

Faculty 'SenateMinutes #154

John Jay College of Criminal Justice

April 16, 1997

3:15 PM

Room 630T

Present (26): Michael Blitz, Dorothy Bracey, Effie Papatzikou, Cochran, Edward Davenport, Jane Davenport, Kojo Dei, Janice Dunham, P.J. Gibson, Elisabeth Gitter, Amy Green, Edward Green, Lou Guinta, Karen Kaplowitz, Andrew Karmen, Kwando Kinshasa, Sondra Lanzone, Tom Litwack, James Malone, Mary Ann McClure, Robert McCrie, Jill Norgren, Daniel Pinello, Adina Schwartz, Carmen Solis, Davidson Umeh, Maurice Vodounon

Absent (12): Yahya Affinnih, Elizabeth Crespo, John Donaruma, Arlene Geiger, Gavin Lewis, Barry Luby, Ellen Marson, Marilyn Rubin, Frederik Rusch, William Stahl, Agnes Wieschenberg, Daniel Yalisove

Invited Guest: Associate Provost (Acting) Lawrence Kobilinsky

Agenda

1. Announcements from the chair
2. Approval of Minutes #152 & Minutes #153
3. Discussion about prerequisite checking and enforcement:
Invited guest: Acting Associate Provost Lawrence Kobilinsky
4. Report on the April 7 letter to Chancellor Reynolds from
Professors Litwack, Kaplowitz, and Benton
5. Election of 1997-98 Faculty Senate at-large representatives
to the 1997-98 College Council
6. Approval of University Faculty Senate Charter amendments
7. Discussion about the April 17 College Council agenda
8. Report from the Committee on the Outstanding Teaching Award
9. Proposal: That the Faculty Senate Constitution and Senate
membership be posted on John Jay's WWW Home Page
10. Proposal: That the Senate recommend that JJ faculty phonemail
and email addresses be posted on JJ's Home Page
11. Discussion about tenure

1. Announcements from the chair [Attachment A]

Because a Personnel Committee meeting is at 4 PM, which Acting Associate Provost Kobilinsky must attend, it was agreed that this agenda item will be taken up after our discussion with Dr. Kobilinsky. [For continuation of the announcements, see p.9.]

2. Approval of Minutes #152 and #153

By a motion duly made and seconded, Minutes #152 of the March 19 meeting and Minutes #153 of the April 3 meeting were approved.

3. Discussion about prerequisite checking and enforcement:
Invited guest: Actins Associate Provost Lawrence Kobilinsky
[Attachment B]

Acting Associate Provost Lawrence Kobilinsky was welcomed. A copy of a letter sent by Dr. Kobilinsky [Attachment B] to the chairs was distributed by President Kaplowitz, who explained that this letter was one outcome of a meeting two weeks ago on prerequisite checking that Dr. Kobilinsky held, which she attended, as did Dr. Peter Barnett, Dean Donald Gray, and Dean Rubie Malone. She said the chairs may not fully understand the memorandum and its implications (both representatives of the Council of Chairs were unable to attend the meeting at the last minute) and so it is important that Senate representatives of departments understand the memorandum so the issue can be discussed in the most meaningful way at departmental meetings.

Noting that the Senate has received reports from Dean Gray and from Director Barnett about prerequisite checking and enforcement, President Kaplowitz reported that in the interim since the ad hoc prerequisite checking committee meeting, she happened to be speaking to a member of the Law, Police Science, & Criminal Justice Administration Department at the wake for Dean Frank McHugh's father. This faculty member, who is not on the Senate, said with some frustration that he had thought the Senate was resolving the problem of prerequisite enforcement. She had replied that the Senate has been and will continue to try to develop solutions to this problem. The faculty member then told her that at least 10 students in his 300-level elective course have not met the prerequisites. She said she asked how he was able to determine that fact and she was told that those 10 students are also in his 100-level course, which is one of the prerequisites for the upper-level course. The other prerequisite is a 200-level course.

The faculty member said he is finding great difficulty in teaching the 300-level course because either he has to repeat material that those who took the prerequisites have already learned, which is manifestly unfair to them, or he has to ignore the needs of those who did not take the prerequisites and that means that those students are at a loss and can't benefit from the course. President Kaplowitz said she had asked him whether the College bulletin listing of that 300-level course also includes, in terms of the prerequisites, "or permission of the section instructor." He said it does and she explained to him that that is a major source of the problem. The instructor then replied that none of those students had asked for his permission nor would he have given his permission had they asked because the prerequisite courses really matter.

Dr. Kobilinsky said he has not heretofore had the opportunity to discuss this issue with the Faculty Senate and that, obviously, this issue did not crop up overnight: it has been going on for years. He said that much of what he has heard is anecdotal but it has been repeated so many times that he realizes it is not merely isolated anecdotes. And, of course, Director Peter Barnett came

to the Senate with hard data and, thus, it is obvious that we have a problem. He said he recently spoke with some administrators at Brooklyn College and at Hunter College: one of the units, Brooklyn, actually has **SIMS** [Student Information Management System] in place. Hunter is in the process, as we are, of putting SIMS into operation. He said he asked them for their insight about prerequisite checking and that after their laughter he realized that we are not the only unit with this problem and that, in fact, it is clearly a University-wide problem.

Dr. Kobilinsky said he thinks we have done more in dealing with the problem than any other unit of CUNY. Faculty and administrators are upset about this ongoing problem. Obviously students are getting into classes for which they do not have the appropriate training. It is a problem, he acknowledged. The question is, given that we have done something -- we have the prerequisite check sheets -- what else can we do to seal the cracks? Dr. Barnett, he recalled, spoke of three groups of students for whom prerequisite checking is really problematic: readmits, the walk-ins at registration, and the transfer students (who number about 1500). He noted that, in addition, there is clearly a problem for many students who get prerequisite check sheets who nevertheless register for courses that they should not; however, the numbers of such students are relatively low.

Dr. Kobilinsky said clearly there is a problem. He explained that he called a meeting of the prerequisite checking committee for the purpose of developing additional solutions. It became clear that two major problems still exist. The first is registration at the terminals, which are staffed by students, whose friends ask them to let them into courses for which they don't have the prerequisites. Also, students arrive at registration without proper advisement and students staffing the terminals offer advice as to the courses students should take, including courses for which they have not taken the prerequisites. Thus, what he is seeing and hearing is that there is a significant problem at the terminals. The second problem, as Professor Kaplowitz has pointed out, is the "permission of the instructor" provision, which is a real problem because there are not adequate methods in place to audit those permission waiver forms.

At the prerequisite checking committee, solutions were developed for both problems. With regard to the problems at the terminals, Dean Gray agreed to have supervisors from the Registrar's Office regularly check the terminal operators. Also, the faculty who are present to provide advisement will be seated close to the terminals so they can monitor what is taking place. He said that obviously there are other possible solutions but they require resources.

President Kaplowitz noted that Dean Gray also explained that each terminal operator logs on and off and that those dates and times are recorded. If a faculty member informs him that a student is not properly registered, that is, does not have the prerequisites and did not receive the necessary permission, Dean Gray and his staff will look up the computer records to determine which terminal operator placed the student in that course and that student will not be permitted to continue as a terminal operator. The student terminal operators will be informed of this. But it is necessary for faculty to let Dean Gray know the names of students who are not properly registered in their courses so that that determination can be made about the terminal operators. That will be a form of auditing the terminal registration process and

of removing those terminal operators who violate the prerequisite enforcement system.

Dr. Kobilinsky said two possible solutions were also proposed about the permission waiver forms. One solution is to have a two-part form: one copy would be retained by the Registrar's Office so that an audit could be done and the second copy would be sent to the instructor. Dr. Kobilinsky stated that because it is not at all clear how helpful that solution will be, the plan is to look at courses in the catalog that state "or permission of the section instructor," which means that prerequisites may be waived.

Dr. Kobilinsky explained that, as Professor Kaplowitz has noted, he sent a memorandum [Attachment B], at the request of the prerequisite checking committee, to each chair, with a list of all the "or permission of instructor" courses offered by that chair's department, requesting whether the department would be willing to change the "permission of the instructor" method of waiver to a waiver having to do with the student's class standing. In other words, the prerequisites would be listed as well as, for example, "or senior class standing." The letter was sent April 4 but only one department chair has responded to date. He said there may, in fact, be some misunderstanding as to the purpose of the memorandum, as was pointed out. He noted that, of course, any changes proposed by a department would have to be reviewed and approved by the Curriculum Committee and then by the College Council before it could be put into place.

Dr. Kobilinsky said that he wants to state that if a student who has not met the prerequisites is registered for a course and the faculty member teaching the course believes the student can not successfully engage in the course because the student is lacking the prerequisite(s), the appropriate action is to send a list of those students to his Office or to the Registrar's Office and those students should then be removed from the course. He said that course of action has his backing although he does not know what the impact would be because he is getting the sense that there are large numbers of students who have not completed course prerequisites. He said that if faculty do this, the message will be heard by students, the message will spread, and students will be more likely to register only for those courses for which they have the prerequisites. He said he does not think there would ever be 100% compliance because short of having a computer block registration of courses for which the student lacks the prerequisites nothing else will work 100%.

With regard to programming the computer to block registration of inappropriate courses, Dr. Kobilinsky explained that Dr. Barnett told him that it is simply not possible with the system we currently have. We do not have the computer power to do it. On the other hand, SIMS will provide some capability to assist in that direction, although even SIMS will not do an automatic block. What SIMS will do is enable faculty to go into the system and check each student's records to see whether the student has, in fact, taken and passed the prerequisite(s). But this can be done only after registration, not prior to or during registration.

President Kaplowitz said she is very gratified to hear Dr. Kobilinsky say that if faculty send names of students they feel are unable to do the course work because they lack the prerequisite(s) he would support removing the students from the course.

She recalled that one of the issues discussed at the prerequisite checking committee meeting was her report of the Faculty Senate's rejection of the idea (culled from what some other CUNY colleges do) that the class roster include an asterisk next to the name of each student who has not fulfilled the prerequisites. (The idea was that between registration and the issuing of class rosters such a computer check of prerequisites could be run although it can't be done during registration because it would slow the registration process enormously).

But, as she reported to the prerequisite checking committee, the Senate's objection to this approach was that rosters are received a week after classes begin and thus the students would have already been in their class for a week and, more importantly, the students would have missed late registration and so would be unable to make program changes (except to drop the course): in other words, the students would be unable to register for another course or courses.

Dean Gray had responded at the meeting by explaining that class rosters are received so late by faculty because his Office waits until the final deadline for students to pay for their courses because only when the students pay are they officially registered for a course. He said class rosters could be sent to faculty after registration and prior to the beginning of class as long as faculty understand that some of the students listed on the roster would not, in fact, actually be in the class because some will not meet the payment deadline.

President Kaplowitz said that she recommended that the rosters be sent to faculty as early as possible. She noted that the class code on the class roster indicates the semester the student is in. The four-digit code has as its second digit the semester number. Thus a code of 5274 means the student is an upper freshman. A code of 6388 means the student is a lower sophomore. A code of 2833 means the student is an upper senior. And a code of 2E67 means the student is an entering freshman (the E signifies that). An asterisk could presumably be included next to the names of students who have not fulfilled the prerequisites, since faculty would receive rosters prior to the first class.

President Kaplowitz said she reported that the Senate is against faculty being put in the position of having to confront a student with the fact that the student does not have the prerequisites required for the course, especially if it is too late for the student to make a program change. With the introduction of early rosters, which faculty would receive prior to the start of classes, the student could either be moved administratively, or by the department, from the inappropriate course to another course given by the department, or the student could make a program change at late registration.

Dr. Kobilinsky said that is correct and that he had planned on reporting this as well.

President Kaplowitz noted, however, that the idea of providing asterisks on the class rosters next to the names of students who lack the course prerequisites is not possible for most courses because Dr. Barnett says that it is impossible to run a computer check of prerequisites when the prerequisites are as complex as they currently are for many courses (course x, and course y or z) and, furthermore, it is especially not possible when the "or permission of instructor" waiver exists for a course.

A prerequisite check audit would show that all the students meet the prerequisite if a course says "or permission of the instructor" since the computer will conclude that the student has received permission. Thus Dr. Kobilinsky's memorandum to the Chairs asking either the department remove the "or permission of the instructor" waiver or the department substitute it with something which can be computer checked, such as class standing.

Dr. Kobilinsky agreed. He also emphasized that it is extremely important, as Dr. Barnett has explained to the Faculty Senate, that faculty submit final grades on time so that up to date and accurate prerequisite sheets can be generated in time for registration. He said all these approaches will help the situation although they won't solve it. On the other hand, he said, the situation can be likened to IRS auditing of tax returns: when one person is audited word spreads to all that person's colleagues that they should report accurately or they will get audited. He said if students are removed from their classes the word will spread like wildfire. He said that, again, he does not know what the impact will be in terms of numbers of students registering only for permitted courses but he suspects that it is going to be high.

Senator Edward Green said that students should be made aware of this change in policy immediately, at registration, or students may find their financial aid is affected. For example, if a student registers for 12 credits, which is necessary for financial aid, and then is removed from a class but finds at late registration there is no class open to take, the student can lose financial aid for the semester. If students know of the policy, in order to protect their financial aid they will be more likely to take only those courses they are eligible to take.

Dr. Kobilinsky agreed but noted also that information in this regard is always printed in the class schedule and in the bulletin which states that prerequisites must be met. It is not as if students are not officially notified of the College's policy on prerequisites. But, he added, not everyone reads what they are supposed to read and, therefore, students must be informed in additional ways prior to registering.

Senator Jill Norgren asked whether students will get nervous and overregister as a result of this new policy in order to ensure that they do have 12 credits. She said students already register for more courses than they either want or need and then we end up with 20% no-shows in our classes. Dr. Kobilinsky said they already do this. Senator Norgren concurred but said she's asking if this would aggravate the situation even more. President Kaplowitz said at John Jay the average number of courses that students drop is 1.8 courses per student each semester. She suggested that since a report is already generated about this, we could compare the numbers each year to see whether, in fact, the situation becomes worse.

She said that even more serious, however, is the situation reported earlier in the meeting: having 10 students in a 300-level course who are simultaneously taking the same professor's 100-level prerequisite course. She noted that in addition to those 10 students, other students in that 300-level course may be in other professors' 100-level course sections. What is clear, she said, is that students are ignoring the prerequisites rule because they have reason to believe, presumably from their own and classmates' experiences, that there is no penalty to do so: she

said that's the only possible conclusion for 10 students to register for a 300-level course and a 100-level course (a prerequisite) with the same professor who will see the students in both his courses and thus will know that the prerequisite was not met.

Senator Carmen Solis said SEEK faculty at registration have found that students do not always have their prerequisite check sheets and that every semester, without fail, she and the other counselors have to search for the prerequisite sheets because students do not have them. Dr. Kobilinsky said that when he first went to registration a year and a half ago, he followed the route the students take and he saw students bypass the room where the prerequisite check sheets are distributed. There hadn't been signage at that time instructing students to get the sheets but that has been corrected and signs are now posted. But, he said, some students are still not picking up those sheets.

Senator Solis said those faculty who work registration should also have a set of the prerequisite sheets: currently they do not have access to that information. In addition, she said, even if students have the prerequisite sheets, nothing stops them from asking for and getting any courses they want once they stand at a terminal. She said SEEK faculty sign off on course programs and students still register for whatever they want.

Dr. Kobilinsky said that now that there is heightened awareness, special care will be taken to see that things are improved at the terminals although, he added, he can not guarantee that things won't go wrong from time to time but there will be more vigilance.

President Kaplowitz said that at the prerequisite checking meeting, which was very productive, she and Dean Rubie Malone were the ones who are currently most involved with students in the classroom. Dean Gray and Director Barnett expressed surprise upon hearing her and Dean Rubie Malone report about problems with prerequisite enforcement because they haven't been hearing any complaints lately. President Kaplowitz said that she responded by explaining that her sense of the situation is that there is enormous unhappiness by faculty about the lack of prerequisite enforcement but that faculty are at the point where they believe that it is a waste of their time and effort to report problems, because they believe that nothing will be done.

She asked the Senate whether they too feel that is the case: she said she does not want anyone to claim that it is only she who sees this as a problem (unless, of course, that is the case, and she would convey that). Every Senator responded that the lack of prerequisite enforcement is a serious problem and all agreed that faculty aren't complaining because they feel there is no point.

Dr. Kobilinsky said he is overwhelmed by the unanimity of response by the Senators. He noted that just that day a faculty member visited his office about this issue, wanting to know what to do when students who have not taken the prerequisites enroll in his classes. The professor, a member of the full-time faculty, asked whether Dr. Kobilinsky would back him up. Dr. Kobilinsky said he told the faculty member what he has just told the Senate and added that he knows that this is not a problem that only a few faculty members are experiencing. It is a College problem but it is also a University problem, he added.

Senator Mary Ann McClure said that she teaches an upper division course in Ethics and Law -- Philosophy 310 -- and the prerequisite is Philosophy 231, an introduction to philosophy course. This semester she is teaching 3 sections of Philosophy 310. At the beginning of the semester she told the students they must have the prerequisite and she discovered that 25% of her students had not taken the prerequisite. She said she worked at registration and was startled to see Philosophy 310 included on the prerequisite check sheets of students who had never taken the prerequisite. Dr. Kobilinsky said that is because of the "permission of instructor" override.

President Kaplowitz explained that if the listing of a course in the College bulletin, such as Philosophy and Law, says the prerequisite is Philosophy 231 "or permission of the instructor," then that course is included on the prerequisite check sheets of every student because any student may take this course if the instructor gives permission. So when students see the course listed on their prerequisite check sheet, and when the terminal operator sees the listing, both the students and terminal operators view this as automatically conferring permission to enroll, because the "permission" clause implicitly states that taking Philosophy 231 is not really necessary. And, she said, that is why the prerequisite checking committee is asking all departments to review their course prerequisites, especially the "permission of the instructor" provision.

Dr. Kobilinsky said that it is even more important to review this in anticipation of our getting SIMS in about a year because SIMS can block students from registering for courses if the prerequisites are simpler and also if instead of "permission of the instructor," the prerequisite alternative is something the computer can check, such as "senior standing" or "junior standing," for example. He also noted that telephone registration may be in place for fall 1997 registration, although only for seniors and graduate students.

President Kaplowitz asked if the Senate supports the recommendation that class rosters be sent to faculty prior to the beginning of classes, although that would mean that some students listed on the roster will not actually be in the class. A motion was made and seconded supporting this recommendation and the motion passed by unanimous vote.

Senator Kwando Kinshasa asked how many students must be registered for a course to prevent it from being cancelled. He asked whether there is a specific number, or whether the number depends on the level of the course, or other criteria. Dr. Kobilinsky said this is a difficult issue. The answer, he said, is 13 students for an undergraduate course and 5 students for a graduate course. But, he said, it becomes a problem when a student needs a course because the course is required, and yet the course has insufficient enrollment, a situation which has come up quite a few times. The Provost has always handled this in terms of supply and demand because if there is not enough demand we do not have enough resources to mount the course. But this is something that has to be discussed further, he added.

Senator Kinshasa said some courses with 8 or 9 students are terminated the day before registration is over, which means that there would have been one more full day of registration and that is not even counting late registration during which time even more students may register. Dr. Kobilinsky said he is aware of

the problem. He said the administration meets every day of registration to decide whether courses are to be opened up or closed. Obviously a course should not be closed prematurely: it should be given a chance to fill. Senator Kinshasa asked who is responsible for making the decision. Dr. Kobilinsky said it is the Provost. Senator Kinshasa said, in other words, the decision comes directly from the Provost. Dr. Kobilinsky said that is right. Senator Kinshasa asked if there is anyone else in between and Dr. Kobilinsky said, no, there is no one else.

As the Associate Provost left for the Personnel Committee meeting, he said there is an issue coming up that is really important about which he has not had a chance to speak with anybody and that issue is distance learning. He said he would appreciate being invited back to the Senate to discuss this. The Senate agreed to do so and thanked Acting Associate Provost Kobilinsky for coming to today's meeting.

1. Announcements from the chair [continued] [Attachment C]

President Kaplowitz praised and the Senate applauded the student actors and Senator Amy Green, the director, of Women in power, the Aristophanes play that was one of the highlights of Women's History celebration. Senator Ellen Marson was also applauded and praised for her work as Chair of the Women's Studies Committee for the wonderful Women's History Month(s) celebration.

Copies of the excellent testimony by Senator Jane Davenport, in her capacity as Chair of LACUNY [Librarians' Association of CUNY], before Assemblyman Ed Sullivan's Higher Education Committee were distributed. [Copies are available from the Senate Office.]

President Kaplowitz also drew the Senate's attention to the packet of recent New York Times, Daily News, and New York Post news stories and editorials about CUNY which had been included with the agenda [copies are available from the Senate office].

She reported that Trustee Jerome Berg has told her that he tremendously enjoyed his April 3 meeting with the Faculty Senate. In addition, Trustee Satish Babbar, an architect, whom Trustee Berg suggested we invite, told President Kaplowitz he would be very pleased to accept the Senate's invitation and looks forward to hearing from her about a date. She said that the Executive Committee feels it would be best to wait until the early Fall to invite him both because we will know the Legislature's decision about Phase 11 by then and because Professor Ned Benton is working on a handout about Phase 11, as Trustee Berg suggested.

The CUNY Board of Trustees has just decided to add regular meetings in April and in December and henceforth will have meetings every month, from September through June.

Prior to the newly added April 7 Fiscal Affairs Committee of the Board of Trustees, Trustee Jerome Berg asked President Kaplowitz if he has her permission to distribute Professor Ned Benton's charts about both the underfunding of John Jav and about Phase 11, which he had been given at the conclusion of the Faculty Senate meeting he had attended four days earlier on April 3. She give her permission and he distributed copies to the Trustees and to the Chancellory.

Trustee Berg then told the Board Committees on Academic Affairs and Fiscal Affairs that he had visited John Jay, met for several hours with the faculty, and has concluded that not only is it imperative that the renovation of the bathrooms in North Hall be approved immediately but stated that John Jay absolutely needs Phase II both because of the tremendous growth of the College and because of the unsatisfactory physical plant. He spoke about criminal justice as the fastest growing field nationally and when some of the Trustees started opposing the \$920,000 allocation for North Hall bathroom renovations and for additional toilets, he said this is an urgent matter and cannot be held over again. The item passed by unanimous vote of the Fiscal Committee and will be voted on by the full Board on April 30. Clearly, she said, our meeting with Trustee Berg was very successful and, she added, she thinks that the Senate should continue to invite the Trustees, one at a time, in order to learn what their perceptions, questions and concerns are, and in order to educate them about John Jay.

The Executive Committee has met with President Lynch and has learned that four of the honorary degree recipients have accepted to date: Constance M. Baugh, Geoffrey Canada, Tom Feelings, and John Monahan. The fifth, Rosario Ferre, has not yet responded. President Lynch is honoring them at a dinner before commencement.

The previous night, at the University Faculty Senate, NYS Commissioner of Education Richard Mills spoke and reiterated the importance of having good data. President Kaplowitz reported that she told him that she could not agree more and cited as a problem the State Education Department's policy of counting in the graduation rate only those graduates who entered the college as first-time full-time entering freshmen. She cited the problem, for example, at John Jay whereby none of our law enforcement in-service students are included in our graduation data because those students receive some transfer credits for their law enforcement academy studies and transfer students are, by definition, not first-time freshmen. He responded that this is the kind of information he needs to learn about.

Chancellor Reynolds also met with the UFS the previous night and reported that she was just in Albany and that one of the things she lobbied for was John Jay's Phase 11. In response to a question about the chances for getting the funding for Phase 11, Chancellor Reynolds said she is very hopeful.

The Senate's Executive Committee has asked President Lynch to provide the opportunity for faculty to meet the finalists for the Dean of Students search, since faculty necessarily work with the Dean of Students. President Lynch agreed. There are two finalists for the position of Dean of Students and at the request of Dean Hank Smit, who is the search committee chair, President Kaplowitz invited those Senators who are available to meet the finalists on April 30 to let her know. Asked who the finalists are, she reported that one is the Acting Dean of Students, Mr. Hector Ortiz, and the other is an outside candidate, Mr. Larry Williams. Senators expressed surprise at the news that a search is taking place, saying that no announcement had been made about a search committee. Asked who the members of the search committee are, she said she, too, does not know but will ask.

Senator Jill Norgren noted that there are, therefore, now three searches in progress to fill three high level administrative positions: the Associate Provost position (which used to be called

dean of undergraduate studies); the Dean of Students position (which had been empty for many years after Dr. Roger Witherspoon was promoted from Dean of Students to Vice President for Student Development and which has had an acting dean in place for the past two years); and Dean of Graduate Studies, since Dr. Barbara Raffel Price is retiring from the College. Senator Norgren asked whether, in light of the fact that the two finalists for Dean of Students are both men, it is possible that the College could have no female academic deans, adding that she is also including the chief librarian who is appointed by the President and who, unlike the two previous chief librarians, is a man.

President Kaplowitz said that recently the position of Chair of the SEEK Department was also made into a deanship and so Dr. Rubie Malone is the Dean of SEEK. The only other woman administrator on the Executive Pay Plan is Vice President for Community Relations Mary Rothlein, who is not in the academic part of the College and does not hold academic rank. And so, yes, she said, aside from Dean Rubie Malone it is possible that there could be no woman administrator in the academic part of the College.

Senator Norgren said it is worthy of contemplation in 1997 and certainly at an institution that has 54% women students and an administration that often comments on the various contributions and programs around issues of gender that this should be the case. She said she finds it particularly interesting that in the case of the Office of Student Development we will have no women in the position of dean, in light of the fact that, as reported, the two finalists are men.

Senator Blitz asked whether anyone has read any written job description that distinguishes the Dean of Students from the Vice President for Student Development or from the three other deans in the Office of Student Development. President Kaplowitz explained that until six years ago we did not have a vice president in the student development area. The highest level administrator was always the Dean of Students. When Dr. Roger Witherspoon was hired, he was hired as Dean of Students. When he was promoted by the President to Vice President *for* Student Development a year later, the position of Dean of Students was left empty for several years. Two years ago, Mr. Hector Ortiz was named Acting Dean of Students. The other deans in that Office, all of whom report to Vice President Witherspoon, are Dean George Best, Dean Richard Saulnier, and Dean Hank Smit.

Vice President Pinello said he would like to return to Senator Norgren's issue which is somewhat different. He moved a resolution that the Senate convey to President Lynch the Senate's concern that the high level administrators, both in the general administration and in the academic administration, be more reflective of the College's population, with regards to gender. The motion was seconded.

Senator Betsy Gitter suggested that we convey our sense that it would be unseemly, embarrassing, and professionally unwise to have a predominantly male administration.

At a suggestion that this is an affirmative action matter, Senator Gitter disagreed, saying that undoubtedly affirmative action guidelines were followed in conducting the searches and will be followed in future searches. President Kaplowitz agreed, saying that affirmative action guidelines require that a sufficiently large pool and one that is reflective of the

candidates available nationally be considered and this was undoubtedly done. She added that the letter that the motion proposes be sent would be addressed not to the search committees but to the President of the College because it is he who makes the recommendation to the Board of Trustees as to who should be appointed and it is he who may decline to make a recommendation and to instead have a search reopened, as he has done in the past.

Senator Norgren said she agrees, adding that she does not think this is an affirmative action matter but something much more fundamental. Senator Norgren said that it is of fundamental importance to this institution and to all of us who are part of this institution that the College is moving in the direction of an all-male or almost all-male administration. She said she is talking about looking at an institution and understanding its intellectual and social function and how that is best assisted.

Senator Adina Schwartz suggested that it is important that our letter convey that the Senate is raising this issue because of the possibility that the College will have even fewer or even no high level women administrators. Senator Norgren agreed, adding that the point is that while we have long been unhappy about the relatively few women administrators, Dean Price's recently announced decision to retire brings that concern into the forefront and that perhaps in light of her planned retirement in June, searches currently in progress should be suspended and approached anew with this major change in the administration in mind. She added that what makes the issue even more momentous to many is the knowledge that another search, that of Dean of Students, has generated only male finalists.

Senator Gitter moved that the letter state that in light of the announced retirement of Dean Barbara Raffel Price and in light of the searches now in progress, that of Associate Provost, Dean of Students, and Dean of Graduate Studies, the Faculty Senate is concerned about the few number of women in the John Jay administration and the potential that there be few or no women academic administrators, with the exception of the Dean of SEEK. The motion was unanimously adopted [Attachment C].

4. Report on the April 7 letter to Chancellor Reynolds from Professor Litwack, Kaplowitz, and Benton [Attachment D]

A letter in response to Chancellor Reynold's letter of April 7 was written by President Kaplowitz, Senator Tom Litwack, and Professor Ned Benton. President Kaplowitz said the goal had been to write as succinct, diplomatic, and factual letter as possible, introducing for the first time the difference between the funding of CCNY and John Jay: CCNY's annual base budget is more than double John Jay's base budget even though John Jay now exceeds CCNY's enrollment. She reported that the previous night at the UFS, when a member of the City College faculty asked Chancellor Reynolds about an issue having to do with CCNY, the Chancellor responded with obvious impatience, saying that City College is \$11.5 million short in revenue (caused by a dramatic enrollment decline) and that the other colleges, quite frankly, are suffering to make up CCNY's shortfall. Senator Betsy Gitter praised the letter and thanked the authors for their excellent work and other Senators concurred [Attachment D].

President Kaplowitz asked the Senators to note the 1996-97

allocation of Base Level Equity lines (BLE), whereby 80th Street allocated to John Jay 14 of the 47 BLE lines (as well as 2 of the 38 Academic Program Planning lines). As a result, John Jay received 16 of the 85 allocated faculty lines, the largest number any single college received. This chart was just released by Vice Chancellor Richard Rothbard and was provided to the UFS Budget Advisory Committee [Attachment A -- Part II].

5. Election of 1997-98 Faculty Senate at-large representatives to the 1997-98 Collee Council

The Senate may fill up to 8 of the 28 faculty seats on the 1997-98 College Council with at-large Senate representatives elected by the faculty for the 1997-98 academic year [see Attachment A].

By secret ballot, the Senate elected six representatives to the 1997-98 College Council: Professors P.J. Gibson, Edward Green, Karen Kaplowitz, James Malone, Daniel Pinello, Carmen Solis.

6. Ratification of University Faculty Senate charter amendments

Two UFS Charter amendments have been approved by the UFS and now must be ratified by the number of college Faculty Senates which represent a majority of CUNY faculty. The amendments extend the UFS Executive Committee's discretion to allocate reassigned time to not only UFS delegates but, when deemed necessary by the UFS Executive Committee, to CUNY faculty who are not on the UFS. The Senate ratified the amendments unanimously.

7. Discussion of the April 17 Collee Council agenda

President Kaplowitz noted that two very important items are on the next day's College Council agenda and urged Council members and non-members to attend the meeting. The Gender Studies Minor is one proposal. This proposal received a unanimous endorsement by the Faculty Senate when Professor Jane Bowers, as Chair of the Women's Studies Committee, came to the Senate a year and a half ago. At the recommendation of the Senate, the proposal for a Gender Studies Minor was then presented by Professor Bowers to the Academic Program Planning Committee, which unanimously endorsed the proposal. This minor has been included ever since in the College's Academic Program Planning reports to 80th Street's Office of Academic Affairs. The College received a New Visions Grant, the first awarded to John Jay, to further develop the Gender Studies Minor. No other CUNY college has a minor in Gender Studies although most have a minor in Women's Studies, which John Jay does not have. In recognition of John Jay's special mission and its special majors and programs, the Women's Studies Committee developed a Gender Studies Minor to complement our students' study of criminal justice and public policy issues. The Curriculum Committee unanimously approved the proposal and it now must be voted on by the College Council.

Senator Janice Dunham spoke about her concern that there is probably no provision for additional resources in the Library to support this minor. This is a traditional problem, she said.

President Kaplowitz noted last night, based on Senator Jane Davenport's testimony, a resolution was approved by the UFS calling for a lump sum of \$3 million to be sought from Albany to be allocated specifically for book acquisitions. Senator Dunham said monies must be set aside to support specific majors and minors and not just for the general purpose of book acquisitions.

President Kaplowitz reported that the second important agenda item is the Humanities and Justice Major, which a taskforce of faculty from many departments has been working on for the past four years: Professors Chris Suggs, Marnie Tabb, Martin Wallenstein, Daniel Vona, John Pittman, Serena Nanda, Jill Norgren, Adina Schwartz, Karen Kaplowitz, Charles Piltch, Mary Gibson. This major has also been unanimously approved by the Curriculum Committee.

8. Report from the Committee on Outstanding Teaching Award

Senator Betsy Gitter gave the report from the Outstanding Teaching Award Committee for its chair, Senator James Malone. This report about the Committee's meeting with Provost Wilson is in response to Senator Edward Green's proposal that the Senate recommend that a second Outstanding Teaching Award be created by the Provost for adjunct faculty.

Senator Gitter recalled that she had proposed that Senator Edward Green's proposal be tabled until the Committee had the opportunity to meet with the Provost because the Committee had a number of concerns that were not irrelevant to his proposal. The Committee met with Provost Wilson and, as a result of that meeting, the Provost has written to Chairs and to faculty urging more nominations.

The major problem the Committee has been faced with, and which the Committee has anticipated would become more pronounced if a second award were created, is an insufficient number of nominations, she explained. The few nominations that the Committee receives tends to be from a few departments. In addition, various departments for various reasons feel that even among full-time faculty there is not an even playing field. In addition, the Committee had a concern about a proliferation of awards, because one year there was the Outstanding Teaching Award at graduation, then the next year there was also an Outstanding Staff Award at graduation, and then if there were a third award, it would perhaps become less meaningful.

Senator Gitter reported that what was agreed upon was that the Provost would actively show his support for the award, not as a celebration of a particular individual but as a celebration of teaching at the College and that the recipient would be thought of as a representative of that, and the Committee would very seriously consider adjunct as well as full-time nominees this year. In the meantime, Provost Wilson will talk to the President about some more meaningful ways to recognize outstanding performance by adjuncts and, it is hoped, he will meet with the adjunct representatives on the Faculty Senate and with others to develop ideas to accomplish this.

Senator Gitter said it may be that the Committee will receive many nominations for adjuncts as well and that this one award will work for both groups of faculty. And so this is a trial period.

If the Committee does not get more nominations than it has in the past, then the Committee has to go back to the drawing board to reconsider the entire award because it means there is not faculty support for the award.

Senator Kinshasa said the sense of the Committee is that until now the award has not been presented properly, in terms of motivating individual faculty members to nominate colleagues. Even chairs of departments have to be energized to send nominations of their faculty.

President Kaplowitz suggested that the Committee brief the Senate after this next award cycle, preferably in the Fall.

9. Proposal: That the Faculty Senate Constitution and Senate membership be Posted on John Jay's WWW Home Page

The Senate unanimously approved a motion to accept an invitation to have the Faculty Senate Constitution and the Faculty Senate membership and officers posted on John Jay's Home Page.

Senator Janice Dunham suggested that the College's Charter of Governance also be put on the Home Page. She said she gets calls all the time about the Library's copy. President Kaplowitz praised the suggestion, adding that she, too, gets constant queries about provisions of the College's Charter. Senator Norgren suggested the PSC Contract also be included and this recommendation was also agreed upon.

10. Proposal: That the Senate recommend that faculty phonemail numbers and email addresses be posted on JJ's Home Page

The Faculty Senate was asked by an administrator to make a recommendation about the following: whether faculty email addresses and faculty phonemail numbers should be included on John Jay's Home Page. Senator Dorothy Bracey said that as someone who gets perhaps too much of her fair share of communications from people in prison and other people in similar situations who would like a John Jay faculty member to solve their problems, she would really prefer to not have this information made so public.

Senator Gitter suggested circulating a sign-up sheet so that faculty could indicate whether they want their email and phonemail information posted. She said undoubtedly many will.

11. Discussion about tenure

President Kaplowitz said that in light of Trustee Berg's comments to the Senate about abolishing tenure, the Executive Committee views this as an issue for the Senate to discuss. There is a movement nationally to end tenure. At the University Faculty Senate the previous night Chancellor Reynolds gave an overview of various university systems that are either ending tenure or establishing post-tenure review. Unless we as faculty act in a professional way to ensure that all our faculty colleagues meet their professional responsibilities we are inviting trouble. She noted that the Executive Committee was also interested in an

article in the current issue of LEX by a student who claims that tenure is the cause of various faculty members' failure to be responsive to students' academic needs. She said the Executive Committee considered several possible activities to propose, one of which is the preparation of a written statement, for approval by the Senate, which would be distributed as an open letter to faculty and students about the responsibilities of faculty and about the nature and meaning of tenure.

President Kaplowitz said anecdotal complaints about faculty, such as those that appear in the LEX article, attribute problems, perceived or real, to tenure, and these anecdotes are heard by Trustees, some of whom use the anecdotal statements to buttress their already negative view of tenure. In addition, she said, if some of our colleagues are not in fact meeting their professional obligations, especially with regard to their students, we should discuss that.

She asked what we should do as professionals when students come to us, as some do, with complaints about their teachers that, if true, are not professionally supportable? What is our responsibility as professionals? Some chairs provide oversight and guidance to their faculty but not all chairs do so.

Senator Litwack suggested that the statement the Provost sends to all faculty about our professional responsibilities may be sufficient and might be a document that the Senate could endorse and reinforce by endorsing. He suggested we review the document at a future Senate meeting with this possibility in mind.

Senator Kinshasa said that although it would be a mistake to take the LEX article as representative of student opinion, at the same time we should consider issuing a statement about the faculty's responsibility to students and about the meaning of tenure and of professionalism. Senator Litwack agreed that the LEX article should not be taken as representative of student opinion. Indeed, he noted, in the CUNY survey of students just issued, John Jay students are reported as being more satisfied with their college experience than students at any other college.

President Kaplowitz said that she has asked the CUNY Dean of Institutional Research to provide copies of the survey for our Senate as soon as they have been printed. She said that there are aspects of the survey should be analyzed and cited some examples.

She added that what really suggested this agenda item was Trustee Berg's comments about tenure. It was agreed that this issue will be placed on the next agenda and that the Provost's statement about the faculty's responsibility will be distributed to the Senate as a possible statement to endorse.

The meeting was adjourned at 5 PM by a motion duly made.

Respectfully submitted,

Edward Davenport
Amy Green

Recording Secretaries

Attachment A

Announcements from the chair

At-large election to 1997-98 Faculty Senate

The Committee on Faculty Elections, which is a Committee of the College Council and is chaired by Professor Katherine Killoran, announced the results of the at-large Faculty Senate elections:

At-large representatives of the full-time faculty:

Michael Blitz
Edward Davenport
Jane Davenport
John Donaruma
P.J. Gibson
Lou Guinta
Karen Kaplowitz
Kwando Kinshasa
James Malone
Ellen Marson
Jill Norqren
Daniel Pinello
Carmen Solis

At-large representatives of the adjunct faculty:

Arlene Geiger
Edward Green

Trustee Crimmins to attend the Friday, May 9 Senate meeting

Trustee Michael C. Crimmins, a newly appointed member of the CUNY Board of Trustees, who represents Manhattan, has accepted the Senate's invitation. He will attend the Senate's all-day May 9 meeting at 9:30 AM.

President Gerald W. Lynch will also be a guest of the Senate on Friday, May 9.

Faculty Senate forum on PSC election held April 1

The April 1 forum on the PSC election, sponsored by the Faculty Senate, was attended by 48 John Jay faculty. Professor Irwin Polishook, representing the Unity Caucus, and Professor Steve London, representing the New Caucus, responded to statements and questions from the faculty. Ballots are due on April 23. Duplicate ballots can be obtained by those who did not receive their ballot or by those who wish to change their choices: the latest received ballot from each member is the ballot that is counted.

UFS April 15 plenary to feature NYS Education Commissioner Mills

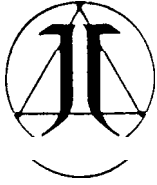
Although only UFS members may speak at UFS meetings (unless the UFS votes permission), meetings are open. On Tuesday, April 15, the UFS will have as its guest NYS Commissioner of Education Richard Mills. The meeting is at 6:30 PM in the auditorium of the Graduate Center.

ATTACHMENT A -- PART II
Summary of 100 Faculty Positions in 1996-97

	BLE	APP	Total
Baruch	1	4	5
Brooklyn	0	3	3
City	0	5	5
Hunter	3	5	8
John Jay	14	2	16
Medgar Evers	7	1	8
Lehman	0	2	2
NYCTC	2	1	3
Queens	0	9	9
Staten Island	10	1	11
York	10	3	13
Graduate Center	0	2	2
Total	47	38	85

Note : Remaining 15 positions will be distributed to the Graduate School for doctoral studies and to the other senior colleges for selected programs.

g:\97pos 1.wk4.



ATTACHMENT B

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York
899 Tenth Avenue, New York, N.Y. 10019
(212) 237-8884

Office of the Associate Provost

April 4, 1997

TO: Department Chairs

FROM: L. Kobilinsky *LK*

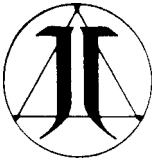
RE: Course Prerequisites

In December of 1992, the College Council approved the Curriculum Committee's proposal regarding permission for students to register in courses with the "permission of the instructor." Since then we have included this phrase in the description of appropriate courses under *pre-requisites*. The committee that oversees prerequisite checking suggests a change in policy that would eliminate a recurrent problem at registration. Students register for courses with prerequisites that they do not have using the argument that they have permission of the instructor. It has been difficult to confirm permissions and therefore to enforce the policy. It has become a source of "leakage" of registered students who are unprepared for courses that they should not be taking.

I am therefore sending you a listing of all courses which your department offers, where the term permission of the instructor is included. If you feel it is appropriate/acceptable for a change in the description to read: class standing or higher (i.e. sophomore standing or higher), please note this on the attached listing. All changes, of course, must be processed through the Curriculum Committee and College Council.

I would appreciate it if you would return the listing to me before April 11, 1997. Thank you in advance for your cooperation.

ATTACHMENT C



JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York
445 West 59th Street, New York, N.Y. 10019
212 237-8000 /8724

April 16, 1997

President Gerald W. Lynch
The College

Dear Gerry,

The Faculty Senate today unanimously approved a motion about an issue that is of signal importance to all of us and to those we represent and has directed me to write to you to convey the Senate's position.

In light of the searches that are now in progress, including the search for Dean of Students, the search for Associate Provost, and the search for the Dean of Graduate Studies (which has just begun upon the recent announcement of Dr. Barbara Raffel Price that she is retiring in June from the College), the Senate is concerned about the few numbers of women in the ranks of academic administrators. The Senate is also concerned about the few numbers of women and the potential for even fewer women in the ranks of high-level administrators in general throughout the College.

I and my colleagues on the Faculty Senate feel very strongly that it would be unwise educationally, intellectually, and professionally for our College to have few, and to have potentially no, women in the highest levels of the administration. We want to convey to you our strong recommendation that women be appropriately represented in all levels of the administration, including in the highest levels.

The Executive Committee of the Faculty Senate is looking forward to our next meeting with you on May 1 at 10 AM. Perhaps we could discuss the Senate's concerns and recommendations with you at that time. If you would prefer an earlier discussion, I am available to meet with you at any time. I am sure that this is an issue that you, like we, care about and that it is one that you recognize as extremely important to our College's present and future activities, achievements, and reputation.

Sincerely,

Karen Kaplowitz
President, Faculty Senate

ATTACHMENT D



JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York
445 West 59th Street, New York, N.Y. 10019
212 237-8000

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April 7, 1997

Chancellor W. Ann Reynolds
The City University of New York
535 East 80th Street
New York City, N. Y. 10021

Dear Chancellor Reynolds:

Thank you for your letter of March 3rd and the accompanying memorandum from Vice Chancellor Rothbard regarding our letter to you of January 21 concerning various budget matters. We appreciate your willingness to meet with us in the future to discuss the issues we have raised; and we fully understand your need, for the present, to concentrate on other matters. However, for the record -- and, more importantly, to allow for a fully informed discussion of our concerns when we do meet -- we believe we should *briefly* comment on certain issues at this time.

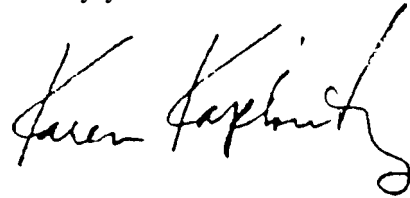
There are two aspects of Vice Chancellor Rothbard's memorandum that particularly concern us. We will come to them in a moment. But first we wish to make it clear that we hold Vice Chancellor Rothbard in very high regard and we sincerely appreciate the respectful attention he has paid to John Jay's budgetary concerns. We also very much appreciate the kind words he had for the John Jay faculty in his memorandum. Still, there are two aspects of his memorandum that we feel we must comment on.

First, in his analysis of the \$10 million funding difference between John Jay and Lehman College (Lehman being, of course, a college that we chose for comparison purposes), Vice Chancellor Rothbard nowhere made mention of the fact that as of Fall, 1996 John Jay has 33% more FTE's than Lehman (8245 v. 6207). **All** of the comparisons made by the Vice Chancellor regarding John Jay and Lehman need to be viewed in the light of these enrollment statistics. Similarly, it is very noteworthy that currently John Jay has approximately as many FTE's as City College, but approximately **only** half of City's base budget.

Second, although Vice Chancellor Rothbard does recognize, in his memorandum, that John Jay is still relatively **underfunded** compared to other CUNY colleges, the thrust of his memorandum, it seems to us, argues that John Jay is not **very** underfunded. We respectfully disagree; and we hope to be able to discuss this matter further with you at your convenience.

In the meantime, we of course wish you all the best in your efforts on CUNY's behalf in negotiations with the State and with the City, and we wish to state that **we** are glad that you are carrying the fight for us. **We know** that you are an extraordinarily effective advocate on behalf of CUNY. And we **will look** forward to **having** the opportunity to meet with you to discuss our concerns regarding the funding of John Jay.

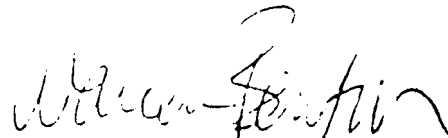
Sincerely yours.



(Prof) Karen Kaplowitz
President, John Jay Faculty Senate
(212) 237-5724



(Prof.) Tom Litwack
Chair, Faculty Senate Fiscal Affairs
Committee



(Prof) Warren Benton
Chair, John Jay College Budget
Planning Committee

c: President Gerald W. Lynch