

Faculty Senate Minutes #321

Thursday, January 31, 2008

3:20 PM

Room 630 T

Present (27): Erin Ackerman, Simon Baatz, Adam Berlin, Marvie Brooks, Dara Byrne, Elise Champeil, Edward Davenport, Virginia Diaz, Kirk Dombrowski, Janice Dunham, DeeDee Falkenbach, Gail Garfield, Konstantinos Georgatos, P. J. Gibson, Amy Green, Heather Holtman, Karen Kaplowitz, James Malone, John Matteson, Patrick O'Hara, Nicholas Petraco, Rick Richardson, Tanya Rodriguez, Nancy Ryba, Francis Sheehan, Shonna Trinch, Thalia Vrachopoulos

Absent (10): Myrna Archer, Teresa Booker, Marcia Esparza, Tim Horohoe, Richard Kempter, Jinwoo Kim, Ma'at Lewis-Coles, Evan Mandery, Raul Romero, Davidson Umeh

Guest: Professor Ned Benton

Agenda

- 1. Approval of the agenda**
- 2. Adoption of Minutes #320 of the December 13, 2007, meeting**
- 3. Update on John Jay's budget and a new budget process**
- 4. Department of Public Management's proposal for departmental reorganization**
- 5. Ratification of faculty for panels for campus visits of finalists for Provost**
- 6. Proposal for a panel to examine criminal justice education at John Jay**
- 7. Update on the Charter revision process**

1. Adoption of the agenda. Approved.

2. Adoption of Minutes #320 of the December 13, 2007, meeting

Minutes #320 of the December 13, 2007, meeting were adopted.

3. Update on John Jay's budget and a new budget process: Senators Kirk Dombrowski and Karen Kaplowitz and Professor Ned Benton [Attachment A]

President Kaplowitz explained the new investment plan our College is being asked to present to 80th Street by March 9th. She said the short turnaround time might mean that all the issues cannot be brought to the Senate for discussion. Senator James Malone said that he has the greatest confidence that Karen Kaplowitz, Kirk Dombrowski, and Ned Benton will represent the faculty well [Attachment A].

Professor Benton explained various ways John Jay is unjustly penalized fiscally and then explained how his data gathering would be used to rectify this in the future. He outlined the College's multi-year planning issues and considerations.

4. A proposal for departmental reorganization from the Public Management Department [Attachment B]

Professor Ned Benton explained that the proposal [Attachment B] from the Department of Public Management, of which he is the chair, is for his Department's division into three departments: Economics, Protection Management, and Public Management. He said that the issue of joint faculty appointments, which had been a complicated one and which had forced the Faculty Senate to postpone consideration of this resolution at its all-day meeting in December, is no longer an issue for any of the faculty members involved.

Senator Malone asked how many professors each of the new departments would have, if this proposal is approved, because a minimum number of seven faculty members is required for a department to exist. Professor Benton assured him that the minimum number of professors had been or would be hired by the time the division had taken place.

Senator Francis Sheehan suggested a language change in a sentence that appears four times in the document, once in each of the four sections regarding faculty seniority and tenure in the document, and that reads: "The following faculty members shall be members of the Department of Economics and shall retain their seniority and related appointment and tenure rights pursuant to the CUNY Bylaws and related policies"; the proposed change is to remove the word "their" so that the sentence reads ". . . and shall retain seniority . . . Professor Benton accepted this as a friendly amendment. Senator Richardson moved the proposal, which passed by unanimous vote.

The revision by the proponents to eliminate the joint appointments of the faculty that had been in the original proposal was supported. Given these two changes, the Faculty Senate endorsed the proposal by unanimous vote.

5. Ratification of faculty members for panels for campus visits of finalists for Provost

President Kaplowitz listed the self-nominated faculty members for the faculty panels that will review the finalist candidates for Provost. Senator Patrick O'Hara moved that the Senate officially ratify these two lists of faculty members as the official faculty screening panels which will meet candidates for provost on February 5, 6, 7, and 11, at 3:30 PM.

The Provost Search Committee will then meet on February the 14th and review the reports from the various screening panels. The Search Committee will then decide which of the candidates to recommend to President Travis. The College has hired a consultant, Clara Lovett, a former president of the University of Arizona, who is vetting all the candidates, some of whom are also candidates for other positions elsewhere. Professor Benton said that the new set of candidates is much better than the last set and President Kaplowitz said the new consultant is doing a much better job at assisting the search process than did the previous firm.

The Faculty Senate panel membership was ratified:

- Erin Ackerman – Government
- Simon Baatz – History
- Adam Berlin – English
- Dara Byrne – Speech, Theater & Media
- Kirk Dombrowski – Anthropology
- DeeDee Falkenbach – Psychology
- Amy Green – Speech, Theater
- James Malone – Counseling
- John Matteson – English
- Nancy Ryba – Psychology
- Thalia Vrachopoulos – AMP
- Agnes Wieschenberg (former Senator) – Mathematics

The Faculty At-Large panel membership was ratified:

- Amy Adamczyk – Sociology
- Andrea Balis – History/ISP
- Bettina Carbonell – English
- Sinkwan Cheng – English
- Michele Galietta – Psychology
- Katie Gentile – Counseling
- Allison Kavey – History
- Nivedita Majumdar – English
- Valli Rajah – Sociology
- Carolyn Reitz – English
- Marilyn Rubin – Public Management
- Valerie West – Law, PS, CJA
- Carl Williams – SEEK

**6. Proposal for the establishment of a panel to examine criminal justice education at JJ:
Senator Evan Mandery [Attachment C]**

Senator Evan Mandery is proposing the establishment of a panel to examine criminal justice education at the College [Attachment C]. President Kaplowitz explained that when the CUNY Board of Trustees approved our new Economics Major last semester, they thereby overturned the 1976 ban on liberal arts majors at John Jay, a ban which has shaped criminal justice education at the College for 22 years because all our new majors had to be connected to the College's criminal justice mission in some way.

Senator Amy Green asked if we should discuss this proposal without Senator Mandery's presence. President Kaplowitz said that Senator Mandery has expressly requested that his proposal be discussed by the Senate today even though he is unable to be present. VP Kirk Dombrowski questioned whether it is possible for a neutral panel to exist when this issue is an intra-departmental conflict.

Senator Shonna Trinch asked whether the Senate would be proposing this panel or just Senator Mandery. President Kaplowitz explained that if the Senate endorses the proposal, it would be the Senate. Senator P. J. Gibson said that for the Senate to back this proposal would be perceived as taking one side in a departmental fight which is not our business. Senators Nancy Ryba and DeeDee Falkenbach said they do not regard this proposal in that way but rather as an invitation to an open discussion. Senator Francis Sheehan said he is concerned about discussing this proposal when the person who is proposing it is not present despite that being the proposer's wish.

Senator Sheehan also said that even though Senator Mandery proposed this with all good intentions, he fears that the Senate will be interfering with the healing process which President Travis said is needed in the department. Senator Gibson said we are also not hearing what all sides of this proposal have to say.

President Kaplowitz said that the sense of the Senate clearly is that we should table this issue and ask Senator Mandery whether he wants to resubmit it in the same or in an amended form. There was consensus on this course of action. A motion was made to refer the proposal back to Senator Mandery for two purposes: first, to request that Senator Mandery consult with the Department of Law, PS & CJA and garner the support of that Department for his proposal before resubmitting it to the Senate; and, second, that if resubmitted the proposal include a suggestion for the composition of the task force and for a method for selecting the members. The motion was adopted by unanimous vote.

7. Update on the Charter Revision [Attachment D, E]

The Senate reviewed a summary document, dated January 3, 2008 [Attachment D] showing the

proposals thus far from faculty, administration, HEOs, Students, and from the Working Group. The Senate also reviewed the most recent draft revision of the Charter, dated January 30, 2008 [Attachment E]. The Senate commended the work of the Senate's representatives on the Working Group and thanked them for their work on this important initiative.

The meeting adjourned at 5 PM.

ATTACHMENT A



Vice Chancellor for Budget and Finance
535 East 80th Street, 5th Floor
New York, NY 10021
Tel: (212) 794-5403

January 4, 2008

To: Jeremy Travis
President, John Jay College

From: Vice Chancellor Ernesto Malave *Ernesto Malave*

Subject: John Jay College Investment Plan

At our meeting on December 7th to discuss the progress of the John Jay College Investment Plan, the College requested the approval of 12 additional faculty lines. After a review by the University of the current status of the Investment Plan as well as John Jay's overall fiscal condition, we are releasing 6 of the faculty lines at this time. These positions will be funded at an annual rate of \$55,000 along with support costs of \$4,000 per employee. An allocation will be provided later in the year via budget certificate to cover the pro-rated portion of these costs in FY2008. These 6 faculty lines will be fully funded in the FY2009 Initial Allocation.

In addition, a \$1 million baselined revenue target reduction for John Jay has been authorized, effective immediately. It is my expectation that this action will enable the College to end FY2008 in a strong fiscal position, as well as assist John Jay in meeting its planned objectives for FY2009.

In July 2006, John Jay College submitted a final draft of its Investment Plan strategy and goals to the University. Given that the majority of these targets have not been realized, a new comprehensive Plan should be developed and submitted to my office for review. This revised submission should include a full, multi-year staffing plan that reflects realistic assumptions of new faculty hires, resultant adjunct savings, and other personal service expenditures. The College's FY09 Compact plan should be included as part of this revised Investment Plan.

Once the new Plan has been submitted and reviewed, our offices can meet to further discuss the comprehensive strategy for FY2009 and the out-years. Once that process has been completed, the University will determine the level of funding that will be advanced in support of the Plan.

If you have any questions or concerns, please let me know. I look forward to our continued collaboration in this critical endeavor for John Jay College.

c: Chancellor Matthew Goldstein
Senior Vice Chancellor Allan Dobrin
Senior Vice Chancellor Selma Botman
Budget Director Matthew Sapienza
Deputy Budget Director Cathy Abata

ATTACHMENT B



REORGANIZATION PLAN

**DEPARTMENT OF PUBLIC MANAGEMENT
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
CITY UNIVERSITY OF NEW YORK**

When the Department of Public Management was created, the three divisions always envisioned that each division would eventually emerge as a separate department. The following is our plan as to how to implement this settled expectation of the three faculties.

The Charter

The following is the Charter language about the combination and separation of departments.

In order to exist as a departmental entity, a discipline is required to have a minimum of seven full time members and be approved by the College Council except that the disciplines of African American Studies, Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one or more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.

Based on the language of the Charter, the faculties in the three divisions of the Department of Public Management propose a reorganization plan that will achieve the following objectives:

- The three disciplines would eventually emerge as three distinct departments.
- Initially, the departments would function in an operational alliance based on a memorandum of understanding (MOU) which would provide that, until the departments are relocated when Phase II opens, they would continue to occupy their current general locations within North Hall, and would coordinate the deployment of support resources in the current manner. The three department chairs would create an interdepartmental management committee to coordinate the operational supervision of support staff.
- Even after the relocation associated with Phase II, the departments would continue to function in a synergistic relationship, particularly because many of the programs that we offer include courses offered by the three faculties.

The following is a potential series of steps to implement this plan:

- The Public Administration Division faculty would vote to be separated from the Department of Public Management, creating a new Department of Public

Administration, effective Fall 2008. This re-separation of the faculty of previously merged department/discipline is explicitly envisioned by the last sentence of the current charter provision which reads as follows: *If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.*

- The Economics faculty of the Department of Public Management (consisting of Hoffman, Hamilton, Azfar, Warburton, Palm, LaSalle and one other faculty member in a position currently being recruited) would also vote to be separated from the Department of Public Management as the Department of Economics, effective Fall 2008. This re-separation of the faculty of previously merged department/discipline is explicitly envisioned by the last sentence of the current charter provision which reads as follows: *If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.*
- Once those separations had taken place, the Department of Public Management would consist of the remaining Fire Science faculty, consisting of Corbett, Groner, Till, Col, and Graham. In addition, faculty members from other departments or disciplines related to Fire Science, Protection and Security Management and Emergency Management may want to join this department. Effective Fall 2008, this department could be renamed the Department of Protection Management. At the time that the Department is renamed, and depending on decisions by other faculty members in other departments, the concept of including the Security Management undergraduate major might be considered.
- Any faculty member desiring a joint appointment across two departments would be permitted such an appointment as long as the faculty member has taught courses in the discipline of the second department in the past or could be expected to teach such courses in the future. Examples of faculty members who might be expected to consider joint appointments would include Corbett (PA), Groner (PA), Col (PA), Graham (ECO), Benton (PMT), Rubin (ECO), Palm (PAD), LaSalle (PAD) and others. Furthermore, other faculty members from other departments are invited to consider joining the new entities.
- The resulting departments would resolve, by memorandum of understanding approved by each of the three faculties, to operate jointly with respect to support operations until the year that Phase II opens, with one chair designated as the lead chair for purposes of supervision of operations and support staffing. At the time of Phase II completion, the departments will review the arrangement and consider how to proceed.

These changes represent incremental steps in a process that has been anticipated since the times of the mergers of the three divisions.

The result would be three departments with distinct disciplinary foci, undergraduate majors related to the disciplines, and significant levels of participation in the MPA and PMT graduate programs.

ATTACHMENT C

To: The Faculty Senate
From: Senator Evan Mandery
Re: A proposal

Agenda item #6: Proposal that a panel of faculty, administrators and students – on the model of the Critical Choices committee – be established to examine the structure of the college with respect to criminal justice education: Senator Evan Mandery

On behalf of all of the signatories to the proposal for a department of Crime, Law & Policy, I propose that we take the occasion of the new year to begin anew the John Jay community's conversation about the merits of our proposal and, more generally, the question whether the college's structure is ideally suited to serve the needs of our students and to compete with our leading rivals. To this end, I propose two specific measures:

First, I am asking the Executive Committee of the College Council and the Executive Committee of the Faculty Senate to postpone formal consideration of the proposal until the Fall 2008 semester. It strikes me that a period for further deliberation would be useful for a host of reasons. I hope that we use the additional time to brainstorm, discuss the strengths and weaknesses of the proposal, to develop possible alternatives, and to listen further to the concerns of all of the stakeholders involved in this issue.

Second, I am asking the Executive Committee of the Faculty Senate to place on the agenda of the Faculty Senate's first spring meeting a proposal that President Travis convene a panel of faculty, administrators and students – on the model of the Critical Choices committee – to examine the structure of the college with respect to criminal justice education. I think it is now obvious to everyone at the College that the issues raised in our proposal are sensitive ones and, more importantly, issues that affect every student and every faculty member at the College. I was part of the first Critical Choices committee and thought that it worked exceptionally well. Its conspicuous strength, in my opinion, was that it sought to educate the College community in a neutral manner about the possible options available and the implications of these various courses of action. I think this exercise would be exceedingly useful again. With hard work through the spring and summer, such a committee could be in a position to inform the College's discussion next fall.

Like many people at the College, I have followed with interest the discussion of my proposal. I did not think during the discussion period – and do not think now – that it would be useful for

me or any of my colleagues to respond to all of the arguments that have been raised. My hope is that we can use the next few months to listen to one another more carefully and pursue this conversation with greater nuance and dispassion. Let me just add one perspective that has not been heard to this point. As the person who compiled this proposal and ultimately attached his name to it as the lead signatory, I was in the unique position of receiving everyone's feedback on the proposal. Each and every person who ultimately signed the proposal had their own changes that they would have made and their own reservations. Each signed on because they wanted to begin a discussion about a set of issues and believed that this discussion could only occur productively with a specific idea to focus the conversation. All of us had and continue to have open minds. Much of this process has been falsely adversarial to this point. Everyone who has presented a view on this issue wants the same thing: the very best for the students of John Jay. I am optimistic that by beginning with a clean slate we can produce a consensus that addresses the concerns that my colleagues and I outlined in our proposal and the important reservations that have been expressed by the members of my own department.

**Charter Revision
Proposals
January 3, 2008**

ATTACHMENT D

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>1. Article I, Section (a) (1): Faculty</p> <p>Faculty is allotted 28 out of 56 seats. Faculty representatives are "reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allocated according to any method duly adopted by the Faculty Senate."</p>	<p>Currently the faculty comprises 50% of the voting membership of the College Council. The governance structures of the First Tier CUNY senior colleges allocate a substantial majority of voting seats to faculty, in three cases – Baruch, Brooklyn and CCNY - 100% of the voting members are faculty. A substantial faculty voting majority would be consistent with the policy, academic and curricular responsibilities of the Council, and would reinforce the College's plan to be a leading first tier senior college.</p> <p>The two current sentences also set forth contradictory methods of allocation.</p>	<p>Delete reference to the number of faculty members. The number of voting faculty members should be one per department, plus an additional number of voting faculty members, to be designated by the Faculty Senate, so that 75% of the voting seats are held by members of the faculty. In principle the percent should be no less than the norm of the First Tier CUNY senior colleges.</p> <p>The seats designated by the Faculty Senate would be allocated according to a method adopted annually by the Faculty Senate. The four Faculty Senate adjunct members shall be ex officio members without vote.</p>	<p>75% faculty would require a College Council of 116 members. Unmanageable size. Propose that CC have 69 members: 42 faculty (60%)/ 27 non-faculty:</p> <ul style="list-style-type: none"> -President -Provost -VP Finance and Admin -VP Student Development -VP Enrollment Mgmt -Graduate Dean -Undergraduate Dean -Dean of Research -20 faculty elected by departments and library -21 faculty elected by Faculty Senate including representatives of interdisciplinary, graduate and doctoral programs -Faculty Senate President -13 Students -5 HEOs -1 non-instructional staff representative 	<p>CC composed of 69 members: 42 faculty (60%) 27 non-faculty:</p> <ul style="list-style-type: none"> -President -Provost -VP Finance and Admin -VP Student Development -VP Enrollment Mgmt -Graduate Dean -Undergraduate Dean -Dean of Research -5 HEOs -1 non-instructional staff representative -13 Students -42 faculty: <ul style="list-style-type: none"> - President of Faculty Senate -a representative elected by each academic department -remaining faculty allocated according to a method adopted annually by the Faculty Senate. Up to two members may be adjuncts. <p>Faculty Senate and the Council of Chairs submit new proposal that the faculty hold 66% of the seats. Would add 8 faculty if non faculty remains at 27.</p>	<p>Increase the number of HEOs on College Council from 5 to 7</p> <p>Rationale: Seven (7) HEOs on the College Council will better represent this constituency.</p>	<p>Keep student representatives at 15.</p>

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>2. Article I, Section (a) (1): Faculty The "faculty" consists of all members of the instructional staff in full and part time titles of: . . . College Laboratory Technician . . .</p> <p>Article II, Section 1: Departments Each full time member of the instructional staff shall be allowed one vote in all College and Departmental elections.</p>	<p>In contrast to sections 9.1 and 8.1 of CUNY BOT Bylaws, our Charter includes CLTs in its definition of "faculty" and permits them to vote in departmental elections. Questions have been raised about this inclusion and whether CLTs are eligible for election to Council posts.</p> <p>Article I, Section (a) (1) could be interpreted as permitting CLTs to vote in Council elections and to run for Council positions.</p>	<p>The Charter should explicitly state that, consistent with CUNY BOT Bylaws, CLTs are not eligible to vote in departmental or college elections concerning personnel, academic policy or curricular issues, nor serve on department or college committees with responsibility for personnel, academic policy or curricular issues.</p>	<p>Concur with faculty</p>	<p>Amend consistent with CUNY BOT Bylaws by deleting reference to CLTs.</p>	<p>Clarification of HEOs who teach as adjuncts. They should have voting rights if elected.</p>	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
3. Article I, Section 3(b): Students Student representatives are listed as: Executive Officers of the Student Council – 4; Graduate Students – 2; Senior Class – 2; Junior Class – 2; Sophomore Class – 2; Freshman Class – 2; At Large – 1.	<p>Although it has always been assumed that class representatives are selected from those elected to Student Council, it is not explicitly stated in the Charter.</p> <p>Furthermore, based on the Perez decision, the influence of each seat on the Council is enhanced. Student attendance rates for CC meetings lags behind the norm this year: 27% to 40% of students 68% to 75% of faculty 57% to 86% of admin. 100% of HEOs</p>	<p>Clarify intent that class representatives are to be selected from those already elected to those posts for Student Government.</p> <p>Review the number and voting status of non-instructional members in light of CUNY norms and Perez.</p>	<p>Absolute majority rule makes attendance of every member critical. Propose eliminating two first year student representatives. Seats are hard to fill and students should earn way onto Council.</p> <p>Students comprise 27% of JJ reps. Student representation varies widely among CUNY colleges.</p>	<p>Amend so that students comprise 19% of College Council representatives and require a minimum of 30 credits for membership.</p> <p>Discuss with students whether undergraduate representatives should be elected according to their sophomore, junior and senior status.</p>	Concur	<p>Student representatives are those selected via annual Student Government elections: the two (2) students from each class who received the highest number of popular votes would automatically serve on the College Council.</p>

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
4. Article I, Section 4(b): Qualification for Council Membership Any student, whether part time or full time, who is in good academic standing is eligible for election to the Council.	<p>Our student government charter requires a 2.5 GPA for undergraduates and a 3.0 for graduate students serving on the Council.</p> <p>As of June 2006, the CUNY Eligibility Guidelines apply to student council membership and student service on related committees. Full-time students must carry 12 credits and part-time students must carry 6 credits.</p>	We should maintain our current GPA requirements and adopt the CUNY credit load requirement.	Concur	Amend to maintain our current GPA requirements and adopt the CUNY credit load requirement.	Concur	The Eligibility Guidelines require undergraduate students to obtain at least a 2.3 grade-point average for positions, and that full-time students must carry twelve (12) credits and part-time students must carry six (6) credits. Permission to impose higher academic standards is obtained by Bd. of Trustees approval of section.
5. Article I, Section 3(c): Administration 6 seats include: President/ Provost/ VP Student Affairs Vice President for Administrative Affairs Dean of Graduate Studies Dean for Admissions and Registration	<p>Title updates must be made throughout the Charter</p> <p>Dean of Undergraduate Studies should be a voting member of the College Council.</p>	<p>Titles Changes: Senior Vice President for Finance and Administration, Vice President for Enrollment Management.</p> <p>Add Dean of Undergraduate Studies as a voting member and the Dean of Research as a non-voting member.</p>	Propose that Dean of Research be a voting member	Amend to change titles, add Dean of Undergraduate Studies and Dean of Research as voting members.	Concur	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
6. Article I, Section 3(f): Ex-Officio Members Director of Financial Affairs and Planning	Title update	Title: Executive Director of Finance and Business Services Remove Dean of Undergraduate Studies as ex-officio.	Concur	Update Titles	Concur	
7. Article I, Section 4(d): Qualification for Council Membership-Alumni Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.	States that alumni representative should not be enrolled. Unrealistic to have alumni come in for meetings; important to fill seats with those who can attend because of stringent quorum requirements.	Designate the Alumni representative as ex-officio without vote. The representative should not be a current employee nor currently enrolled student.	Propose that this representative be eliminated	Amend to delete reference to alumni representative	Propose that Alumni Affairs Director be the alumni representative.	The alumni voice is very important to maintain in order for the College to be informed of the progress of its graduates, for institutional growth, and for the currently-enrolled students to receive valuable information concerning post-graduate success. In order to ensure participation of alumni members, Council must implement improvements to the selection process, along with realistic incentives. Can be employee.

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
A. Union representation on the College Council	There is need to improve union representation on the College Council. Designate a representative of each college union as a non-voting member of the College Council, who does not count in the quorum. Change the non-instructional staff representative to a non-voting member	Each union may elect a non-voting representative on the College Council.	General disagreement with principle of non-voting membership.	Maintain status quo without representatives for each union.	Concur	
8. Article I, Section 5: Qualifications for Voting Section 5(a) Each full time member of the instructional staff shall be allowed one vote in an election of Council members and <i>each part time member, one-half vote.</i>	First section gives all part time instructional staff one-half vote in Council elections. Second section, which applies to all College elections, only gives one-half vote to part time members who have served for four semesters.	Amend Article I, Section 5 limit voting in departmental elections to fulltime (not substitute or visiting) members of the faculty. HEOs (who are part of the instructional staff) would still be able to elect HEO representatives on the Council.	Concur that adjuncts and substitutes should not vote in department or college-wide elections. Must clarify definition of "faculty" and "instructional staff."	Amend definitions and clarify that adjuncts and substitutes cannot vote in department or college-wide elections, except for adjunct representatives to the Faculty Senate. This is consistent with CUNY BOT Bylaws.	Clarification of the voting and non-voting rights of HEOs who teach as adjuncts	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>9. Article II, Section I: Departments</p> <p>Each full time member of the instructional staff shall be allowed one vote in <i>all</i> College and Department elections. Each part time member who has served four semesters shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve.</p>	<p>Ambiguity as to adjunct's right to vote on departmental policies and serve on departmental and college-wide committees or bodies.</p>	<p>Explicitly state that adjuncts and substitutes are not entitled to vote on departmental policies and curricular issues and elections. This is consistent with CUNY BOT Bylaws.</p> <p>Explicitly state that adjuncts and substitutes may not serve on or vote for membership on departmental or college-wide committees or bodies unless expressly authorized by the College Charter.</p>	<p>Concur with restricting adjunct and substitute voting rights.</p>	<p>Amend by restricting voting rights in department and college-wide elections to full-time, tenured or tenure track, faculty.</p> <p>Up to two adjunct faculty may serve on the College Council through a mechanism determined by the Faculty Senate.</p>		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>10. Article I, Section 10(b): Committee on Curriculum</p> <p>A Committee on Curriculum shall consist of the following members: the Provost and the Vice President for Academic Affairs, chairperson; the Dean of Undergraduate Studies, the chairperson of each of the teaching departments, the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and five students, nominated by the Student Council and elected by the College Council. Other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Vice President for Academic Affairs shall provide a secretary to the Committee.</p>	<p>Review of committee membership</p> <p>Title Changes</p>	<p>Add the Academic Director of Undergraduate Studies as a non-voting member of this committee.</p> <p>Designate the Vice President for Enrollment Management as an ex-officio non-voting member, in place of the Dean for Admissions and Registration.</p> <p>Review the voting status of other non-instructional members. In particular, designate the student members as non-voting.</p> <p>Require that departmental representatives must be elected from among the following full-time members of the department: chair, deputy chair, departmental curriculum committee chair, or coordinator of undergraduate program or major. In instances when this is not possible, the department shall elect a representative who is a full-time member of the department.</p>	<p>Propose that Academic Director of Undergraduate Studies and Vice President for Enrollment Management be voting members. Non-voting membership unduly restricts influence and makes role more difficult.</p> <p>Agree that 5 students on the committee impacts quorum and the committee's ability to conduct business. This year students did not follow procedure to submit their nominations to the College Council for the election of student representatives. Therefore, no students attended meetings. Alternative might be to reduce number of student representatives from 5 to 3.</p> <p>Recommend eliminating this list and requiring that chairs or tenured faculty serve.</p>	<p>Amend to change titles and streamline committee by amending membership. Committee composition:</p> <ul style="list-style-type: none"> - 9 full-time faculty elected at large to 3 yr staggered terms after initial election. No department may have more than one member on the committee at any time. - Provost - Undergraduate Dean - VP for Enrollment Management - 1 student <p>All members are voting members.</p> <p>Faculty revised proposal to require that one full-time faculty member be elected by each academic department.</p>		<p>Designate four (4) student members with full voting privileges, all of whom consisting of the executive members of the Student Council. This body wields broad powers that greatly affect our massive student populous.</p>

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
AA. Term of service on the Curriculum Committee	Two-year term may be impractical given changes proposed in item 10.	Eliminate the requirement that members serve a 2-year term.	Disagree. Good to have continuity. Faculty can resign if burdensome.	Amend to three-year staggered terms		
11. The Charter does not designate a chair for most Council committees.	The result is that some committees remain dormant because no member takes responsibility to call the first meeting.	President, in consultation with the Executive Committee, appoints the committee convener who chairs the initial meeting where a chair is then elected. This applies unless otherwise specified in the Charter.	Agree that President appoint committee conveners but should not require consultation with Executive Committee.	President can appoint committee conveners. Committees then elect chairs.	Concur	
12. Committee reports	No requirement for committee accountability.	Committees should submit yearly reports in writing it to the Council about their activities, including attendance records.	Concur that attendance records should be included in annual reports.	The chair of each committee will be required to submit written annual reports to the College Council which will include attendance reports.	Concur	
13. Article I, Section 10(e): Judicial Committee	This section was replaced by CUNY BOT Bylaws section 15.5. Although the College is following Bylaw requirements, this is not reflected in the Charter.	Amend consistent with CUNY BOT Bylaws section 15.5.	Concur	Amend to reflect Bylaw changes.		Stipulate current selection process of student representatives.

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
14. Article I, Section 10 (f): P&B P&B membership includes: two students nominated by the Student Council and elected by the College Council.	The inclusion of students in P&B deliberations and votes is a highly unusual practice in CUNY and nationally, and the practice at John Jay should be assessed in light of academic norms associated with the responsibilities and functions of the P&B.	This should be carefully assessed with attention to national and CUNY academic norms.	Concur that student representation on this committee is not appropriate and raises the potential for a conflict of interest. Only two other CUNY colleges have student reps on P&B.	Amend to eliminate student representatives.		Designate four (4) student members with full voting privileges. This body wields broad powers that greatly affect our massive student populous. Also, student members should maintain voting status with regard to faculty reappointment, promotion, and tenure.
B. P&B as Budget Committee	Need for ongoing reporting	The President or his designee shall make quarterly reports to the Budget Committee describing the status of the college budget, expenditures and general financial condition on an all-funds basis.	Concur with reporting requirement. Semester reporting cycle more realistic than quarterly reports.	Amend to require quarterly reports.	Concur	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
C. P&B Membership	Need to assure sufficient members for quorum.	Add two more seats to the three elected faculty members for a total of five. The two with the lower number of votes are designated as first and second alternate members. They fully participate without vote on the review committees and in the full committee, unless an alternate is replacing an absent faculty member, in which case the alternate member is permitted to vote.	Add Dean of Research as a voting member Disagree with idea of alternates. No consistency in decision making; no incentive for alternates to attend.	Amend to include the election of six at-large faculty representatives. Three alternates will be chosen from among the at-large representatives in order of vote tallies.		
D. Rank of P&B At-Large Faculty	These faculty members should hold the rank of Associate or Full Professor in order to be able to vote for promotions to full professor.	Require that at-large representatives be tenured faculty members holding the rank of associate or full professor.	Concur	Amend to require that at-large representatives hold the rank of tenured associate or full professor.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
P&B Executive Committees	<p>During searches, at times decisions need to be made quickly about terms of initial appointment. The Personnel Executive Committee would be authorized to act for the P&B in limited situations under guidelines approved by the P&B.</p> <p>The Budget Executive Committee would correspond to the "budget working group" which currently meets for budget consultation.</p>	<p>The Personnel Executive Committee shall consist of the President, the Provost and the Chairs of the various review committees.</p> <p>The Budget Executive Committee (BEC) shall be co-chaired by the Provost and the Vice President for Finance and Administration, and shall include the President, the Executive Director for Finance, the Dean of Human Resources, the Vice President for Enrollment Management, the President and Fiscal Committee Chair of the Faculty Senate, the Chair and Vice Chair of the Council of Chairs and a member of the Council of Chairs designated by the Chair of the Council of Chairs. At appropriate times, the BEC shall be informed and consulted about the President's proposed budget request to the Chancellor, the College's budget allocation from CUNY, and any other major proposed budget initiatives including the allocation within the College of budget resources and faculty lines. At least quarterly, the BEC shall receive a report on the College's tax-levy and non-tax-levy revenues and expenditures. The BEC may make budget recommendations to the President and the College Budget Committee.</p>	<p>Disagree with need for executive committees. Propose a formal and separate budget committee of 20 to provide advice and input regarding budgetary matters President, (chair), SVP for Finance and Administration, Provost, AVP for Strategic Planning, AVP for Enrollment Management; President and VP of the Faculty Senate, Chair of the Faculty Senate Fiscal Committee and fourth member chosen by the Senate President from the Executive Committee of the Faculty Senate; Chair and V C of the Council of Chairs, two other members designated by the Chair of the Council of Chairs from its Executive Committee; chair of College HEO Council, two elected members of the HEO Council; the President of Student Council, two members of the Student Council elected by the group; and the classified civil service rep on the College Council.</p>	<p>Amend to form a separate budget committee. Composition: SVP for Finance and Administration, Provost, AVP for Strategic Planning, VP for Enrollment Management; VP for Student Development; Dean of Research; Executive Director of Finance & Business Services; the Dean for Human Resources; President and Vice President of the Faculty Senate, Dean of Graduate Studies; Dean of Undergraduate Studies; Chair and Vice Chair of the Faculty Senate Fiscal Committee; all Academic Department Chairs; the chair of the College HEO Council or designee and two other members of the HEO Council elected by the group; the President of the Student Council or designee and two other members of the Student Council elected by the group; and the member of the non-instructional staff who serves on the College Council.</p>	<p>Include the president of the HEO Council or designee on the Budget Executive Committee.</p> <p>Amend the title chair to president.</p>	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
		<p>The College Budget Committee may establish bylaws to further specify the functions of the BEC. The BEC shall consult with the President in developing an annual budget report to the College community.</p>		<p>Amend to establish Financial Planning Subcommittee. Composition: Senior Vice President of Finance & Administration; Provost; President of the Faculty Senate and Chair and Vice Chair of the Faculty Senate Fiscal Committee; and Chair and Vice Chair of the Council of Chairs and a third member chosen by the Council; the Chair of the HEO Council.</p> <p>The Financial Planning Subcommittee will meet with the SVP of Finance and Administration on a periodic basis in the development of the College's Annual Financial Plan.</p> <p>The Executive Director of Finance & Business Services; and the Dean for Human Resources shall staff the subcommittee with other staff as required.</p> <p>Concur not to include P&B executive committee or budget executive committee</p>	Concur	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
S. Voting Status of P&B Members	Primarily faculty members should vote in faculty reappointment, promotion and tenure of faculty members.	Limit P&B voting to faculty members and the Provost and the Vice President for Student Development, who is a department chair. All other members should have non-voting ex-officio status.	Disagree with proposal to limit deans to non-voting status.	Amend to add Dean of Research. All members will have voting rights, with the exception of the alternates who shall vote only if members are absent.		
AI. P&B Personnel Committee invited membership.	The last sentence of the first P&B paragraph relating to personnel, concerning invited members, is intended for the "B" not the "P."	Delete or move the sentence.	Concur	Amend to delete last sentence of section.		
AK. P&B Appeals - Article I Section 10.f.2	The term "status" has no meaning in this context.	Delete the term "status" and amend to include the phrase "reappointment, tenure, promotion and compensation" in this section. Also, determine that the new P&B bylaws define how compensation appeals take place.	Concur	Amend to delete "status".		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
AJ. P&B appointment approval	The Charter and the CUNY BOT Bylaws should be evaluated to determine whether these documents require that the P&B make recommendations about new faculty appointments.	<p>This section should include Distinguished Professors and Distinguished Lecturers among the categories of faculty whose actions are subject to consideration by the P&B.</p> <p>If the P&B must review and recommend new appointments, then an efficient and fair approach should be defined in the Charter and the P&B bylaws.</p> <p>If not, the Charter should at a minimum require P&B review and recommendation for any appointment at the rank of full or distinguished professor, or any appointment with tenure where the candidate does not hold tenure elsewhere already.</p>	P can review new hires via yearly joint resolutions. This should be incorporated into the bylaws.	Concur with joint resolutions for new faculty appointments. Include this procedure in bylaws.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>15 Article I, Section 10(g) = Committee on Graduate Studies Membership: Dean of Graduate Studies, Dean of Students, Dean for Admission and Registration, member of Library, Graduate Program Coordinators, BA/MA Coordinator, two graduate students.</p>	<p>Additions and modification of membership</p>	<p>Title and status changes: Vice President for Enrollment Management as ex-officio non-voting member.</p> <p>College Council voted to include the Chief Librarian with vote. Include this in the revision.</p> <p>Review the number and voting status of other non-instructional members. In particular, designate the student members as non-voting.</p>	<p>Propose that Vice President for Enrollment Management and the Academic Director of Graduate Studies be voting members. Non-voting status unduly restricts influence and makes role more difficult.</p> <p>Keep two student representatives.</p>	<p>Amend to change titles and include Librarian. All members shall have the right to vote with the exception of votes on faculty appointments. Only faculty members may vote on these faculty appointments.</p> <p>Amend to include one student representative.</p>	<p>Include the Director of Graduate Admissions as a <u>voting member</u> of the Committee on Graduate Studies.</p>	<p>Designate four (4) graduate-student members with full voting privileges. This body wields broad powers that greatly affect graduate studies and, as a result, affect our massive undergraduate student populous. Council should consider realistic incentive plans (credits for course work, awards, etc.) to encourage participation and secure membership retention. Committee needs to better publicize their meeting schedules so student members—as well as the entire College community—may be made fully aware as to when and where the meetings are being held.</p>

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
T. Selection and Terms of Office for Graduate Program Directors, and Designation of the Faculties of the Graduate Programs	The Charter is silent as to how Graduate Program Directors are selected, and their terms of office.	<p>Graduate Program Faculties shall consist of those members of the full-time faculty, approved by the Committee on Graduate Studies, and who meet other requirements established in program bylaws which shall be adopted by the faculty of the program to which membership would apply.</p> <p>Program Directors shall be selected by vote of the Program Faculty to a three-year term of office, and are eligible for re-election without term limitation.</p>	<p>Propose that graduate program faculties consist of those members of the full-time faculty <i>who have achieved success in pursuing a research or creative agenda or have appropriate professional experience and</i> meet other requirements established in program bylaws which shall be adopted by the faculty of the program to which membership would apply, <i>and who have been nominated by the Committee on Graduate Studies subject to approval by the President.</i></p> <p>Program Directors should be <i>nominated</i> by vote of the Program Faculty to a three year term of office <i>subject to approval by the President.</i> Program Directors are eligible for re-election without term limit. <i>Program Directors shall be evaluated annually by the Dean of</i></p>	<p>Amend to state that graduate program faculties consist of those members of the full-time faculty who have achieved success in pursuing a research or creative agenda or have appropriate professional experience and meet other requirements established in program bylaws which shall be adopted by the faculty of the program to which membership would apply, and who have been nominated by the Committee on Graduate Studies subject to approval by the Provost.</p> <p>Program Directors should be nominated by vote of the Program Faculty to a three year term of office subject to approval by the Provost. Program Directors are eligible for re-election without term limit. Program Directors shall be evaluated annually by the Dean of Graduate Studies based on criteria established in consultation with the Committee on Graduate Studies. Program Directors can be removed by the President for cause.</p>		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>17. Article I, Section 10(1) Committee on Student Evaluation of Faculty</p> <p>The committee shall be responsible for a continuous review of faculty evaluation procedures; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures.</p>		<p>Eliminate this committee. Assign this function to the College P&B, which is the primary user of this information and is most aware of shortcomings and deficiencies of the evaluation instrument and of its analysis.</p>	<p>Disagree with proposal that P undertake this function.</p> <p>This evaluation instrument must be developed with student input. If there is no student representative on the P&B, and the function is delegated to that committee, the proposal forecloses that possibility. There is also a serious concern that the P does not have the time to do this work.</p> <p>Alternative is to keep committee but rethink membership and student role in evaluation and feedback.</p>	<p>Amend to eliminate committee. Executive Committee will create task force to review student evaluation forms every 3 years. Will be part of bylaws.</p>		<p>Continue this Committee as it serves a vital function by allowing students (through their representatives on this body) to voice feedback concerning their teachers, under the guises that recipients of the faculty's teachings serve as the best evaluators. Also, this Committee provides an additional method of reviewing faculty thus helping to ensure instructional quality. Because the Provost is not the recipient of the faculty's teachings, he/she could serve by monitoring and reviewing the work of this Committee. Continue committee with membership no less than two (2) students with full voting privileges. Council should consider realistic incentive plans (credits for course work, awards, etc.) to encourage participation and secure membership retention.</p>

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
<p>18. Committee on Undergraduate Academic Standards and Admissions</p> <p>Members: Dean of Undergraduate Studies, Dean of Students, Dean of Admissions and Registration, Chairperson of the Council of Chairs, President of the Faculty Senate, one full-time member of each academic department and five student representatives</p>	<p>Title and status changes and addition.</p>	<p>Title and status changes:</p> <p>Eliminate Dean of Admissions and Registration and add Vice President for Enrollment Management as an ex-officio non-voting member.</p> <p>Add Academic Director of Academic of Undergraduate Studies as a non-voting member.</p> <p>Modify the status of the five student representatives to non-voting.</p>	<p>Propose that Vice President for Enrollment Management and Director of Academic Undergraduate Studies be voting members.</p> <p>Proposal unduly restricts influence and makes role more difficult.</p> <p>Agree that 5 students on the committee impacts quorum and the committee's ability to conduct business. Note: This year students did not follow procedure to submit their nominations to the College Council for the election of student representatives. Therefore, no students attended meetings. Alternative might be to reduce number of student representatives from 5 to 3.</p>	<p>Streamline committee by amending membership.</p> <p>Committee composition:</p> <ul style="list-style-type: none"> - 12 full-time faculty elected at large to 3 yr staggered terms after initial election. No department may have more than one member on the committee at any time. - Undergraduate Dean, chair - VP for Enrollment Management - VP for Student Development - 1 student <p>All members are voting members.</p>		<p>Designate six (6) student members with full voting privileges. This body wields broad powers that greatly affect our massive student populous. Council should consider realistic incentive plans (credits for course work, awards, etc.) to encourage participation and secure program retention.</p> <p>Committee needs to better publicize their meeting schedules so student members—as well as the entire College community—may be made fully aware as to when and where the meetings are being held.</p> <p>The requirement of a 3.2 grade-point average is unnecessarily high and should be changed to 3.0.</p>

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
G. Admissions Committee	Reconstitute the Admissions Committee as a subcommittee of the Undergraduate Standards Committee. This is similar to the Graduate Studies Committee which is responsible for admissions policies.	Formally define the committee in the Charter as a subcommittee of the Undergraduate Standards Committee.	Concur with establishment of an Admissions Committee. Composition: VP for Enrollment Management (Chair) and Director of Undergraduate Admissions must have a vote. The majority of committee members should be faculty.	Merge with Undergraduate Academic Standards Committee	Concur	
19. Article I, Section 10: Comprehensive Planning Committee	On April 14, 1999, the Council voted to include this committee in the Charter. Amendment was not forwarded to the Board of Trustees.	The 1999 proposal should be reviewed, updated, and integrated into the proposed document, rather than submitted separately. The function of the committee should be examined to include a central role in the assessment, planning and allocation of space, as recommended in the CAP.	Committee cannot play central role in space allocation. This is an administrative function.	Propose a Planning and Assessment Committee that provides guidance for comprehensive planning for the College including development of major planning documents and accreditation studies, related process and outcome assessment and space planning. Committee chaired by AVP for Strategic Planning. Membership shall be established in bylaws.	Concur	Council should consider realistic incentive plans (credits for course work, awards, etc.) to encourage participation and secure membership retention. Committee needs to better publicize their meeting schedules so student members—as well as the entire College community—may be made fully aware as to when and where the meetings are being held.

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
20. Special Committees	Consider whether to establish certain special committees as standing committees.	The faculty recommends that the following committees be established as Charter committees under the College Council: Ceremonial Committee, Faculty Elections, Committee on Undergraduate, Honors, Prizes and Awards, Research Advisory Committee.	Research Advisory Committee should not be part of governance structure.	Ceremonial Committee Faculty Elections Committee on Undergraduate, Honors, Prizes and Awards, and Research Advisory Committee will be included in the bylaws. Merge functions of Committee on Diversity with Affirmative Action Committee and remove as Charter committee.	Concur	Concerns those committees under consideration to be elevated to standing committees, which include but are not limited to: Ceremonial Committee; Faculty Elections, Committee on Undergraduate, Honors, Prizes and Awards. Student representation on these Committees should consist of no less than three (3) students with full voting privileges. Council should consider realistic incentive plans (credits for course work, awards, etc.) to encourage participation and secure membership retention. Committees need to better publicize their meeting schedules so student members—as well as the entire College community—may be made fully aware as to when and where the meetings are being held.

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
F. Academic Advisory Committee	Add to the charter as a non-College Council advisory committee.	The Academic Advisory Committee shall be chaired by the Provost, and consist of the President and Vice President of the Faculty Senate, the Chair and Vice Chair of the Council of Chairs, the Dean of Research, Dean of Graduate Studies, and the Dean of Undergraduate Studies. The committee shall be advisory to the Provost.	Need clarification about purpose and function.	Agree not to include as a College Council committee.		
Provost Advisory Council				Established to provide a formal means for the Provost to consult with faculty leadership on matters of joint concern and responsibility such as budget, faculty recruitment and development and personnel policies and practices. Members shall be the Provost as chair, Director of Operations office of the Provost, President and Vice President of the Faculty Senate and department chairs.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
Council of Undergraduate Program Coordinators				Establish to provide a formal means to represent the concerns of those responsible for undergraduate majors to the administrators of Undergraduate Studies and to provide a formal means for the Dean of Undergraduate Studies to consult program directors on matters of joint concern and responsibility such as program review and revision, curriculum development and the scheduling of courses. Members shall include the Dean of undergraduate Studies as chair, Academic director of Undergraduate Studies, coordinators of undergraduate majors or, in cases where the coordinator of a major is a department chair, the chair of the department responsible for the major.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
H. Advisory Committee on Policy and Procedure	In the Ad Hoc Committee on Policies and Procedures, the President invited the faculty members to propose an approach for ongoing monitoring, awareness and consultation about changes in policies and procedures.	This committee reviews existing and new College policy, procedure, and bylaws (See Charter Article V Section 1) to assure alignment with CUNY BOT Bylaws and related policy, and to identify internal inconsistencies and dysfunctions. The committee reports problems to the official or governance committee with primary responsibility. The Committee should also monitor that the online index of policies, procedures and bylaws is up-to-date. The committee shall be similar in composition to the ad hoc committee recently created by the President.	Disagree with inclusion of committee in the Charter. Questions about scope and functions.	Compendium of Policies and Procedures and establishment of bylaws eliminate the need for this committee.	Concur	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
I. Council of Chairs		Add Article III Section 3. The Council of Chairs shall be established. The Council of Chairs shall meet with the President and Provost at least once a semester to discuss matters of concern, and shall otherwise consult and advise on behalf of the departments. The members shall elect a Chair, and a Vice Chair for Budget and Analysis, and establish bylaws.	Clarify purpose of proposal and governance role of Council of Chairs.	Amend to include Council of Chairs.		
J. Departmental Committees	The authority and responsibility of the departmental P&B committees should be specified, including the authority to create departmental search committees to recruit, assess and recommend candidates for faculty positions to the departmental P&B committees.	Add a new section to Article II stating that each department must elect a committee on grade appeals consisting only of members of the full-time faculty, and a curriculum committee consisting only of members of the full-time faculty.	Concur	Amend as noted.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
K. Voting Requirements	The following sections of the Charter use the expression “present and voting” in defining the number of votes necessary for the Council to act. This is inconsistent with the Perez decision which requires that the proportion be based on the total membership, not those present. The sections are Article I, Sections 9.a and b, Article II Section 1, and Article V section 2.	Delete the expression “present and voting” so that the sentences refer to “members.”	Concur	Amend as noted.		
L. Definition of Faculty	The Charter is ambiguous as to the definition of faculty for purposes of the Charter.	Article III should include a new section titled “Faculty” that defines, for purposes of the Charter, what constitutes faculty, and therefore who is eligible to serve and vote when being on the faculty is a requirement.	Concur Distinction between “faculty” and “instructional staff” must be made.	Amend as noted.		
M. Election of Faculty Members to College Council Committees	In cases where committee membership of faculty members is based on nomination and election by the College Council, this process will parallel the method used for student nominations and elections.	Where committee membership is based on nomination and election by the College Council, the Faculty Senate shall nominate and the College Council shall elect.	Consider open elections or a committee on committees as alternatives.	Amend to include Faculty proposal.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
N. Ex-Officio membership on Council Committees	The Chairs and Senate should have a presence on these committees, for awareness and to provide a general faculty and departmental perspective.	The President of the Faculty Senate and the-Chair of the Council of Chairs, or their designees, shall be non-voting ex-officio members except in those cases where they are already voting members.	Disagree with principle of non voting membership. Faculty should report back to Faculty Senate and Council of Chairs. Undermines concept of representation.	Committees shall continue to have voting members. Bylaws will state that the Faculty Senate, Council of Chairs, HEO Council and Student Council shall have the right to refer items to committees for their consideration as agenda items. Simultaneous copies will be submitted to the Executive Committee	Concur	
O. Agenda Deadline		Proposals for items to be taken up at the College Council shall be transmitted in writing at least 10 days before the meeting, and the Agenda shall be made available to members at least 7 work days in advance.	Article I section 8b requires that agenda be distributed two work days in advance. The proposed time frame is not workable.	Issue will be decided in bylaws.		
P. Faculty Senate	The role and function of the Senate should be more clearly defined.	Article III section 2 should be revised to describe more completely the role and function of the Faculty Senate.	Concur and propose that Student Council and HEO Council be added.	Amend as noted	Concur	
Q. Absentee Ballots	Absentee ballots are not permitted by the CUNY BOT Bylaws.	Delete references to Absentee Ballots.	Concur	Amend as noted.	Concur	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
R. Faculty Representation on Search Committees	The current practice is that the Senate recommends the faculty representatives for search committees when the position is at the rank of Dean or above.	This practice should be codified in the charter in the section describing the role and function of the Faculty Senate.	This directive will be incorporated into the Compendium of Procedures. It should not be part of the governance structure.	For further discussion.		
U. Membership of Department P&B		In addition to the Department Chair, Department P&B committees shall consist, when possible, of four tenured members of the faculty.	Concur Proposal eliminates language that permits part-time faculty to serve.	Amend as noted.		
V. Charter Amendments	The amendment procedure in the Charter is inconsistent with the Perez decision. Also, the referendum requirements could be interpreted in several ways.	Modify the Charter to require a 60% vote of the total membership of the College Council. Clarify the provision on amendment by referendum to require a majority vote, in a referendum in which at least 30% of the members of the instructional staff cast ballots.	Should be 2/3 vote. Referendum should require more than a simple majority vote of 30% of full-time instructional staff.	Amend to require a 2/3 vote to amend the Charter. Referendum would require a 2/3/ vote of 30% of full-time instructional staff.	Concur	
W. Creation, Merger and Division of Departments	This section of the Charter needs to be reviewed and updated.	The faculty does not yet have a recommendation for this section.	Agree section is confusing.	For further discussion.		
X. Voting Status of Retired Faculty Members	The Charter permits retired faculty members who return as adjuncts to have a half-vote in departmental elections.	Eliminate this.	Concur	Amend as noted		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
Y. Adjunct Status on the College Council		The four adjuncts serving on the Faculty Senate shall also be ex-officio non-voting members of the College Council.	Disagree with principle of non-voting membership.	Amend to include up to two adjunct faculty representatives on the College Council to be elected from among the adjunct members of the Faculty Senate..		
AB. Voting Percentages for Election to College Council	Charter requires a 30% vote. This is impractical.	Delete this provision.	Concur	Amend as noted.	Concur	
AC. Judicial Committee role in election disputes	The Judicial Committee has been replaced.	Delete this language. Provide that the College Council resolves election disputes where no other formal method of resolution exists.	College Council can create a committee for resolving election disputes with chair appointed by the President.	Amend to permit President to appoint an election dispute committee where no other formal method of resolution exists.		
AD. Charter Section 1.6.B	The nomination approaches are obsolete and superseded by current practice.	Delete all but the first sentence.	Not sure that we should delete Executive Committee's power to nominate if bodies fail to do so. Consider addressing vacant committee seats.	For further discussion.		
AE. Charter Section 1.9.B Council Agenda	We need to clarify the role of the Executive Committee concerning the agenda.	When items are submitted to the Executive Committee must place any submitted item either on the agenda of the College Council or on the agenda of a Council Committee.	Disagree.	Bylaws will state that the Faculty Senate, Council of Chairs, HEO Council and Student Council shall have the right to refer items to committees for their consideration as agenda items. Simultaneous copies will be submitted to the Executive Committee.	Concur	

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
AF. College Council New Business	Follow Robert's Rules for new business.	Delete the language inconsistent with Robert's Rules.		Amend as noted.	Concur	
AG. Council Committee Rotations	Article I Section 10 second paragraph is obsolete.	The Library and Admissions Committees should have representatives from each department.	Concur with general proposal, however, it is not necessary for these committees to have representatives from each department.	Admissions Committee is merged with the Undergraduate Academic Standards. Library Committee functions will be carried out by other bodies.	Concur	
AH. Service on more than two Council Committees.	Provision is arbitrary and impractical and inconsistent with the design of certain committees such as Comprehensive Planning which is designed to have representatives of other committees.	Delete the provision.	Keep provision. Allows College to limit students overextending themselves.	Amend to apply only to students.	Concur	
AL. Committee on Human Subjects	Determine the legal and regulatory requirements and conform the Charter, as necessary.	Action to be determined based on review.	This Committee should not be part of the governance structure. No other CUNY includes IRB in its Charter.	Amend to delete committee from Charter.	Concur	
AM. Departmental Election Timing	Departmental elections need to take place in time to organize Council and Senate membership during May, and to handle departmental election appeals.	Require that departmental elections take place no later than the end of the first week in May.	Concur	For further discussion.		

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
AN. College Council timetable.	An organizational meeting should take place in the Spring after departmental, Faculty Senate, Student Council, and HEO elections are held.	The first meeting of a newly-constituted College Council shall take place during May. At this meeting, the College Council Executive Committee shall be elected.	Purpose of proposal is unclear	For further discussion.		
5. Article I, Section 10(a): Executive Committee Executive Committee membership includes: President, Provost, VP for Finance and Admin., VP for Student Development, 6 faculty members, 1 HEO; 3 students.	Additional representatives				Add an additional HEO to Executive Committee	Student representatives should be the Student Council President, VP, and Treasurer and such appointments should be made automatically.

Charter Section	Issues Raised	Faculty Proposal	Admin	Working Group	HEOs	Students
13. Ad Hoc, Advisory, Search, and other Special Committees	Student representation on these committees.					<p>Student representation on these Committees should consist of no less than three (3) students with full voting privileges. Council should consider realistic incentive plans (credits for course work, awards, etc.) to encourage participation and secure membership retention. Committees need to better publicize their meeting schedules so student members—as well as the entire College community—may be made fully aware as to when and where the meetings are being held.</p>

ATTACHMENT E

January 30, 2008

JOHN JAY COLLEGE OF CRIMINAL JUSTICE CHARTER OF GOVERNANCE

ARTICLE I

SECTION 1. Powers

The College Council shall be the primary governing body of the John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of the City University of New York to the President or to other officials of the John Jay College or of the City University of New York, or to the Board of Trustees.

SECTION 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members selected by the instructional staff faculty, Higher education officers, students, administration, and non-instructional staff and alumni.

SECTION 3. Allocation of Members

Membership in the College Council is fixed at ~~56~~ 69 and shall be allocated as follows:

Comment [rm1]: Composition of Council has not been finalized.

a. Faculty~~Instructional Staff~~

~~The instructional staff is allotted 33 representatives.~~

~~1) Faculty~~

The faculty is allotted ~~28~~ 42 ~~representatives~~.

Comment [rm2]: This constitutes 60%. Faculty proposes 66% of membership. Perhaps compromise to 63% which would result in total membership of 77 (50 faculty reps).

The "faculty" consists of all members of the instructional staff in the full-time employees serving in the and part-time titles of: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. Lecturer, except those serving in visiting or substitute titles and

~~those on retirement leave,; and, for the purposes of representation on the College Council, College Laboratory Technician. Full-time faculty in the aforementioned titles are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those departments whose full-time faculty members are subject to the actions of the College Personnel and Budget Committee.~~

~~The basis of representation for academic departments shall be the number of full-time faculty in each academic department plus one-half the number of part-time faculty in each academic department as of the first of September preceding an election. Members of the administration and members of the non-teaching instructional staff are not included in this basis since they are represented on the Council separately~~

~~-Each academic department shall have at least one elected representative, who shall be a full-time member of the faculty as defined above. - The 28 representatives of the academic departments shall be reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank-ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining faculty seats shall be allotted according to any method duly adopted by the Faculty Senate. Other members shall be elected as prescribed in Article I, Section 6. The Faculty Senate may allot up to two (2) seats to part-time members of the faculty.~~

~~The Faculty Senate shall also elect two (2) alternate faculty representatives. Alternate faculty representatives may vote and be counted as part of the College Council's quorum only during the absence of a permanent faculty representative.~~

Comment [rm3]: We did not discuss the selection process for alternates

-2)

b. Higher Education OfficersNon-Teaching Instructional Staff

~~-The higher education officers non-teaching instructional staff is are allotted five (5) representatives. These representatives shall be elected at-large by the Higher Education Officer Council.~~

Comment [rm4]: HEOs propose one additional member.

The Higher Education Officers Council shall also elect one (1) alternate representative. The alternate representative may vote and be counted as part of the College Council's quorum only during the absence of a permanent Higher education officers representative.

~~Non-teaching instructional staff (excluding those designated as "faculty in Section 3.a.1., and those in titles excluded from the PSC/CUNY bargaining unit) shall be elected at large.~~

Total Instructional Staff Seats.....33

cb. Students

The student body is allotted 13 representatives. These representatives shall be the four (4) Executive Officers of the Student Council, one (1) at-large student representative, two (2) graduate student representatives, two (2) senior class representatives, two (2) junior class representatives and two (2) sophomore class representatives. The graduate student representatives and the class representatives shall be the two (2) Student Council representatives from each category who receive the highest number of popular votes at the Student Council election.

Comment (rm5): Students propose one additional at large member

The student body shall also elect one (1) alternate representative. Alternate representatives may vote and be counted as part of the College Council's quorum only during the absence of a permanent student representative.

~~Executive Officers of the Student Council.....4~~
~~Graduate Students.....2~~
~~Senior Class.....2~~
~~Junior Class.....2~~
~~Sophomore Class.....2~~
~~Freshman Class.....2~~
~~At Large.....1~~
~~Total Student Seats.....15~~

de. Administration

The administration is allotted eight (8) representatives. These representatives are the President, Provost and Senior Vice President for Academic Affairs, Senior Vice President for Finance and Administration, Vice President for Student Development, Vice President for Enrollment Management, Dean of Graduate Studies, Dean of Undergraduate Studies, and Dean of Research.

~~The President.....1~~
~~The Provost and Vice President for Academic Affairs.....1~~
~~The Vice President for Administrative Affairs.....1~~
~~The Vice President for Student Development.....1~~
~~Dean of Graduate Studies.....1~~
~~Dean for Admissions and Registration.....1~~
~~Total Administration Seats.....6~~

~~d. Non-Instructional Staff.....1~~

~~e. Alumni.....1~~

~~Total Voting Council Membership.....56~~

~~f. Ex-Officio Members~~

~~Ex-officio membership is extended to those serving in the following capacities, who do not already hold membership on the College Council by virtue of their election or appointment. Ex-officio members have all the rights and privileges of Council membership, except the right to vote. They are not included in the Council quorum. The term of office for the representatives of the Faculty Senate and the Council of HEOs will coincide with that of the voting members of the College Council. Names of these representatives will be forwarded to the College Council by their respective bodies in the spring preceding their College Council term.~~

~~1) One officer or designee of the Executive Committee of the Faculty Senate~~

~~2) One officer or designee of the Executive Committee of the Council of HEOs~~

~~3) Dean of Undergraduate Studies~~

~~4) Director of Financial Affairs and Planning~~

e. Non-Instructional Staff

The non-instructional staff, as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws, is allotted one (1) representative.

Comment [rws]: This includes clerical and bkg staff.

SECTION 4. Qualifications for College Council Membership

a. FacultyInstructional Staff

Any member of the faculty, as defined in Article I, Section 3(a), instructional staff of the College is eligible for election to the College Council as a department representative or alternate. The Faculty Senate may allocate up to two (2) of the remaining faculty seats to part-time members of the faculty.

b. Higher Education Officers

Any higher education officer is eligible for election to the College Council.

c. Students

Any student, whether part time or full time, who is in good standing is eligible for election to the Council. Any

Students eligible for election to the College Council must be matriculated in a degree or credit-bearing certificate program at the College and satisfy the following qualifications:

- i. Full-time undergraduate students must carry a minimum of 12 credit hours and must have a minimum cumulative grade point average of 2.5 to be eligible for election to the College Council as an undergraduate class representative, executive officer, at-large representative or alternate.

- ii. Part-time undergraduate students must carry a minimum of six (6) credit hours and must have a minimum cumulative grade point average of 2.5 to be eligible for election to the College Council as an undergraduate class representative, executive officer, at-large representative or alternate.
- iii. Graduate students must carry a minimum of three (3) credit hours and must have a minimum cumulative grade point average of 3.0 to be eligible for election to the College Council as a graduate student representative, executive officer, at-large representative or alternate.
- iv. In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than three (3) credits.
- v. Any student member of the College Council whose grade point average and/or course load falls below the minimum levels set forth above during his or her term of office must resign his or her seat on the College Council.

~~student member of the Council placed on academic probation during his or her term of office must resign his or her seat.~~

~~nd may stand for re-election only on being returned to good standing.~~

de. Non-Instructional Staff

Any full-time member of the ~~permanent~~ non-instructional staff, as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws, is eligible for election to the College Council.

Comment (rm7): Have we elected this representative?

d. Alumni

~~Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.~~

e. General

Each election unit shall be the judge of the qualifications of candidates from its constituency. ~~The Judicial Committee shall arbitrate disputes.~~ The President shall appoint an election dispute committee where no other formal method of resolution exists.

f. Dual Membership

No person shall simultaneously hold more than one membership on the College Council.

SECTION 5. Qualifications for Voting

a. Faculty Instructional Staff

Each ~~full-time~~ member of the faculty as defined in Article I, Section 3(a), instructional staff shall be allowed one vote in the department an election for of the College Council members representative from his or her department. ~~and each part-time member, one-half vote.~~

b. Higher Education Officers

Each higher education officer shall be allowed to vote in the election for the College Council members representing this constituency.

~~c~~b. Students

Any ~~full-time or part-time~~ student, ~~full-time or part-time~~ ~~e-matriculant~~ matriculated in a degree or credit-bearing certificate program at or ~~qualifying non-matriculant, who is registered for study in the College at the~~ time of an election for student representatives of the College Council ~~members~~ may vote in such an election. ~~The class with which a qualifying non-matriculant will vote shall be determined by the number of credit hours he or she will have completed at the end of the semester in which the election is held.~~

~~d~~e. Non-Instructional Staff

Any ~~full-time~~ full-time member of the ~~permanent~~ non-instructional staff, as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws, may vote in an election for the College Council members representing this constituency.

~~d~~. Alumni

Comment [rm8]: How has this member been selected?

~~Any recipient of a John Jay College degree not enrolled in the College may vote as an alumnus, alumna in an election for Council members.~~

SECTION 6. Elections

a. Time and Place

~~The initial election of members of the Council shall be at a time and place designated by the president except that the time shall be not more than 30 days after this Charter is approved by the Board of Trustees. Thereafter Elections to the College Council and to all College Council committees shall be held annually in the spring semester, the time and place to be designated by the Executive Committee.~~

b. Nominations

~~Unless otherwise set forth in the Charter and/or the Bylaws, e~~Each constituency eligible to elect members to the College Council and College Council committees shall determine its own method of nominating candidates, subject to approval of the College Council. Should a constituency fail to nominate candidates, the Executive Committee of the College Council shall serve as the nominating committee for such constituency.

Comment (rm9): Alternative election process: Each constituency shall nominate their representatives to the Council and Council Committees and College Council ratifies.

~~Nominations for elective instructional staff committee members at large shall be made by the instructional staff members of the Executive Committee.~~

~~Nominations for elective student committee members shall be made by the student delegation to the College Council.~~

Comment (rm10): Faculty propose removing this last section. Good safeguard against problematic vacancies.

e. Voting

~~No representative except the alumni representative shall be entitled to a seat on the Council unless at least 30 percent of his or her constituency votes in the election. When the number of participants in an election falls short of the required percentage, further elections may be scheduled until a representative is elected in an election in which one fourth of the electorate participates. The percentage of his or her constituency required to vote shall be determined by alumni organization recognized by the College Council. Elections shall be decided by plurality vote.~~

Comment (rm11): Alternative: Each constituency will forward the names of the Council representatives and Council committee members it has elected to the Secretary of the Council. Five days before the next meeting, the Secretary shall forward the list of names to all members of the Council for ratification.

cd. Vacancies

When a vacancy on the College Council or on a College Council ~~c~~Committee occurs, as determined by the College Council, the Executive Committee may appoint an interim representative from the constituency affected if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the Executive Committee. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.

~~e.~~ Absentee Ballots

~~Absentee ballots may be used under such conditions as the Executive Committee may prescribe.~~

~~f.~~ Recall

~~A recall vote shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.~~

SECTION 7. Term of Office

~~Unless serving as an ex officio member, e~~Each elected representative to the College Council or to a College Council Committee shall serve for a term of one year, ~~except in the cases of the Committee on Student Evaluation of the Faculty and the Committee on Curriculum, for which the term shall be two~~ years, or until a successor shall have qualified, but in no case shall serve for more than an additional six month unless re-elected by his or her constituency. The regular term of office shall begin on July 1st following the spring elections except for that of the Executive Committee which shall begin immediately following the September meeting of the College Council succeeding the ~~s~~Spring elections.

SECTION 8. Officers of the College Council

The President of the College, or in his or her absence the Provost and Senior Vice President for Academic Affairs, shall be the presiding officer of the College Council. The College Council shall appoint a Secretary. Other officers may be selected by the College Council at its discretion.

SECTION 9. Meetings

a. Regular and Special Meetings

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of College Council members present and voting, at the call of the President, ~~or at the call of the Executive Committee, or at the call of one third or more of all its members.~~ All persons entitled to vote for College Council members may attend Council meetings and may speak on any issue before the College Council. Unless otherwise indicated in this Charter, Robert's Rules of order shall govern the conduct of College Council meetings.

b. Agenda

~~The Faculty Senate, the Council of Chairs, the Higher Education Officer Council, the Student Council and a~~Any member of the college community may propose items for the College Council agenda which shall be prepared by the Executive Committee. ~~Important~~ Proposals shall be delivered in writing to the Secretary of the College Council not less than seven (7) work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the College Council at least two (2) work days in advance of each meeting and shall make the agenda available to all members of the College community in advance of each meeting, ~~except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.~~

c. Quorum

A quorum of regular and special meetings consists of a majority of the whole number of members of the College Council. For purposes of this provision the words "whole number" shall be construed to mean the total number which the College Council would have were there no vacancies. ~~the Council and its committees shall consist of a majority of their voting~~

~~members unless otherwise prescribed in this Charter.~~ No business at a College Council meeting may take place absent a quorum (beginning or end).

SECTION 10. College Council Committees

The College Council may establish committees at its discretion. Committee members need not be members of the College Council unless so stipulated and, in fact, designation of non- College Council members is to be desired. ~~No person~~ student, may serve on more than two committees unless he or she serves by virtue of his or her office.

- i. Except where a committee chairperson is designated in this Charter or the Bylaws, the President shall appoint a convenor for each committee.
- ii. Unless otherwise specified in this Charter or the Bylaws, at its first meeting of the academic year, each committee shall elect a chairperson.
- i-iii. Each committee shall meet at least once during the academic year.
- iv. The committee chairperson shall submit a schedule of meetings to the Executive Committee at the beginning of each academic semester. The chairperson of each committee shall input the meeting dates onto the College ~~calendar~~.
- v. All committees shall keep minutes of their meetings and submit them to the Secretary of the College Council within 14 days of ~~approval~~.
- vi. The chairperson of each committee shall submit to the College Council annual written summaries of their activities to be submitted to the Secretary of the College Council no later than the last scheduled meeting of the College Council each academic year. The summaries shall include the attendance reports of committee members.
- vii. The Faculty Senate, Council of Chairs, Higher Education Officers Council and the Student Council may refer items to College Council committee chairpersons for their consideration as agenda items. Simultaneous copies of all items will be submitted to the Executive Committee.
- viii. Unless serving as an ex officio member, or unless otherwise set forth in the Charter and/or the Bylaws, College Council committee members shall serve for a term of one year.

Comment (rm12): Added but perhaps for bylaws.

Comment (rm13): Added but Perhaps for bylaws

~~Rotation of departmental membership on the Committees on Undergraduate Admissions and the Library shall be monitored by the Social Sciences, Humanities and Professional Studies Faculties which shall establish a rotation system for each committee which shall provide so far as possible for a balance in disciplines as well as in the size of the departments represented, and for a reasonable committee load for each department in any given year. Vacancies on committees shall be filled by the department to which the retiring member belongs.~~

The following standing committees are created:

a. Executive Committee

An Executive Committee shall consist of the following members: the President, ~~c~~Chairperson, the Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration~~ve Affairs; the Vice President for Student Development; six (6) six members of the faculty members as defined in Article I, Section 3(a), all of whom shall be members of the College Council nominated by the Faculty Senate and elected by the College Council; from among the faculty representatives on the College Council and two (2) one member~~ higher education officers, all of whom are members of the College Council, nominated by the Higher Education Officers Council and elected by the College Council; of the non-teaching instructional staff elected by the College Council from among the non-teaching instructional staff representatives on the College Council and the President, Vice President and Secretary three students, all of whom shall be members of the Council nominated by the Student Council and elected by the College Council.

Comment [rm14]: There should probably be consistency in selection process. Nominated by constituency and elected by the Council or elected by constituency upon ratification of the Council by the next meeting.

The Executive Committee shall be the College Council's Agenda Committee as well as the Committee on Committees. It shall have the power to call the College Council into extraordinary session, and shall have only such powers, functions, and duties as the College Council may delegate to it to exercise during periods when the College Council is not in session. The Executive Committee shall serve as the continuing liaison between the College Council and the Administration.

b. Committee on Curriculum

A Committee on Curriculum shall consist of the following members: the Provost and the Senior Vice President for Academic Affairs, chairperson;

Vice President for Enrollment Management; the Dean of Undergraduate Studies; the chairperson of each of the teaching departments or a member of the faculty as defined in Article I, Section 3(a), who has served at the College for three (3) years, to be elected from among the members of that department to serve as the voting member for two academic years or for the remainder of an unexpired term; the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and ~~five~~ three (3) students, nominated by the Student Council and elected by the College Council. Other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Senior Vice President for Academic Affairs shall provide a secretary to the Committee.

Comment [rm15]: Number of students at issue. Should they be elected by the college council or ratified.

The Committee on Curriculum shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the College Council on such matters as additions, deletions and modifications of courses, proposed programs, existing programs, distribution and core requirements, and basic skills.

c. Committee on the Library

~~A Committee on the Library shall consist of the following members: the Librarian, chairperson; nine representatives of nine teaching departments, three to be chosen by each of the academic faculties and confirmed by the College Council; and three students nominated by the Student Council and elected by the College Council.~~

~~The committee shall review and recommend college policies relating to the Library that will advance the role of the Library in the achievement of the educational purposes of the College.~~

cd. Committee on Student Interests

A Committee on Student Interests shall consist of the following members: the Dean of Students; the Director of Athletics; the Director of Student Activities; six (6) students nominated by the Student Council and elected by the College Council; and two (2) faculty members of the ~~instructional staff~~

nominated by the Executive Committee and elected by the College Council. The committee shall select its own chairperson.

Comment [rm17]: Should dean of students be the chair?

The committee shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns in the community.

de. Judicial Committee

A Judicial Committee shall consist of two (2) faculty members and two (2) student members and a chairperson. As set forth in Article XV of the Bylaws of the CUNY Board of Trustees:

~~the following members: two members of the instructional staff nominated by the Executive Committee and elected by the College Council; two students nominated by the Student Council and elected by the College Council, and a law member who shall be a qualified attorney and who may or may not be a member of the faculty, chosen by the other four members. The committee shall select its own chairperson.~~

- i. The President shall select, in consultation with the Executive Committee, three (3) members of the faculty, as defined in Article I, Section 3(a), to receive training and to serve in rotation as chair of the Disciplinary Committee.
- ii. The two (2) faculty members, as defined in Article I, Section 3(a), shall be selected by lot from a panel of six (6) elected annually by the Faculty Senate. The two (2) student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the College shall be eligible to vote.
- iii. In the event that the student or faculty members or both are not elected, or if more panel members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

The Judicial Committee shall have primary jurisdiction in all matters of student discipline not handled administratively. Matters of discipline may be handled administratively only with the consent of the person involved. The committee shall abide by use the procedures required by the Article XV of the Bylaws of the CUNY Board of Trustees.

ef. Committee on Faculty Personnel and Budget

Personnel

A Committee on Faculty Personnel and Budget shall consist of the following members: the President, chairperson; the Provost and Senior Vice President for Academic Affairs; the Dean of for Graduate Studies; the Dean of Undergraduate Studies; the Dean of Research; the chairperson of the academic departments; and the chairperson of Interdisciplinary Studies. The faculty, as defined in Article I, Section 3(a), shall elect six (6) at-large three full-time members of the faculty of the faculty elected from amongst by those who hold the rank of tenured associate or full professor as defined in Article I, Section 3(a) members of the faculty who are subject to review of the Committee on Faculty Personnel. Of the six (6) at-large faculty members, the three (3) who receive the highest number of votes shall be the permanent at-large members of the committee. The other three (3) faculty members will be alternate members of the committee. Alternates may vote and be counted as part of the quorum only when a chairperson and/or an at-large faculty representative is absent.

~~and two students nominated by the Student Council and elected by the College Council. The chairperson of the Interdepartment of Thematic Studies shall be a voting member of the Committee. The Director of Financial Affairs and Planning and the Vice President for Administrative Affairs shall sit with the committee at the invitation of the President.~~

Policy recommendations of the committee shall be made to the College Council for action. ~~Recommendations and actions with respect to appointments, promotions, and other matters specified in paragraphs (1) and (2) below shall be reported to the President and shall not be considered by the Council except at the discretion of the President.~~

(4) ~~The~~ committee shall receive from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Laboratory Technician, and College Laboratory Technician. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also

Comment [rm18]: Not sure of purpose.

Comment [rm19]: Personnel Committee Bylaws? Eg, Agreed on general resolution for new hires.

Comment [rm20]: Are CLTs included?

recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the Board of Trustees.

(2) The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals will follow University procedures.

Comment [rm21]: For Personnel Committee Bylaws?

f. Budget Committee

A Budget Committee shall consist of the following members: Senior Vice President for Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; Vice President for Student Development; Vice President for Enrollment Management; Assistant Vice President for Strategic Planning; Dean of Research; Dean for Human Resources; Dean of Graduate Studies; Dean of Undergraduate Studies; Executive Director of Finance and Business Services; President and Vice President of the Faculty Senate; Chair and Vice Chair of the Faculty Senate Fiscal Committee; all academic department chairpersons; the chairperson of the Higher Education Officers Council, or designee; two (2) representatives elected by the Higher Education Officers Council; the President and ~~Treasurer~~ of the Student Council, or designees; one (1) student representative elected by the Student Council; and the member of the non-instructional staff who serves on the College Council.

Comment [rm22]: Students requested that treasurer be included.

There shall be a Financial Planning Subcommittee of the Budget Committee. The Subcommittee shall consist of the following members: Senior Vice President of Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; President of the Faculty Senate and Chair and Vice Chair of the Faculty Senate Fiscal Committee; Chair and Vice Chair of the Council of Chairs; one (1) representative chosen by the Council of Chairs; and the Chair of the Higher Education Officers Council. The Executive Director of Finance & Business Services; and the Dean for Human Resources shall staff the subcommittee with other staff as required.

Comment [rm23]: Consider addition of student to this subcommittee.

The President or his designee shall make regular financial reports to the Budget Committee. The committee shall be responsible for reviewing the budget information and making recommendations on the financial and budgetary matters of the College.

The Financial Planning Subcommittee shall meet with the Senior Vice President of Finance and Administration on a periodic basis in the development of the College's Annual Financial Plan. The President shall, within the period prescribed by the Chancellor, prepare the Annual Financial Plan and submit it to the Budget Committee for review and comment.

~~The committee shall make its recommendations within the period prescribed by the Chancellor. The President shall submit to the Chancellor such tentative annual budget together with comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the Chancellor, the President shall submit to the Chancellor his or her own recommendations, together with a statement of explanation.~~

g. Committee on Graduate Studies

A Committee on Graduate Studies shall consist of the following members: the Dean of Graduate Studies, chairperson; the Dean of Students; the Vice President for Enrollment Management~~Dean for Admissions and Registration~~; the Chief Librarian~~a member of the Library faculty without vote~~; the Graduate Program Coordinators; the BA/MA Coordinator and two (2) graduate students nominated by the Student Council and elected by the College Council.

The committee shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

h. Committee for the Protection of Human Subjects

~~A Committee for the Protection of Human Subjects shall consist of the following members; seven to nine members, including members of the instructional staff; the Director of Sponsored Programs; a student, a lawyer, and, a person who is not otherwise affiliated with the College or University and who is not part of the immediate family of a person affiliated with the College or University, to be appointed by the President. The terms of office of committee members shall be determined by the President in consultation with the Director of Sponsored Programs.~~

~~The Committee shall have responsibility for assuring the exercise of appropriate concern and protection for individual human subjects who may be exposed to risks as a consequence of their participation in activities administered by the College, the City University of New York and the Research Foundation of the City University of New York. The Committee shall follow the joint policy on the Protection of Human Subjects established by the City University of New York and the Research Foundation, which was adopted by the University's Board of Trustees on June 28, 1982, and which is consistent with regulations of the United States Department of Health and Human Services and applicable state and federal law.~~

hi. Committee on Student Evaluation of the Faculty

A Committee on Student Evaluation of the Faculty shall consist of the following members: four (4) two teaching faculty members elected by the Faculty Senate~~teaching faculty,~~ and two (2) two students elected by the Student Council,~~and two teaching faculty members designated by the Professional Staff Congress.~~ The committee shall elect a chairperson. Members shall serve for a term of two years.

The committee shall be responsible for a continuous review of faculty evaluation procedures; for the evaluation and design of the survey instrument; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures. The Provost and Senior Vice President for Academic Affairs shall designate staff for the committee.

ij. Committee on Undergraduate Academic Standards and Admissions

A Committee on Undergraduate Academic Standards shall consist of the following members: the Dean of Undergraduate Studies, chairperson; Vice President for Enrollment Management; Vice President for the Dean of Students Development; 12 members of the faculty elected at large to three (3) year staggered terms after initial election. No academic department may have more than one representative on the committee at any one time; the Dean for Admissions and Registration; the chairperson of the Council of Chairs; the President of the Faculty Senate; at least one fulltime member of the faculty from each academic department, elected by the department; five two (2) students, each of whom have a cumulative grade point average of at least 3.2, nominated by the Student Council and elected by the College Council.

Comment [rm24]: Are we going to include director of admissions? We proposed it but then proposed merger. We did not add director of graduate admissions to graduate committee.

Comment [rm25]: Students propose lowering GPA to 3.0

The committee shall review academic standards and policies and admissions policies pertaining to student recruitment and admissions and make appropriate recommendations to the College Council.

Comment [rm26]: Should we add "act upon student appeals which result from admissions policies"?

j. Comprehensive Planning Committee

A Comprehensive Planning Committee shall consist of the following members:, chairperson;

The Comprehensive Planning Committee provides guidance for comprehensive and strategic planning for the College including development of major planning documents and accreditation studies, related process and outcome assessment and space planning.

Comment [rm27]: Review language

The committee shall be chaired by the Assistant Vice President for Strategic Planning. The membership shall be established in the Bylaws.

k. Provost Advisory Council

A Provost Advisory Council shall consist of the following members: Provost and Senior Vice President of Academic Affairs, chairperson; Director of Operations Office of the Provost; President and Vice President of the Faculty Senate; and, department chairpersons.

The Provost Advisory Council was established to provide a formal means for the Provost to consult with faculty leadership on matters of joint concern such as budget, faculty recruitment and development and personnel policies and practices.

l. Council of Undergraduate Program Coordinators

The Council of Undergraduate Program Coordinators shall consist of the following members: Dean of Undergraduate Studies, chairperson; Academic Director of Undergraduate Studies; coordinators of undergraduate majors.

The Council of Undergraduate Program Coordinators provides a formal means to represent the concerns of those responsible for undergraduate majors and to provide a formal means to consult program directors on matters of concern such as program review and revision, staffing, curriculum development and the scheduling of courses.

k. Special Committees

All special committees existing at the time of ratification of these Articles of Governance shall continue in being, subject to modification of membership and function as determined by the College Council. The creation of additional special committees may be recommended to the College Council by the Executive Committee.

~~l. Committee on Cultural Pluralism and Diversity~~

~~A Committee on Cultural Pluralism and Diversity shall consist of the following members: the Vice President for Student Development; the Dean of Undergraduate Studies; eight members of the full-time faculty, six elected by the Faculty Senate, and two appointed by the President of the College; three students, two elected by the Student Council, and one appointed by the President of the College; and two members of the non-teaching instructional staff, one elected by their constituent assembly, and one appointed by the President of the College. The Committee shall elect its own chairperson. The President of the College shall provide a secretary to the Committee.~~

~~The Committee on Cultural Pluralism and Diversity shall organize and promote programs that recognize the contributions of the diverse peoples who together comprise the academic community. The Committee may also develop positions, proposals, and programs to address problems of prejudice, insensitivity, and bigotry at the College. The Committee shall each spring present an annual plan to the College Council for the ensuing academic year. Upon approval, it will proceed to implement the particulars of that plan.~~

* Budget Comm
* Personnel Comm
*

ARTICLE II

DEPARTMENTS

SECTION I. Departments

Each department, subject to approval of the College Council and to the provisions of the Bylaws of the Board of Trustees, shall have control of its own educational policies. Each ~~full-time faculty member, as defined in Article I, Section 3(a), of the instructional staff~~ shall be allowed one vote in all College and Department elections. ~~Each part-time member who has served four semesters, shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve.~~ Except as specified in this Charter, the organization and functioning of the department shall be determined by its members.

~~Full-time faculty members who retire and subsequently become adjuncts will be eligible to vote in the first semester in which they become members of the part-time faculty.~~

In order to exist as a departmental entity, a discipline is required to have a minimum of seven ~~full-time~~ full-time faculty members and be approved by the College Council except that the disciplines of African American Studies, Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members ~~present and voting at a regular Council meeting.~~

The President shall establish a process of faculty consultation for consideration of proposals to restructure, create, merge, consolidate, split and/or reorganize academic departments. This process shall include a mechanism for consultation with the faculty and students and submission of the proposal to the College Council for review and a vote. The College Council shall forward its recommendation to the President, who shall make an independent recommendation with respect to the proposal and forward the proposal and his recommendation to the Chancellor and the CUNY Board of Trustees.

Comment [rm28]: Review language

~~Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one of more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.~~

SECTION 2. Departmental Chairpersons

The chairperson of each department shall be the chief executive officer. He or she must hold professional rank, and shall be elected by secret ballot for a term of three years by a majority of all voting faculty members of the department, as defined in Article I, Section 3(a), subject to the approval of the President of the College and the Board of Trustees. Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

SECTION 3. Departmental Committee on Faculty Personnel and Budget

Each department shall establish a Committee on Faculty Personnel and Budget which shall consist of the chairperson of the department who shall serve as committee chairperson and four (when possible) full-time faculty tenured members of the faculty as defined in Article I, Section 3(a), each of whom shall serve for one year, but who may be re-elected. A majority of the members, when possible, must be associate or full professor~~tenured~~.

SECTION 4. Department Committee on Grade Appeals

Each department shall elect a committee on grade appeals consisting of members of the faculty as defined in Article I, Section 3(a).

SECTION 5. Department Curriculum Committee

Each department shall elect a Curriculum Committee consisting of members of the faculty as defined in Article I, Section 3(a).

SECTION 6. Students

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.

ARTICLE III

GRADUATE PROGRAMS

SECTION 1. Faculty

Graduate program faculties shall consist of those members of the faculty who have achieved success in pursuing a research or creative agenda or have appropriate professional experience and meet other requirements established in program bylaws which shall be adopted by the faculty of the program to which membership would apply, and who have been nominated by the faculty members of the Committee on Graduate Studies subject to approval by the Provost and Senior Vice President for Academic Affairs.

SECTION 2. Program Directors

Program Directors shall be nominated by vote of the Graduate Program Faculty to a three year term of office subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors are eligible for re-election without term limit. Program Directors shall be evaluated annually by the Dean of Graduate Studies based on criteria established in consultation with the faculty members of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.

ARTICLE IV

THE INSTRUCTIONAL STAFF

CONSTITUENT BODIES

SECTION 1. Meetings

The entire membership of the instructional staff, including faculty and higher education officers, shall be convened at least once each semester during the regular academic year by the President of the College to hear and discuss important issues affecting the College. Other meetings of the instructional staff may be called by the President of the College or by petition of any ten members of the instructional staff.

SECTION 2. The Faculty Senate

The Faculty Senate consists of the elected representatives of the faculty. The Faculty Senate provides a democratic forum for the deliberation of matters such as teaching, scholarship, research and any and all other matters related to the educational mission of John Jay College. The Faculty Senate shall establish its own Charter and bylaws.

The Faculty Senate shall meet at least once each semester during the regular academic year with the President of the College to discuss matters of particular concern to the teaching faculty.

SECTION 3. The Council of Chairs

The Council of Chairs consists of the chairpersons of academic departments. The Council of Chairs provides a formal means to represent departmental faculty concerns to the administration of the College and the University and to provide a democratic forum for deliberation and interdepartmental coordination concerning such matters.

Comment [rm29]: Check definition

The Council of Chairs shall invite the Provost for regular periodic meetings. The Council will also meet at least once a semester with the President to discuss issues of mutual concern. The Council of Chairs shall establish its own Charter and bylaws.

SECTION 4. Higher Education Officers Council

The Higher Education Officers Council consists of the professionals employed in the higher education officer series at the College. The Higher Education Officers Council seeks to improve the quality of life and professionalism of its members, to strengthen the institution, to advance

quality education, and to enhance the delivery of services. The Higher Education Officers Council shall establish its own Charter and bylaws.

ARTICLE IV

THE STUDENT BODY

SECTION 5. Student Government

The Student Government consists of the elected representatives of the student body. The Student Government has as its purpose the broadening of educational opportunities for students; the facilitation of voluntary activities on campus; and the representation of student interests at the College. The Student Government shall establish its own Charter and bylaws.

SECTION 6. Students

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

ARTICLE V

BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

The College Council shall adopt bylaws to define and regulate the details of its organization and procedures.

SECTION 2. Amendments

This Charter may be amended by a 75 percent vote of members of the College Council ~~present and voting~~ at a regular meeting of the College Council; or by a referendum of no less than 75 percent ~~full-time~~full-time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the College Council. An amendment shall become effective upon approval by the Board of Trustees.

ARTICLE VI

RATIFICATION

~~This Charter shall become effective when it is:~~

~~approved by referendum by no less than 75 percent of the student body who shall vote in such referendum;~~

~~approved by referendum by no less than 75 percent of those individuals who are full-time members of the instructional staff who shall vote in such referendum;~~

~~recommended to the Board of Trustees by the President of the College;~~

~~approved by the Board of Trustees.*~~

~~* The Charter was approved by the Board of Higher Education on April 29, 1970, following approval by referenda by the student body and the instructional staff.~~