

## **Faculty Senate Minutes #275**

### **John Jay College of Criminal Justice**

**Tuesday, March 22,2005**

**3:15 PM**

**Room 630 T**

**Present (24):** Teresa Booker, Marvie Brooks, Orlanda Brugnola, Effie Cochran, Edward Davenport, Robert DeLucia, Virginia Diaz, Kirk Dombrowski, Janice Dunham, P. J. Gibson, Elisabeth Gitter, Carol Groneman, Jennifer Groscup, Jennifer Jackiw, Tom Litwack, Vincent Maiorino, James Malone, John Matteson, Rick Richardson, Jodie Roue, Francis Sheehan, Liliana Soto-Fernandez, Thalia Vrachopoulos, Alisse Waterston

**Absent (13):** Andrea Balis, James Cauthen, Joshua Freilich, Konstantinos Georgatos, Heath Grant, Karen Kaplowitz, Kwando Kinshasa, Evan Mandery, Edward Paulino, Marilyn Rubin, Robin Whitney, Susan Will, Kathryn Wylie-Marques

**Guest:** Professor Ned Benton

**Invited Guest:** B&N Bookstore Manager April Moore

#### **Agenda**

1. Report and Announcements
2. Approval of Minutes #274 of the March 9,2005, meeting
3. Election of faculty to serve on the Search Committee for the Dean of Undergraduate Studies
4. Report on the Searches for Dean of Undergraduate Studies and for Academic Director of Graduate Studies
5. Election of a Nominating Committee to recommend recipients for the Senate Awards
6. Review of the March 31 College Council agenda
7. Discussion: Draft Comprehensive Action Plan (CAP)
8. Invited Guest: JJ Barnes & Noble Bookstore Manager April Moore

#### **1. Report and Announcements**

Vice President Kirk Dombrowski explained that he is chairing the meeting in Karen Kaplowitz's absence.

#### **2. Approval of Minutes #274 of the March 9,2005, meeting**

By a motion duly made and adopted, Minutes #274 of the March 9 meeting were approved.

**3. Election of faculty for the Search Committee for Dean of Undergraduate Studies**

Six faculty are to serve on the Search Committee for Dean of Undergraduate Studies. Three Senators accepted nomination for the three Faculty Senate positions on the Search Committee and three Chairs accepted nomination for the three Chairs positions on the Search Committee. The Senate voted to elect the six nominees.

Thus, the three Faculty Senators who will serve on the Search Committee are Senators Kirk Dombrowski, Karen Kaplowitz, and James Malone.

And, thus, the three Chairs who will serve on the Search Committee are Professors Shevelatta Alford, Jon Christian Suggs, and Harold Sullivan.

**4. Report on the Searches for Dean of Undergraduate Studies and for Academic Director of Graduate Studies**

Vice President Dombrowski reported that although the Senate had recommended that the ad for the search for Dean of Undergraduate Studies be changed to provide for an open-ended deadline for the search rather than a fixed and, potentially, too early deadline, it turned out that the job notice had already been posted and the ads already placed and, therefore, that change, which President Travis had supported, could not be made.

Professor Ned Benton reported on the search for the Academic Director of Graduate Studies. He said the Graduate Studies Committee, of which he is a member, is concerned about the disconnect between the job description which calls for this to be an “academic director” and the fact that this is being advertised as a Higher Education Officer (HEO) position. Senator James Malone said he, too, is concerned because academic administration has always been and should always be handled by academic faculty. He pointed out that the President of the College is a member of the academic faculty as well as being an administrator.

Professor Benton said that although the Graduate Studies Committee has concerns about this search, he is not recommending that the Senate take any particular action at this time. Rather, he is asking for advice. Senator Janice Dunham said the search does seem to be mixing a HEO position with an academic position in a very strange way and she could envision many problems that go beyond the description of the position in the ad. Senator Litwack said that the problem he has is with the title of the position. If the title were Administrative Director, rather than Academic Director, of Graduate Studies there would be no problem.

**4. Election of a Senate Nominating Committee to recommend recipients for the Senate Awards given at Awards Night Ceremony**

Senators Edward Davenport, Betsy Gitter, and Heath Grant were elected to serve as the Senate’s Nominating Committee to recommend graduating seniors to receive the Faculty Senate Outstanding CUNY BA Award in the Humanities and the Faculty Senate Outstanding CUNY BA Award in the Sciences and Social Sciences.

**5. Discussion of the March 31 College Council agenda**

The main agenda item of the March 31 College Council meeting is the approval of the Comprehensive Action Plan, which is due at Middle States by April 1. Also on the agenda is the election of student representatives on the Undergraduate Standards Committee and proposed new courses recommended by the Curriculum Committee on behalf of the Departments of SEEK, English, Philosophy, Government, and Public Management.

**6. Discussion: Draft Comprehensive Action Plan (CAP)**

Vice President Dombrowski distributed the revisions to the Comprehensive Action Plan (CAP) – the name formally adopted for our strategic plan – which were approved by the Comprehensive Planning Committee (CPC) the previous day. Senator Tom Litwack stated that all the suggested revisions were adopted by the CPC. Senator Jodie Roure reported on a flash-survey she conducted of 60 of her undergraduate students about what they think should be in the strategic plan and Senator Litwack responded that virtually all her students' suggestions and those of Student Council members and those of other students had been incorporated into the Plan.

Senator James Malone said that this was the first attempt at long-range planning at John Jay College and he thinks the CPC did a terrific job and should be applauded. Vice President Dombrowski said that the community should also be applauded.

Professor Benton said the faculty deserve tremendous credit, adding that if we hold the administration responsible for actually carrying out the Plan, the College will be wonderfully reinvigorated. Senator John Matteson said he has been proud to be on the Senate which has played an important role in this process and he praised the Senate's proactive mode.

**8. Invited Guest: JJ Barnes & Noble Bookstore Manager April Moore**

April Moore, director of the College's B&N Bookstore for the past four years, was welcomed and asked to present her views and concerns. She said that since she has been the manager there has been an improvement in faculty submitting book orders by the date suggested by the store. She said last Spring was the best semester of her time as manager because by receiving 40% of the book orders by the date requested, the store was able to buy back more used books and, thus, was able to provide the students with more than \$200,000 for their used books. She said it would be even better if 70% of orders were received by the date requested for book orders and she asked what she could do to make it easier for faculty to get their orders in on time. She spoke about changes in course sections which are not reported to the bookstore in an effective way as an impediment to the store's ability to serve faculty and students.

Senator Orlanda Brugnola said she had submitted her book order on time, then personally checked to see whether her books were on the shelf, then reported they were not there, and yet

the books were still not available when classes began. Furthermore, her students were erroneously told that she had not ordered the books. Ms. Moore said that things were much less successful at the end of the Fall semester than they had been the previous Spring.

Senator Betsy Gitter complimented Ms. Moore on the improvements she has made as manager of the bookstore. She then asked about a long-standing complaint which seems to be only a John Jay phenomenon, that of allegedly late faculty books orders. She said she has called the bookstores on other CUNY campuses and asked about late book orders and none seem to have the problem. Ms. Moore said that other bookstore managers tell her that they do have this problem. She also said that faculty learning only at the last moment what courses they are teaching has contributed to problems in supplying books on time.

Senator Jodie Roure reported that the books for one of her courses were not in even by the mid-term exams. Ms. Moore replied that she could not get those books from the publisher and had to find bookstores that had the books in excess quantities, which is how she finally was able to get them. Senator Roure said this caused a terrible problem for her 165 students. Ms. Moore said the problem was that the book was back-ordered and had to be reprinted.

Senator Gitter said that there are immense structural problems and the “reproach approach” toward faculty has not worked. Senator P. J. Gibson said if faculty could be warned in time of problems which publishers are causing for the bookstore, we could change our syllabi.

Ms. Moore asked whether phonemail or email is the best way to contact faculty. Senator Gibson suggested communicating by several channels at once. It was pointed out that adjuncts seldom have individual voicemail, so a printed memo to the department is advisable. Senator Groneman pointed out that with 70% of our faculty being adjuncts who may not know they are teaching a course until the day before the semester starts, there is no way such faculty can have their book orders in on time. Senator Gitter said the issue of adjunct faculty book orders has to be handled through the academic departments and, she added, if there is more clarity about who is causing the late book orders it will put this issue to rest because there is no reason any faculty member in his or her right mind would submit a late book order since the course is destroyed if the books are not in.

Ms. Moore was thanked for accepting the Senate’s invitation. She said she found the discussion very helpful and thanked the Senate.

By a motion made and carried, the meeting was adjourned at 4:55 pm.

Submitted by,

Edward Davenport  
Recording Secretary  
&

Jodie Roure  
Associate Recording Secretary