Faculty Senate Minutes #400

March 7, 2013   1:40 PM   Room 630 Haaren

Present (38): Chevy Alford, Simon Baatz, Andrea Balis, Ned Benton, Adam Berlin, Erica Burleigh, James Cauthen, Kashka Celinska, Elise Champeil, Demi Cheng, Lyell Davies, Janice Dunham, Peggy Escher, Terry Furst, Lior Gideon, Maria Grewe, Maki Haberfeld, Jay Hamilton, Charles Jennings, Karen Kaplowitz, Kwando Kinshasa, Maria Kiriakova, Anru Lee, Ma'at Lewis, Richard Li, Vincent Maiorino, Mike Maxfield, Roger McDonald, Jean Mills, Brian Montes, Elvin Montgomery, David Munns, Hyunhee Park, Raul Romero, Manouska Saint Gilles, Francis Sheehan, Staci Strobl, Shonna Trinch

Absent (10): Janice Johnson Dias, Tim Horohoe, Shaobai Kan, Tom Kucharski, Cyriaco Lopes, Yu Ma, Amie Macdonald, Evan Mandery, Richard Ocejo, Melinda Powers

Invited Guest: Undergraduate Dean Anne Lopes

Agenda
1. **Adoption of the agenda**
2. **Adoption of Minutes #399 of the February 21, 2013 meeting**
3. **Announcements & Reports**
4. **Elections to the UFS and to the Associate Provost & Graduate Dean Search Committee**
5. **Review of the agenda of the March 13 meeting of the College Council**
6. **Review of the proposed draft "Online Education Policy and Guidance"**
7. **Review of the amended proposed "Research-Related Building Access Policy," from CSAC**
8. **Invited Guest: Dean of Undergraduate Studies Anne Lopes**

1. **Adoption of the agenda.**   Approved.

2. **Adoption of Minutes #399 of the February 21, 2013 meeting**. Approved.

3. **Announcements & Reports.** Noted.

4. Election of UFS delegates & members of Assoc Provost & Graduate Dean Search Comm

1 full-time faculty member to serve as a delegate on the University Faculty Senate:
The Senate elected Karen Kaplowitz (English)

2 full-time faculty members to serve as alternate delegates on the UFS:
The Senate elected Ned Benton (Public Management)

1 adjunct faculty member to serve as a delegate on the UFS:
The Senate elected Richard Kempter (Psychology)

3 full-time faculty members to the Associate Provost & Graduate Dean Search Committee:
Before the candidates' election statements and ballots were distributed, Senator Staci Strobl moved the following motion: "It is the position of the Faculty Senate that the academic leader of graduate studies, whether dean or associate provost, should be a position that focuses exclusively on graduate studies and that reports directly to the provost." The motion was seconded and carried by a vote of 35 yes, 0 no, 3 abstentions.

The Senate then, by secret ballot, after reading the candidates' election statements, elected Douglas Salane (Mathematics & Computer Science); Staci Strobl (Law, PS, and CJA); and Karen Terry (Criminal Justice) to serve on the search committee.

5. Review of the agenda of the March 13 meeting of the College Council. Noted.

6. Review of the Proposed Draft "Online Education Policy and Guidance"

The proposed draft was developed by members of the Online Policy Advisory Committee, which is chaired by Feng Wang. Senator Ned Benton, who is a member of the Committee, briefed the Senate on the document, explaining that whereas his comments appear in the document, the other members' comments have not yet been received and so do not appear. He also explained the various issues that the policy will address and said that after approval by UCASC and by the Graduate Studies Committee, the document will go to the College Council for vote.
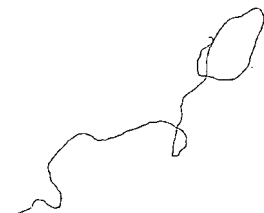

7. Review of the amended proposed "Research-Related Building Access Policy" from the Campus Safety Advisory Committee [Attachment A]

The Senate without dissent approved the proposed policy after amending it to state that revisions to this policy can only be made following recommendations by the Campus Safety Advisory Committee and the Faculty Senate and approval by the Director of Public Safety and Risk Management and the Vice President for Finance and Administration.

8. <u>**Invited Guest: Dean of Undergraduate Studies Anne Lopes: Discussion of student writing skills and ways to improve students' skills.**</u> Noted.

The meeting was adjourned at 4:00 PM.

Submitted by
The Executive Committee

Draft Policy on Research-Related Building Access*

1. Faculty and students are permitted building access during published building access hours.
2. Faculty already in the building may remain in the building after published building access hours by notifying building security (x8524) of their location for safety/emergency purposes as soon as practicable and faculty may enter the building after published access hours by checking in with Public Safety stating their intended destination and passing through the turnstiles with a valid JJ ID. No member of the John Jay College community is permitted to reside on campus or remain on campus 24/7.
3. Faculty may authorize after hours building access for their student researchers or research subjects for research purposes by emailing Public Safety at publicsafety@jjay.cuny.edu from their John Jay email address the name or a list of names along with the date, projected time of arrival, and the room/lab destination.
4. Faculty may request frequent after hours building access by student researchers by sending those students to Public Safety with a letter requesting such frequent access. The letter must be signed by the faculty member responsible for the research and co-signed by the appropriate academic department chair. Public Safety will issue an additional photo ID card with the title "Student Researcher," thus allowing them building access with the card and their valid regular student ID even in the absence of an approval email (item 3). The student researcher ID will be valid for up to six months at the request of the Faculty member.
5. Faculty may request anonymous building access by research subjects for specified periods of time by submitting a brief description of the research project along with a unique random nine digit code number assigned to each of the participants to the Dean of Research, or her/his designee if appropriate. The Dean or designee will review the proposal and forward the code numbers to the Director of Public Safety. This list of code numbers will be kept at the security desk and such participants will be required to state their code number to the officer who will make a log entry. A photo ID is not required.
6. Any faculty member who authorizes entry to a non-student and is aware that her/his past history presents a significant threat to public safety must include this information in the request for access.
7. In the event that a student researcher or research subject attempts to enter a John Jay building outside of published building access hours and without pre-approval (item 3) the student or subject can ask Public Safety to contact the faculty member or lead researcher using contact information on file. That faculty member, lead researcher or a research assistant appointed by the faculty member or lead researcher can escort the visitor to the indicated destination.
8. All student researchers must have their valid college ID with them, and all research subjects must have a valid photo ID such as a driver's license to gain building access unless anonymous access (as detailed in item #5) has been previously approved.
9. Everyone leaving the building at times other than published building access hours is expected to notify Public Safety.

Draft Policy on Minimizing Research Disruption

1. Public Safety will not check closed doors on offices/labs to verify whether or not they are locked during published building access hours except in the case of an investigation, serious incident or building emergency.
2. Public Safety may check doors on labs/offices after hours to verify whether they are locked. If unlocked, Public Safety will first knock on the door before entering an unlocked facility.
3. In the event that a researcher is conducting sensitive research that requires minimal disturbance, that researcher can request a "PUBLIC SAFETY NOTICE: Do Not Disturb – Research in Progress" placard from Public Safety to be placed on the door only during such research. If this sign is placed on an office/lab door, Public Safety will not check the lock or disturb the research during or after hours except in the case of an investigation, serious incident or building emergency. A letter must be received by Public Safety from the Chair of the Department approving the issuance of the placard. The letter must indicate the dates that the placard will be utilized and the research lab/room number where the placard is to be posted.

*For non-research related access, please see the Access Control Policy in the College's Policy and Procedures Compendium.