined in the Bylaws of the Board of Trustees, as well as those persons holding titles in the CLT series, but excluding those persons identified under Section 3 below, shall collectively have one additional representative. Units which have separate schools that have previously elected their own Senators, and schools which have sixty members of the faculty or a major portion thereof eligible to vote, shall continue to provide such representation within the total delegation.

The Senate encourages units that are not entitled to representation under any of the foregoing criteria to delegate one representative with voice but without vote from all eligible faculty.

Comment [KC3]: This proposed addition effects no substantive change, just encourages broader participation in faculty governance.

b.) Faculty eligible to vote shall constitute the electorate for purposes of nominating and electing candidates.

§2. To be a member of the Senate representing the faculty identified under Section 1.a. above, a person must be a member of the instructional staff except as excluded below in Section 3.

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Comment [KC4]: This proposed revision (replacing "hold faculty rank" with "be a member of the instructional staff") is intended to ensure that adjuncts are eligible to serve on UFS. Under CUNY Bylaws 8.1 and 8.2, "faculty rank" and "faculty status" apply only to full-time employees. However, under CUNY Bylaw 6.1, "instructional staff" include adjuncts and other part-time personnel.

§3. No person holding the position of Chancellor, Deputy Chancellor, Vice Chancellor, University Administrator, University Associate Administrator, University Assistant Administrator, President, Provost, Vice President, Assistant Vice President, University Dean, University Associate Dean, University Assistant Dean, Dean, Associate Dean, Assistant Dean, Administrator, Associate Administrator, Assistant Administrator, Research Associate, Research Assistant, Clinical Assistant, Registrar, Associate Registrar, Assistant Registrar, Registrar's Assistant, Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer, Higher Education Intern, Business Manager, Assistant Business Manager, Assistant to Business Manager, or whose duties are predominantly administrative in nature, not directly related to teaching and research, except in the case of department chairs, shall be eligible for election as a Senator.

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Comment [CK6]: This suggested change (replacing "In the month of October" with "During the Fall semester") is intended to provide helpful flexibility to UFS, while still giving campuses enough time to prepare for their next elections of Senators.

§4. Senators shall be elected for a term of three (3) years, except that each unit of the University shall allocate, if necessary, terms of office to individual Senators in such fashion that, as near as may be possible, one-third of the terms of office of all its Senators shall expire annually.

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Comment [KC7]: Propose to omit "during the month of November," to give campuses flexibility, and to reflect the realities that (i) there is no need for campuses to solicit nominations in November because Senators' terms do not begin until the last plenary of the Spring semester; and (ii) at least some (if not many/most/all) campuses do not solicit nominations in November, with no negative result.

§5.

a.) During the Fall semester the Senate Office shall notify each of the constituent units of the University as to the number of Senators allocated to that unit's delegation.

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b.) Nominations for Senator shall be made at each constituent unit of the University. Each college, school, or constituent unit of the University having its own faculty deliberative body shall determine its own nominating procedures. Where such a faculty deliberative body does not exist, the University Faculty Senate delegation in consultation with the Executive Committee of the University Faculty Senate shall determine the nominating procedures to be followed.

Comment [CK8]: The suggested edits in this paragraph (c) are intended: (i) to give campuses freedom to conduct elections as they see fit, so long as they identify their Senators by the plenary immediately before the May plenary, when those Senators' terms will begin; (ii) to reflect the same realities on timing of elections referenced regarding paragraph (b) above; (iii) to recognize that it is neither necessary nor realistic to require new Senators whose terms have not started to attend plenaries, when they cannot vote; and (iv) provide for the possibility that what we generally call the "May plenary," at which Senators' terms begin and officers are elected, could occur outside the month of May.

c.) Elections shall be held at each constituent unit of the University, and each such unit shall report the results of its election to the Senate by the penultimate plenary of the Spring semester. Newly elected Senators may attend without vote such plenary sessions of the Senate as may

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occur before the final plenary meeting of the Senate of the academic year, which generally takes place in May (the "May plenary meeting"). Elected Senators shall take office officially at the May plenary meeting and serve through the day prior to the May plenary meeting of the year ending their stipulated term of office.

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d.) The Senate shall be the judge of the elections, returns, and qualifications of its own members.

e.) Each college shall elect annually Alternates to fill vacancies in their constituent unit's regular Senate delegation as they may occur. Alternates may attend meetings of the Senate with voice but without vote. In the absence of a member of the Alternate's delegation an Alternate may vote. A Senator who resigns or vacates his or her position, prior to termination of incumbency, shall be replaced, until the next regular unit-wide election, by an Alternate.

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f.) A Senator may be removed from office by means of the following procedure: (1) a petition to recall, signed by sixty of the members of the electorate or one- third of the electorate, whichever is less, is submitted to the University Faculty Senate delegation of the Senator's constituent unit, and to the Executive Committee of the Senate; and (2) a recall referendum is scheduled within two weeks of the submission to the University Faculty Senate delegation in the Senator's constituent unit and to the Executive Committee of the Senate of the petition to recall. A Senator will be deemed to have been removed from office if, in the recall referendum, a majority of voters vote to recall. If a Senator is recalled, that Senator may be replaced, until the next regular unit-wide election, by an Alternate, or a new unit-wide election may be scheduled to choose a replacement. No Senator who is recalled shall be prohibited from standing for re-election.

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Comment [KC10]: Suggested edits in this first part of paragraph (f) have no practical effect on the process for removal; they only clean up/clarify the language.
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§6. Professional Staff Congress of CUNY (PSC-CUNY) shall be invited to send a representative to plenary sessions of the Senate to participate with voice but without vote.

Comment [KC11]: The proposed edits in these last two sentences of paragraph (f) increases campuses' flexibility in how they replace recalled Senators, either to (i) replace them with previously-elected Alternates, consistent with how resigned/vacated Senators are replaced pursuant to (e) above, or (ii) hold a special election, which previously was the only means permitted.
Comment [KC12]: Propose to substitute "PSC-CUNY" to reflect reality that they are our "faculty collective negotiating agency." Adding "with voice" renders this section consistent with other sections providing non-voting participation, e.g. § 7 below.
Deleted: The faculty collective negotiating agency

§7. The Chancellor of the University shall be an ex-officio member of the Senate, with voice but without vote.

§8. Each delegation to the Senate shall designate one member of its delegation as liaison with its faculty council or appropriate deliberative body.

ARTICLE III -- MEETINGS

§1. The Senate shall conduct elections and do other organizing business as appropriate for the following academic year during the May plenary meeting.

Deleted: convene in May to
Deleted: organize itself

§2. The Senate shall hold regular meetings at least twice in the Fall semester and twice in the Spring semester of each academic year, the first Fall meeting to be held no later than October 15. The notice of each meeting provided to Senators shall include the agenda, together with a written statement regarding any policy matter to be presented at the meeting, and shall be distributed at least seven days before the meeting.

Comment [KC13]: These proposed edits (replacing "organize itself" with the more detailed "conduct elections..." and incorporating the "May plenary" term) effect no practical change, just render this paragraph consistent with the rest of the (revised) document.
Comment [KC14]: Propose to clarify that the notice of meetings described here (including agenda and 7 days) will be "provided to Senators," to avoid committing ourselves to providing similar accommodations to news media and others covered by Open Meetings Law.

§3. Special meetings shall be held on the call of the Chair of the Senate or on written request of fifteen percent or more of the membership of the Senate. The purpose of such meetings shall be explicitly stated in the notice of the meeting, and the meetings shall be limited to the stated purpose.

§4. The order of business at all meetings shall conform to Robert's Rules of Order. The Chair shall decide all questions of parliamentary procedure according to Robert's Rules of Order.

§5. The Senate may only carry out its powers and functions described in Article I if a quorum is present. A quorum shall consist of a majority of the total number of representatives allowed under Article II Section 1(a).

§6. The right to vote at meetings of the Senate and the right to hold office shall be limited to all duly elected Senators and Alternates (See Article II, Section 5) whose terms of office have not expired. In those cases where a college or constituent unit of the University has failed to re-elect or replace a Senator whose term of office has expired, the Senator shall continue to serve with the right to vote and hold office until duly re-elected or replaced, but such service shall not continue later than the following June 1st.

§7. A copy of the minutes of each meeting of the Senate shall be distributed to each of the members of the Senate and posted on the University Faculty Senate website.

ARTICLE IV - OFFICERS

§1. Chair.

a.) There shall be a Chair of the University Faculty Senate. The Chair shall be elected by majority vote for a two-year term at the May plenary meeting of the Senate by the voting members of the Senate present at that meeting. A Senator shall be eligible for election as Chair for not more than two successive terms or four consecutive years, whichever is greater. The Chair must be a member of the Senate.

b.) The Chair shall preside at all meetings of the Senate and of the Executive Committee.

c.) The Chair shall nominate with the approval of the Executive Committee the members and chairs of the standing committees of the Senate. Additional nominations may be made from the floor of the Senate. The nominations shall be subject to approval by the Senate. The Chair shall appoint other committees.

§2. Vice Chair. There shall be a Vice Chair of the University Faculty Senate elected by majority vote at the same time and for the same term as the Chair. A Senator shall be eligible for election as Vice Chair for not more than two successive terms or four consecutive years, whichever is greater. The Vice Chair shall not be a Senator from the same college or school as the Chair. In the absence of the Chair, the Vice Chair shall fulfill the duties of the Chair.

§3. Nominations for all officers may be made from the floor.

Deleted: a standard edition of Rules of Order to be determined by the Senate

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Comment [KC15]: Replacing "Rules of Order to be determined by the Senate" with "Robert's Rules of Order" which we historically have used, was proposed by a Senator at the December 11 plenary.

Comment [KC16]: Propose adding this language to emphasize the need for quorum to make binding decisions, and to clarify what constitutes quorum under the governing statute, NY Gen. Const. Law § 41.

Deleted: elected membership

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Comment [KC18]: These proposed edits codify current practice (minutes are emailed to all Senators and posted on website). Moreover, posting on UFS website makes minutes "available to the public" as required by Open Meetings Law and FOIL, which obviates any need to "distribute" them separately to outside entities.

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Comment [KC20]: This provision is duplicative of Art. VI § 1, "Standing & Other Committees," which appears to be a more logical place to look for this information. Therefore, propose to retain Art. VI § 1 to keep our current procedures in place, and omit this provision to avoid confusion.

Deleted: through secret ballot

Comment [KC21]: Replacing the mandatory "shall" with the permissive "may" renders this provision consistent with practice, in which officers are nominated a variety of ways.

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§4. In the event that an officer fails to be re-elected to the Senate from his/her college or school during his/her tenure, a new election shall be held to complete the term of that officer.

ARTICLE V -- EXECUTIVE COMMITTEE

§1. The Executive Committee shall consist of the Chair, the Vice Chair, and seven Members-at-Large to be elected by the incoming Senate at the May plenary meeting for a term of one year. The Chair of the Senate shall be the Chair of the Executive Committee. The immediate past Chair of the Senate shall serve as an ex-officio member of the Executive Committee with voice but not vote for a period of one year.

§2.

a.) The seven Members-at-Large of the Executive Committee shall be chosen from nominations, which may be made from the floor by members of the incoming Senate at the May plenary meeting. No person shall be nominated without her/his consent.

b.) Voting for the Members-at-Large of the Executive Committee shall be by ballot. The seven nominees with the highest total votes shall be declared elected. Incase of a tie there shall be a run-off election.

c.) If a vacancy occurs on the Executive Committee, the Senate shall fill such vacancy by election.

d.) Officers and members of the Executive Committee may be removed from office by means of the following procedure: (1) a petition to recall, signed by one-third of the members of the Senate, may be submitted to the Chair of the Senate, or the Vice Chair if the Chair is to be recalled; and (2) a recall referendum may be scheduled for the first meeting of the Senate following the submission of a recall petition as described in step (1). An officer or member of the Executive Committee will be deemed to have been removed from office if, in the recall referendum, a majority of voters vote to so recall. If an officer or member of the Executive Committee is recalled, a new election shall be held to choose a replacement. No officer or member of the Executive Committee who is recalled shall be prohibited from standing for reelection by reason of the recall.

§3.

a.) The Executive Committee shall have the responsibility, upon proper authorization of the Senate, to disburse budgeted and other funds; recommend allocation of reassigned time to Senators and on occasion, as needed, to other CUNY faculty to fulfill the prescribed purposes of the Senate; hire and assign staff for Senate functions; raise supplemental funds; retain counsel; and otherwise implement the policies of the Senate. The Executive Committee shall make an annual report to the Senate on actions taken under this item.

b.) The Executive Committee shall transact such business of the Senate as may be necessary between meetings of the Senate, and exercise such further powers and duties as may be conferred upon it by the Senate.

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Comment [KC22]: Propose to omit "of the Senate" to reflect reality that a past chair who is still in her term as an elected Senator, or has been reelected, remains a full voting member of the Senate, not just ex officio. Therefore, it is only necessary to confirm she may serve ex officio on the EC.

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Comment [KC23]: As with removal of Senators (§ 5(f)), the following proposed edits do not change the current procedure for removing EC members and officers, and are intended only to clean up and clarify the language.

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Comment [KC24]: These proposed edits reflect realities that (i) the EC can only recommend reassigned time, not allocate it, which only CUNY administration can do, and (ii) the budgetary report to UFS that is required by this paragraph historically has come from the EC.

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c.) The Executive Committee shall keep minutes of its meetings and shall report its actions regularly to the Senate.

ARTICLE VI -- STANDING AND OTHER COMMITTEES

§ 1. Members of standing committees and standing committee chairs shall be nominated by the Chair of the Senate with the approval of the Executive Committee. Additional nominations may be made from the floor of the Senate at the first plenary meeting of the Fall semester. The nominations shall be subject to approval by the Senate. The members and chairs of other committees shall be appointed by the Chair of the Senate. The chairs of standing and other committees shall be selected from among the membership of the Senate. The membership of any standing committee may be drawn from outside the Senate, among those persons comprising the electorate as defined in Article II, Section 1.a. and b., except that a majority of any committee shall be composed of Senators. The Chair and the Vice Chair, *ex officio*, shall be entitled to attend meetings of all committees of the Senate and to participate in committee discussions. The members and chairs of the standing committees shall serve for a term of one year.

Comment [KC25]: These proposed edits reflect longstanding practice.

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Comment [KC26]: This proposed edit clarifies what is meant by "those persons comprising the electorate ..."

§2. The standing committees of the Senate shall reflect the academic, administrative and financial organization of the University. There shall be such standing and other committees as the Senate shall create.

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Comment [KC27]: Propose omitting the reference to Academic Freedom Committee for the same reason as the footnote of CUNY's "units" in the Preamble: for simplicity, and to minimize the need to amend this document in the future. Further propose clarifying that the Senate may create "standing and other committees" to reflect reality that we do so, and to render this section consistent with § 1 above, which also refers to "standing and other committees."

§3. Standing and other committees shall have the power to delegate specific tasks or functions to subcommittees whose members shall include one or more members of the parent committee.

§4. Reports and communications by committees to the Senate shall be submitted to the Executive Committee for inclusion in the agenda of the next plenary meeting.

ARTICLE VII- FINANCES AND SERVICES

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§1. There shall be an annual Senate budget prepared by the Executive Director in consultation with the Office of CUNY's Chief Financial Officer.

Comment [KC28]: These proposed edits reflect realities of how the budget is determined, also referenced in Art. V, § 3(a) above.

§2. The annual budget shall be submitted by the Executive Committee to the Board of Trustees for inclusion in the budget of the University.

Deleted: The Executive Committee shall present annually a recommended budget for Senate consideration and action by the third regular Senate meeting of the calendar year.

§3. The Senate shall have final authority for disbursing and distributing all discretionary allotments in the approved budget.

Comment [KC29]: Propose to omit this provision because it is inaccurate. As noted above, UFS only consults with CUNY Finance on the budget, and CUNY Finance handles any necessary communication on the budget with BoT.

§4. Among the items in the Senate budget shall be recommended allotments of reassigned time for the officers and Executive Committee of the Senate and other Senate members, and others as specified in Article V, Section 3a, whose duties, in the judgment of the Executive Committee, require reassignment from regular teaching or related functions.

Comment [KC30]: Again, this edit renders this provision consistent with the reality noted in Art. V § 3 that UFS only recommends reassigned time.

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ARTICLE VIII – AMENDMENTS

§1. Proposal. Amendments to the Charter may be proposed by:

- a. majority vote of the Senate;
- b. majority vote of the Executive Committee;
- c. application by one-fifth of the faculty councils (including alternative forms of faculty council as defined in Article VIII, §5) of the constituent units; or
- d. petition of two percent of those persons referred to in Article II, §1.a. of this Charter, provided the petitioners are drawn from at least three of the constituent units. The Executive Committee may require that the petitioners' submissions be in verifiable electronic form, for example from the campus e-mail addresses of the petitioners.

Any such proposal must include the text of the proposed amendment.

§2. Notice. After an amendment has been proposed in accordance with Article VIII, §1, the proposed amendment shall be posted on the UFS website or other then-equivalent electronic platform, with notice pursuant to Charter Article III. In addition, by the dates specified for notice to Senators and Alternates in Charter Article III, the proposed amendment will be disseminated electronically to all faculty governance leaders.

Comment [KC31]: Pursuant to a Senator's observation at the Dec. 11 plenary that another "electronic platform" could replace our website in the future, the proposal to omit "or other then-equivalent electronic platform" has been withdrawn, and this provision has been restored to its original text, seen here.

§3. Meetings. The proposed amendment will be placed on the agenda of two regularly scheduled plenaries for discussion only and will be voted on at the next regularly scheduled plenary.

§4. Vote. An amendment is enacted when it is approved by an affirmative vote of 60% of the whole number of the Senate.

§5. Alternative forms of faculty council. In the absence of a faculty council, an alternative representative faculty body designated under the governance plan of the unit shall be deemed to be equivalent to a faculty council for the purposes of this Article. In the absence of both a faculty council and an alternative representative faculty body, the functions of the faculty council described in this Article shall be carried out either by the entire faculty acting as a collective body or by means of a mechanism designated by the faculty of the constituent unit in consultation with the Executive Committee of the University Faculty Senate.

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, to the members of the Council of Presidents and other chief administrative officers of the University and its constituent units, to the central library of each of the constituent units of the University, and to the departments of each of the colleges and schools of the University, where it shall be available for inspection.

RESOLUTION

CUNY University Faculty Senate

Draft for Review by BAC – Version 4

WHEREAS since its founding, CUNY has served as a vehicle of upward mobility for all New Yorkers, including those from low-income families, underrepresented groups and immigrant communities. CUNY's diverse faculty provides quality instruction, workforce training and research in the broad and ever-expanding domains of knowledge that prepare them for successful futures. The University has conferred more than 1.3 million degrees in the past 45 years, and surveys indicate that more than three-quarters of its graduates remain in the city. CUNY colleges account for more than a third of the business and finance degrees awarded by New York City institutions, about one-third of the city's public school teachers and a high percentage of the nurses and health and science technicians employed by local medical facilities. The University produces hundreds of computer scientists and engineering professionals each year, and those numbers have risen sharply in the last five years, and

WHEREAS the funding of the core operating budgets for SUNY and CUNY has increasingly relied over the last decade on tuition and fees, which—while New York's neediest students have been protected due to the generous Tuition Assistance Program (TAP), SUNY/CUNY Supplemental TAP Awards, and the first-in-the-nation Excelsior Scholarship Program—has exacerbated both financial pressure on students and their families and the student-debt crisis in New York, despite SUNY and CUNY having among the lowest tuition and fees in the nation, and

WHEREAS a large portion of CUNY's 27 million square feet of owned space is at least half a century old. Investments are needed to extend the life of facilities, meet safety and code requirements, improve energy conservation and support academic programs and services, and

WHEREAS the Legislature and Governor have an historic opportunity and responsibility during this budget process to make New York State a national leader in sustainably and equitably funding its public university systems.

RESOLUTION:

THEREFORE BE IT RESOLVED that the CUNY University Faculty Senate urge the members of the New York State Legislature and Governor Cuomo to support CUNY by funding the following operating budget priorities:

- **Mandatory Cost Increases:** The University's budget request seeks \$93.9 million at the senior colleges for contractually required incremental salary increases, fringe benefit expenses and building rental and energy cost increases.
- **TAP Tuition Credit/TAP Gap Parity:** For students who receive full TAP awards, CUNY is required legally to cap tuition at the TAP award level. This creates a "TAP Gap" for our senior colleges, which will grow to about \$85 million in FY2020. CUNY is seeking \$20 million per year for the next four years to help close this gap. In addition, colleges with higher percentages of students that receive TAP generate less revenue than those colleges with higher student income levels, and therefore are affected disproportionately by this requirement. The University requests \$4.9 million for these specific campuses in order to provide TAP Gap parity.
- **Community College Base Aid - \$250 per FTE:** CUNY requests an increase in community college funding by \$250 per student FTE. Additional funding generated by this increase would be used to support the strategic goals to bolster student success, as well as keep tuition levels flat.
- **New Full-Time Faculty / Diversifying CUNY's Faculty:** CUNY requests funding to hire 200 new faculty per year to increase the diversity of its faculty and ensure excellence in teaching and research.
- **College Completion Programs:** The University seeks strategic investments to expand upon proven approaches that advance student academic success and degree completion, including our signature ASAP student success program for associate degree students; its new four-year counterpart, Accelerate, Complete and Engage (ACE), as well as Early College collaborations with the NYC Department of Education.
- **Supporting Needs of Students:** Funding is needed so that students do not become sidetracked in their academic pursuits by issues like food and housing insecurity, transportation costs, unmet mental and physical health needs, the demands of childcare and other basic needs.
- **CUNY Works:** This is a set of integrated, bold new steps to ensure our students are well-positioned to thrive in today's changing world of work.

- **CUNY School of Medicine at City College:** The establishment of a full medical school requires a significant commitment of resources dedicated to personnel and facilities in order to comply with the requirements of the national accrediting body, the Liaison Committee for Medical Education (LCME). NYS provides \$40,000 per student for SUNY medical school students and CUNY is requesting equivalent funding.

THEREFORE BE IT FURTHER RESOLVED that the CUNY University Faculty Senate joins the SUNY Faculty Senate to support a sustainable commitment to fiscal maintenance of effort for SUNY and CUNY, to assure funding for mandatory operating cost increases—such as utilities, building rentals, equipment and supplies, ongoing collective bargaining costs, and tuition increases that widen the TAP gap.

THEREFORE BE IT FURTHER RESOLVED that the CUNY University Faculty Senate urges the members of the New York State Legislature and Governor Cuomo to support CUNY by funding **\$570 million**, for **CUNY-Wide Senior Colleges, Capital Infrastructure and Equipment**. Funding requested to continue to address deferred maintenance at senior colleges, as identified in CUNY’s State of Good Repair Analyses. CUNY’s state-of-good-repair program aims to undertake the work necessary to keep buildings open and infrastructure operating in support of its educational mission.

THEREFORE BE IT FURTHER RESOLVED that the CUNY University Faculty Senate urges the members of the New York State Legislature and Governor Cuomo to support CUNY by funding our **Five-Year Capital Plan** for Fiscal Year FY 2019-20 through FY 2023-24 is \$6.2 billion: \$4.7 billion is for the senior colleges, professional and graduate schools, and \$1.5 billion, to be matched by the City of New York, is for the community colleges. Projects originate from CUNY-approved campus master plans and address space deficits on campus.

FINALLY BE IT RESOLVED that the CUNY University Faculty Senate calls on all Senators to share this resolution with their campus governance bodies and work with their Campus Governance Leader and others to pass campus governance body resolutions aligned with ours, which include encouragement of all students, alumni, donors, and current and former workers at their institution to reach out to the Governor and their representatives in the New York State Legislature and, as fellow citizens or residents of New York and/or supporters of public higher education, urge them to enact a budget that truly supports and advances our core academic missions.

CHARTER OF THE UNIVERSITY FACULTY SENATE, CUNY

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Adopted on March 2, 1968 by the Conference on a University Senate, for recommendation to the faculties of The City University of New York; ratified by the constituent units in March 1968. Amended in April 1969, November 1971, October 1978, November 1979, May 1992, November 1995, October 22, 2013, and March 24, 2015.

PREAMBLE

The University Faculty Senate is the principal organ of faculty expression and participation in the governance of The City University of New York (CUNY). Composed of elected delegates from each of the autonomous constituent units of the University*, its purposes are to assure that the faculty shares policymaking authority and responsibility with regard to appropriate aspects of University-wide planning and operation, and to provide a channel of reciprocal communication between the faculty and the administration of the University. The Senate complements and supplements, at the University level, the Faculty Councils and other deliberative bodies of the colleges and schools of the University. Its powers and responsibilities do not normally extend to matters falling within the areas of concern of such bodies, but only to matters of University-wide import.

The basic philosophic principle of this Charter is that CUNY, composed of autonomous constituent units under the jurisdiction of the Board of Trustees, is a self-governing community of scholars in which faculty, administration, and students all have legitimate and meaningful roles to play in the achievement of their common goals.

The basic operational principle of this Charter is that, under the Board of Trustees, the University Faculty Senate constitutes the principal decision making body within the structure of the University with regard to those areas of activity in which the faculty has the primary responsibility; and that in all other areas of faculty interest and concern, the University Faculty Senate constitutes the proper organ for faculty participation in the decision-making processes of the University.

* "Unit" for the purposes of this Charter means the Colleges of the University, the Graduate School and University Center, The Graduate School of Biological Sciences of the Mount Sinai School of Medicine, and The City University School of Law at Queens College.

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Comment [KC1]: Propose to omit this footnote, primarily because the list is subject to change thus potentially requires frequent revision of the charter.

ARTICLE I-- POWERS AND FUNCTIONS

§1. The University Faculty Senate shall be concerned with policies, operations, problems and issues which have University-wide import. The powers and responsibilities of the Senate shall not normally extend to areas or interests which fall exclusively within the domain of the autonomous constituent units of the University.

§2. The University Faculty Senate shall have primary responsibility, under the Board of Trustees, for determining University-wide policies and procedures concerning:

a.) the academic status, role, rights, responsibilities, and freedoms of the faculties;
and

b.) University-level educational and instructional matters, and research and scholarly activities of University-wide import.

§3. The Senate shall be fully advised on all matters germane to the programs and operations of the University and shall be routinely consulted on all proposals before the Council of Presidents, the Board of Trustees and other University-wide bodies. All information and materials pertinent to the deliberations of those bodies shall be routinely received by the Senate.

The Senate shall initiate policy recommendations, shall review and comment upon changes in policy initiated by the University's administration, and shall routinely present faculty views to the Council of Presidents, the Board of Trustees, and other University-wide bodies before, as, and after matters of policy are considered and decided.

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§4. Through formal procedures, and consonant with the Bylaws of the Board of Trustees, the Senate or its representatives shall in addition participate fully, directly, and at all stages in the making of decisions as described in § 3 above, including those relevant to:

Comment [KC2]: At the Dec. 11 plenary, Senators expressed concern about proposed revisions to these sections (§§ 3 and 4), particularly regarding the historical significance of the term "consultation" and other language. Accordingly, these provisions have been restored to their original text, except for the two underlined proposed additions ("and other University-wide bodies" in § 3 and "as described in § 3 above, including those" in § 4) which are intended to broaden UFS' authority.

a.) the allocation of monies and other resources for educational objectives, for research and scholarly activities, for the development and maintenance of the physical plant of the University, and for other purposes involved in the operation of the University;

b.) the establishment and location of new units of the University and the appointment of principal administrative officers thereof;

c.) the appointment of the principal administrative officer at existing units of the University;

d.) the appointment and retention of the principal administrative officers at the University level;

e.) the establishment of University-wide academic programs, initiatives and priorities;

f.) the revisions of existing University-wide academic programs;

g.) relations between the University and the local community or between the University and governmental units or agencies; and h.) the

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general public relations of the University.

§5. In the event of disagreement between the University Faculty Senate and the University administration or the Board of Trustees, the Senate shall determine what further steps it deems necessary or desirable to protect the interests of the faculty and the University.

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Article II -- MEMBERSHIP

§1.

a.) Each unit of the University shall have one representative for each sixty persons, or major proportion thereof, who are full-time faculty eligible to vote at that unit. No delegation shall have fewer than two Senators. Each unit having at least sixty persons who are part-time

members of the instructional staff, as such staff is defined in the Bylaws of the Board of Trustees, as well as those persons holding titles in the CLT series, but excluding those persons identified under Section 3 below, shall collectively have one additional representative. Units which have separate schools that have previously elected their own Senators, and schools which have sixty members of the faculty or a major portion thereof eligible to vote, shall continue to provide such representation within the total delegation.

The Senate encourages units that are not entitled to representation under any of the foregoing criteria to delegate one representative with voice but without vote from all eligible faculty.

Comment [KC3]: This proposed addition effects no substantive change, just encourages broader participation in faculty governance.

b.) Faculty eligible to vote shall constitute the electorate for purposes of nominating and electing candidates.

§2. To be a member of the Senate representing the faculty identified under Section 1.a. above, a person must be a member of the instructional staff except as excluded below in Section 3.

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Comment [KC4]: This proposed revision (replacing "hold faculty rank" with "be a member of the instructional staff") is intended to ensure that adjuncts are eligible to serve on UFS. Under CUNY Bylaws 8.1 and 8.2, "faculty rank" and "faculty status" apply only to full-time employees. However, under CUNY Bylaw 6.1, "instructional staff" include adjuncts and other part-time personnel.

§3. No person holding the position of Chancellor, Deputy Chancellor, Vice Chancellor, University Administrator, University Associate Administrator, University Assistant Administrator, President, Provost, Vice President, Assistant Vice President, University Dean, University Associate Dean, University Assistant Dean, Dean, Associate Dean, Assistant Dean, Administrator, Associate Administrator, Assistant Administrator, Research Associate, Research Assistant, Clinical Assistant, Registrar, Associate Registrar, Assistant Registrar, Registrar's Assistant, Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer, Higher Education Intern, Business Manager, Assistant Business Manager, Assistant to Business Manager, or whose duties are predominantly administrative in nature, not directly related to teaching and research, except in the case of department chairs, shall be eligible for election as a Senator.

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Comment [CK6]: This suggested change (replacing "In the month of October" with "During the Fall semester") is intended to provide helpful flexibility to UFS, while still giving campuses enough time to prepare for their next elections of Senators.

§4. Senators shall be elected for a term of three (3) years, except that each unit of the University shall allocate, if necessary, terms of office to individual Senators in such fashion that, as near as may be possible, one-third of the terms of office of all its Senators shall expire annually.

Deleted: In the month of October

Comment [KC7]: Propose to omit "during the month of November," to give campuses flexibility, and to reflect the realities that (i) there is no need for campuses to solicit nominations in November because Senators' terms do not begin until the last plenary of the Spring semester; and (ii) at least some (if not many/most/all) campuses do not solicit nominations in November, with no negative result.

§5.

a.) During the Fall semester the Senate Office shall notify each of the constituent units of the University as to the number of Senators allocated to that unit's delegation.

Deleted: during the month of November

b.) Nominations for Senator shall be made at each constituent unit of the University. Each college, school, or constituent unit of the University having its own faculty deliberative body shall determine its own nominating procedures. Where such a faculty deliberative body does not exist, the University Faculty Senate delegation in consultation with the Executive Committee of the University Faculty Senate shall determine the nominating procedures to be followed.

Comment [CK8]: The suggested edits in this paragraph (c) are intended: (i) to give campuses freedom to conduct elections as they see fit, so long as they identify their Senators by the plenary immediately before the May plenary, when those Senators' terms will begin; (ii) to reflect the same realities on timing of elections referenced regarding paragraph (b) above; (iii) to recognize that it is neither necessary nor realistic to require new Senators whose terms have not started to attend plenaries, when they cannot vote; and (iv) provide for the possibility that what we generally call the "May plenary," at which Senators' terms begin and officers are elected, could occur outside the month of May.

c.) Elections shall be held at each constituent unit of the University, and each such unit shall report the results of its election to the Senate by the penultimate plenary of the Spring semester. Newly elected Senators may attend without vote such plenary sessions of the Senate as may

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occur before the final plenary meeting of the Senate of the academic year, which generally takes place in May (the "May plenary meeting"). Elected Senators shall take office officially at the May plenary meeting and serve through the day prior to the May plenary meeting of the year ending their stipulated term of office.

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d.) The Senate shall be the judge of the elections, returns, and qualifications of its own members.

e.) Each college shall elect annually Alternates to fill vacancies in their constituent unit's regular Senate delegation as they may occur. Alternates may attend meetings of the Senate with voice but without vote. In the absence of a member of the Alternate's delegation an Alternate may vote. A Senator who resigns or vacates his or her position, prior to termination of incumbency, shall be replaced, until the next regular unit-wide election, by an Alternate.

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f.) A Senator may be removed from office by means of the following procedure: (1) a petition to recall, signed by sixty of the members of the electorate or one- third of the electorate, whichever is less, is submitted to the University Faculty Senate delegation of the Senator's constituent unit, and to the Executive Committee of the Senate; and (2) a recall referendum is scheduled within two weeks of the submission to the University Faculty Senate delegation in the Senator's constituent unit and to the Executive Committee of the Senate of the petition to recall. A Senator will be deemed to have been removed from office if, in the recall referendum, a majority of voters vote to recall. If a Senator is recalled, that Senator may be replaced, until the next regular unit-wide election, by an Alternate, or a new unit-wide election may be scheduled to choose a replacement. No Senator who is recalled shall be prohibited from standing for re-election.

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Comment [KC10]: Suggested edits in this first part of paragraph (f) have no practical effect on the process for removal; they only clean up/clarify the language.
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§6. Professional Staff Congress of CUNY (PSC-CUNY) shall be invited to send a representative to plenary sessions of the Senate to participate with voice but without vote.

Comment [KC11]: The proposed edits in these last two sentences of paragraph (f) increases campuses' flexibility in how they replace recalled Senators, either to (i) replace them with previously-elected Alternates, consistent with how resigned/vacated Senators are replaced pursuant to (e) above, or (ii) hold a special election, which previously was the only means permitted.
Comment [KC12]: Propose to substitute "PSC-CUNY" to reflect reality that they are our "faculty collective negotiating agency." Adding "with voice" renders this section consistent with other sections providing non-voting participation, e.g. § 7 below.
Deleted: The faculty collective negotiating agency

§7. The Chancellor of the University shall be an ex-officio member of the Senate, with voice but without vote.

§8. Each delegation to the Senate shall designate one member of its delegation as liaison with its faculty council or appropriate deliberative body.

ARTICLE III -- MEETINGS

§1. The Senate shall conduct elections and do other organizing business as appropriate for the following academic year during the May plenary meeting.

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§2. The Senate shall hold regular meetings at least twice in the Fall semester and twice in the Spring semester of each academic year, the first Fall meeting to be held no later than October 15. The notice of each meeting provided to Senators shall include the agenda, together with a written statement regarding any policy matter to be presented at the meeting, and shall be distributed at least seven days before the meeting.

Comment [KC13]: These proposed edits (replacing "organize itself" with the more detailed "conduct elections..." and incorporating the "May plenary" term) effect no practical change, just render this paragraph consistent with the rest of the (revised) document.
Comment [KC14]: Propose to clarify that the notice of meetings described here (including agenda and 7 days) will be "provided to Senators," to avoid committing ourselves to providing similar accommodations to news media and others covered by Open Meetings Law.

§3. Special meetings shall be held on the call of the Chair of the Senate or on written request of fifteen percent or more of the membership of the Senate. The purpose of such meetings shall be explicitly stated in the notice of the meeting, and the meetings shall be limited to the stated purpose.

§4. The order of business at all meetings shall conform to Robert's Rules of Order. The Chair shall decide all questions of parliamentary procedure according to Robert's Rules of Order.

§5. The Senate may only carry out its powers and functions described in Article I if a quorum is present. A quorum shall consist of a majority of the total number of representatives allowed under Article II Section 1(a).

§6. The right to vote at meetings of the Senate and the right to hold office shall be limited to all duly elected Senators and Alternates (See Article II, Section 5) whose terms of office have not expired. In those cases where a college or constituent unit of the University has failed to re-elect or replace a Senator whose term of office has expired, the Senator shall continue to serve with the right to vote and hold office until duly re-elected or replaced, but such service shall not continue later than the following June 1st.

§7. A copy of the minutes of each meeting of the Senate shall be distributed to each of the members of the Senate and posted on the University Faculty Senate website.

ARTICLE IV - OFFICERS

§1. Chair.

a.) There shall be a Chair of the University Faculty Senate. The Chair shall be elected by majority vote for a two-year term at the May plenary meeting of the Senate by the voting members of the Senate present at that meeting. A Senator shall be eligible for election as Chair for not more than two successive terms or four consecutive years, whichever is greater. The Chair must be a member of the Senate.

b.) The Chair shall preside at all meetings of the Senate and of the Executive Committee.

c.) The Chair shall nominate with the approval of the Executive Committee the members and chairs of the standing committees of the Senate. Additional nominations may be made from the floor of the Senate. The nominations shall be subject to approval by the Senate. The Chair shall appoint other committees.

§2. Vice Chair. There shall be a Vice Chair of the University Faculty Senate elected by majority vote at the same time and for the same term as the Chair. A Senator shall be eligible for election as Vice Chair for not more than two successive terms or four consecutive years, whichever is greater. The Vice Chair shall not be a Senator from the same college or school as the Chair. In the absence of the Chair, the Vice Chair shall fulfill the duties of the Chair.

§3. Nominations for all officers may be made from the floor.

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Comment [KC15]: Replacing "Rules of Order to be determined by the Senate" with "Robert's Rules of Order" which we historically have used, was proposed by a Senator at the December 11 plenary.

Comment [KC16]: Propose adding this language to emphasize the need for quorum to make binding decisions, and to clarify what constitutes quorum under the governing statute, NY Gen. Const. Law § 41.

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Comment [KC18]: These proposed edits codify current practice (minutes are emailed to all Senators and posted on website). Moreover, posting on UFS website makes minutes "available to the public" as required by Open Meetings Law and FOIL, which obviates any need to "distribute" them separately to outside entities.

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Comment [KC20]: This provision is duplicative of Art. VI § 1, "Standing & Other Committees," which appears to be a more logical place to look for this information. Therefore, propose to retain Art. VI § 1 to keep our current procedures in place, and omit this provision to avoid confusion.

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Comment [KC21]: Replacing the mandatory "shall" with the permissive "may" renders this provision consistent with practice, in which officers are nominated a variety of ways.

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§4. In the event that an officer fails to be re-elected to the Senate from his/her college or school during his/her tenure, a new election shall be held to complete the term of that officer.

ARTICLE V -- EXECUTIVE COMMITTEE

§1. The Executive Committee shall consist of the Chair, the Vice Chair, and seven Members-at-Large to be elected by the incoming Senate at the May plenary meeting for a term of one year. The Chair of the Senate shall be the Chair of the Executive Committee. The immediate past Chair of the Senate shall serve as an ex-officio member of the Executive Committee with voice but not vote for a period of one year.

§2.

a.) The seven Members-at-Large of the Executive Committee shall be chosen from nominations, which may be made from the floor by members of the incoming Senate at the May plenary meeting. No person shall be nominated without her/his consent.

b.) Voting for the Members-at-Large of the Executive Committee shall be by ballot. The seven nominees with the highest total votes shall be declared elected. Incase of a tie there shall be a run-off election.

c.) If a vacancy occurs on the Executive Committee, the Senate shall fill such vacancy by election.

d.) Officers and members of the Executive Committee may be removed from office by means of the following procedure: (1) a petition to recall, signed by one-third of the members of the Senate, may be submitted to the Chair of the Senate, or the Vice Chair if the Chair is to be recalled; and (2) a recall referendum may be scheduled for the first meeting of the Senate following the submission of a recall petition as described in step (1). An officer or member of the Executive Committee will be deemed to have been removed from office if, in the recall referendum, a majority of voters vote to so recall. If an officer or member of the Executive Committee is recalled, a new election shall be held to choose a replacement. No officer or member of the Executive Committee who is recalled shall be prohibited from standing for reelection by reason of the recall.

§3.

a.) The Executive Committee shall have the responsibility, upon proper authorization of the Senate, to disburse budgeted and other funds; recommend allocation of reassigned time to Senators and on occasion, as needed, to other CUNY faculty to fulfill the prescribed purposes of the Senate; hire and assign staff for Senate functions; raise supplemental funds; retain counsel; and otherwise implement the policies of the Senate. The Executive Committee shall make an annual report to the Senate on actions taken under this item.

b.) The Executive Committee shall transact such business of the Senate as may be necessary between meetings of the Senate, and exercise such further powers and duties as may be conferred upon it by the Senate.

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Comment [KC22]: Propose to omit "of the Senate" to reflect reality that a past chair who is still in her term as an elected Senator, or has been reelected, remains a full voting member of the Senate, not just ex officio. Therefore, it is only necessary to confirm she may serve ex officio on the EC.

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Comment [KC23]: As with removal of Senators (§ 5(f)), the following proposed edits do not change the current procedure for removing EC members and officers, and are intended only to clean up and clarify the language.

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Comment [KC24]: These proposed edits reflect realities that (i) the EC can only recommend reassigned time, not allocate it, which only CUNY administration can do, and (ii) the budgetary report to UFS that is required by this paragraph historically has come from the EC.

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c.) The Executive Committee shall keep minutes of its meetings and shall report its actions regularly to the Senate.

ARTICLE VI -- STANDING AND OTHER COMMITTEES

§ 1. Members of standing committees and standing committee chairs shall be nominated by the Chair of the Senate with the approval of the Executive Committee. Additional nominations may be made from the floor of the Senate at the first plenary meeting of the Fall semester. The nominations shall be subject to approval by the Senate. The members and chairs of other committees shall be appointed by the Chair of the Senate. The chairs of standing and other committees shall be selected from among the membership of the Senate. The membership of any standing committee may be drawn from outside the Senate, among those persons comprising the electorate as defined in Article II, Section 1.a. and b., except that a majority of any committee shall be composed of Senators. The Chair and the Vice Chair, *ex officio*, shall be entitled to attend meetings of all committees of the Senate and to participate in committee discussions. The members and chairs of the standing committees shall serve for a term of one year.

Comment [KC25]: These proposed edits reflect longstanding practice.

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Comment [KC26]: This proposed edit clarifies what is meant by "those persons comprising the electorate ..."

§2. The standing committees of the Senate shall reflect the academic, administrative and financial organization of the University. There shall be such standing and other committees as the Senate shall create.

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Comment [KC27]: Propose omitting the reference to Academic Freedom Committee for the same reason as the footnote of CUNY's "units" in the Preamble: for simplicity, and to minimize the need to amend this document in the future. Further propose clarifying that the Senate may create "standing and other committees" to reflect reality that we do so, and to render this section consistent with § 1 above, which also refers to "standing and other committees."

§3. Standing and other committees shall have the power to delegate specific tasks or functions to subcommittees whose members shall include one or more members of the parent committee.

§4. Reports and communications by committees to the Senate shall be submitted to the Executive Committee for inclusion in the agenda of the next plenary meeting.

ARTICLE VII- FINANCES AND SERVICES

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§1. There shall be an annual Senate budget prepared by the Executive Director in consultation with the Office of CUNY's Chief Financial Officer.

Comment [KC28]: These proposed edits reflect realities of how the budget is determined, also referenced in Art. V, § 3(a) above.

§2. The annual budget shall be submitted by the Executive Committee to the Board of Trustees for inclusion in the budget of the University.

Deleted: The Executive Committee shall present annually a recommended budget for Senate consideration and action by the third regular Senate meeting of the calendar year.

§3. The Senate shall have final authority for disbursing and distributing all discretionary allotments in the approved budget.

Comment [KC29]: Propose to omit this provision because it is inaccurate. As noted above, UFS only consults with CUNY Finance on the budget, and CUNY Finance handles any necessary communication on the budget with BoT.

§4. Among the items in the Senate budget shall be recommended allotments of reassigned time for the officers and Executive Committee of the Senate and other Senate members, and others as specified in Article V, Section 3a, whose duties, in the judgment of the Executive Committee, require reassignment from regular teaching or related functions.

Comment [KC30]: Again, this edit renders this provision consistent with the reality noted in Art. V § 3 that UFS only recommends reassigned time.

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ARTICLE VIII – AMENDMENTS

§1. Proposal. Amendments to the Charter may be proposed by:

- a. majority vote of the Senate;
- b. majority vote of the Executive Committee;
- c. application by one-fifth of the faculty councils (including alternative forms of faculty council as defined in Article VIII, §5) of the constituent units; or
- d. petition of two percent of those persons referred to in Article II, §1.a. of this Charter, provided the petitioners are drawn from at least three of the constituent units. The Executive Committee may require that the petitioners' submissions be in verifiable electronic form, for example from the campus e-mail addresses of the petitioners.

Any such proposal must include the text of the proposed amendment.

§2. Notice. After an amendment has been proposed in accordance with Article VIII, §1, the proposed amendment shall be posted on the UFS website or other then-equivalent electronic platform, with notice pursuant to Charter Article III. In addition, by the dates specified for notice to Senators and Alternates in Charter Article III, the proposed amendment will be disseminated electronically to all faculty governance leaders.

Comment [KC31]: Pursuant to a Senator's observation at the Dec. 11 plenary that another "electronic platform" could replace our website in the future, the proposal to omit "or other then-equivalent electronic platform" has been withdrawn, and this provision has been restored to its original text, seen here.

§3. Meetings. The proposed amendment will be placed on the agenda of two regularly scheduled plenaries for discussion only and will be voted on at the next regularly scheduled plenary.

§4. Vote. An amendment is enacted when it is approved by an affirmative vote of 60% of the whole number of the Senate.

§5. Alternative forms of faculty council. In the absence of a faculty council, an alternative representative faculty body designated under the governance plan of the unit shall be deemed to be equivalent to a faculty council for the purposes of this Article. In the absence of both a faculty council and an alternative representative faculty body, the functions of the faculty council described in this Article shall be carried out either by the entire faculty acting as a collective body or by means of a mechanism designated by the faculty of the constituent unit in consultation with the Executive Committee of the University Faculty Senate.

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, to the members of the Council of Presidents and other chief administrative officers of the University and its constituent units, to the central library of each of the constituent units of the University, and to the departments of each of the colleges and schools of the University, where it shall be available for inspection.

Meeting of the Student Activities Committee

Friday, February 22, 2019

Roscoe Brown Student Center, room 305

1:00 – 2:00 p.m.

Attendees: Adijat Adebola, Quiana Berry, Anthony Cuevas, Manny Lopez (convener), Ryan McCarthy, Jasmina Sinanovic, Carolina Valenzuela

Meeting was called to order at 1:07 p.m.

Meeting dates, times, and location for spring 2019 are as follows:

- February 22 at 1 pm, BC room 305
- March 22 at 1 pm, BC room 305
- April 12 at 1 pm, BC room 305

We commenced the meeting with the goal of determine what can be done to increase and foster school pride and college culture amongst the students, faculty and staff.

A discussion ensued about various matters related to school culture and pride. Following are the two themes that emerged:

- **When events take place:**
 - Most out-of-classroom activities take place during 12-2 pm on Thursdays which causes various challenges including resource allocation. What activities can be successfully implemented on days and times other than Thursdays?
- **Communications:**
 - Communications with the college community via broadcast is basic text and uninteresting. Can images and color be embedded in the body of the email – not just as an attachment or a link to flyers?
 - Is it possible to send broadcast correspondence in both English and Spanish (or the next dominant language spoken by members of this community)?
 - How can communications between adjunct faculty and students be more effective?

Meeting of the Student Activities Committee

Friday, February 22, 2019

Roscoe Brown Student Center, room 305

1:00 – 2:00 p.m.

Based on the themes that emerged, next steps for the committee members is to 1) determine what are all the ways in which employees communicate with students, 2) determine what are all the ways in which students communicate with employees, 3) determine what school spirit activities take place at the college that can be fostered.

Last semester the student activities committee launched a campaign to engage the college community in an effort to name the BCC mascot. The name that was won is BRUNO. The BCC mascot's name is Bruno the Bronco.

The meeting adjourned at 2:14 p.m.

Recorder: Adijat Adebola,

BCC Senate

February 2019

SPECIAL SENATE REPORT

A meeting of senate committee officers was held on Feb. 14, 2019.

Several items were discussed and proposed for improving the way we do business:

1. Centralize room reservations and calendar posting for all governance.
2. Centralize posting of agendas, officer info and membership on website.
3. Organize and update the archives and link web pages to it property.
4. Figure out what to do with paper ballots other printed materials that need archiving.
4. Create a transition guide for governance.
5. Establish a recurring broadcast with all governance meeting info.
6. Establish annual meeting of governance committee officers.
7. Set up bi-annual training for new senators/committee members.
8. Establish new senate rules regarding short-term filling of vacancies.

Franklin Moore (Senate Chair) and Roni Ben-Nun (Faculty Council Chair) will be meeting with the administration to follow up on this and will be reporting back to the senate.