Faculty Senate Minutes #226

John Jay College of Criminal Justice

March 20, 2002   **3:15 PM**   **Room 630 T**

Present **(24):** James Cauthen, Edward Davenport, Jane Davenport, Kirk Dombrowski, Betsy Gitter, Amy Green, Edward Green, Maki Haberfeld, Robert Hair, Karen Kaplowitz, Tom Litwack, Peter Mameli, Evan Mandery, Lorraine Moller, Jill Norgren, Rick Richardson, Jodie Roure, Ellen Sexton, Margaret Wallace, Robin Whitney, Agnes Wieschenberg, Susan Will, Daniel Yalisove, Liza Yukins

Absent **(15):** Luis Barrios, Marvie Brooks, Orlanda Brugnola, Leslie Chandrakantha, *Ann* Huse, Maqsood Kadir, Kwando Kinshasa, Sandra Lanzone, Gavin Lewis, James Malone, Mary Ann McClure, Dagoberto Orrantia, Daniel Paget, Carmen Solis, Davidson Umeh

Agenda of the March 20, 2002 meeting
1. Announcements from the chair
2. Adoption of Minutes #225 of the March 7, 2002, meeting
3. What faculty can/should do when students exhibit inappropriate/disruptive behavior
4. Proposals in support of adjunct faculty with regard to the Research Foundation
5. Adjunct faculty issues and recommended proposals
6. Election of 3 delegates and 2 alternate delegates to the University Faculty Senate
7. Selection of faculty to serve on the Technology Fee Advisory Committee
8. Discussion about ways we can create a feeling of community among faculty at John Jay
9. Discussion about the need for additional classrooms
10. Report on the March 19 University Faculty Senate meeting
11. Report on the March 14 College Council meeting
12. Discussion of general principles regarding spending priorities at JJ during 2002-2003

1. **Announcements from the chair**   **[Attachment A , B]**

       Written announcements were provided [Attachment A]. Also provided were enrollment data for Fall 2001 just issued by the *CUNY* Central Office [Attachment B]. (The full 40-page enrollment report is available for review at the Faculty Senate Office.)

2. **Adoption of Minutes #225 of the March 7, 2002, meeting**

       By a motion made and carried, Minutes #225 of the March 7 meeting were approved.

3. **What faculty can/should do when a student exhibits inappropriate/aberrant/disruptive behavior**

President Kaplowitz said she has received many calls from faculty because, as reported in *The New York Times* and the other media, a former John Jay student, Peter Troy, is alleged to have opened fire and lulled two people and wounded others in a church on Long Island. Faculty have called because they are very concerned about what faculty can and should do when students exhibit inappropriate, aberrant, or disruptive behavior. What faculty can and should do, she said, is report any such behavior to Brian Murphy, the Director of Security, at his direct number (x8521) or at the Security Office (x8524), and to Roger Witherspoon, the Vice President for Student Development (x8801), and to Hector Ortiz, the Dean of Students (x8115).

Senator Peter Mameli asked whether there is some suggestion that this former student was not properly flagged? President Kaplowitz said that the very opposite is the case: she said that Senator Edward Davenport [who is on his way to the meeting from class] and one of his students are the John Jay heroes of this story, as well as Security Director Brian Murphy and Dean Ortiz. She said that during **Mr.** Troy's last semester at John Jay, and it turned out to be **Mr.** Troy's last semester as a result of the events she will refer to but not report because of confidentiality regarding student records mandated by the Buckley Amendment, **Mr.** Troy did something in Professor Edward Davenport's class which Professor Davenport did not see and could not have seen. But because Professor Davenport made his students feel that he could be trusted, after class, a female student, who was very upset by **Mr.** Troy's behavior and who had changed her seat during class in response to his behavior, confided in Professor Edward Davenport and asked for his help.

Professor Edward Davenport then did two very important things: first, he counseled the student to immediately report what had happened to Security Director Brian Murphy (and offered to accompany her if she wanted). Second, President Kaplowitz said, he immediately called her and told her, in her capacity as President of the Senate, so that she could be informed about what had happened and about the advice he had given his student. She said she then called Director Murphy to let him know she was aware of the situation, that she wished to be kept informed, and would, of course, do anything she could to help.

Because Professor Davenport's student trusted Professor Davenport enough to confide in him and then enough to follow his advice, the student did tell Director Murphy who interviewed her in person. Director Murphy and Dean Ortiz then together questioned **Mr.** Troy and as a result of both the student's complaint and the conclusions the two administrators reached after questioning Mr. Troy, Director Murphy and Dean Ortiz brought disciplinary charges against Mr. Troy. After hearing the case, the Judicial Committee (a faculty/student body that adjudicates disciplinary charges against students) expelled **Mr.** Troy and the expulsion excluded the right to reapply for admission. This was a year ago. That is why he is not a student here now.

President Kaplowitz said we should not ignore behavior that seems aberrant or inappropriate or disruptive. We should let the people who have taken on the responsibility of making such decisions do so because a faculty member who is alerting Security and the Office of Student Development may be doing so at the same time as other faculty member even though there is no complainant about a specific action. She said she knows of situations in which several faculty members independently made such calls and interventions took place. At the very least if an incident does occur the student can be evaluated in light of those calls, which can provide a larger and invaluable context for decisions by administrators.

If faculty report strange or aberrant or disruptive behavior, then it is up to Security and the Department of Student Development to decide what to do. She said she has taken such action on several occasions and she has advised others to do so when they have called her for advice. She said in every case about which she is aware, the faculty member's call was treated seriously and with respect and no one has regretted making the call. She said the worse thing would be not making a call and then regretting not having done so as a result of subsequent events.

President Kaplowitz said that Director Murphy, Vice President Witherspoon, and Dean Ortiz will intervene not only because they care but because is it their job to do so and also, quite frankly, because they are the ones who will have to answer to the President, who will have to answer to the Chancellor and to the Board. But that is only if they are told about problems or suspected problems, Once they are told, they must look into the situation, evaluate it, and take the appropriate action.

Also they have the authority to take action: any administrator, from the rank of dean and above, can suspend a student on the spot at that very moment. Furthermore, the turnstile system is designed to be programmed so that a suspended student's ID does not release the lock. President Kaplowitz recommended that faculty who call Security and Student Development should also call her because she then informs the administrators that she is aware of the situation and she requests regular updates, which she is given. This gives a faculty member further reassurance that the issue is being paid attention to, which is especially important to faculty who may fear that because they are not known, because they are junior or an adjunct or for whatever reason, that their report may not carry sufficient weight for action to be taken.

Senator Edward Green asked for the names of the evening deans. No one at the meeting could provide that information: a different administrator is the evening dean until 9 PM each night, on a rotating basis. President Kaplowitz said she would request this information and report it to the Senate and, therefore, it would be in the Senate minutes for the faculty's information. She added that one can always call the Security Office whose emergency number is x8888.

Noting that there have been a number of Better Teaching Seminars on this topic, President Kaplowitz explained that faculty attend, understandably, when they are having immediate difficulties not for guidance for possible future use. She said that she always includes Director Murphy and Dean Ortiz on the panel and both state what she is stating today. In fact, she said, Director Murphy always says that faculty should not intervene if they think there is a possibility of danger or if the situation makes them afraid; instead, faculty should call him or Dean Ortiz. He said if a situation looks dangerous, he won't intervene either but will call the police. She added that any of us can call the police to come onto campus – any of us can call 911 – if we believe the situation warrants it.

Senator Jill Norgren said she believes that the turnstiles in T building have been set up in a far better configuration than in North Hall, in terms of security. In T Building, it is more difficult to jump the turnstiles because the security officers are right there. In North Hall, the security station is far away from the turnstiles near 10th Avenue and is also so situated that the turnstiles in front of the elevators are out of their direct line of sight and so several things happen: during the crowded pre-class minutes, a student, such as the one who was expelled, can jump the turnstiles unseen. The turnstile system has not been programmed to prevent a person from using an ID card to enter and to then immediately let a friend at the next turnstile use the same ID card to also enter. There is no block on the card to prevent the card from being immediately used again and again. So, Senator Norgren said, as an extension of this discussion, we might want to raise questions about why the station has been placed were it is, why there is no good line of sight on that particular bank of turnstiles in front of the elevator in North Hall, why the cards permit multiple entrances.

President Kaplowitz reported that because the turnstiles are not working correctly, CUNY and ADT, the vendor, are involved in a legal dispute over the operation of the turnstiles and the payment to the vendor. She noted that there are also serious problems involving the lack of ADA compliance. Senator Robin Whitney noted that the Henderson Rules are published in the Bulletin and in the Student Handbook and that these rules prohibit students from disrupting the academic process. She said Dean Ortiz has advised her to include the Henderson Rules in her syllabus, which she does, and she recommends that other faculty do so as well. The Senate decided that since Vice President Witherspoon and Dean Ortiz have already been Senate guests about issues of student behavior and the role of the Counseling Department, that Security Director Brian Murphy be invited to the next Senate meeting for a discussion about the various issues raised today.

4. Proposals in support of adjunct faculty with regard to the Research Foundation [Attachment C]

Senator Robin Whitney explained that she and the three other adjunct representatives on the Senate – Orlanda Brugnola, Edward Green, and Rick Richardson – submitted this agenda item to the Senate's Executive Committee about adjuncts and the Research Foundation. The issue is that the CUNY Research Foundation (RF) is a separate employer, separate fiom *CUNY*, and an adjunct who is paid by the RF loses the health benefits that is provided to adjuncts who are paid by the college.

Furthermore, after every six semesters of teaching, if the adjunct is paid by the college, the adjunct receives a step increase in salary, but if the adjunct is paid by the RF, even for one semester, that is considered a break in service, the clock, therefore, stops, and the clock starts again fiom zero when the adjunct is once again paid by the college.

Senator Whitney said that upon Karen Kaplowitz's advice that the issue should be referred to the PSC Chapter Chair, she did so. Receiving no reply, she again followed Karen's advice and sent the memo to the Chapter's Vice Chair. At that point, she again asked Karen and the other Executive Committee members if they could find a way of addressing the issue and they did.

President Kaplowitz explained that although terms and conditions of employment, including salary, are contractual, in this case the implementation of the PSC contract is an internal decision by a college and can be addressed on an administrative and procedural level. She said she consulted with Dean of Human Resources Donald Gray and Director of Sponsored Programs Jacob Marini, both of whom were exceedingly helpful and supportive, and based on the information and counsel they provided, the Executive Committee developed a set of administrative recommendations that do not impinge on matters that are the sole purview of the PSC [Attachment C].

The recorrendations were approved by the Senate by unanimous vote. The Executive Committee was asked to forward the recommendations to department chairs, to Dean Gray, to Director Marini, and to the Provost [Attachment C].

5. Adjunct faculty issues and recommended proposals: Senator Rick Richardson

Senator Rick Richardson presented a portion of a Middle States self-study committee draft report about adjunct concerns based on a survey of adjuncts conducted by members of the

committee. Senator Richardson reported that the ethnicity and gender of the adjunct faculty suggest that the College does not have a commitment to diversity. He said that because the recruitment and hiring of adjuncts is done ad hoc, with each department having its own procedures, it is not obvious how to best address the issue of increasing diversity. Senator Peter Mameli raised concerns about the design of the survey. Senator Richardson said that in his opinion what the survey certainly does reflect is the reality that many adjuncts do not feel properly assimilated into the general faculty and some of the proposals in the draft report address this issue. The three recommendations in the draft report are: the College should create and institutionalize a "regular, remunerated day of orientation for adjunct faculty before the start of each semester"; the College "should institute an additional three or four hours of paid time per semester for adjunct-student consultation"; and the College should "devis[e] other programs of outreach to adjunct faculty. . . [to] increase a sense of community and collegiality."

President Kaplowitz noted that the need to increase a sense of community for adjunct faculty is part of the need to create a sense of community among all faculty at John Jay, which is on today's agenda as item #8 and she said she hopes that both adjunct and full-time faculty will be helped by initiatives undertaken by the Senate.

Senator Betsy Gitter pointed out that the other recommendations in the committee's draft report are really contractual in nature and she, therefore, made a motion that the Senate endorse in principle the recommended proposals and forward the draft report and proposals, with the Senate's endorsement in principle, to the John Jay chapter of the PSC for its consideration and possible action. Senators Tom Litwack and Jim Cauthen supported Senator Gitter's motion. Senator Carmen Solis said she is also in support of the motion and that as one of the probable new union officers [Vice Chair] of John Jay's PSC Chapter, she would make certain that the union pays attention to these proposals. The motion was adopted by unanimous vote.

6. **Election of 3 delegates and 2 alternate delegates to the University Faculty Senate**

The election of the following three faculty to serve as delegates of John Jay's full-time faculty to the University Faculty Senate for a three-year term beginning on May 14 was ratified by unanimous vote:

1. Laurence Holder (SEEK)
2. Evan Mandery (Law, Police Science, and CJ **Adm)**
3. Katherine Wylie-Marques (Speech & Theater)

In addition to Professors Holder, Mandery, and Wylie-Marques, Professors Haig Bohigian and Karen Kaplowitz will continue to serve their three-year terms as delegates to the UFS representing the full-time faculty. Professor Rick Richardson will continue his three-year term as UFS delegate representing the adjunct faculty.

The election of the following faculty to serve as John Jay alternate delegates to the University Faculty Senate for a one-year term beginning on May 14 was ratified by unanimous vote:

1. Ned Benton (Public Management)
2. Effie Cochran (English)

7. **Selection of faculty to serve on the Technology Fee Advisory Committee** [Attachment D, E]

        The Senate was provided with Executive Vice Chancellor Louise Mirrer's suggested guidelines for the expenditure of the newly instituted student Technology Fee [Attachment D] and with the relevant excerpt from a letter from Chancellor Goldstein to the college presidents [Attachment E] in which the Chancellor states: "In order to meet this very tight timetable [of developing a college plan by April 30], it is critical that you act now to constitute the college committee that will advise you on the development of your college's plan. This committee should include a minimum of two students and two faculty members, nominated by the appropriate governing body on your campus."

        The Senate's Executive Committee proposed that the Senate select the following three faculty to serve on the Technology Fee Advisory Committee, which is to develop the plan, due at 80th Street by April 30, for spending the $1.4 million that will be generated at John Jay during the 2002-2003 academic year for student access to computer technology: Professors Anthony Carpi, Lou Guinta, and Bonnie Nelson.

        All three are members of the Faculty Senate's Technology Committee, with Professors Guinta and Nelson serving as the Committee's co-chairs. In addition, Professor Carpi chairs the Curriculum Committee's subcommittee on educational technology, a committee created at the recommendation of the Senate's Technology Committee. All three are willing to serve if selected by the Senate. The Senate approved the selection of Professors Carpi, Guinta, and Nelson by unanimous vote.

8. **Discussion about ways we can create a feeling of community among faculty at John Jay**

        Senator Betsy Gitter placed this item on the agenda, saying she considers this a matter of critical importance. The Senate agreed and acted upon the recommendation of the Executive Committee by electing an ad hoc Senate committee comprising Senators Betsy Gitter, Lorraine Moller, Jodie Roure, and Robin Whitney, whose charge is to develop proposals for consideration by the Faculty Senate at its next meeting, on April 10.

9. **Discussion about the need for additional classrooms** [Attachment F]

        Senator Jane Davenport reported that at the previous night's meeting of the University Faculty Senate, CUNY Senior Vice Chancellor Allan Dobrin reported that he would be completing his plan to visit every campus by the next day when he would be visiting York. During the question and answer period, a delegate from Medgar Evers asked Senior Vice Chancellor Dobrin what he thought about Medgar Evers' physical plant. Senior Vice Chancellor Dobrin had said that he was shocked by the physical conditions of three campuses: Medgar Evers, Bronx Community College, and NYC Technical College.

        Senior Vice Chancellor Dobrin explained that college presidents had taken him to what he assumed were the very worse buildings and facilities at each college and in doing so they effectively made their point and he called remedying the conditions of those colleges a top priority for him.

Senator Jane Davenport added that when Karen Kaplowitz asked Senior Vice Chancellor Dobrin about John Jay, in the context of colleges with severe physical plant problems, he said he knows that John Jay is space starved but did not comment on the condition of North Hall.

Senator Jane Davenport said she does not understand how Senior Vice Chancellor Dobrin could not have considered North Hall a facility that needs attention, both in terms of immediate remediation and in terms of being replaced by Phase II. President Kaplowitz said that she, too, was stunned by the lack of mention of John Jay but that she learned the reason when she subsequently spoke privately with Senior Vice Chancellor Dobrin. In private, she asked him if he had been taken to and given a tour of North Hall by the president or by anyone else when he visited John Jay and Vice Chancellor Dobrin replied that his visit had consisted of a meeting in President Lynch's office and that he had not been shown any other part of the campus.

President Kaplowitz also reported that on February 20, following the Senate meeting, she and Senator Tom Litwack met with Dean Richard Saulnier to discuss ways to make additional classrooms available, as was agreed by the Senate. Dean Donald Gray and Director of Freshmen Studies Patricia Sinatra were also at the meeting. The idea of adding M/F and W/F as well as T/F and Th/F classes was considered extremely viable by the administrators, if the faculty and the rest of the College supports such a change, but Dean Saulnier said that, even if everyone were to agree the very next day about such a revision, there is insufficient time to implement such a change in time for Fall 2002. But the administrators did agree to block register freshmen in 5th and 6th period classes: classrooms are extremely underutilized during those periods (and are also extremely underutilized during the 1st and 9th periods.)

Dean Saulnier said that consultation and planning would have to start very quickly if the College is to consider implementing a class schedule change for Spring 2003 because the Spring 2003 teaching schedules are due from the department chairs before the end of this semester.

The three administrators agreed that the need to make additional classrooms available is of extreme importance, given our enrollment growth [see Attachment B for enrollment data].

President Kaplowitz said that since that meeting there have been no further discussions about ways to increase the availability of classrooms, to her knowledge, except that the John Jay administration is actively looking for additional space to rent and is asking 80th Street to permit John Jay to use the lease revenues from the Phase II properties to rent additional space, rather than asking 80th Street for those Phase II revenues in order to supplement our operating budget. She asked whether given our budget situation this is an approach the Senate supports.

Senator Litwack said that this is not an issue we can resolve today. He made a motion instead that the Senate request that the John Jay administration engage in full discussion and consultation with the Faculty Senate before any decisions are made with regard to the rental or the potential rental of additional space for the College. The motion was approved by unanimous vote [Attachment F].

10. **Report on the March 19 University Faculty Senate meeting**

In addition to a discussion with the new Senior Vice Chancellor Allan Dobrin [see pp. 4-5 above], the University Faculty Senate approved a resolution calling on the Chancellor to urge all

colleges to place their college's revenue and expenditure budgets, both tax levy and non-tax levy, on their college homepage.

11. Report on the March 14 College Council meeting [Attachment G]

The proposed John Jay Web Page Policy, which incorporated all the Faculty Senate's recommended and requested changes, was approved by the College Council by unanimous vote [Attachment G].

12. Discussion of general principles regarding 2002-03 spending priorities [Attachment H]

Senator Kirk Dombrowski presented a list which he culled from the expenditure priority proposals submitted by Senators and which he then organized into general categories and principles, as agreed to by the Senate at its last meeting [Attachment H].   Senator Litwack recommended that the Senate not put the items in priority order.   He noted that the vice presidents did not prioritize their "wish lists," and he does not think we should either.   Senator Norgren agreed, noting that there are politics involved with each of these proposals. She said that individual faculty as well as academic departments will have to decide which are the most important to them and then lobby for those things by making the case for those items.

Senator Gitter agreed, saying that to put them into priority order would be to indicate that all are not of extreme importance when the fact is that they all are.   She added that we want to avoid polarizing the faculty and that we should present, instead, a united position to the administration. After several modifications of the document, all of which were agreed to by the Senate, Senator Norgren moved that the Senate adopt this list of faculty expenditure priorities as a whole and keep them in the order in which Senator Dombrowski presented them to us. Senator Dombrowski was thanked for his work. The motion was adopted by unanimous vote [Attachment H].

The Senate agreed that the amended version of this document, in addition to being transmitted to the College administration, is to be made available as soon as possible to Senators for distribution to their departments, for appropriate action by departments and by individual faculty, such as lobbying for all or for specific expenditure categories on the list.

By a motion duly made and carried, the meeting was adjourned at 5 PM.

Respectfully submitted,

Edward Davenport
Recording Secretary
&
James Cauthen
Associate Recording Secretary
&
Amy Green
Vice President

Announcements

CUNY Senior Vice Chancellor and COO to be JJ Faculty Senate guest May 10
The JJ Faculty Senate's invited guest at our all-day Friday, May 10, meeting is CUNY Senior Vice
Chancellor and Chief Operating Officer Allan H. Dobrin. Senior VC Dobrin and Executive VC
Louise Mirrer both report directly to Chancellor Matthew Goldstein. The vice chancellors who report
to Senior VC Dobrin are the vice chancellors for budget; for faculty, staff; and for facilities.

Faculty promotions
The following faculty were promoted to associate professor: Yahya Affinnih, Enrique Chavez-Arvizo,
Janice Bockmeyer, James Cauthen, and Keith Markus.

Faculty Senate listserve on the JJ web
Thanks to Professor Bonnie Nelson, JJ's Faculty Senate email listserve is now in an improved format
on the web. To subscribe, email kkaplowitz@,iiay.cuny.edu with your name, home telephone number
or JJ phonemail ext., department, and your email address. This listserve for all faculty at JJ provides
information about JJ, CUNY, and higher education issues often not provided in any other format.

Faculty Senate homepage
The Faculty Senate's homepage can be found by going to the JJ homepage, scrolling down the index,
then clicking onto "Faculty Senate." The page includes the JJ Faculty Senate Constitution, the JJ
College Charter of Governance, the membership of the Faculty Senate, the meeting dates, and
information about Better Teaching Seminars, which are sponsored by the Faculty Senate.

CUNY Information Technology Conference and call for topics
Senior Vice Chancellor and Chief Operating Office Allan H. Dobrin has announced a CUNY IT
Conference, explaining that the conference theme is to unite the two sides of "what has for too long
been a 'divided house'" and, therefore, the IT conference means it will be about both instructional
technology as well as information technology. The event is Friday, October 18, 2002, in JJ's Theater.
The announcement included a call for topics and issues that the CUNY community would like to see
addressed: such communications should be sent to George.Otte@mail.cuny.edu by May 5, 2002. Two
of the many "possible topics for sessions" listed in the letter are "maintaining network security and
privacy" and "preserving access and freedom."

New development director hired
Jacqueline Hurd Daniels has been hired as JJ's first Director of Development (i.e. fundraising). She
began at JJ in October and reports to VP for Professional Development & Training Mary Rothlein.

Faculty can now bid on CUNY contracts
As the result of faculty testimony at the BoT public hearing on the proposed awarding of an
architectural contract to the firm of the dean of architecture at City College for the renovation of a
building at City College, the Chair of the Board of Trustees stated that faculty and staff are no longer
prohibited from participating in the bidding for contracts, etc.

A new aspect regarding responding to student plagiarism
Faculty who receive plagiarized work from a student who then tries to withdraw from the course to
avoid the grade of F (or another punitive grade) may have the student's withdrawal from class blocked
by the Registrar's Office, if the plagiarism is demonstrable.

JJ's B&N contract ends in June

The JJ contract with B&N ends on June 30,2002, and may be extended for 1 or more years or may be renewed. The Auxiliary Services Corporation is chaired by President Lynch.

Provost Wilson names Gael Schatz as bookstore point person

Provost Basil Wilson has appointed Gael Schatz as the administrator who now serves as the point person responsible for the JJ bookstore, to whom faculty and the manager of B&N may turn.

UFS proposed resolution on budget information on college home pages

On the agenda of the UFS March 19 meeting is a resolution from the UFS Executive Committee recommending that all presidents and college administrations place their college tax levy and non-tax levy revenue and expenditures data and allocations on their college's home page.

Middle States self-study draft reports are being posted to the JJ Library online archive

The Faculty Senate's resolution has resulted in several committee draft reports being posted on the JJ Library online archive. Any committee that wishes to post part or all of its draft report and/or its final report may send it as an attachment to bnelson6i?iiay.cunv.edu and Professor Bonnie Nelson will post it on the Library online archive which can be viewed by anyone with a JJ email address.

Honorary Degree recipients at the May 31,2002, JJ commencement

The following will attend JJ's commencement on May 30 at which time they will receive an honorary degree: Susan Brownmiller, Kay Redfield Jamison, James C. McClosky, and Jessye Norman.

Election to be held for 3 positions on the Committee on Honorary Degrees

The Faculty Senate will be conducting an election this spring to fill 3 seats that become vacant in May on the 7-member Committee on Honorary Degrees. The electorate are all full-time faculty, who will receive written ballots. To serve on the committee, faculty must be tenured and have the rank of associate or full professor. The **4** members whose 3-year terms to not expire and who will, therefore, continue to serve are: Professors Todd Clear (Law, PS, and CJ Adm); Jannette Domingo (African-American Studies/Economics); Jack Jacobs (Government); and Maria Volpe (Sociology).

Privacy policy update

The Faculty Senate Committee on Technology and the Curriculum Committee subcommittee on Educational Technology, which were to jointly draft a privacy policy on computer technology for the College, have written President Lynch recommending that a taskforce be named to develop a draft policy on privacy that extends far beyond just privacy of computer technology. The taskforce on website pages is being cited as a model, since it had faculty, staff, students, and administrators.

New department chairs

Professor Maureen O'Connor has been elected chair of the Department of Psychology, a position she began this semester. Other new chairs, who assumed their duties in September, are Professors Ric Curtis (Anthropology) and Barry Spunt (Sociology)

New Executive Officer of the Doctoral Program named

Professor Todd Clear (Law, PS, and CJA) has been appointed Executive Officer of the Doctoral Program in Criminal Justice. Professor Mary Gibson, the outgoing EO, returns to the History Dept.

JJ Distinguished Professor named head of NYPD training

Distinguished Professor of Criminal Justice James Fyfe, who joined the JJ faculty in February, has accepted the position of director of training for the NYPD. Dr. Fyfe, an alumnus of John Jay, has requested a leave of absence from his faculty position at JJ.

Table 3. Undergraduate Headcoom Enrollment *

	Spring 2002 Preliminary**	Spring 2001 Actual	Percentage Change
Senior Colleges * *			
Baruch	12,890	13,091	-1.5
Brooklyn	9,993	9,630	3.8
City	8,151	7,959	2.4
Hunter	16,092	14,957	7.6
John Jay	10,280	9,451	8.8
Lehman	7,075	7,084	-0.1
Medgar Evers	4,953	4,758	4.1
New York City Technical	10,648	10,471	1.7
Queens	11,239	10,803	4.0
Staten Island	9,768	9,164	6.6
York	5,448	5,209	4.6
Total Senior	106,537	102,577	3.9
Community Colleges			
Borough of Manhattan	16,386	15,495	5.8
Bronx	7,350	7,053	4.2
Hostos	3,500	3,260	7.4
Kingsborough+	14,798	14,798	0.0
LaGuardia+	11,384	11,384	0.0
Queensborough	10,374	10,207	1.6
Total Community	63,792	62,197	2.6
TOTAL UNIVERSITY	170,329	164,774	3.4

*Includes students enrolled in Regular and Special Programs. Kingsborough includes Summer module. LaGuardia includes Spring I and Spring II semesters.

**Reported by college within one week following the first day of classes.

***Prelude to Success headcounts are here reported in the senior colleges only. Prelude to Success FTEs continue to be reported in the community colleges.

+Last year's actual figures are being used in lieu of preliminary data which are not yet available.

CUNY Office of Institutional Research and Analysis

Table 4. Graduate Headcount Enrollment

	Spring 2002 Preliminary*	Spring 2001 Actual	Percentage Change
Senior Colleges			
Baruch	2,555	2,606	-2.0
Brooklyn	3,979	4,007	-0.7
City	2,759	2,439	13.1
Hunter	4,578	4,352	5.2
John Jay	1,086	972	11.7
Lehman	2,469	2,157	14.5
Queens	4,051	3,964	2.2
Staten Island	1,326	1,291	2.7
Graduate School	3,514	3,408	3.1
Law School	423	365	15.9
TOTAL GRADUATE	26,740	25,561	4.6

*Reported by college within one week following the first day of classes.

Table 7. Total Full-time Equivalent (FTE) Student Enrollment *

	Spring 2002 Preliminary**	Spring 2001 Actual	
Senior Colleges			
Baruch	11,756	11,689	0.6
Brooklyn	9,428	9,193	2.6
City	7,321	7,135	2.6
Hunter	13,791	12,962	6.4
John Jay	8,462	7,735	9.4
Lehman	6,060	5,731	5.7
Medgar Evers	3,438	3,225	6.6
New York City Technial	8,080	7,927	1.9
Queens	10,388	9,900	4.9
Staten Island	8,068	7,346	9.8
York	3,736	3,652	2.3
Graduate School	2,778	2,662	4.4
Law School	501	439	14.1
Total Senior	93,807	89,596	4.7
Community Colleges			
Borough of Manhattan	11,944	11,133	7.3
Bronx	5,549	5,310	4.5
Hostos	2,976	2,813	5.8
Kingsborough+	9,875	9,875	0.0
LaGuardia+	8,880	8,880	0.0
Queensborough	7,420	6,670	11.2
Total Community	46,644	44,681	4.4
	140,451	134,277	4.6

*Includes students enrolled in Regular and Special Programs. Kingsborough includes Summer module. LaGuardia includes Spring I and Spring II semesters.
Full-time graduate students are enrolled for 12 or more credits.

**Reported by college within one week following the first day of classes.

+Last year's actual figures are being used in lieu of preliminary data which are not yet available.

Faculty Senate recommendations in support of adjunct faculty with regard to the RF Approved by the Faculty Senate March 20, 2002

While the interpretation and enforcement of the PSC contract is solely a union matter and is not, therefore, an appropriate agenda item for the Faculty Senate, the Faculty Senate may make recommendations about actions and decisions that are within the discretion of John Jay and that do not impinge on terms and conditions of employment and that are not restricted to the PSC contract.

Because approximately only 15-20 adjunct faculty are paid fi-om the CUNY Research Foundation (RF) funds each semester and hundreds of adjunct faculty are paid from John Jay's budget, alternate approaches are clearly possible which the College can choose to make that would harm neither our adjunct faculty nor our College.

Therefore, the Faculty Senate:

A. Recommends that department chairs be advised about the negative consequences to adjunct faculty who are paid from the CUNY Research Foundation (RF) funds. The RF is a separate employer, entirely unconnected to John Jay or to CUNY (as an employer). As a result, payment from RF funds results in an adjunct's loss of health benefits and a break in service which is a negative consequence because six (6) semesters of continuous employment results in a pay step increase but any break in service, even if the adjunct is teaching at John Jay, means that the clock begins again only when the adjunct is back on John Jay's payroll.

B. Recommends that any adjunct faculty who are to be paid from RF funds be told in advance of the semester and be told of the negative consequences of being paid by RF rather than by John Jay so that the individual can make an informed choice as to whether to accept the teaching assignment(s).

C. Recommends that when department chairs select adjuncts who must be paid from RF monies (which derive from grants which department members have been awarded) that the selection be according to the following set of criteria, which are presented in descending order, with the first approach being the Senate's most highly recommended solution to this situation and the last approach being the Senate's recommendation of last resort:

1. Adjunct faculty who are teaching more than one course at John Jay: such adjuncts should have only one course paid by RF and the other course or courses paid by John Jay in their first two (2) semesters; in their third (3rd) and subsequent semesters, those adjuncts who teach two sections or more should have a minimum of two courses paid by John Jay, in order that such adjuncts may be eligible for health benefits, and only the third course should be paid from RF funds. This would also ensure continuous service for the purpose of adjunct salary increments.

2. Adjunct faculty who are full-time HEOs (Higher Education Officers) at John Jay who are teaching a course or courses as an overload and who are not dependent on the health benefits.

3. Adjunct faculty who are retirees of John Jay (or of CUNY) and who are, therefore, not dependent on the health benefits, etc.

4. First-time adjunct faculty, who would not have accumulated any time toward the 6-semesters of continuous employment: this is recommended only as a last resort, because such adjunct faculty would not receive health benefits and would not have that semester build toward the 6-semesters of continuous employment that result in a pay step increase.

D. Recommends that the Office of the Provost, when assigning additional adjunct sections to be paid fi-om RF monies, assign such sections to the largest academic departments which have the most adjunct faculty and have, therefore, the most flexibility to follow the recommendations presented above.

MEMORANDUM

TO: College Presidents, Chief Academic Officers

FROM: Louise Mirrer

SUBJECT: Recommendations Regarding the Use of Technology Fee Revenues

DATE: 11 March 2002

As you know, the University's Board of Trustees has approved a Technology Fee of $75.00 ($37.50 for part-time students), effective September 2002. In approving the Fee, the Board was assured that resultant revenues would be used to improve technology, and access to technology, at our campuses. The Board was also assured that an advisory committee on technology would be convened by each college president. A separate memo from Chancellor Goldstein to college presidents states that advisory committees should include two students and two faculty members. The Chancellor will report on college plans for the use of the fee next year at the June Board meeting. **As** the timetable is very short, I have suggested below a set of guiding principles and suggestions. These derive from the report of the University Task Force on Educational Technology, submitted last year. I hope you will find them useful as you go forward with the planning process. Senior Vice Chancellor Dobrin and I would very much appreciate receiving your plans by 30th April. It will be important to include with the plans a list of members of your advisory committee. As always, I would be pleased to receive any comments or to answer any questions.

cc.: Chancellor Goldstein
      Senior Vice Chancellor Dobrin
      Chancellor's Cabinet
      Professor Bernard Sohmer
      Honorable Richard Lawrence [the Student Trustee]

Guiding Principles:

   1)   The technology fee casts the students as consumers of technology provided by the college; expenditures of that revenue should be on resources and projects having a perceptible effect and demonstrable impact on students.

   2)   Technology expenditures are most needed and most likely to be felt by students in academic uses of technology. Faculty development, the purchase of software/personal computers, increased access to computer laboratories, etc. should have priority.

   3)   Requiring staffing, support, maintenance and upgrades, technology is never a short-term or one-shot investment, and so any investment in technology should be the result of strategic planning, done with an eye to sustainability and scalability.

Suggestions:

1)   An effective plan should build from existing resources and programs. The first priority should be what can be done to ensure more effective utilization of technology already in place: what is required to allow more use of technology in instruction? The likely answer is faculty development.

Each campus should at least consider faculty development programs as part of its plan, ideally building on existing experience and success. Which faculty can mentor other faculty? What experiences with online instruction can be disseminated within a discipline or program? What resources can be mounted for modeling successful uses of instructional technology?

2)   An effective plan should concentrate responsibility. Technology use needs to have a high priority and profile, coherent because it partakes of a single vision. What structure for leadership or support is in place or needs to be in place? Who accepts responsibility for the coordination and direction of student access to technology?

3)   An effective plan should not localize or concentrate the uses of technology itself. It should, on the contrary, seek the widest possible distribution of use and benefits. What steps will be taken to ensure that technology is not focused almost wholly on a particular student constituency, on a specific kind or level of instruction, on a single program or department? To put that positively, what steps will be taken to ensure the most general access to technology?

4)   An effective plan should have clear goals. Planning for uses of technology should be done with a clear sense of the desired outcomes of that use. What should students be able to do with technology? What should faculty be able to do? How general and integral will the use of technology be in the life of the institution?

5)   An effective plan should give adequate attention to support issues. The use of technology is a problem if that use is interrupted or unstable, service is inconsistent, responsiveness to problems is not timely. What support will there be in the planned use of technology to ensure that help is available, delivery is consistent, and glitches are minimized?

6)   An effective plan will include students' input. Students are major stakeholders in the use of technology, particularly with the technology fee in place. Will there be a forum for voicing the suggestions and needs? Will they have an ongoing role to play in the plan itself, perhaps as peer mentors, tech assistants, so-called online course wizards, or other (often remunerative but also cost-efficient) roles?

The following is the relevant portion of a letter Chancellor Matthew Goldstein has sent to the CUNY presidents about the new technology fee, which was approved by the CUNY Board of Trustees on February 25. This fee of *$75* per full-time student per semester and $37.50 per part-time student per semester will be charged to all undergraduate and graduate students beginning in Fall 2002.

PLEASE NOTE: The Chancellor's letter to the college presidents states: "In order to meet this very tight timetable, it is critical that you act now to constitute the college committee that will advise you on the development of your college's plan. This committee should include a minimum of two students and two faculty members, nominated by the appropriate governing body on your campus."

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Excerpt from Chancellor Goldstein's letter to the Presidents:

Technology Fee

Executive Vice Chancellor Mirrer will circulate proposed guidelines, using last year's report of the University Task Force on Educational Technology as a foundation, and establish a timetable for the submission of college plans for the use of Technology Fee revenue. The University Budget office will refine its projection of college revenue from the fee for Fiscal Year 2003.

I will report on college plans at the June Board meeting. In addition, any required Board resolutions will be on the Committee's June agenda. Where possible, the University will propose omnibus resolutions and bulk purchases to minimize paperwork and reduce the cost of equipment and related peripherals.

In order to meet this very tight timetable, it is critical that you act now to constitute the college committee that will advise you on the development of your college's plan. This committee should include a minimum of two students and two faculty members, nominated by the appropriate governing body on your campus.

The University's Office of Internal Audit is currently revising the Tuition and Fee Manual to include appropriate policies and procedure related to the administration of the Technology Fee, Drafts of the revised sections will be circulated to Vice Presidents of Finance and other appropriate college personnel for comment prior to issuance.

The University Budget Office is working with both the State Division of the Budget and the City Office of Management and Budget to ensure that the budget structure is in place by July 1 to receive and expend the revenue from the technology fee. The plan is for the senior colleges to use the Income Fund Reimbursable (IFR) mechanism and for the community colleges to use a separate account within the City's Ledger III accounting structure for the administration of these funds. An overhead charge will not be assessed by either the State or the City on this revenue.

Finally, the University is making the necessary changes in the Student Information Management System (SIMS) to account for the technology fee. These changes will be coordinated with the changes in the Tuition and Fee Manual and with other related systems.

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
kkaplowitz@jjay.cuny.edu

March 25, 2002

To: President Gerald W. Lynch
        Vice President Robert Pignatello

From: Karen Kaplowitz
        President, Faculty Senate

Re: College Space Needs

Dear Colleagues,

The Faculty Senate unanimously voted at its March 20, 2002, meeting to request that there be full discussion and consultation with the Faculty Senate before any decisions are made with regard to the rental or the potential rental of additional space for the College.

On behalf of the Faculty Senate, I would appreciate being informed as to the status of John Jay's space needs as well as any ideas and plans that are or that may be considered for addressing those needs.

Thank you.

Sincerely,

cc. Professor Harold Sullivan
    Professor Ned Benton

John Jay College Web Site Policy

Final **Draft—Approved** by College Council March 14, 2002

The John Jay College of **Criminal** Justice web site policy governs the rights and obligations of the various entities that have access to, and are responsible for, the web pages that are placed on John Jay College publicly accessible web servers.

Official Pages

The official College web site consists of the web pages published by all academic and administrative departments, programs, college committees, centers, institutes, faculty senate, student government, student clubs and other units of John Jay College of Criminal Justice that are authorized to conduct official business on behalf of the College's overall mission. Any questions concerning designation as an official body will be resolved by the president of the College subject to review by the College council.

Designated representatives of the above-mentioned John Jay College units will be responsible for ensuring that the information on the official web pages is accurate, current, and does not violate the policy of the College and the City University of New York, and conforms with all state and federal laws.

The unauthorized use of copyrighted material **and** the inclusion of unauthorized advertising is prohibited. Official pages must include: 1) the logo and name of the College and *CUNY;* **2)** links back to the College home page; **3)** the name and e-mail of a contact; **4)** accessibility to people who have physical disabilities. Procedures will be provided by the College to assist with implementation of these policies. The name of the content provider for the web page must be forwarded to the web-master.

Any links provided to other sites must be accessible and appropriate. Links to commercial sites are strongly discouraged, with the exception of resources licensed by the College or **by** CUNY and entities having formal affiliation with the College or with CUNY.

Two versions of the John Jay College Undergraduate and Graduate Bulletins will appear on the Web Site. **An** exact replica of the printed bulletin will be put in PDF format, serving **as** a statement of the degree requirements applicable to students entering John Jay the year the Bulletin was printed. **A** continuously updated version of the Bulletin which includes new courses and curriculum changes approved in accordance with the College's governance structure will be put in HTML format in order to keep information current.

<u>**Unofficial Faculty and Professional Staff Pages**</u>

Academic freedom is a cornerstone of the educational process. The Internet is a free flowing medium for information, dissemination, gathering, and exchange. World Wide Web pages developed by faculty and professional staff constitute an important means of formulating and conveying knowledge, including statements of belief and opinion, to the University community and to the world at large. Therefore, it is the policy of John Jay College that all faculty and professional staff are entitled to use a John Jay server for their own unofficial pages within the limits of College resources.

Faculty-generated and staff-generated web pages that are on John Jay web servers are not official publications of John Jay College. Authors maintain ownership and have full responsibility for the content and distribution of that content and should strive to maintain high standards of intellectual and academic integrity.

Faculty and staff are responsible for compliance with existing federal, state and local laws, including, but not limited to, copyright law and laws regarding privacy of student information. In addition, web pages on John Jay servers must adhere to existing College and University policies. Examples of such statements and policies are: The *City* University of New York Sexual Harassment Policy and The City University of New York Computer User Responsibilities Statement (See Appendix). Absent the violation of those laws, policies, or statements, the College should make no attempt to censor or in any way alter the content, distriiution, and/or format of any faculty or staff web page on John Jay web servers.

Faculty and professional staff should be aware that their pages are public and will reflect on the College and on themselves. **As** a **service** to users, faculty and staff should indicate on each web page the date that the page **was** created or modified and the e-mail address of the individual responsible for the page. **Faculty** and staff who use the John Jay server for their own website are expected to make it accessible to people who have physical disabilities.

Faculty and staff web pages are not official communications **of** John Jay College or of *CUNY*. Therefore, the John Jay and the CUNY logos may not be used on such pages. All unofficial faculty and **staff** web pages must include the following statement: **This** page does not necessarily reflect the views of John Jay College of **Criminal** Justice or of *CUNY*.

Faculty and staff members availing themselves of John Jay College web **services** for unofficial web pages must sign a statement acknowledgiug that they have read the John Jay College web site policy and will abide by it.

John Jay College Web Site Policy:
Unofficial Student Pages

The basic purpose of a college is to educate students. John Jay College acknowledges the need for maintaining an environment that encourages learning while providing activities that help students develop moral and civic judgment. To further enhance a student's intellectual and personal growth, John Jay College provides students with access to the College's web services within the limits of the College's resources. The College's web servers are valuable tools that help students learn, develop technological skills and provide public service. The web is an efficient means for students to conduct research and to communicate effectively with college faculty, staff, fellow students, and the community at large.

Student-generated web pages that are on John Jay web servers are not official publications of John Jay College. Authors maintain ownership and have full responsibility for the content and distribution of that content and should strive to maintain **high** standards of intellectual and academic integrity.

Students are responsible for compliance with existing federal, state and local laws, including, but not limited to, copyright law and laws regarding privacy of **student** information In addition, web pages on John Jay servers must adhere to existing College and University policies. Examples of such policies are: The *City* University of New York Sexual Harassment Policy and The City University of New York Computer User Responsibilities Statement (See **Appendix**). Absent the violation of those laws, policies or statements, the College should make no attempt to censor or in *any* way alter the content, distribution, and/or format of any student web page on John Jay web servers.

Students should be aware that their pages are public and will reflect on the College and on themselves. *As* a service to users, students must indicate on each web page the date that the page was created or modified and the e-mail address of the individual responsible for the page. Students who use the John Jay server for their own web site are expected to make it accessible to people who have physical disabilities.

Student web pages are not official communications of John Jay College or of CUNY. Therefore, the John Jay **and** the *CUNY* logos may not be used on such pages. All unofficial student web pages must include the following statement: This page does not necessarily reflect the views of John Jay College of Criminal Justice or of CUNY.

Students availing themselves of John Jay College web servers for unofficial web pages must sign a statement acknowledging that they have read the John Jay College web site policy and will abide by it.

Faculty Senate Budget Priorities—General Principles
Approved by Unanimous Vote March 20, 2002

(please note: order does not specify priority)

Increase elective course teaching opportunities
- increase sections of Eng 101 and 102 (enlarging the pool of students for 300 level and elective courses)
- policy for allowing/funding undersubscribed courses

Improving Learning Environment
- overall reduction in class size
- possibly through hiring of additional full time substitutes
- hiring of additional writing fellows for teaching assistance
- increase sections Eng 101 and 102 (course pre-req.s for higher level courses)
- expanded full and adjunct faculty orientation

Additional funding for the Library
- staffing and hours
- collections and subscription
- freshman orientation to library facilities and information technology

Funding for Faculty ADA/504 accommodations

Added student services
- additional staff and hours for the writing center and ESL center
- extend evening student services
- lab enhancement and replacement of dated/broken equipment

Faculty Development
- course reduction incentives for those seeking outside research funding
- release time for junior faculty approaching tenure

Increase Departmental Budgets/Discretionary funds
- travel reimbursement
- department functions
- sponsored events
- xeroxing and office enhancements