

Faculty Senate Minutes #281

John Jay College of Criminal Justice

Wednesday, September 14,2005

3:15 PM

Room 630 T

Present (32): Teresa Booker, Danette Brickman, Marvie Brooks, Orlanda Brugnola, James Cauthen, Francisco Chapman-Veloz, Roddrick Colvin, Edward Davenport, Robert DeLucia, Virginia Diaz, Greg Donaldson, Janice Dunham, DeeDee Falkenbach, P. J. Gibson, Amy Green, Yi He, Betsy Hegeman, Ann Huse, Karen Kaplowitz, Tom Litwack, Roderick MacGregor, James Malone, Evan Mandery, Mary Ann McClure, Edward Paulino, Nicholas Petraco, Valli Rajah, Rick Richardson, Raul Romero, Francis Sheehan, Thalia Vrachopoulos, Susan Will

Absent (5): Robert Fox, Ping Ji, Dagoberto Orrantia, Shonna Trinch, Robin Whitney

Guest: Professor Patrick O'Hara

Agenda

1. Announcements from the chair
2. Approval of Minutes #280 of the August 31,2005, meeting
3. Election of faculty to the Search Committee for Vice President for Student Development
4. Proposed Resolution from the faculty of the Department of Counseling: Senators Robert DeLucia and James Malone
5. Election of faculty to Faculty Senate and College committees
6. Discussion of the September 15 College Council agenda
7. New business

1. Announcements from the chair [Attachment A]

Two new at-large Senators, Raul Romero (Foreign Languages and Literatures) and Roderick MacGregor (Mathematics), who were elected by the Senate at the previous meeting, were introduced and welcomed. The most recent enrollment data were provided [Attachment A].

2. Approval of Minutes #280 of the August 31,2005, meeting

By a motion made and adopted, Minutes #280 of the August 31 meeting were approved.

3. Election of faculty to the Search Committee for Vice President for Student Development and Enrollment Management

Corresponding Secretary Susan Will reported that she ascertained from all faculty nominated for election to serve on the Search Committee by the deadline set by the Senate, which was the evening of Wednesday, September 7, as to whether they accept nomination, and all eight who were nominated did accept. She reported that she emailed all eight inviting them to send her an optional election statement if they wished to do so, as provided by the Senate's procedure determined by the Senate at its September 14 meeting [see Minutes #280 – Attachment C]. The deadline for the optional election statement was 12 noon on September 11. She reported that she received statements from six of the eight candidates, which she then emailed to the Faculty Senate, after waiting an hour to make certain that no statements were delayed in cyberspace.

The eight candidates for the five faculty positions on the Search Committee for Vice President were: Robert DeLucia, P. J. Gibson, Lou Guinta, Karen Kaplowitz, Evan Mandery, Dagoberto Orrantia, Carmen Solis, and Carolyn Tricomi.

The Senate cast written, secret ballots. Elected were Robert DeLucia, P. J. Gibson, Karen Kaplowitz, Evan Mandery, and Carmen Solis. As required by the Senate's procedure in order to be elected, all five of the highest vote recipients did receive at least 40% of the ballots cast.

4. Proposed Resolution from the faculty of the Department of Counseling: Senators Robert DeLucia and James Malone [Attachment B, C]

Senators Robert DeLucia and James Malone, both members of the Department of Counseling, explained that whoever holds the position of Vice President for Student Development and Enrollment Management at John Jay is *also* the Chair of the Department of Counseling and Student Life, which is an academic department with 15 full-time faculty members. This is because the Bylaws of the CUNY Board of Trustees mandate that:

Where student personnel services are constituted an instructional department of the college, the dean [vice president] of students shall be the department chairperson. *CUNY Board of Trustees Bylaw 9.3.c.*

Senator DeLucia explained that it is the position of the faculty of the Department of Counseling that, because the Vice President is the chair of an academic department, the person appointed to that position, following the national search that is now beginning, should have faculty rank and faculty status as do other chairs of academic departments and as do academic executive administrators, such as the provost, dean of graduate studies and dean of undergraduate studies. He added that the other responsibilities at John Jay of the Vice President for Student Development and Enrollment Management [Attachment B & C] also argue for a continuation of the historical practice at our College, which has been followed from the beginning of our College's existence, of this Vice President having an appointment in an academic department with tenure.

He asked therefore, on behalf of the Counseling faculty, that the Senate endorse their resolution that the person selected to be the permanent Vice President for Student Development and Enrollment Management either have or be eligible for and be granted faculty rank and faculty status.

Faculty Senate Minutes #281 – September 14, 2005 – Page 3

Excerpts from the relevant sections of the CUNY Bylaws, in addition to Bylaw 9.1.c, above, were reviewed:

Bylaw 9.1.b: The executive officer of the department shall be the department chairperson who shall be a professor, associate professor or assistant professor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the instructional staff of the department who have faculty rank. Proxy or mail voting shall not be permitted. The department chairperson must be tenured or have been approved by the board for tenure at the time of his/her election, except in departments less than seven years old. Such elections shall be subject to the subsequent approval of the president and the board. . . . Notwithstanding anything in the foregoing to the contrary, in the library department, the president of the college shall from time to time recommend a member of the department to the board for designation as chairperson. Department chairpersons who are not tenured professors, associate professors or assistant professors on January 1, 1976 may fill out their unexpired terms as chairpersons, subject to the provisions of sections 9.1.c and 9.6. (a) of these bylaws.

Bylaw 9.3.a. The department chairperson shall be the executive officer of his/her department and shall carry out the department's policies, as well as those of the faculty and the board which are related to it.

The Senate voted to endorse, in principle, the Counseling faculty's resolution but decided to revisit the issue at the Senate's next meeting to ensure that the language of the resolution accurately reflects the position of the Counseling faculty.

5. Election of faculty to Faculty Senate and College committees

Senate members requested that the deadline to make nominations be extended. Senator James Cauthen moved to table this item and the motion carried. It was agreed that the list of committees and their descriptions will be emailed to the Senate and that nominations could be emailed to the Executive Committee. Elections are to take place at a subsequent Senate meeting.

6. Discussion of the September 15 meeting of the College Council agenda [AttachmentD]

The Senate reviewed the agenda of the September 15 meeting of the College Council, which includes the Faculty Senate proposal on a College policy on Emerita/Emeritus status.

President Kaplowitz reported that the College's Legal Counsel, Rosemarie Maldonado, in reviewing the College Council agenda items, asked her whether the Senate intends, as stated in the Senate proposal on Emerita/us Status, that faculty must have at least ten years of service to be eligible for consideration for emeritus/a status in exceptional cases, but that there be no minimum years of service to be eligible for consideration for those who have a record of outstanding research and publications. She explained that the Legal Counsel thought that since the Senate's proposal extends the eligibility of emeritus/a status, as permitted by CUNY policy, this restriction seemed at odds with the proposal, although it is permitted by CUNY policy which provides that criteria for

exceptional cases are to be decided by each college.

Senator Litwack said the ten year requirement is reasonable for the criterion of outstanding teaching or service, but not for the criterion of research or publication, because truly outstanding research could be completed in fewer than ten years while a minimum of ten years is needed to demonstrate a record of extraordinary teaching or service. Vice President Francis Sheehan said that while the Senate's proposal is, indeed, intended to extend emeritus/a eligibility, the Senate still wants meaningful standards and does not want to undermine the honor of such status. The Senate concurred and reaffirmed the language of its proposed College policy on Emerita/Emeritus Status [Attachment D].

Senator Ann Huse asked whether a retired member of the faculty who wishes to be considered for emeritus/a status in extraordinary cases has to nominate himself or herself. The answer was yes, that the process is analogous to a faculty member who wishes to be considered for promotion and who must put himself or herself up for promotion.

7. New business

Senator Danette Brickman reported that September 17 is Constitution and Citizenship Day, by virtue of a Federal law introduced by Senator Robert Byrd (D-West Virginia) last year to increase knowledge about the Constitution, especially in the context of such events as enactment of the Patriot Act. Beginning this year, all schools, including colleges and universities, that receive federal funds must provide educational programs and materials on September 17, the day the final draft of the U.S. Constitution was signed by the members of the Constitutional Convention in 1787, or if that date is on a weekend, during the prior or subsequent week. Senator Brickman said that as a member of the College's Pre-Law Working Group, she inquired of a senior member of the College administration and was told that to this person's knowledge no John Jay event had been planned.

Several Senators proposed that the Senate recommend that the topic for the first Town Meeting of the semester be the Bill of Rights or other aspects of the Constitution that are particularly relevant to our students and community and that, of course, any additional activities could be scheduled. There was also widespread agreement that an appropriate planning process should be put into place for the next year and for subsequent years and that the Senate make this recommendation as well. Senator Brickman was thanked for raising this matter with the Senate.

By a motion made and carried, the meeting was adjourned at 4:30 pm so that those Senators wishing to could attend the September 11 Memorial in the Theater, scheduled to begin at 4:30.

Submitted by

Edward Davenport
Recording Secretary
&

James Cauthen
Associate Recording Secretary

Fall 2005 compared to Fall 2004

Category of Student	Fall 2004 After Cancellation	Fall 2005 After Cancellation	Difference Difference
Total Registered	14051	14299	248
Total Freshmen	5148	5196	48
Total Sophomores	2708	2841	133
Total Juniors	2299	2218	-81
Total Seniors	1888	1998	110
Under Grad Second Degrees	94	92	-2
Total Undergraduate Degree	12137	12345	208
Undergrad Non-degree	72	66	-6
Permits In	10	15	5
Total Undergraduate	12219	12426	207
		0	
Total Degree Grad	1569	1684	115
Total Non-Degree Grad	263	189	-74
Total Graduates	1832	1873	41
Total all Students	14051	14299	248
Entering Freshmen	2709	2722	13
Part-time Undergraduate	3031	2980	-51
Full-time Undergraduate	9188	9446	258
% Full-time	75.19%	76.02%	0.82%
Part-time Graduate	1410	1442	32
Full-time Graduate	422	431	9
Estimated FTE's	10920.7	11200.5	279.9
FTE Target		11108.0	11108.0
Difference with Target FTE's		92.5	
Graduate FTE	1100	1128.6	28.6

**This report on enrollment is what is called at CUNY the Flash Report.
It provides enrollment data as of September 6, 2005.**

**Report issued by the Interim Vice President for Student Development and
Enrollment Management**

ATTACHMENT B

Vice President for Student Development and Enrollment Management – Nature and responsibilities of the position: Executive Committee

The Vice President for Student Development and Enrollment Management has a wide-range of responsibilities, which are critically important to all faculty, students, and staff:

◇ The VP is Chair of an Academic Department that has two components: Counseling, with 10 full-time faculty, and Communications Skills, with five full-time faculty, and sits on the College-wide Personnel & Budget Committee as Chair of that Department.

CUNY Bylaws 9.3c states that “Where student personnel services are constituted an instructional department of the college, the dean [vice president] of students shall be the department chairperson.” As a member of the College P&B, the VP votes on the reappointment, tenure, and promotion of all full-time faculty.

◇ The VP is a statutory member of the College Council and, as such, votes on all matters, including matters of academic policy, that are considered by the College Council.

◇ The VP is a statutory member of many other College committees, including (but not limited to) Comprehensive Planning; Curriculum; Undergraduate Standards, Strategic Enrollment.

◇ The VP’s responsibilities include, therefore:

- ◇ Department of Counseling (10 f-t faculty) & Communications Skills (5 f-t faculty)
- ◇ Academic Integrity Office
- ◇ Student/Faculty Disciplinary Committee
- ◇ Registrar and Registration
- ◇ Health Office
- ◇ Women’s Center
- ◇ Undergraduate Admissions
- ◇ Graduate Admissions
- ◇ Financial Aid Services: Financial Aid, Loans, TAP, PELL, Work Study
- ◇ Veterans Services
- ◇ Testing (CUNY Assessment tests; Comprehensive Proficiency Exam (CPE), etc)
- ◇ Transfer credit evaluation
- ◇ Career Advisement
- ◇ Student Activities (student clubs and organizations; student events)
- ◇ Student Council
- ◇ Student Professional Development
- ◇ Internships
- ◇ Cooperative Education
- ◇ College Opportunity to Prepare for Employment (COPE) Program
- ◇ Freshman Programs
- ◇ Basic Skills Program
- ◇ Learning Enhancement Center
- ◇ College Now Program
- ◇ Student Scholarships and Awards and Scholarship Services
- ◇ Children’s Center
- ◇ Services for Students (and Faculty and Staff) with Disabilities
- ◇ Student Leadership events and retreats
- ◇ Student Activities Association (expenditure of mandatory Student Activity Fee)
- ◇ Athletics

ATTACHMENT C

Title: VICE PRESIDENT FOR STUDENT DEVELOPMENT & ENROLLMENT MANAGEMENT

Position Description and Duties:

Open until filled with review of applications to begin on September 27, 2005

John Jay College of Criminal Justice is a liberal arts college with a specialized mission in criminal justice, public service and related areas. Serving more than 12,000 undergraduate students and almost 2,000 graduate students, the college offers degrees at the Associate, Baccalaureate, Masters and Doctoral levels. It is our mission to inspire students to the highest ideals of citizenship and public service and we serve society by developing graduates who have the intellectual acuity, moral commitment and Professional competence to confront the challenges of crime, justice and public safety in a free society. If you share in this vision, we invite you to apply for the position of Vice President for Student Development and Enrollment Management.

The Vice President for Student Development and Enrollment Management reports to the College President and has the responsibility for promoting a student-centered campus community environment that supports the personal, social and academic development of all students.

As the College's chief student development officer, the Vice President provides vision, leadership and oversight to all student services including admissions (undergraduate and graduate), financial aid, registrar as well as, student activities and campus life, advising/counseling, career services, health services, services for students with disabilities and athletic programs.

As the College's principal enrollment management official, the Vice President will establish and coordinate the implementation of a comprehensive recruitment, enrollment and retention plan for the College within the overall goals and targets established by the University.

The Vice President serves as the Departmental Chairperson for the Department of Counseling and is a member of the President's Cabinet

Qualification Requirements:

Candidates must have a demonstrated strong commitment to urban higher education in a multicultural, multiracial environment. Candidates must also have an advanced degree, preferably a doctorate, in higher education administration, counseling, student personnel, or closely related field, and considerable and progressively responsible senior level experience in student affairs, enrollment management or a closely related field. She/he must have demonstrated ability in budget and resource allocation and strategic planning, and a clear understanding of the academic process and its relationship to student issues. Preference will be given to candidates with extensive experience implementing successful recruitment and retention programs and a thorough understanding of best practices in the use of technology in recruitment and retention.

The successful candidate will possess the desire and ability to serve as an advocate for students and as a mentor in developing student leadership. Excellent interpersonal, written and verbal communications and the ability to work effectively with students, faculty, and staff are essential. Experience within a large multi campus system is highly desirable.

ATTACHMENT D

Professor Emerita/Emeritus Status Policy

John Jay College of Criminal Justice

Proposed by the Faculty Senate to be College Policy, upon approval of the College Council, beginning September 15,2005, and retroactively

Current CUNY Policy:

At all CUNY colleges, including the Graduate Center, the title of Professor Emeritus/Emerita is automatically conferred on full professors who honorably retire after more than 10 years of service. In exceptional cases the title of Emeritus/Emerita may be conferred on associate or assistant professors who retire or on full professors who retire with fewer than 10 years of service.

John Jay Process for Awarding Emeritus/Emerita Rank to Retired Full Professors:

Retired full professors who have served 10 or more years and who wish to formalize their Emeritus/Emerita rank should notify the President's Office in writing.

John Jay Criteria for Awarding Emeritus/Emerita Rank *in Exceptional Cases:*

1. Evidence of outstanding teaching or service to the College community over a period of at least 10 years, **or**
2. Record of meritorious research and publication

John Jay Process for Awarding Emeritus/a Rank *in Exceptional Cases:*

1. Candidates apply to their Department P & B Committee for Emeritus/Emerita Rank
2. Chairpersons refer departmental votes on these applications to the College P & B Committee for review
3. The College P & B Committee reviews each case and makes recommendations to the President for final approval

Privileges to be Granted to John Jay Emeritus/Emerita Professors:

1. Access to space for research and writing, if available
2. Listing of name with faculty in the College catalog and other relevant publications
3. Inclusion in campus events open to College employees (e.g. lectures, receptions)
4. Invitations to participate in public College ceremonies, commencement processions, and convocations
5. College email account and Intranet access
6. College Library access
7. College mailbox, if space is available
8. Opportunity to serve in a volunteer capacity (e.g. as tutor, events facilitator, consultant to grant-writers or report-writers, research mentor to junior faculty)
9. Opportunity to teach Independent Study courses in a volunteer capacity
10. Use of College recreational and social facilities on the same basis as other faculty
11. Listing on College website
12. John Jay ID card

**Reaffirmed by unanimous vote of the Faculty Senate
September 14,2005**

**Adopted as College Policy by unanimous vote of the College Council
September 15,2005**