Faculty Senate Minutes #357

Wednesday, April 21, 2010   3:15 PM   Room 630 T

Present (31): William Allen, Spiros Bakiras, Andrea Balis, Adam Berlin, Marvie Brooks, Erica Burleigh, Elise Champeil, Demi Cheng, Shuki Cohen, Virginia Diaz, Edgardo Diaz Diaz, James DiGiovanna, Janice Dunham, DeeDee Falkenbach, Robert Garot, Jay Gates, P. J. Gibson, Jessica Gordon Nembhard, Maki Haberfeld, Karen Kaplowitz, Tom Litwack, Vincent Maiorino, Nivedita Majumdar, Tracy Musacchio, Richard Perez, Nicholas Petraco, Raul Romero, Richard Schwester, Francis Sheehan, Thalia Vrachopoulos, Joshua Wilson

Absent (17): Luis Barrios, Elton Beckett, Beverly Frazier, Joshua Freilich, Gail Garfield, Katie Gentile, Jay Hamilton, Richard Haw, Heather Holtman, Richard Kempter, Evan Mandery, Peter Manuel, Rick Richardson, Robert Till, Shonna Trinch, Cecile Van de Voorde, Valerie West

Guest: Professor James Malone

Invited Guest: Provost Jane Bowers

Agenda
1. Adoption of the agenda
2. Announcements & reports
3. Approval of Minutes #356 of the April 8, 2010, meeting
4. Budget Update: Senators Tom Litwack, Jay Hamilton, Karen Kaplowitz
5. Keelings and Associates Survey Results
6. Invited Guest: Provost Jane Bowers
7. New Business

1. Adoption of the agenda. Approved.

2. Announcements & reports [Attachment A]

President Kaplowitz explained Attachment A, which is a document distributed to the Board of Trustees Committee on Facilities on April 7. It was part of a presentation about an amendment to the master plan of the College of Staten Island. One page of this presentation is a benchmarking chart showing the floor area of interior space available for classrooms and

offices (excluding residential interior spaces) per FTEs at each CUNY college; these figures do not include outdoor space or space for such things as elevators, boilers, etc.   John Jay, even with rented space in the Annex, is by far the lowest with 47 ASF (assignable square feet) per FTE and CCNY is the largest with 115 ASF.   She explained that even when we move into our new building, we will have the lowest ASF.

3.   **Approval of Minutes #356 of the April 8, 2010, meeting.** Approved as amended.

4.   **Budget Update: Senators Tom Litwack and Karen Kaplowitz**

Senator Tom Litwack reported that there may be a 1.5 to 2.5% cut to our budget. He reviewed the fact that Provost Bowers has paused those faculty searches for which offers had not yet been extended; only those tenure track faculty positions for which offers have been made will be filled, if the offers are accepted. President Kaplowitz added that the Provost has also determined that there will be very few if any full-time substitute faculty members appointed next year. Senator Litwack said that, in addition, 37 administrative positions, many for academic advisors and other academic and student support staff, are also not being filled because of our budget problems.

A Senator asked what will happen with the adjunct lines that were converted to lecturer lines. President Kaplowitz said these lines will remain lecturer lines and those who were appointed to them will continue on them, as long as they are reappointed through the annual faculty personnel process.   A question was asked about the faculty travel budget and about whether travel expenses for which paperwork has been submitted will be reimbursed.   President Kaplowitz said that according the Provost all travel expenses for this year will be honored if they had been approved and if paperwork has been submitted.

Senator Litwack spoke of his concern about future hiring because there are approximately 35 faculty lines that will not be filled by either tenure track or substitute faculty appointments. He suggested that these lines may not be filled for quite a number of years and that the College needs a long-term budget plan that will take into account the cuts that are happening. Professor James Malone agreed that John Jay needs a plan and said that we do not plan very well.

5.   **Keelings and Associates Survey Results [Attachment B]**

A Power Point presentation providing preliminary and partial results of the faculty, student, staff, and alumni surveys conducted and analyzed by Keelings and Associates was presented by President Kaplowitz.

Several Senators objected to the Keeling's merging of responses by full-time and adjunct

faculty, saying that such merging invalidates the results in many areas, most notably in the areas of teaching load, the importance of research and scholarship, as well as in many other areas.

There was also criticism of the presentation of some of the data because the mean scores were presented and not the frequency of responses.

Some also questioned the merging of responses by undergraduate and graduate students.

President Kaplowitz said she will convey these criticisms to the Keelings.

6. Invited Guest: Provost Jane Bowers

The Senate engaged Provost Bowers in a discussion about the budget particularly with regard to faculty hires and travel expenses. Provost Bowers said that because of the deficits in our budget, there is a proposal to cut faculty academic travel monies. This has not happened since she has been at John Jay but at this time she cannot say what will happen with the faculty travel budget for next year. She has asked that Chairs not forward any requests for travel until she has a sense of what our budget will be like for the coming year. All this year's travel expenditures will be funded but she said she cannot speak to what is to come at this point. A question was asked about travels to Morocco that have been submitted but have not been approved as of yet. Provost Bowers stated that travels to Morocco for our international conference have been approved and will be honored. She said that if a faculty member's travel expenses have been approved, the College will cover those expenses.

A question was asked about the adjunct budget. Provost Bowers said that because we will not be hiring substitute full-time faculty for next year, adjunct faculty will be needed and will continue to be hired. Going forward, she said, we hope to know how many sections will be taught and how many full time faculty will be teaching and, therefore, how many adjuncts we will need. A Senator asked what happens if a line is not used by a department. Provost Bowers explained that decisions will be made about how lines are redistributed based on department needs but monies for lines that are not used will be used to cover other financial needs at the College.

A question was raised about the budget projections about College Assistants. Provost Bowers said that College Assistant positions may be cut or their hours may be reduced. She explained that these are part-time non-teaching positions and there is a discussion taking place about converting some of these lines to full-time staff positions at the College. President Travis will be making an announcement about this. It is not good practice to continue hiring and relying on part-time employees, she said. A Senator said that she had heard that College Assistant hours would be cut but they would be given enough hours to qualify for health insurance. Provost Bowers agreed that they will continue to be given enough hours to work, which is 20 hours a week, to receive health insurance.

Provost Bowers invited the Senate to the Faculty Recognition Awards Reception on April 28th to recognize and support their colleagues.
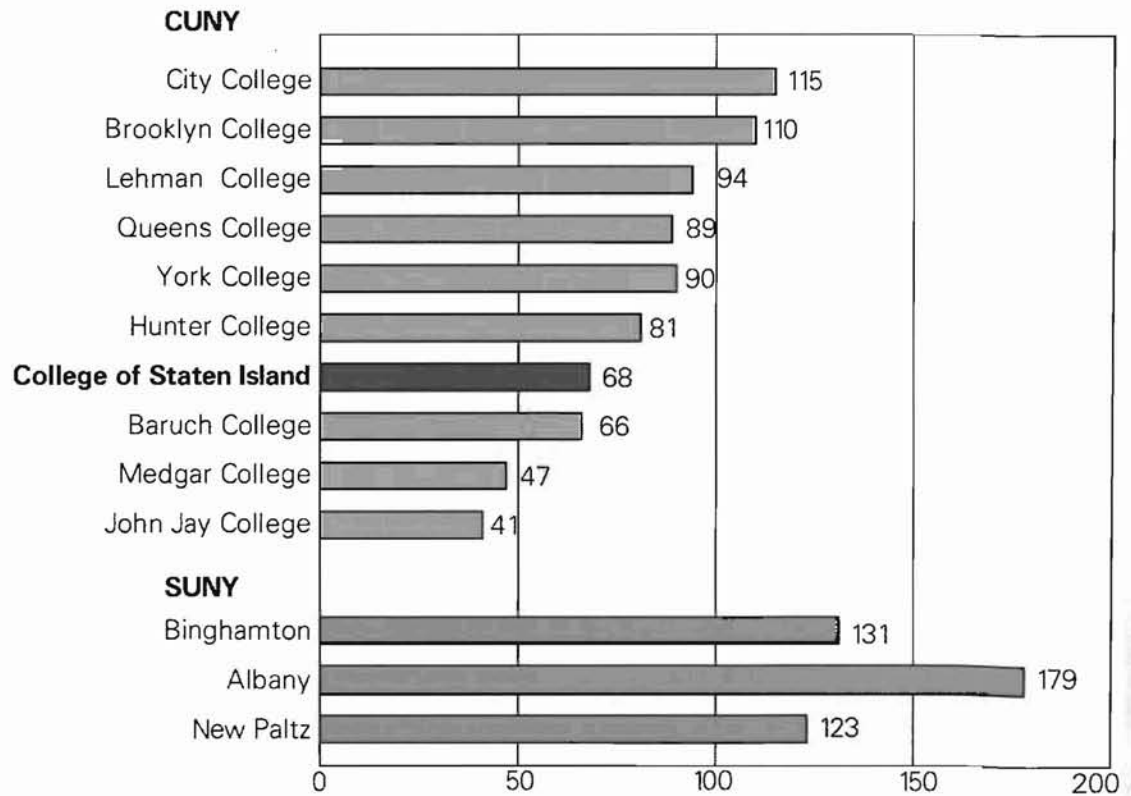
7. New Business

The proposed CUNY E-Discovery policy was discussed.

The meeting was adjourned at 5:00 PM.

Benchmarking

	ASF / FTES
CSI 1986 Master Plan	78
CSI 2006-07*	73
CSI 2008-09*	68
CSI Master Plan 2018-19	66
CSI Long Term Goal	90

Floor Area per Student
(ASF per FTES, excluding residential)

CUNY

College	ASF/FTES
City College	115
Brooklyn College	110
Lehman College	94
Queens College	89
York College	90
Hunter College	81
College of Staten Island	68
Baruch College	66
Medgar College	47
John Jay College	41

SUNY

College	ASF/FTES
Binghamton	131
Albany	179
New Paltz	123

0   50   100   150   200

Source: CUNY, SUNY

*Not including vacant 68,700 ASF in
Building 2M

ATTACHMENT B

MASTER PLAN

JJ50

JOHN JAY @ 50

KEELING & ASSOCIATES
Campus Change for Learning

Preliminary Survey Data Report
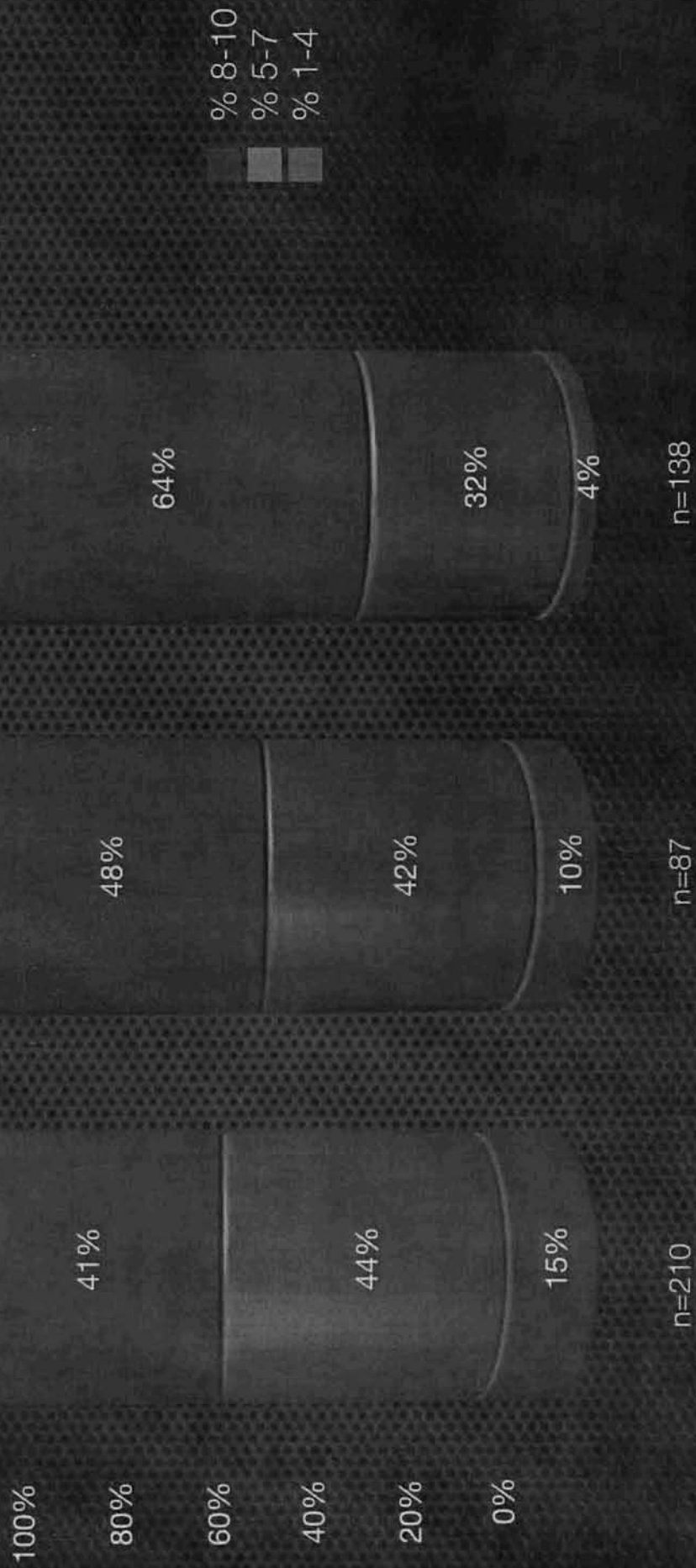April 14, 2010
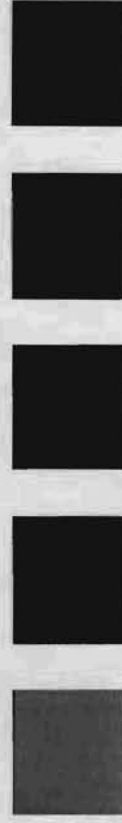
Vision Statement

To what degree does the vision statement reflect what you consider to be the purpose and direction of the institution? 1 = "Not at all" and 10 = "Completely"

	Faculty	Alumni	Staff
% 8-10	41%	48%	64%
% 5-7	44%	42%	32%
% 1-4	15%	10%	4%
	n=210	n=87	n=138

% 8-10
% 5-7
% 1-4

100%
80%
60%
40%
20%
0%

Faculty: Bottom 10 most goals for John Jay College to increase quality

Q: The following may be important goals for John Jay College to increase quality. Please rank each as Absolutely Critical, Important, or Secondary.

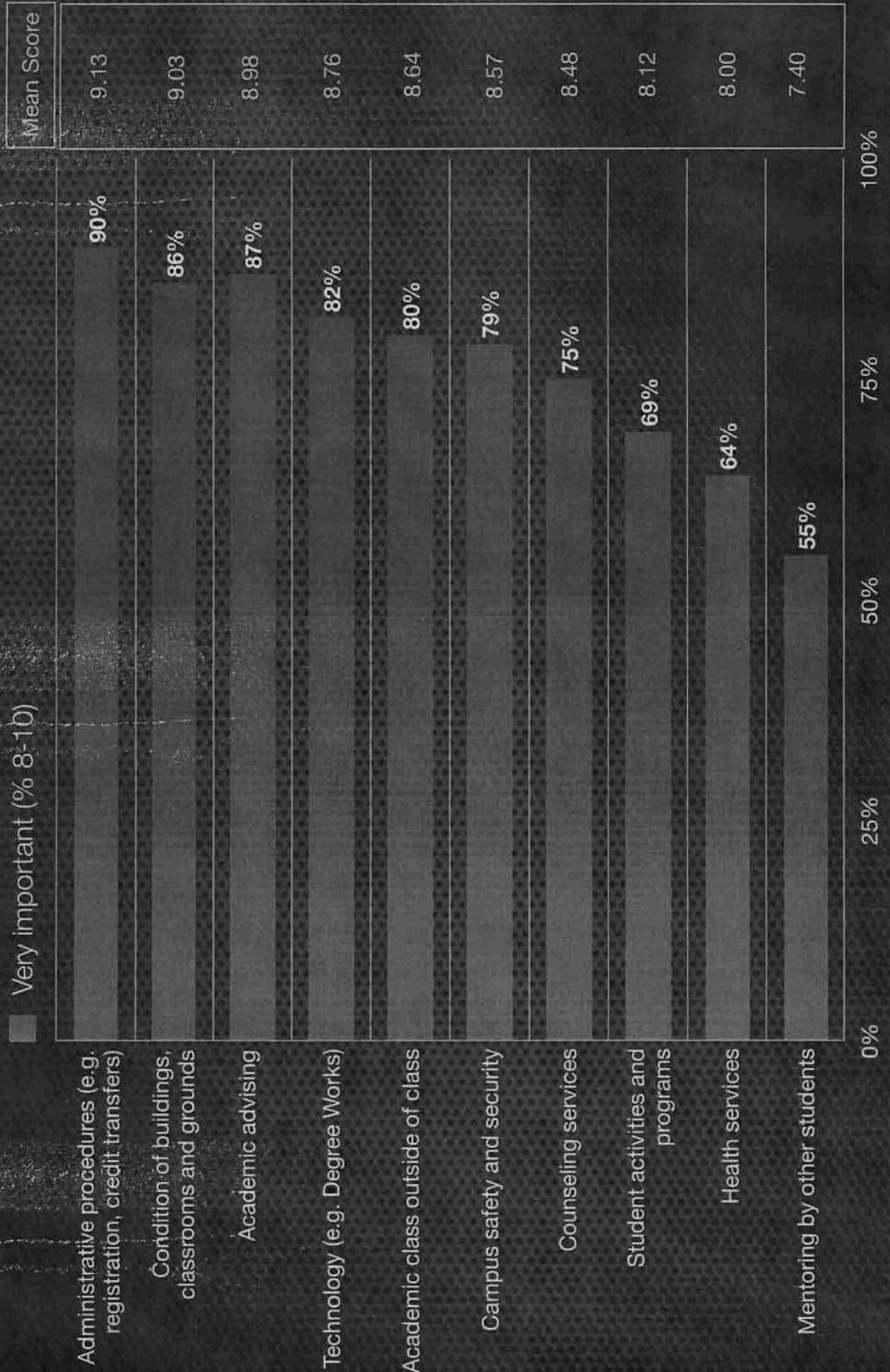|		Absolutely Critical
11	Achieving excellence in research/scholarship	44%
12	Improving the assessment of teaching and increasing the importance of teaching in faculty promotion and tenure	44%
13	Strengthening the recruiting and retention of more diverse faculty	36%
14	Improving selectivity in admissions	34%
15	Putting a greater focus on undergraduate programs	29%
16	Developing and sustaining strategic partnerships	26%
17	Providing professional development activities	25%
18	Putting a greater focus on master's programs	13%
19	Increasing the number of academic programs offered	11%
20	Reducing the number of academic programs offered	3%

Staff: Bottom 10 most important goals for John Jay College to increase quality

Q: *The following may be important goals for John Jay College to increase quality. Please rank each as Absolutely Critical, Important, or Secondary.*

	Goals	Absolutely Critical
11	Improving selectivity in admissions	38%
12	Providing better incentives to attract and retain high quality faculty	45%
13	Strengthening the recruiting and retention of more diverse faculty	44%
14	Achieving excellence in research/scholarship	39%
15	Developing and sustaining strategic partnerships	37%
16	Putting a greater focus on master's programs	38%
17	Increasing full-time faculty complement	32%
18	Increasing the number of academic programs offered	26%
19	Reducing faculty course load	12%
20	Reducing the number of academic programs offered	13%

Students: Rating the importance of areas for improving the quality of the student experience at John Jay College

■ Very important (% 8-10)

Area	Very important (% 8-10)	Mean Score
Administrative procedures (e.g. registration, credit transfers)	90%	9.13
Condition of buildings, classrooms and grounds	86%	9.03
Academic advising	87%	8.98
Technology (e.g. Degree Works)	82%	8.76
Academic class outside of class	80%	8.64
Campus safety and security	79%	8.57
Counseling services	75%	8.48
Student activities and programs	69%	8.12
Health services	64%	8.00
Mentoring by other students	55%	7.40

0% 25% 50% 75% 100%

Attributes associated with John Jay College

Mean Scores

To what extent do you associate the following attributes with John Jay College?
1 = "Don't associate" and 10 = "Closely associate"

Attributes	Students	Alumni	Staff	Faculty
Good value	7.90	7.86	7.42	7.11
Outstanding faculty	7.63	7.31	6.54	6.83
Diverse faculty	7.89	7.22	6.30	6.49
Global recognition	7.51	7.14	7.11	5.89
Friendly, caring staff	7.26	6.47	6.21	5.89
Leadership in research	7.10	6.46	6.13	5.68
Application of research and scholarship to problem-solving	7.04	6.56	5.82	5.79
Collaborative	7.11	6.12	5.65	5.46
Successful graduates	7.58	7.51	6.55	5.43
Sense of community	6.34	5.70	5.62	5.31
Academic reputation	7.91	7.47	6.41	5.01
Cutting edge	6.81	6.12	5.61	4.95
Well-rounded experience	7.38	6.91	6.07	4.94
Inspiring environment	6.74	6.21	5.17	4.43
Individualized student attention	6.59	5.78	5.26	4.24

Most effective way to provide undergraduate academic advising within the constraints of John Jay College's resources

Please choose one response that you believe represents the most effective way to provide undergraduate academic advising within the constraints of John Jay College's resources.

Options	Faculty	Staff
a) advising by professional advisors in the first year, then by faculty	13%	4%
b) advising by professional advisors in the first two years, then by faculty	19%	30%
c) advising by professional advisors throughout the undergraduate experience, with consultation by faculty when needed	30%	44%
d) advising by faculty throughout the undergraduate experience, with no professional advisors	10%	3%
e) advising by faculty throughout the undergraduate experience, with group sessions by professional advisors for certain groups of students in the first year	16%	10%
f) Other	12%	8%

Staff: Top 5 most important ways in which the college could provide better service to students

Q: Please rank the top three most important ways in which the College could provide better service to students.

	Percent Selected	Percent ranked #1	Percent ranked #2	Percent ranked #3
1. Improved and more accessible academic advising	50%	56%	18%	26%
2. More flexible class scheduling	28%	54%	25%	21%
3. More flexible hours of operation of administrative offices	25%	28%	32%	40%
4. Improved technology	22%	36%	41%	23%
5. More flexible hours of operation of student services (e.g. counseling, health, advising)	22%	27%	46%	27%

Rating the effectiveness of various forms of communication to students from the college

Percent responded "very effective"

Form of communication	Staff	Students
John Jay Web site	32%	52%
Students' personal email	45%	56%
John Jay email	27%	52%
Social networking Web sites (e.g. Facebook, Twitter)	34%	40%
The Jay Stop (John Jay College Student Info Center)	32%	39%
Classroom visits	35%	56%
Promotional/informational booths or tables in lobby or cafeteria	30%	38%
Print media, including campus newspaper	15%	20%
Flyers	8%	18%
Posters	11%	18%

Legend:
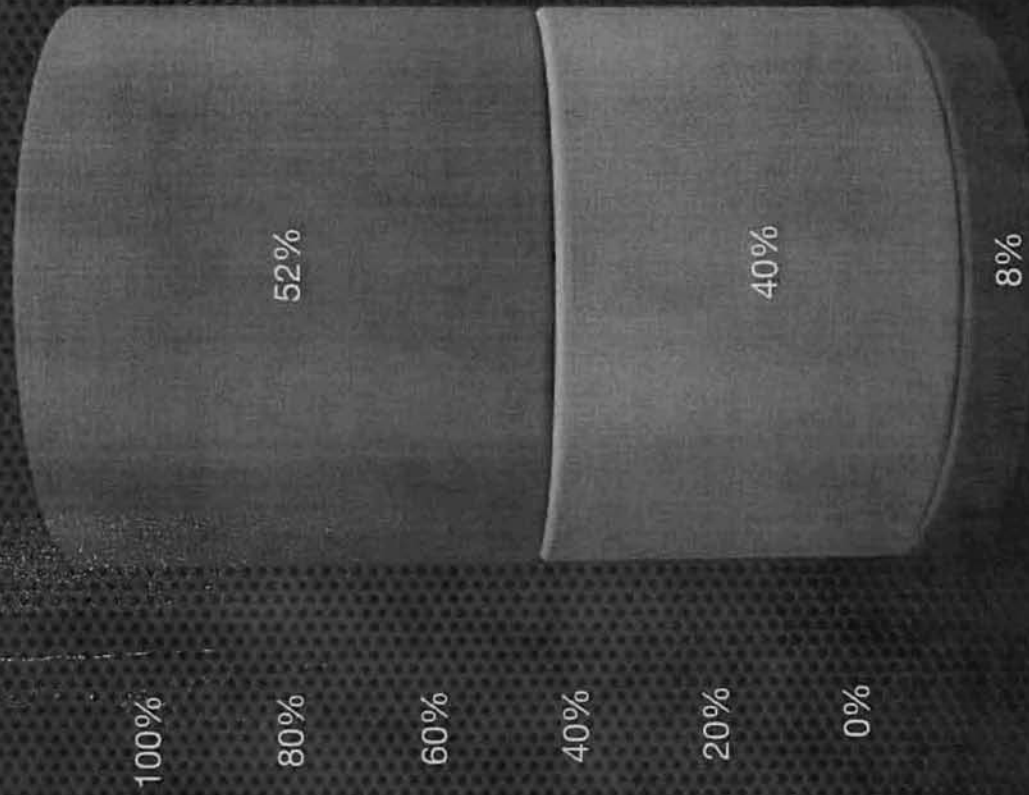- Staff
- Students

Axis: 0%, 20%, 40%, 60%

Students: Rating their experience at John Jay College

How would you rate your overall experience as a student at John Jay College?

1 = "poor" and 10 = "excellent"

- % 8-10
- % 5-7
- % 1-4

100%	
80%	
60%	
40%	
20%	
0%	

52%

40%

8%

n=495

Contact

KEELING ASSOCIATES LLC

www.keelingassociates.com

info@keelingassociates.com

212-229-4750