

Faculty Senate Minutes #322

Wednesday, February 13, 2008

3:20 PM

Room 630 T

Present (22): Simon Baatz, Adam Berlin, Teresa Booker, Marvie Brooks, Edward Davenport, Virginia Diaz, Kirk Dombrowski, Janice Dunham, Marcia Esparza, DeeDee Falkenbach, Amy Green, Heather Holtman, Karen Kaplowitz, Jinwoo Kim, Ma'at Lewis-Coles, Evan Mandery, Patrick O'Hara, Nicholas Petraco, Nancy Ryba, Francis Sheehan, Shonna Trinch, Thalia Vrachopoulos

Absent (15): Erin Ackerman, Myrna Archer, Dara Byrne, Elise Champeil, Gail Garfield, Konstantinos Georgatos, P. J. Gibson, Tim Horohoe, Richard Kempter, James Malone, John Matteson, Rick Richardson, Tanya Rodriguez, Raul Romero, Davidson Umeh

Guest: Professor Ned Benton

Invited Guest: President Jeremy Travis

Agenda

- 1. Invited Guest: President Jeremy Travis**
- 2. Approval of the agenda**
- 3. Adoption of Minutes #321 of the January 31, 2008, meeting**
- 4. Election of faculty members to the Student Complaints Against Faculty appeals panel**
- 5. Charter revision process**
- 6. Consideration of new Charter revision proposals**
- 7. Review of the agenda of the February 27 meeting of the College Council**
- 8. New business**

1. Invited Guest: President Jeremy Travis

President Travis was welcomed and thanked the Senate for permitting him to come at the beginning of the Senate meeting to accommodate a sudden change in his schedule. He said

that he plans to discuss charter revision, curriculum reform, and budget.

He said that the Charter Revision working group stakeholders will meet sometime in the next week to finalize the charter revisions and he praised all the work done by the Senate, the Chairs, the students, and the Administration.

He said the various plans for department reorganization are now proceeding with full faculty participation and he called this a sign of a healthy college. He intends to send the faculty a summary of these proposals in the near future.

President Travis said part of his job is to fight for resources for the College and he has had some success, especially with the Investment Plan and the College's move to senior college status. He reported that the Vice Chancellor for Budget, Ernesto Malave, has allocated us six more faculty lines and has asked us for a three year financial plan. President Travis reported that he met this morning with faculty leaders and others involved in the Investment Plan to discuss which of our critical needs still need to be funded.

Senator Amy Green asked whether the report from the governor's commission on education is going to affect us. President Travis said it is already helping us in that the report shows both the executive and legislative branches are on board with helping institutions of higher education, which is happening partly because CUNY and SUNY are working together for the first time.

Also, President Travis said, it appears that CUNY and SUNY are already being protected as a result of the report, by being asked to make only a 1% budget cut when other state agencies are being asked to make a 5% cut. He called this new 3-year financial plan a much better process than the usual last-minute throwing together of a budget request.

President Kaplowitz asked Senator Mandery whether he had any comments to make about department reorganization. He said he is happy with everything President Travis has said about the issue. Both he and President Travis agreed that we may yet see a productive outcome in this area.

2. Approval of the agenda. Approved.

3. Adoption of Minutes #321 of the January 31, 2008, meeting

Minutes #321 of the January 31, 2008, meeting were approved.

4. Election of two faculty members to serve on the Appeals Panel required by the CUNY Student Complaints Against Faculty Policy

The CUNY Policy on Student Complaints Against Faculty requires an appeals panel to which either the student making the complaint or the professor against whom a complaint has been made may appeal the final decision. The appeals panel comprises the chief academic officer (Provost Bowers) who is the panel's chair; the chief student development officer (Berenecia Johnson Eanes); two faculty members chosen by the faculty governance body; and one student.

Upon the nomination by the Faculty Senate Executive Committee, the Senate elected Professor Angela Crossman (Psychology) and Professor Daniel Pinello (Government). The Senate President was asked to convey the thanks of the Senate to Professors Crossman and Pinello for their willingness to serve.

5. Update on the Charter revision process [Attachment A, B]

The timeline for the Charter Revision Process was reviewed [Attachment A]. Concern was expressed about the lack of time at this stage in the process for consultation with the Senate whenever a new proposal or a revision of a proposal is put on the table. The Senate Executive Committee proposed that the Senate authorize the Senate members of the Charter Revision Task Force – Karen Kaplowitz, James Malone, John Matteson, and Francis Sheehan – to negotiate on the Senate's behalf at Charter Revision meetings. The motion was approved by unanimous vote.

The most recent draft revision of the Charter – dated February 6, 2008 [Attachment B] – was reviewed.

6. Consideration of possible additional Charter revision proposals

President Kaplowitz reviewed some proposed revisions to the Charter and the implications of these changes. She spoke about whether we should negotiate to increase the number of faculty members on the College Council (which determines the number of members on the Faculty Senate).

The original proposal by the Faculty Senate was to increase the faculty membership of the College Council from the current 50% to 60% because that would provide a clear majority of the body. That proposal has been agreed to by the Administration. Then several faculty members proposed that the membership proposal be changed to 63% and others proposed

that it be changed to 66% faculty members.

Currently the College Council has 56 members, of whom 28 are faculty members (50% of the body). If the faculty were to comprise 60% of the College Council membership, which is the current proposal, the College Council would have 69 members, 42 of whom would be faculty members; if the faculty were to comprise 63%, the College Council would have 79 members, 50 of whom would be faculty members; and if the faculty were to comprise 66% of the College Council membership, the College Council would have 89 members, 62 of whom would be faculty.

She and other Senators speculated how an increase in the membership on both the College Council and on the Faculty Senate might influence how decisions are made and how meetings would function. President Kaplowitz said she worries that the College Council would become too large to function and that attendance might therefore decline; she said she also worries that the Faculty Senate would become so large that it too might become dysfunctional.

She explained that now the Senate has 37 members; with a faculty membership of 60% of the Council, the Senate would have 50 members; with 63% of the Council, the Senate would have 58 members; and with 66% of the Council, the Senate would have 72 members.

Senator Mandery said that 60% is a major change – a major improvement and a huge success – and suggested that an increase beyond that seems gluttonous.

The Senate, by unanimous vote, decided to not revise its proposal and to, therefore, keep its original proposal for 60% faculty membership of the College Council.

The Faculty Senate discussed the composition of various committees and how many students, faculty members, and HEOs should be on them.

7. Review of the agenda of the February 27 meeting of the College Council

The agenda of the February 27 College Council meeting includes: election of six students to the Committee on Student Interests, a College Council committee; a proposed minor in dispute resolution; a proposal for a 2+2 program with Hostos Community College for an AS/BS degree in forensic science; a proposal for a 2+2 program with Hostos Community College for an AS/BS degree in criminal justice; new course proposals in art and in literature; a proposal for a new Department of Economics, for a new Department of Protection Management, and for a Department of Public Management; a proposal for a new Department of Philosophy and for a new Department of Art and Music; and a proposal for a new Department of Communication and Theater Arts and for a reorganized Department of Counseling.

8. New business

President Kaplowitz and the other Senators discussed failures in the collection and handling of student evaluations of faculty last semester and developed a series of recommendations to be conveyed to the Provost.

Senator Simon Baatz suggested that the Senate create a committee to assess Senators' concerns about our teaching conditions and ways to improve our teaching conditions. Senator John Matteson said he would join such a committee. The two were asked to think about the idea further and to provide the Senate with a formal proposal.

The meeting was adjourned at 5:00 PM.

ATTACHMENT A

Timeline for the Charter Revision Process:

The timeline as established by the College Council Executive Committee:

- a. February 22 – Next Charter Revision discussion with stakeholders – administrators, students, and HEOs
- b. February 28 – Faculty Senate meets to discuss latest proposed revisions one last time
- c. February 29 – Faculty Senate informs the College Council Secretary as to whether the Charter revision is ready to be placed on College Council agenda
- d. March 4 – CC Exec Committee places Charter revision on the March 19 CC agenda
- e. March 11 – Town Hall Meeting held to discuss Charter Revision proposals
- f. March 19 – College Council conducts First Reading of the Charter proposals
- g. April 2 – CC Exec Committee places Charter on the April 15 CC agenda
- h. April 15 – College Council holds Second Reading and votes on the proposals with a 75% affirmative vote needed
- I. Revisions, if approved by the CC, are sent to the CUNY Board of Trustees for vote in June

ATTACHMENT B

February 6, 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 CUNY Board of Trustees.

SECTION 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members of the 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

Comment [rm3]: Discuss Distinguished Lecturers

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 preceeding 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 preceeding 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.

Comment [rm4]: Faculty reluctant to consider alternates. Language proposed: 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.

—2)

b. Higher Education Officers Non-Teaching Instructional Staff

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

Comment [rm5]: HEOs propose one additional member.

Comment [rm6]: Alternate Language: 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 [rm7]: Students propose one additional at large member

Comment [rm8]: Alternate Language:
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 Bylaws of the CUNY Board of Trustees, is allotted one (1) representative.~~

SECTION 4. Qualifications for College Council Membership

a. Faculty Instructional 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. The Faculty Senate may allot up to two (2) faculty seats to part-time members of the faculty.

Comment (rm#) or alternate (if included)

b. Higher Education Officers

Each full-time 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 Bylaws of the CUNY Board of Trustees, is eligible for election to the College Council.

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 of his or her department. and each part time member, one-half vote.~~

b. Higher Education Officers

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

cb. Students

EachAny 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.

de. Non-Instructional Staff

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

Comment [rm10]: Has this been done?

d. Alumni

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 of the College Council.

b. Nominations and Voting

Unless otherwise set forth in the Charter and/or the Bylaws, eEach constituency eligible to elect members to the College Council shall determine its own method of nominating candidates and electing representatives, subject to approval of the College Council. If after notification, Should a constituency fails to elect its representatives~~nominate~~ candidates, the Executive Committee of the College Council shall serve as the ~~nominating committee~~ electing body for such constituency.

~~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.~~

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.~~

cd. Vacancies

When a vacancy on the College Council ~~or on a Council Committee~~ occurs, as determined by the Executive Committee of the College Council of the College Council, the Executive Committee of the College Council shall notify the constituency. If after notification the constituency fails to elect an interim representative, the Executive Committee of the College Council 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 of the College Council. 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.~~

d. Dual Voting

No person shall participate in more than one constituency election for College Council or College Council committee representatives.

ef. Recall

A recall vote shall be held upon petition signed by ~~25~~ two-thirds of the members of the College Council or one-fourth of a Council member's electing constituency, ~~whichever is smaller~~. A majority of the votes cast for recall by a constituency 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.~~

Comment [rm1.1]: 25 is too small a number.

SECTION 7. Term of Office

~~Unless serving as an ex officio member, e~~Each elected representative to the College Council ~~or to a 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~~ June 1st following the spring elections except for that of the Executive Committee of the College Council 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.

Comment [rm1.2]: Faculty would like to discuss appointment of secretary.

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 of the College Council, ~~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 or required by law, 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 of the College Council. ~~Important P~~proposals shall be delivered in writing to the Secretary of the College Council not less than ten (10) ~~seven~~-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-five (5) ~~two~~ 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.~~

Comment [rm13]: Is this workable?

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 standing 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.

Comment (rm14): Consider most of this section for bylaws.

Comment (rm15): Discuss concept that each constituency group elects its representatives on committees and College Council ratifies.

- i. Unless otherwise specified in this Charter or the Bylaws, each constituency group shall elect its representatives on College Council committees. The names of those elected to College committees by each constituency group shall be forwarded to the College Council for consideration and/or ratification at the next regularly scheduled meeting.
- ii. Except where a committee chairperson is designated in this Charter or the Bylaws, the President shall appoint a convenor for each committee.
- iii. Except where a committee chairperson is designated in this Charter or the Bylaws, at its first meeting of the academic year, each committee shall elect a chairperson.
- iv. Each committee shall meet at least once during the academic year.
- v. The committee chairperson shall submit a schedule of meetings to the Executive Committee of the College Council at the beginning of each academic semester. The chairperson of each committee shall input the meeting dates onto the College calendar.
- vi. All committees shall keep minutes of their meetings and submit them to the Secretary of the College Council within 14 days of approval.
- vii. 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.
- viii. 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 of the College Council.
- ix. Unless serving as an ex officio member, or unless otherwise set forth in the Charter or the Bylaws, College Council committee members shall serve for a term of one year

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- ix. When a vacancy on a College Council committee occurs, as determined by the Executive Committee of the College Council, the Executive Committee of the College Council shall notify the constituency. If after notification the constituency fails to elect an interim representative, the Executive Committee of the College Council 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 of the College Council. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.

~~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 of the College Council

~~An Executive Committee~~Executive Committee of the College Council 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) members of the faculty 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 [rm16]: 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~~ Executive Committee of the College Council 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 of the College Council shall serve as the continuing liaison between the Council and the Administration.~~

b. Committee on Undergraduate Curriculum

A Committee on Undergraduate 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 academic 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; 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 elected by the Student Council and elected ratified 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 [rm17]: President's priority

Comment [rm18]: Number of students at issue. Should they be elected by the college council or ratified.

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

e. Committee on the Library

Comment [rm19]: Library Faculty wants committee.

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) members of the faculty members of the instructional staff nominated~~ two (2) members of the faculty ~~members of the instructional staff nominated~~ elect ~~ed~~ ed by the Faculty Senate Executive Committee ~~and ratified~~ elect ~~ed~~ by the College Council. The committee shall select its own chairperson.

Comment [rw20]: 2?

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

de. Judicial Committee

A Judicial Committee shall consist of two (2) members of the faculty and two (2) student 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 of the College Council, 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) members of the faculty, as defined in Article I, Section 3(a), shall be selected by lot from a panel of six (6) members of the faculty elected annually by the Faculty Senate.
- iii. The two (2) student members shall be selected by lot from a panel of six (6) students elected annually in an election in which all students registered at the College shall be eligible to vote.
- iv. In the event that the student or member of the faculty 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.

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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 and/or tenured 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 members of the faculty, the three (3) who receive the highest number of votes shall be the permanent at-large faculty representatives of the committee. The next three (3) members of the faculty who receive the next highest number of votes will be alternate faculty representatives on 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.

Comment [rm21]: Is this an academic department?

Comment [rm22]: Faculty understanding is that alternates can replace deans and provost

~~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.~~

Comment {rm23}: Purpose?

(1) ~~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 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~~ CUNY Board of Trustees.

Comment {rm24}: Personnel Committee Bylaws? Eg. Agreed on general resolution for new hires.

Comment {rm25}: Does this include distinguished prof and lecturer presidential scholar and visiting prof?

(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 {rm26}: Compensation? Bylaws? Purpose?

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. All members elected by constituency bodies shall be ratified by the College Council.

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.

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 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~~ elected by the Student Council and elected ratified 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 members of the faculty members~~ elected by the ~~Faculty Senatet and ratified by the College Council~~~~teaching faculty, and two (2)two students elected by the Student Council and ratified by the College Council, and two teaching faculty members designated by the Professional Staff Congress. The committee shall elect a chairperson who shall be a member of the faculty. Members shall serve for a term of two years.~~

~~The committee shall be responsible for a continuous review of faculty evaluation procedures; review of the evaluation and design of the survey instrument; recommending for the terms under which they are used; and for the development of guidelines which shall be submitted to the College Council for review, 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 and Admissions 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. The members of the faculty must be from 12 different academic departments. 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 elected by the Student Council and ~~elected- ratified by the College Council. The committee shall elect a vice chair from amongst its members of the faculty.~~

Comment (rm27): Students propose lowering GPA to 3.0

Comment (rm28): Change if new process is adopted.

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.

Faculty members of the committee shall also review student applications where there is discretion in admissions and act upon student appeals which result from the implementation of admissions policies.

j. Comprehensive Planning Committee

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

The Comprehensive Planning Committee shall provide guidance for comprehensive and strategic planning for the College including development of major planning documents and accreditation studies, related process and outcome assessment and *resource allocation (space planning)*.

Comment [rm29]: Review language

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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 shall 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; and coordinators of undergraduate majors.

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

mk. Special Committees

The College Council may establish special committees at its discretion.

~~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.~~

I. 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.~~

ARTICLE II

DEPARTMENTS

SECTION I. Departments

Each department, subject to approval of the College Council and to the provisions of the Bylaws of the CUNY Board of Trustees, shall have control of its own educational policies. Each full time member of the 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 members of the faculty ~~members~~ and be approved by the College Council and the CUNY Board of Trustees 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 ~~fewer 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 [rm30]: 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 ~~profes~~ professorial ~~sional~~ rank, and shall be elected by secret ballot for a term of three years by a majority of all voting members of the 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 CUNY 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~~.

Comment [rm31]: Vacancies?

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 ~~(4)(when possible)~~ full-time faculty tenured members of the faculty, when possible, 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 tenured associate and/or tenured 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

Comment [rm32]: Review language

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 pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs. Such program bylaws shall be adopted by the faculty of the program to which membership would apply.

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 members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.

ARTICLE IV

THE INSTRUCTIONAL STAFF

CONSTITUENCY BODIES

SECTION 1. Meetings

The entire membership of the instructional staff, which consists of 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 and the President of the College 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 [rm33]: 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 all those 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

Comment [rm34]: Check with 80th Street Legal

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.~~