

Faculty Senate Minutes #163

John Jay College of Criminal Justice

April 2, 1998

3:15 PM

Room 630 T

Present (22): Effie Papatzikou Cochran, Glenn Corbett, Edward Davenport, Jane Davenport, Kojo Dei, John Donaruma, Amy Green, Lou Guinta, Karen Kaplowitz, Kwando Kinshasa, Sandra Lanzone, Barry Luby, Ellen Marson, Mary **Ann** McClure, Daniel Pinello, Jacqueline Polanco, Frederik Rusch, Lydia Segal, Ellen Sexton, Carmen Solis, Agnes Wieschenberg, Bessie Wright

Absent (15): C. Jama Adams, George Andreopoulos, Michael Blitz, David Brotherton, Arlene Geiger, P.J. Gibson, Don Goodman, Edward Green, Gavin Lewis, Roy Lotz, James Malone, Deborah Nelson, Charles Reid, Adina Schwartz, Davidson Umeh

Invited Guests: Daniel Gasman, Lotte Feinberg, Richard Saulnier

AGENDA

1. Approval of Minutes #167 of the March 18 meeting
2. Invited guest: Dean for Registration and Admission Saulnier
3. Recommendations for honorary degrees: Professor Daniel Gasman
4. Proposed endorsement of the UFS Resolution on the CAP
5. Proposed Resolutions from the Senate's Committee on Computing
6. New business

1. Approval of Minutes #167 of the March 18 meeting

By a motion duly made and carried, Minutes #167 of the Senate's March 18, 1998, meeting were adopted.

2. Invited guest: Acting Dean of Registration and Admission Richard Saulnier

Dean Richard Saulnier was welcomed. Two topics are on the agenda for discussion at today's meeting: telephone registration and prerequisite checking. The Faculty Senate has long recommended and requested computerized checking and enforcing of prerequisites.

Dean Saulnier noted that the Student Information Management System [SIMS] was implemented at the beginning of **this** semester. SIMS is an integrated data base, which works well although there are some problems because we started it in the middle of the academic year and a lot of data had to be entered. Everything loaded in as part of the registration process this semester and, in particular, all the data about the new students that we either received from the

University or entered directly are running really well, he said.

The next project involves two activities, which are being interconnected: one is telephone registration and the second is prerequisite checking. Dean Saulnier explained that the two are interconnected in what he characterized as a strange way. He noted that prerequisite checking is something we at John Jay have struggled with for a long, long time -- he noted he has been in the Registrar's Office for only a short time (since October) but he has heard the full menu of anecdotal and non-anecdotal horror stories about students being in courses that they should not be in. Our previous prerequisite checking system was adapted for the registration system we were using at that time: that prerequisite checking system informed the student what the student was permitted to take but nothing in the computer stopped students from taking courses that they weren't permitted to take, courses that they didn't have the prerequisites for. Anecdotally, some people have told him that the computer terminal operators in the gym during registration even encouraged students to take courses they weren't permitted to take,

Telephone registration is Dean Saulnier's approach to prerequisite checking because, he explained, he doesn't believe that we **can** do arena type registration for **11,000** students and at the same time check all the prerequisites for all those students. The University says it is possible to do so: the University says it has enough computer power sitting over at 57th Street [the CUNY Computing Center] to allow all the institutions to use their computer and do prerequisite checking at the same time. He said he **has** not yet been able to conceptualize that kind of computer power. And so for our purposes, telephone registration becomes a necessary adjunct of prerequisite checking. For that reason we are putting in both systems at the same time-

Dean Saulnier distributed the planned implementation schedule for telephone registration and prerequisite checking. The telephone registration module is available now. A student telephones, enters a 6-digit personal identification number (students will receive the number, which is based on date of birth, in the mail), and then the student will register for each course **by** entering the 4-digit code of **each** course- If the student is eligible to take that course, the system repeats the 4-digit course code, spells out the course and section (for ex., Government 101-01) and provides the status: whether the student is registered for the course section or not. Then the student is asked to confirm that the student wishes to be registered for **that** course and section.

The department chairs were asked to submit their course schedules for the fall semester yesterday: telephone registration requires that that part of the process be accelerated- In **SIMS**, loading the course schedule is much more complicated than in the old system. For example, every faculty member's social security number has to be entered into the data base because SIMS also produces the "Faculty Workload Report" and in order to generate that Report the social security numbers are needed.

John Jay will have 24 telephone lines for phone registration. We are starting with graduate students, seniors, and juniors, which adds up to 4,400 students. Dean Saulnier explained they are starting with graduate students because they should be the simplest group to do: graduate courses do not have many prerequisites, graduate students **do** not take many courses, they tend to attend part-time, and tend to be more used to process than undergraduates.

The telephone registration element is ready. Prerequisite checking is available from the University but there are a couple of issues.- SIMS is modified on almost a weekly basis and the University sends "transmittals" which are layered on top, of what is already there. There have been very few problems. The prerequisite part will be entered in about a month. Everything we've done thus far has worked when we've put it in, Dean Saulnier said, adding that we are making the assumption that the prerequisite checking will work because **there** is no reason to expect it not to.

There are **two** problems, however. First, the previous system, inadequate as it was, does not work any more and **so** we either have SIMS or we have nothing. Second, we have to determine the actual prerequisites for each course. Among the anecdotal information he has received about the old system is that it was not accurate. To counterattack that, he is having the information from that system dumped into a file which he is sending to the department chairs and to the provost and is asking them to verify that we have all the prerequisites and that they are accurate.

In the telephone module, when a student dials in, the system will go through the student's record to check whether the student has the qualifications for each course he or she asks for, one course at a time. He said when he tried the system, the computer went through 20 columns of a spread sheet to check the prerequisites for a single course because the prerequisites for many courses are "and/or, and/or, and/or." The computer checks all prerequisites and if the student does not have all prerequisites the computer will not permit the student to register for the course- He will know around June 1 whether the system works.

Senator Kwando Kinshasa asked about "permission of instructor" waivers. Dean Saulnier said that is one of the issues he wishes to discuss with the Senate. Most of the course prerequisites at John Jay include the option of "permission of the instructor." Around July 1, students will be mailed packets which will include the course schedule booklet (which is expected to be on campus June 10, and on the World Wide Web at the same time, two months earlier than in the past); their PIN number; and telephone registration instructions. On July 14, graduate students will begin registering by telephone. Because we will have **24** telephone lines, only 300 students will have to register each day from 9 AM to 9 PM, Mondays through Fridays. Students will be able to dial into a help desk, which will probably be available from 9 AM to 7 PM. The Registrar's Office will be open on two of the Fridays on which the College will be closed to provide the necessary number of days of registration. The process is being extended from July 14 through July 29 so students will not get busy signals when they call.

Dean Saulnier said he hopes all graduate, senior, and junior students will take advantage of the telephone registration system. But no new students will be able to register by telephone and that includes none of the new graduate students. Dean of Graduate Studies James Levine prefers that new graduate students attend an orientation and new transfer students will not have this option because their records will not have been entered into the system in time. August 10th will be the final date for payment. On August 11th, all students who have not paid for their courses will have their programs cancelled and they will be invited to attend the arena registration which will begin on August 17 and which will last only 7 days. Registration will end earlier than in the past: it will end on a Tuesday and classes won't begin until the following Monday, which will give time to cancel courses and clean

files and, probably, get class rosters to faculty prior to or around the first day of classes.

With respect to Senator Kinshasa's question about students who are using telephone registration and who want to take a course which permits a waiver of prerequisites by permission of the instructor, he said the problem is that during the middle of the summer when telephone registration will be taking place not many faculty are available. Some students will need waivers, others will want overtaillies; both are issues that haven't been worked out yet. He said he is hoping that those kind of issues will be resolved during the first two days of arena registration in August. He said he has a concern about students who use financial aid to pay their bills. If a student is waiting for permission to get into a fourth course, and that fourth course determines whether the student is eligible for full-time financial aid, Dean Saulnier said he doesn't yet know how that situation will be handled,

Dean Saulnier reported that Brooklyn College claims to register 96% of their returning students by telephone and he said that although he is an optimist, he cannot imagine that happening at John Jay, At certain times, such as between fall and spring semesters when we have less turnover among our student population, we can certainly telephone register more students than graduate students, juniors and seniors. The purpose of telephone registration is to provide prerequisite checking but also to rescue students from having to undergo arena registration,

The freshmen will also be registered through this process but not by telephone registration. Pat Sinatra has for years conducted massive pre-programming of freshmen based on their skills test results and the freshmen will be registered at the same time that telephone registration is taking place. The freshmen will receive their bills at the same time that bills are sent to those who register by telephone, Conservatively speaking, we can register 5,500 students -- and possibly 6,000 students -- even before the arena registration process begins.

If this runs really, really well, we can conduct registration while everyone is on campus, Dean Saulnier noted, Some of the CUNY colleges that conducting their registration now for both summer and fall semesters. Right now, we are tentatively scheduled to conduct spring registration by telephone in December. President Kaplowitz said that if registration is conducted in December for the spring semester and if it is conducted in March or April for the summer and fall semesters, then faculty will be on campus to consider requests from students to waive course prerequisites. Dean Saulnier agreed, adding that the prerequisite permission waiver will be a problem this summer because as courses close, students who are seniors and juniors will be looking for permission to take courses for which they do not have the prerequisites.

Senator Lou Guinta asked whether, to facilitate this process, the College will go to a year-round schedule, by which he means that each department would schedule courses for the entire year instead of semester by semester. Dean Saulnier said he had hoped the Provost would make that suggestion to the Council of Chairs at the Chairs' meeting two days ago, when Dean Saulnier made his presentation on this topic, but the Provost was in Albany with the President. Dean Saulnier said a year-long class schedule is a natural adjunct of the telephone registration process. He also noted that we are now placing our entire schedule of classes on the World Wide Web and because we have a very attractive class schedule

menu, the more and the sooner we get information on the Web the better off we are, But there is some resistance on the part of the Chairs to year-long scheduling of classes, Dean Saulnier said.

President Kaplowitz said that when Dean Saulnier made the suggestion of a year-long class schedule, the Chairs who commented said they did not think the faculty would support such a change. She said she does not know whether that is an accurate assessment of the faculty -- it might well be -- or whether their comments were based on discussions at department meetings. She suggested that this is an issue that the Faculty Senate and departments could discuss and perhaps members of the Senate could raise the issue at our upcoming department meetings. She noted there are many pro's and cons to having year-long class schedules and that when this idea was raised a few years ago, there seemed to be little benefit to the chairs or to the faculty because the College had neither telephone registration, nor prerequisite checking, nor course schedules posted on the Web.

Senator Agnes Wieschenberg asked whether when courses fill up, sections will be added or class size will be increased or students will be registered for courses for which they do not have the prerequisites, as is sometimes the case now, Dean Saulnier said that we will not put students in course for which they do not have the prerequisites. President Kaplowitz commended Dean Saulnier on that statement and position. Dean Saulnier, repeating that he will not enroll students in courses for which they do not have the prerequisites, explained that he envisions his role as being the person who facilitates the policies of the College as those policies relate to registering students in courses. If there are prerequisites for courses that students are supposed to have and if the College has decided that students are supposed to have those prerequisites then, he said, he should provide an ability for us to check those prerequisites before a student enrolls.

In answer to another question, Dean Saulnier said that class size management is the role of the Provost's Office. His arrangement with the Provost is that class sizes will be the same for the fall semester as they were for the previous fall semester because the enrollment numbers are rolled over; any changes in class size have to come from the Provost. With the advent of telephone registration and the fact that registration is taking place much earlier than the normal registration process and the fact that we are going to register freshmen into this pool means that we'll have a better management tool in terms of what courses and sections are filling and have filled. Because telephone registration is taking place over a 19-day period, we will be able to watch courses as they are closing; that means that as courses are closed out we will know in time to open new sections. But the other aspect to that is that we will also know which courses students are not registering for and by doing registration during the summer, a faculty member is not going to have much opportunity to intercede in the process of cancelling courses.

Dean Saulnier reported that he told the departments chairs that he will enable them to look at course tallies on their computers whenever they want throughout registration. It's a system that enables chairs to look at course tallies constantly and regularly: these are dynamic course tallies -- when a student registers for a course, the number of students listed as registered for the course changes almost instantaneously on the computer screen. Vice President Daniel Pinello asked whether access to the system can be from home or whether the chairs have to be in their

John Jay offices. Dean Saulnier said that a person who has the capacity to dial into the 57th Street computer and who has the access codes can access the system from any computer, anywhere, including from a home computer. Dean Saulnier said one chair figured out this capacity very early in the process and before registration even began last semester asked for that ability and that chairperson never left his office and watched every student get registered into the courses and could even see when the total enrollment [class capacity] was adjusted upward or downward by the Provost or Associate Provost and was right on top of the situation. Every chair can do that, he added,

Senator Ellen Marson asked whether classes would be cancelled before the 19 days are over or whether we will have more time for students to enroll. Dean Saulnier said he envisions scheduling all the juniors and seniors who wish to engage in arena registration on August 17 and 18. He said that until all juniors and seniors have registered he does not think we would cancel *any* 300-level or 400-level courses but, he said, this is an issue for the Provost. Senator Marson said that *the* Department of Foreign Languages is trying to have a placement exam that every student would have to take to provide accurate placement in foreign language courses: is there a way for students to be required to have taken the exam in order to be able to register for foreign languages courses, she asked. Dean Saulnier said that if the question is whether we can prevent a student from registering for a foreign language course who hasn't taken the placement exam, the answer is that it is technically possible to do this: students can be coded in such a way that we know whether the student has taken a placement exam. But, he repeated, he is the facilitator of College policy rather than the person who formulates that policy.

Senator Kinshasa asked how many students must be enrolled in a course for the course to not be cancelled and he asked whether that number changes from course to course. Dean Saulnier said there is tremendous variation from course to course. Senator Kinshasa asked who establishes the number. Dean Saulnier explained that it is the Provost who establishes that number, in conjunction with the department chair. Senator Kinshasa noted that courses have been cancelled although 12 students were registered and other courses have been permitted to run with 8 students enrolled. He said one wonders what the criteria are for setting the number. Dean Saulnier said there are many factors that determine the number, including the instructor's teaching load. But if a course limit is 44, the number of students needed to run the course is certainly higher than the number of students needed for a course whose limit is 16 students. So it is a combination of factors that determines whether the course runs or not. One of the reasons registration is beginning further away from the first day of classes is because the process of cancelling sections and combining sections was not handled as well as it could have been for the spring semester.

Senator Kinshasa asked whether the earlier schedule will affect when a course will be cancelled. Dean Saulnier said decisions about cancelling courses will probably happen further away from the first day of class. He said if the issue is how to get students to register for a course that is listed in the class schedule he doesn't have an answer because advertising isn't included in the registration schedule. Senator Kinshasa said he is concerned that because the new registration system is moving things more quickly electronically, the Provost may make the decision to reduce the number of days during which a sufficient number of students need to sign up for a course for it to not be cancelled.

President Kaplowitz suggested that the Senate invite the Provost to a meeting to discuss this topic with him. Senator Kinshasa agreed. She also noted another issue that came up during Dean Saulnier's meeting with the Council of Chairs two days earlier. Because there will be prerequisite checking and enforcement, there may be the need for fewer sections of certain courses. Professor Harold Sullivan had given as an example the fact that his department offers a Government course that is open to seniors only but that he has always offered many more sections than seniors need because juniors and sometimes sophomores also take it. But if, in fact, only seniors are permitted to register for the course, he said he should schedule fewer sections or otherwise sections will be cancelled and faculty will have prepared courses to teach that they will not be teaching. She suggested that Senate members raise this at department meetings or with their chairs because not all chairs were at that meeting.

Dean Saulnier is scheduled to return to **the** Senate on April 22 to discuss other issues with the Senate because of the limited time today **that** was available today. Dean Saulnier was thanked and congratulated on his work- He thanked the Senate and said he looks forward to returning on April 22.

3. Recommendations for honorary degrees: Professor Daniel Gasman, Chair, Committee on Honorary Degrees

Only one of the three candidates recommended by the Committee on Honorary Degrees and approved by the Faculty Senate on December 12 is available to attend John Jay's commencement on June 4. Attendance at commencement is a CUNY Board of Trustees requirement for all recipients of an honorary degree. The person who has accepted and is able to attend our commencement is Forensic Psychologist Tom Grisso.

Professor Daniel Gassan, Chair of the Committee on Honorary Degrees, and Professor Lotte Feinberg, a member of the Committee, presented new candidates. The discussion was, as required, off the record. After reviewing biographical information, and after discussion, five candidates recommended by the Committee received the required 75% approval of the Senate: Carol Gilligan, Claiborne Pell, Patricia Smith, Jeremy Travis, George Walker. The voting was by secret ballot.

4. Endorsement of the University Faculty Senate Resolution on the CUNY Comprehensive Action Plan (CAP)

The University Faculty Senate's Resolution on the Comprehensive Action Plan was presented by the Executive Committee with the recommendation that the John Jay Senate endorse the resolution. The Resolution calls on the Board and Chancellor to maintain the historical and educational mission of CUNY; calls for the continuation of the Board's Resolutions #15 and #16 of June 1995 providing for a maximum of a year of remedial education at the senior colleges; calls for the current practice of student access to community colleges continue; asserts the necessity for remediation at both senior and community colleges be designed, supervised, and taught by the faculty of the college; and calls upon the Board to obtain the funding from the City and State necessary to implement the

CAP before any plan is put into operation. The UFS Resolution was endorsed unanimously. [The complete text is in the Senate Office.]

5. Resolutions from the Faculty Senate's Committee on Educational Technology and Computing

Senator Sandra Lanzone introduced proposals from the Senate's Committee on Educational Technology and Computing. VP Pinello asked whether the fourth resolution means that the Senate wants to inform itself about distance learning rather than that the Senate endorses distance learning. Senator Lanzone said that is correct. The four resolutions passed by unanimous vote.

Resolution #1: Resolved, All aspects of the Colleges' computing resources and policies that are used by the faculty in curricular development and classroom support fall under the faculty's traditional responsibilities concerning the College's curriculum.

Resolution #2: Resolved, The Faculty Senate should request that the College Curriculum Committee create a standing committee charged with overseeing the curricular issues involved in computing, including such issues as distance learning and World Wide Web usage, in order to ensure the exercise of the faculty's exclusive prerogatives in curricular development.

Resolution #3: Resolved, The Faculty Senate propose that the College administration provide the faculty with faculty-directed access to posting materials on the World Wide Web for curricular purposes. Further, if the current College computing resources are not available for faculty governed use in support of teaching, then the College should invest in sufficient computing resources and technological support to provide this service as soon as possible.

Resolution #4: Resolved, The Faculty Senate should invite Associate Provost Lawrence Kobilinsky to the Senate in order to discuss the development of distance learning on our campus and to respond to faculty questions.

6. New business

The issue of the move of offices to the 57th St. rental space was raised. The Senate passed a resolution that the Office of Sponsored Programs not be moved to 57th Street because faculty offices and classrooms are in North Hall and T Building.. Because the lease does not permit classroom instruction in the rented space, a second resolution was adopted urging that academic departments and faculty offices not be relocated to 57th Street.

By a motion duly made and carried, the meeting was adjourned at 4:45 PM.

Respectfully submitted,

Edward Davenport
Amy Green

Recording Secretaries