

Faculty Senate Minutes #252

John Jay College of Criminal Justice

November 5, 2003

3:15 PM

Room 630 T

Present (30): Desmond Arias, Marvie Brooks, Orlanda Brugnola, Effie Cochran, Edward Davenport, Kirk Dombrowski, Joshua Freilich, Konstantinos Georgatos, P. J. Gibson, Betsy Gitter, Heath Grant, Amy Green, Norman Groner, Ann Huse, Barbara Josiah, Karen Kaplowitz, Kwando Kinshasa, Chris Knight, Tom Litwack, John Matteson, Lorraine Moller, Joseph Napoli, Ellen Sexton, Francis Sheehan, Sung Ha Suh, Davidson Umeh, Thalia Vrachopolous, Alisse Waterston, Robin Whitney, Patricia Zapf

Absent (8): Luis Barrios, Peter DeForest, Janice Dunham, Michele Galietta, Judith Hawkins, Max Kadir, Evan Mandery, Liliana Soto-Fernandez

1. Announcements from the chair
2. Approval of Minutes #251 of the October 22, 2003, meeting
3. Election of a member and of the Chair of the Senate Committee on Adjunct Issues
4. Update on the implementation of the Course Size and Class Cancellation Policy
5. Proposal to change the 7th period from 5 PM to 5:30 PM: Senator Betsy Gitter
6. Grade appeals: Should students serve on each departmental Grade Appeals Committee
7. Grade appeals: Should there be a College-wide grade appeals committee above the departmental grade appeals committees

1. Announcements from the chair

On October 27, the CUNY Board of Trustees approved a resolution for the rental for John Jay of the first and second floors, all 59,000 square feet, of commercial space in the Westport building. The Board also approved our M.S. program in Forensic Computing.

The Senate's invited guest on Friday, December 5, is *CUNY* Vice Chancellor Russ Hotzler. Immediately previous to being appointed Vice Chancellor in June, VC Hotzler had been Interim President of York and immediately previous to that he was Interim President of Queens College.

Dean James Levine, Chair of the Taskforce on Workplace Privacy, replied to President Kaplowitz's inquiry, on behalf of the Senate, that the Taskforce will be meeting shortly to discuss the

issues raised by the Senate and by others who attended the Senate discussion. He said the emails had been very helpful. He promised to keep President Kaplowitz informed.

The glossy color pamphlet about John Jay and about the Search for President of the College has been published: a copy was shown to the Senate. Almost 2,000 have been printed and are being mailed to college administrators and agency head.

Yesterday's Better Teaching Seminar presented by Senators Amy Green and Lorraine Moller and Professor Grace Telesco on "Enacting the Problem, Seeking the Solution: Sociodrama as a Classroom Tool in All the Disciplines," was so successful that those attending asked the presenters to repeat the event next semester.

Another Better Teaching Seminar, on the Personnel Process, which is being co-sponsored by the John Jay Chapter of the PSC, will be held on December 2: the panelists are Professors Norma Manatu, Jerry Markowitz, Harold Sullivan, and Margaret (Marny) Tabb.

2. Approval of Minutes #251 of the October 22,2003, meeting

By a motion made and carried, Minutes #25 1 of the October 22 meeting were approved.

3. Election of a member and of the Chair of the Senate Committee on Adjunct Issues

Senator Heath Grant was elected to the Senate's Adjunct Issues Committee and was also elected as Chair of the Committee by unanimous vote. He is a full-time member of the Department of Law, Police Science, and Criminal Justice Administration and serves as his department's Adjunct Coordinator.

**4. Update on the implementation of the Course Size and Class Cancellation Policy
[AttachmentA]**

President Kaplowitz reported that on the one hand quite a number of class sections were reduced in size this semester, although not to the levels called for in the Class Size and Course Cancellation Policy jointly developed and proposed by the Council of Chairs and approved as College policy by the College Council last semester. But it had been agreed that the implementation could only be partial this semester because the policy was approved by the College Council after Fall registration had already begun. An analysis of the Fall 2003 section sizes has been issued by the Office of the Registrar [Attachment A].

But the full implementation of the Policy is seemingly suddenly stalled. She reported that the previous day, Professors Harold Sullivan, Ned Benton, and she met with President Lynch, Provost Wilson, VP Witherspoon, and VP Rothlein; the three faculty meet regularly with President Lynch and various of his vice presidents and other administrators. At this meeting, the administrators announced that they had decided that the Policy cannot be further implemented because, according to the administration, there is an insufficient number of classrooms to do so.

Professors Sullivan, Benton, and she asked for the data on which this assertion was based. She noted it is necessary to have and to analyze the data not only because of the claim but also because classroom utilization data show that many classrooms are not used during many of the class periods on each day.

Senator Tom Litwack made a motion, which was seconded, directing the Senate President to communicate to the President and Provost of the College that the Senate's position is that the Course Size and Class Cancellation Policy, which was jointly proposed by the Senate and the Council of Chairs and which was adopted by the College Council on April 2,2003, be implemented fully in the Spring semester or, absent a commitment to do so, that a meeting be held between the College administration and the faculty leadership as soon as practicable and that the data requested and any other relevant data be provided by the administration. The motion was approved by unanimous vote.

5. Proposal to change the beginning of the 7th period from 5 PM to 5:30 PM: Senator Betsy Gitter [Attachment B]

Senator Betsy Gitter submitted this agenda item [Attachment B] because, as she reported, many new faculty have been complaining that students arrive to their 7th period class late. Students who work can not get to the College by 5 pm and yet many don't want to have to wait until 6:25 pm, when the 8th period begins, for their first class.

President Kaplowitz explained, for information purposes, that the 5 pm starting time was established many years ago to accommodate those police officers and other in-service students who worked the 8 am to 4 pm shift and for whom the 5 pm starting time was perfect. But NYPD officers do not work that shift anymore; their day shift ends much earlier than 4 pm and so 5 pm is too great a time lag for them and we have far fewer in-service students than we had when we established this schedule, perhaps, in part, because the current class schedule does not meet their needs.

She added that when Senator Gitter submitted this agenda item, because the graduate course schedule has to mesh with the undergraduate class schedule, for the faculty who teach in both programs, she consulted with Dean of Graduate Studies James Levine who said that the graduate program is considering revising its class schedule and he was supportive of the Senate's explorations about this and asked to be kept informed about any positions the Senate might take.

Senators Tom Litwack and Desmond Arias both recommended studying the likely impact of such a change. Senator Litwack said he would like to hear the views of the Registrar, adding that students who arrive for a 5:30 class directly from finishing work at 5 pm would be very hungry and would inevitably express the understandable wish need to eat during their 7th period class; however, the College does not, of course, permit eating during class.

Senator Gitter said that the 5:30 pm starting time for 7th period has always worked well for the Thematic Studies Department courses and so she recommends that the Senate approve this proposal in principle and then discuss it with the Registrar.

Senator Kwando Kinshasa agreed that we should have information from the Registrar, adding that he thinks the 7th period should be moved even later, to 6 pm, that is, an hour later than it is now. Senator Amy Green proposed passing a motion recommending that the 7th period begin at least half an hour later, with a final decision to be made after consultation and study. Asked whether Thematic

Studies students are able to make the 5:30 pm class on time and whether they forego trying to eat in class, Senator Gitter said yes, to both, without exception.

Senator Sung Ha Suh said she would want to know what reason students would give as to why they arrive late to their 7th period classes.

Senator Kinshasa said there are two further advantages to moving 7th period to a later starting time. Such a change would create a time gap during which faculty could meet with their evening students for office hours, which the current schedule does not allow. Also the gap would allow faculty to eat before teaching their evening classes, which they can not now do, and this would improve those classes for not only the faculty but for the students they teach.

President Kaplowitz suggested that since full utilization of our registration grid is one of the mandates of 80'' Street, a change in the starting time of 7th period might help increase the utilization of our registration grid.

Senator Litwack made the following motion: that the Faculty Senate views the 5 pm starting time for the 7th period as not working, recommends that the 7th period starting time be changed from 5 pm to either 5:30 pm or to 6 pm, and requests that the Dean for Registration and Admissions accept an invitation to meet with the Senate at the Senate's next meeting to discuss the Senate's recommendations before the Senate considers a more specific proposal for eventual transmission to the College Council. The motion passed without dissent.

6. Grade appeals: Should students serve on each departmental Grade Appeals Committee

President Kaplowitz explained that the Undergraduate Academic Standards Committee, on which she serves as a statutory member as President of the Faculty Senate, will probably be taking up the question of whether students should serve on each departmental Grade Appeals Committee: this is a proposal that the student members are urging the Committee to approve although it has not yet been placed on the agenda. President Kaplowitz said that since she serves on the Committee as President of the Senate, she would like to be directed by the Senate as to what position to take.

Senator Betsy Gitter said this is a college and faculty are paid to be the experts and to make judgments about grades. She said it should be a straightforward point that faculty should be making these decisions, not students. Other Senators agreed.

Senator Joseph Napoli said he thinks some Senators may be making the false assumption that students on these committees would automatically be pro-student. He said that if good students were selected, such students would be offended by any student whose appeal was flimsy or specious. Senator Amy Green asked how many grade appeals there are each year. President Kaplowitz said there are about 50 appeals per year.

Vice President Kirk Dombrowski said faculty are insulated from outside pressure when they serve on this committee but students would not be insulated.

Senator Tom Litwack said he is absolutely against having a student with vote on the appeals committees, but he could understand why students might want a student on the committee purely as an observer so as to ensure the fairness of the process.

Senator Kwando Kinshasa called it inappropriate to have students serving in any capacity on a grade appeals committee. Only members of the department consider a grade appeal because only the faculty in that discipline can make such a determination, he noted, adding that the exclusion of faculty from other departments on a department's grade appeals committee should certainly preclude student participation in any form.

Senator Amy Green said that since we all agree that it is the faculty's prerogative and only the faculty's prerogative to give grades and to certify grades, we can not reconcile that fact with the inclusion of a student on the grade appeals committees, even as an observer.

A motion was made and seconded that the Senate's considered position is that the current system of departmental Grade Appeals Committees, comprising only departmental faculty members, be maintained and that students should not be added to such committees, either as voting or as non-voting members, nor as observers. The motion was adopted by unanimous vote.

7. Grade appeals: Should there be a Grade Appeals Committee above the departmental committees

President Kaplowitz said this issue is our agenda for the same reason as the previous item: this is a proposal that the student members of the Undergraduate Academic Standards Committee support although it, too, has yet to officially appear on an agenda but it may soon and she would like to be directed by the Senate as to the position she should take.

The proposal that the students advocate is that a student who does not agree with the decision of a departmental Grade Appeals Committee would have the option of appealing the grade to a College-wide Grade Appeals Committee, which could sustain or reverse the decision of a departmental committee.

Senator Francis Sheehan spoke to the difficulties inherent in the deliberations of a College-wide appeals committee comprised of faculty from the various departments. He asked how competent English Department faculty, for example, would feel about judging the accuracy of a grade in an organic chemistry course or, in the corollary, how English Department faculty would feel about Forensic Scientists judging grades given in a writing or literature course. Many Senators spoke in agreement with this argument.

A motion was made and seconded that the Senate's considered position is that a College-wide grade appeals committee beyond the departmental Grade Appeal Committee not be established at the College. The motion was adopted by unanimous vote.

By a motion made and carried, the meeting was adjourned at 5:05 pm.

Respectfully submitted,

Edward Davenport
Recording Secretary

Fall 2003 Section Analysis

- There were 1463 undergraduate sections offered in the fall 2003 semester that were not on-line, Thematic Studies, or Police Program.
- 47.64% of those sections were capped at 36 or less. More than 40% were capped at 32 or less.

Fall 2003 Classes by Secondary Limit		
Limit	Freq	
12	2	
13	1	
14	2	
15	9	
16	6	
17	0	
18	5	
19	3	
20	14	
21	5	
22	49	
23	48	
24	30	
25	18	
26	10	
27	7	
28	134	
29	46	
30	70	
31	9	
32	118	
33	16	
34	5	
35	11	
36	79	
37	19	
38	88	
39	31	
40	628	
Total	1463	
Total		52.36
above 36	766	%
Total		47.64
below 36	697	%

- There were 628 sections capped at 40
 - The average enrollment for all of these sections was 32.67 students
 - For courses at the 300 level enrollment averaged 26.72 students
 - For courses at the 200 level enrollment averaged 31.69 students
 - For courses at the 100 level enrollment averaged 36.22 students

Fall 2003 Classes with Seat Limit 40				
Students Enrolled	Total Sections	300 Level	200 Level	100 Level
6-11	29	7	20	2
12-23	100	29	53	18
24-35	115	26	55	34
36-39	174	15	72	87
40 or more	210	16	98	96
Totals	628	93	298	237
Average	32.66	26.72	31.69	36.22

ATTACHMENT B

Senate Agenda Proposal

To: The Senate Executive Committee
From: Betsy Gitter
Re: Evening Class Schedule

Recent conversations with new faculty members who are frustrated by the late arrival of many of their students in 7th period classes have led me to propose that the 7th period starting time be shifted from 5 to 5:30 pm.

Changing the schedule to conform to the actual 9-5 working hours of most of our students obviously makes sense. A realistic starting time will not only makes it easier for students to arrive on time, but might also increase enrollment in what I believe is a somewhat under-enrolled evening program. (In Thematic Studies, our evening program has always begun at 5:30; my guess is that this schedule has contributed to the healthy size of our evening classes.)

The day/evening schedule has always been one of John Jay's unique attractions; adjusted to real-world work schedules, it has the potential both to serve the needs of more students and to allow us to make better use of our limited classroom space. We should also keep in mind that if our day/evening program withers, our two-day schedule could become more difficult to justify.