

Faculty Senate Minutes #239

John Jay College of Criminal Justice

Tuesday, February 4, 2003

3:15 PM

Room 630 T

Present (27): Marvie Brooks, Orlanda Brugnola, Leslie Chandrakantha, Effie Cochran, Richard Culp, Edward Davenport, Janice Dunham, Kirk Dombrowski, Joshua Freilich, Michele Galietta, Robert Hair, Judith Hawkins, **Ann** Huse, Karen Kaplowitz, Gavin Lewis, Tom Litwack, Evan Mandery, Lorraine Moller, Edward Paulino, Rick Richardson, Cary Sanchez, Ellen Sexton, Francis Sheehan, Liliana Soto-Fernandez, Davidson Umeh, Margaret Wallace, Robin Whitney

Absent (11): Yahya Affinnih, Desmond **Arias**, Amy Green, Carol Groneman, Max Kadir, Andrew Karmen, Kwando Kinshasa, Amie Macdonald, Adam McKible, Jodie Roure, Carmen Solis

Guests: Professors Ned Benton, Gretchen Gross, Harold Sullivan

Agenda of the February 4, 2003, meeting

1. Announcements fi-om the chair
2. Adoption of Minutes #238 of the December 6, 2002, meeting
3. Declaration of 2 vacant at-large full-time faculty seats and action to fill the seats
4. Decision of action to be taken with regard to the 1 vacant at-large adjunct position on the Senate
5. Decision of action to be taken with regard to the 1 vacant Senate seat on the College Council
6. Report on Phase II planning process and schedule
7. Proposed recommendation about Student Council proposal regarding a second summer session
8. Proposed Resolution regarding faculty access to their offices when the College is closed
9. Proposed Resolution of Faculty Senate & Council of Chairs on class size and enrollment policies
10. Discussion of the agenda of the February College Council meeting

1. Announcements from the chair

Two new members of the Faculty Senate were welcomed and introduced: Professor Francis Sheehan (Science), an at-large representative of the full-time faculty, and Professor Michele Galietta, the representative of the Department of Psychology.

2. Adoption of Minutes #238 of the December 6, 2002, meeting

By a motion duly made and carried, Minutes #238 of the December 6 meeting were adopted.

3. Declaration of 2 vacant at-large full-time faculty representative positions on the Senate and decision as to action to be taken to fill the seats

In accordance with the Faculty Senate Constitution, by a motion made and unanimously adopted, the Senate declared vacant the full-time faculty at-large seats that had been held by Professor Jane Davenport and by Professor Altagracia Ortiz, both of whom took the Early Retirement Initiative, effective January 28. A widely issued call for candidates resulted in the nomination of two members of the full-time faculty. The Senate unanimously elected Professors Janice Dunham (Library) and Edward Paulino (History) to fill the two seats. Both were telephoned, both accepted election, and both came to the Senate meeting where they were welcomed and took their positions as Senate members.

4. Decision of action to be taken with regard to the 1 vacant at-large adjunct Senate seat

On December 6, the Senate declared Professor Edward Green's at-large adjunct seat vacant upon receiving his letter of resignation. In response to a call for nominations, three (3) adjunct faculty accepted nomination for the one (1) seat. The Senate Constitution requires the Senate to determine what action, if any, to take if a seat is declared vacant. The Senate, without being told the identity of the three candidates, unanimously voted to be the electorate to fill this mid-term seat. Secret mail ballots will be sent to all Senators to be returned to Professor Maria Kiriakova, Chair, College Faculty Elections Committee. After the process was agreed to, the three candidates for the position were identified: Professors Marilu Galvan (Puerto Rican & Latin American Studies); Chris Knight (English); and Andrea Sciacca (English).

5. Decision of action to be taken with regard to the 1 vacant Senate seat on the College Council

In resigning his Senate seat, Professor Edward Green also vacated his seat on the College Council as a Senate representative. The Senate, by unanimous vote, elected Professor Francis Sheehan to fill the College Council seat. The Senate thanked Professor Sheehan for his willingness to serve.

6. Report on the Phase II planning process and schedule: Senators Karen Kaplowitz and Kirk Dombrowski & Professors Ned Benton and Harold Sullivan

Professor Ned Benton, Chair of College Budget Committee, a subcommittee of the College P&B Committee; Professor Harold Sullivan, Chair, Council of Chairs; Senate Vice President Kirk

Dombrowski; and Senate President Karen Kaplowitz, all of whom were elected by the Senate and by the Chairs to serve on the Phase II Planning Committee, reported on developments since December.

They reported that at a January 16 meeting of the Phase II Planning Committee, which was renamed the Phase II Advisory Committee by the administration, the four faculty members learned that an additional committee – the Phase II Steering Committee – had been created and that it is the Steering Committee and not the Advisory Committee that is, in fact, the decision making body. (Hence the name change from the Phase II Planning Committee to the Phase II Advisory Committee.)

At the January 16 meeting, which was also attended by senior members of Vice Chancellor Macari's Office, the four John Jay members of the Phase II Steering Committee were identified: President Lynch, VP Pignatello, Provost Wilson, and Facilities Director Robert Huffman. This is the John Jay part of the decision-making group which meets regularly with the SOM architects, the consultants, the DASNY representatives, and VC Macari's top directors.

At the conclusion of the January 16 Phase II Advisory Committee meeting, the four faculty on the Advisory Committee, who had thought they were on the decision-making body, proposed to the John Jay administration that two faculty be appointed to the Phase II Steering Committee, since the faculty members found it inconceivable that decisions about a teaching, learning, and research facility could be made without faculty and because they felt it was incumbent upon them, as elected representatives of the faculty on this project, that faculty members be on the decision-making body. The four faculty recommended for appointment to the Phase II Steering Committee the President of the Senate, Karen Kaplowitz, and the Chair of the Budget Advisory Committee, Ned Benton.

The faculty informed the College administration of their proposal. When the proposal was not accepted, Professors Benton and Kaplowitz had ongoing communications with the John Jay administration. **On** January 23, Professors Benton and Kaplowitz were asked to join the Phase II Steering Committee and they agreed to do so and they attended a meeting of the Phase II Steering Committee that afternoon and again on February 6. The Steering Committee meets every two weeks. The Steering Committee will also meet from 8:30 am to 6 pm on February 12, when John Jay and the University are closed for Lincoln's birthday.

The Phase II Steering Committee, it was explained in response to questions, comprises approximately 20-25 people, because it includes – in addition to the 4 administrators and 2 faculty from John Jay – the SOM architects, consultants, DASNY representatives, and VC Macari's top staff. It was explained that it turned out that the Steering Committee had been meeting since December 11 and, therefore, more than a month of meetings **had** taken place with no faculty members involved.

As for the Phase II Advisory Committee, it is an internal John Jay committee and comprises 10 people: the 10 are Professors Ned Benton, **Kirk** Dombrowski, Karen Kaplowitz, and Harold Sullivan; and the four vice presidents – Basil Wilson, Robert Pignatello, Roger Witherspoon, and Mary Rothlein; and two students, Natasha Martin and Christina Benavides.

The Phase II Advisory committee is establishing four Phase II Resource Committees – comprising faculty, staff, and students – to make recommendations about the following topics: faculty/staff space; instructional/research space; student/student services space; and building systems/amenities. These Resource Committees are to study and make recommendations about cross-campus issues. The consultants and architects **will** meet with the Resource Committees but they will also meet with the individual departments – academic and administrative – that are in North Hall.

The Phase II planning process is 12 weeks long and will conclude at the end of May at which time the design phase will start. Faculty who wish to serve on any of the Resource Committees are invited to do so: a global email will be sent soon as well as a notice in The Week Of. The four Phase II Resource Committees will advise the Phase II Advisory Committee which will advise the Phase II Steering Committee, which will make the decisions.

Senator Robert Hair asked what leverage the faculty would have to get its ideas about Phase II listened to. Professor Benton said he believes the faculty will have its ideas about Phase II listened to, but he added that Phase II is at least 20% short of the funding really needed for it, and so we should expect that we will not get everything we need or want.

Senator Litwack said that for him the crucial issue is how many students the building would be designed for. He asked whether there is a process by which this number would be decided.

Professor Benton said that the Steering Committee is in the early stages of addressing this issue but that he believes that the crucial issue in planning Phase II is the changing mix of students at John Jay. In ten years, he said, we will have different proportions of graduate students to undergraduate students, and different proportions of bachelor's to associate degree students than we now have, and he said it is crucial that the building not be built based on our current student population but rather on our projected student population.

7. Proposed recommendation by the Senate Executive Committee with regard to the Student Council proposal regarding a second summer session

The Executive Committee recommended that the Senate communicate to the Student Council the Senate's recommendation that the Student Council consider submitting its proposal to the College Council for consideration by the College Council. At such time, the Senate would further discuss its unanimously approved Resolution. Senator Ellen Sexton raised questions about the additional funding that would be needed to address the Library's staffing needs. Upon a motion made and carried, the item was tabled until the next meeting.

8. Proposed Resolution regarding faculty access to their offices when the College is closed

President Kaplowitz reported that on December 8, 2002, she wrote, via email, to Vice President Pignatello, Provost Basil Wilson, and Security Director Brian Murphy, at the direction of the Faculty Senate at its meeting two days earlier, to convey the Senate's request that the unannounced change in policy whereby faculty were no longer being permitted to work in their offices after midnight be rescinded. She noted that she included in the December 8, 2002, email relevant excerpts from Senate Minutes #198 from December 1998 which reported the administration's agreement to restore the faculty's right to use their office for work, a long-standing practice that had been suddenly abrogated in 1998 and which was abrogated again last semester. President Kaplowitz said that when she had not received a reply to her email from any of the three recipients, she spoke to two of them and each was adamant about the revocation of access.

The reason given by one individual was that some faculty are allegedly sleeping in their offices.

President Kaplowitz said her response was that **if** faculty are sleeping **in** their offices, then their office lights are off and they are not the ones being forced to leave since it is the observation by Security Officers of **light** between the floor and a faculty member's office door that reveals a faculty member at work in his or her office or lab. Also the presence of **230** closed circuit security cameras would enable Security to identify faculty who fail to notify Security that they are working in their office or lab after midnight, a protocol the Senate has endorsed.

A formal Resolution was proposed that the Faculty Senate call upon the College administration to honor the agreement reaffirmed in December 1998 regarding the faculty's long-standing right to have access to their offices, laboratories, and studios in order to conduct their work, when the College is closed, including after midnight and before **6 am** on regular class days, and a second Resolution was proposed directing the Senate President, upon being informed by the College administration that faculty would, indeed, continue to have access to their offices to conduct their work, to communicate to faculty the necessity of informing Security when they are in their offices when the College is closed, including after midnight. The two Resolutions were approved by unanimous vote.

9. Proposed Joint Resolution of the Faculty Senate and the Council of Chairs on class size and registration policies: Professors Ned Benton, Harold Sullivan, and Senate President Kaplowitz [Attachment A & B]

Professor Ned Benton explained that the proposed Joint Resolution of the Faculty Senate and of the Council of Chairs is being presented today at the Senate and **will** be presented tomorrow at the Council of Chairs for discussion, revision, **and**, it is hoped, approval **in principle**. If the Proposal is approved in principle by the Senate and by the Chairs then the document will be revisited at the next Senate meeting and at the next Chairs meeting, in two weeks, at which time the revised Proposal would again be voted on by each body.

If the final version of the Proposal is approved by the Council of Chairs and by the Faculty Senate, it will be submitted to the College Council in time for inclusion on the agenda of the March meeting of the College Council.

Professor Benton, the primary author of the Proposal, worked on the document with the Senate Executive Committee and with the leadership of the Council of Chairs.

The goal of the Proposal, Professor Benton explained, is to establish standards for class size at John Jay and to provide for a rationalization of the process for canceling classes, by letting professors or departments that are otherwise overenrolled, in terms of the numbers of students in those professors' or in those departments' sections, to run sections which are underenrolled.

President Kaplowitz and Professor Benton explained that the larger goal of this Proposal is to increase classroom utilization by making it more attractive for faculty to teach in the underutilized time periods and to make it more attractive for students to register for courses given during underutilized class periods, since such classes would be permitted to run with fewer students and the problem of cancelled courses will not discourage faculty from teaching in those time periods nor plague students.

Furthermore, the Proposal would make North Hall and T Building safer because fewer students would be in classes during any one period because the registration grid would be spread over more

periods and days. *Also*, the planning for Phase II, which is taking place now, is based on the number of students in our courses and if we want to have classrooms in Phase II that are the correct size, we need to establish a policy about class size now.

Furthermore, and not unimportantly, the threat of other CUNY colleges being permitted to create what are now majors unique to John Jay would be removed because we would be fully using the registration grid, which 80th Street is requiring.

Asked whether the College can afford to implement this Proposal, Senator Litwack said his analysis is that the College can afford it. Professor Benton added that the Proposal provides for the College Budget Committee to be called into session if budgetary constraints arise requiring the Proposal to be modified at any given time.

A series of modifications in the language and in various aspects of the Proposal were proposed, discussed, and agreed to.

Senator Litwack made a motion that the Senate endorse the Proposal in principle with the understanding that the details for various issues raised at today's Senate meeting will be worked out.

Senator Litwack's motion that the Senate approve Professor Benton's Proposal in principle was passed unanimously, with the understanding that the revised Proposal will be considered by the Council of Chairs on February 5 and again on February 18, and that the Proposal will be re-considered and re-voted on by the Senate at its next meeting on February 19 [Attachment A].

In the meantime the revised Proposal, if approved by the Council of Chairs tomorrow, will be transmitted to President Lynch and to other relevant College administrators with a letter inviting their comments and offering them the option of bringing the proposals to the committees they chair; the letter will inform them of the intent of the Senate and of the Chairs, should the Senate and the Chairs approve the Proposal, to submit the Proposal to the College Council for consideration and action by the College Council at its March 19 meeting [Attachment B].

10. Discussion of the agenda of the February 13 College Council meeting

The agenda comprises nomination of candidates for the three at-large full-time faculty on the College Personnel & Budget (P&B) Committee; nomination for candidates for two faculty positions on the Committee on Student Evaluation of the Faculty; approval of the Proposal from the Graduate Studies Committee of a Master of Science Program in Forensic Computing; approval of various course changes and new courses **from** the Curriculum Committee.

By a motion duly made and carried, the meeting was adjourned at 5:00 pm.

Respectfully submitted,

Edward Davenport
Recording Secretary

John Jay College of Criminal Justice
College Policy Proposals for Course Scheduling and Cancellation
Proposal Version I.3

Attached are two policy proposals that have been approved in principle by the **Faculty** Senate and the Council of Chairs. The Senate and Chairs invite the suggestions and recommendations of the administration, Standards Committee, Graduate Studies Committee, Student Council and Comprehensive Planning Committee. The purposes of the proposals are

- to establish college standards as to class size
- to create incentives for use of underutilized class periods
- to standardize the process of course cancellation

The Senate and Chairs intend to submit the proposals to the College Council for adoption **as** College policy.

John Jay College of Criminal Justice
College Policy: Primary and Secondary Enrollment Limit

The College hereby establishes class size standards.

Type and Level of Class	Primary limit	Secondary limit
Standard Undergraduate	34	36
Intensive Undergraduate, such as remedial sections, English composition, ESL , speech, foreign languages, and writing-intensive .	16-28 determined by the Provost in consultation with the Department.	18-30 determined by the Provost in consultation with the Department.
400-Level Undergraduate	22	24
Graduate	20	23
Large Lecture Sections	Determined by the Provost in consultation with the Department.	Determined by the Provost in consultation with the Department.
Laboratories and Art/Music Studios	Two (2) less than the number of functional stations in the lab	Equal to the number of functional stations in the lab

The Secondary Limit is two (2) or three (3) students higher than the *Primary* Limit. Students may be registered into the Secondary Limit with the approval of the Chair, Program Director (in the case of a graduate course) course faculty member, Dean of Graduate Studies or Associate Provost. The Secondary Limit may be further increased only with the approval of the Department Chair or, for graduate courses, the Dean of Graduate Studies in consultation with the Program Director.

Enrollment limits may be generally increased by vote of the College Budget Committee when the Committee finds that, for a particular budget year, fiscal conditions require increased class sizes. In considering whether fiscal conditions require increased class sizes, all financial resources available to the college should be taken into account.

John Jay College of Criminal Justice College Policy: Cancellation of Class Sections

Class sections may be cancelled when enrollment, after arena registration, is less than one-third of the Primary Enrollment Limit for course sections during periods where over 50% of classroom spaces were utilized during the previous semester. The required enrollment shall be one-quarter of the Primary Enrollment Limit for course sections during periods where less than 50% of classrooms were utilized during the previous semester, or where the course is the only scheduled section of a required general students or major course, or the only evening section of such a course scheduled during an academic year.

When the Provost decides to recommend cancellation of a course section, the Department Chair and Program Director (in the case of a graduate course), and the course instructor shall be notified by email. The Chair and Program Director shall be provided at least four hours notice, during normal college office hours, following a cancellation recommendation by the Provost before action is taken by the Registrar. During the four hours, the Chair or Director may communicate to the Provost in writing (including email) any information that might affect the decision.

During the four-hour period, upon request of the Chair or Director, over-enrollment may be counted against under-enrollment based on the following rules.

Over-enrollment is defined as enrollment in excess of the original secondary limit.

Over-enrollment may, upon request of the Chair and/or Program Director, be counted against under-enrollment on a one-for-one basis when the sections involved are taught by the same faculty member, provided that the course section has an actual enrollment of at least 20% of the Primary Limit or 6 students, whichever is greater.

Example: A professor teaches Gov 101 and Gov 260. If Gov 101 has 3 students above the Secondary Limit, and Gov 260 is 3 students below the one-third requirement, the 3-student over-enrollment in Gov 101 can count against the 3-student under-enrollment in Gov 260.

Over-enrollment may, upon request of the Chair and/or Program Director, be counted against under-enrollment on a Departmental or Program basis in the same manner, but on a 2-for-one basis.

Example: All over-enrolled Gov 101 sections have a combined over-enrollment of 8 students. The chair can apply 4 of these over-enrollments to under-enrolled courses, provided that the courses have enrollments of at least 20% of the Primary Limit or 6 students, whichever is greater.

The Provost will initiate cancellation for those courses where the recommended cancellation was not rescinded during the four-hour period. The Registrar shall provide an email notification notice to the Chair, Program Director (in the case of graduate courses), instructor and students involved. The notice shall include a roster of the affected students, including routine SIMS contact information.



ATTACHMENT B

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

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

February 7, 2003

Memorandum

To: President Lynch
Provost Wilson
Vice President Witherspoon
Vice President Pignatello
Associate Provost Kobilinsky
Dean Levine
Dean Saulnier

From: Harold Sullivan, Chair, Council of Chairs
Karen Kaplowitz, President Faculty Senate
Ned Benton, Chair, Budget Planning Committee
Kirk Dombrowski, Vice President, Faculty Senate

Re: Attached Proposals

Earlier this week the Faculty Senate and the Council of Chairs passed in principle the attached proposals, without dissent. We invite your advice and suggestions **as** to how the proposals could be improved. We also invite you to share them with the Standards Committee, Graduate Studies Committee, Student Council and Comprehensive Planning Committee. The purposes of the proposals are

to establish college standards as to class size
to create incentives for use of underutilized class periods
to standardize the process of course cancellation

The Senate and Chairs will review and refine the proposals at our meetings later this month, and then we intend to submit the proposals in March to the College Council for adoption as College policy. We invite you to join us in presenting and supporting the proposals at the meeting.