



The York College Senate
Meeting of Tuesday, November 28, 2017
Senate Plenary - 12:30pm
Room 2M04

MINUTES

Present:

Administration: Keizs, Meleties, Thomas

Faculty Senators: Amaghionyeodiwe, Ashton, Austin, Borenstein, Criss, D'Alotto, Deutsch-Keahey, Di Toro, Henry, Hua, Hughes, Johnson, Keiler, Massimino, Mathew, McNickle, Meddeb, Moldovan, Neale, Phelps, Pritchard, Robie, Sandoval DeLeon, Simpson, Vasquez

Student Senators: Caraballo, Jean, Kellerman, Kennedy, Medina, Rahman, Schachter, Solomon, St. Martin, Tobo, Vilme

Guests: Joanne Fellows, Tim Kirk, Ismael Perez

1. Call to Order at 12:44 pm
2. Approval of Minutes: October 24, 2017

Sen. Ashton moved to vote on accepting minutes, seconded by Provost Meleties. Call for discussion by Pres. Keizs yielded no comments. Vote taken by show of hands: Yes votes (all, except for 1 abstention); Passed.

3. President's Report

Pres. Keizs introduced two topics: 2018 budget update and Middle States Update.

RE budget: VP Thomas is not in attendance b/c he is attending financial meeting at CUNY. VP Perez was asked to address Senate today about the Fiscal year (FY) 2018 budget.

VP Ismael Perez (Assistant Vice President for Planning and Budget): The Resource Committee met without quorum; will meet again in December. We have made it through November, 5 months into a tough fiscal year and halfway through FY18 year. We have had our third consecutive budget cut from CUNY in our base budget, now totaling \$3 million cut in the last 3 years. In addition, CUNY eliminated the ability to accept credit card payments by students which resulted in a drop in the collections rate last year, significant drop in the Spring 2017 semester. Additionally, we have had a reduction in enrollment by 141 students, which impacts funds significantly. All these combined, led to a \$800,000 deficit in the last fiscal year FY

2017, we had and have worked with CUNY to resolve the deficit. In the summer, we worked on the FY 2018 plan; it was submitted on time on Sept. 26, and approved in November. For Q1, the first quarter financial report states that we are on target to be on budget. We are keeping an eye on costs including supplies, travel costs, adjunct salaries, etc. as well as reviewing all phases of the enrollment management process. We would like to start enrollment earlier. We are piloting a revenue-sharing program for OTPS (other than personnel services). Savings generated by this program are proposed to be shared 60/40 between the college and the department, as an incentive..

Pres. Keisz:

Gave thanks to all who participated in the first phase of the Middle States (MS) visit on November 9. The Chair of the Middle States Accreditation Committee, who is the Provost of SUNY Buffalo, was here to get a feel of how the self-study report that we submitted was developed. She met with cohorts of students, government, faculty, union, and administrators. She provided feedback with credible recommendations which are being reviewed and acted upon. The self-study report has 7 chapters (plus introduction) are being reviewed and are being made clearer. We anticipate having another version, with links and tables, sometime around Dec. 11. A few of us will spend some time next week (Dec 6-8) at Middle States where we will continue to learn how best to prepare the revised report. Our challenge: Middle States has reformed the self-study guidelines, and reduced the traditional 14 standards to 7, but the content of the 14 traditional standards is still embedded within the current 7 standards, with a focus on assessment. We need to address all required topics, assess our follow-up, cross-reference, and link everything. We will need to package the self-study report in a way that the eight members of the MS Accreditation committee, will not be overwhelmed by the amount information in the self-study links.

. We have been aided by a strong Committee, support across the campus at the operational level, the English Dept.'s help with editing; we will get further help from CUNY Central. We are focusing now on addressing the Chair's comments and recommendations, including to have a crisp and meaningful set of recommendations in our self-study report.

The revision will be posted in the website and will be set up for accepting comments online. This self-study draft document will be shared with CUNY Academic Affairs office.

The Middle States Accreditation site visit is scheduled for Mar 11 – 14, 2018.

4. Student Caucus Report

SGA Pres. Tobo:

SGA has been busy. We fed 800 students at our Thanksgiving event, on the Monday before Thanksgiving, where we also distributed scarves with the York College logo. Since the bookstore has closed, we try to give out items with the York logo, to promote school spirit.

SGA has, and continues to poll students about their concerns, likes and dislikes. Thanks were given to Sen. Sabrina Schacter for her work in this project. Physical and structural problems that students noted include bathrooms. The SGA, working with the College and CUNY, advocated to CUNY Vice Chancellor Bertram to obtain a promise of \$10 million to upgrade the bathrooms at CUNY and York College. A strategic plan will need to be developed to determine the upgrade schedule and how the construction will affect restroom availability due to closure of restrooms under construction. There is a plan for new elevators in the future. Our next push will be related to lighting. Brooklyn College, in association with lighting company and CUNY Central, changed to LED lighting.

We had a homecoming Tip-off event in November.

We want SGA to be more active on campus. We want to develop ways for students to provide feedback.

We will add a graduation ceremony for December graduates, likely on Dec. 21, 2017.

Discussion: Suggestion that we need more funding to pay janitorial staff to clean bathrooms more frequently.

Pres. Keizs: spoke of interconnected roles of administration, the Campus Environment Committee, and students, working together to obtain capital for upgrades to bathroom facilities; all present at meetings together.

5. Faculty Caucus Report

Sen. Ashton, FC chair: Wished students good grades on upcoming final exams.

FC has re-formed a COACHE Ad Hoc Committee. COACHE was a CUNY survey of faculty satisfaction that was done 3 years ago by the COACHE (Collaborative on Academic Careers in Higher Education) research group at the Harvard Graduate School of Education. Two years ago, the Faculty Caucus looked at the York College COACHE Faculty Job Satisfaction Survey 2015 Report, and we want to reassess the report and data again and talk with administration about the report, during the Spring 2018 semester.

6. Standing Committee Reports

➤ Campus Environment Committee: Andrew Criss

Dr. Criss is the new Chair of the Campus Environment committee. Committee members include: Stefka Tzanova, Andrew Criss, Vadim Moldovan, Louis Levinger, James Minto, Alejandro Rodriguez, and student members Charles Kellerman, Roberto Brutus, Damaris Orellana, Davendra Ramnarain, Neri Derivois, and Yssed David Tobo. The committee is focused and is working to come up with actionable plans to address and improve the campus environment. The Committee will address and promote the culture of environmental awareness, responsibility, and corrective action. A list of items on the Campus Environment Committee agenda include:

1) **Collection/Analysis of Information**

- a) Review recent Student, Faculty & Staff Surveys
- b) Analysis of B&G work order databases

2) **Infrastructure Issues**

- a) Vertical Transportation: Elevators & Escalators
 - i) Repair/replace schedule
 - ii) Noise concerns
- b) Bathrooms

3) **Food**

- a) Quality & Options
 - i) Look at **nutritional content of food** served in cafeteria and vending machines
- b) **Recycling program** (Single stream)? Recycling contract?
 - i) **Are we recycling at the most efficient level?**
- c) Eating in classrooms
 - i) **Students eating in classrooms and improper use of classrooms maybe high school students commandeering rooms for activities that have food and not cleaning up, messy classrooms.**

4) **Aesthetics of Campus**

- a) Lighting? LEDs?
- b) Remove/Replace old posters?
- c) Fine arts – artistic projects – possible funding?

5) **Communication/Dissemination of Environmental issues/activities**

- a) Status of facility repairs/**improvements**
 - i) Signage in atrium?
 - ii) Pandora's Box/screens/new kiosks?
 - iii) Marketing students? Course projects

Noted improvement in bathrooms, less flooding, less locked bathrooms.

A lot of issues come back to communication; provide info about what is happening with repairs. Work with SGA get students as well as departments involved to come up with solutions to spruce up campus environment.

Welcomes ideas and items you want to address; feel free to reach out.

Pres. Keisz: Committee is fully formed, has a chair, and working to get the work done. Call for questions/comments.

Discussion: When will elevators and escalators be repaired? Are they being worked on?

Tobo: Estimated completion of repairs on elevators and escalators is in 2019.

Criss: Mr. Minto has information on the timeline. (James Minto is the Executive Director Facilities & Planning)

Pres. Keisz: May be possible to bring Mr. Minto in to next Senate meeting on Dec. 12 to address this. He can be reached by email at jminto@york.cuny.edu

Tobo: Estimated completion of repairs on elevators and escalators is in 2019

- Curriculum Committee: Tim Kirk

A. New Courses

1.1 Accounting and Finance

1.1.1 *FINC 100, "Fundamentals of Personal Finance"*

Introduction to financial planning and wealth management for non-specialists. 3 hrs/3 crs

1.1.2 *FINC 200, "Decision-Making in Finance and Accounting"*

Basic concepts of marketing, management, and operations as related to decision-making in finance and accounting. 3hrs/3crs

Motion to vote by Tobo, seconded by Ashton. No questions. Vote by show of hands: unanimous. Passed.

B. Course Changes

2.1 Biology

2.1.1 *BIO 403, "Ecology"*

Updates course description to accurately capture course content

- 2.1.2 *BIO 480, "Theory and Experimentation in Biotechnology"*
Removes WRIT 3xx as prereq; writing content covered in BIO 301
- 2.1.3 *BTEC 480, "Theory and Experimentation in Biotechnology"*
Removes WRIT 3xx as prereq; writing content covered in BIO 301

Motion to vote was made by Sen. Ashton, seconded by Sen. Maria Jean. No discussion. Vote by show of hands: unanimous. Passed.

C. New Programs

3.1 English

3.1.1 *Minor in Digital Studies*

11-12 credit minor focusing on interdisciplinary studies of digital technologies. Targeted to students majoring in arts, humanities, and social sciences.

Motion to vote made by Ashton, seconded by Pritchard.

Comments:

Sen. Pritchard: Concern with the title of the program: digital studies can be confused with computer science and recommends changing the title of program.

Dr. Kirk: Asked ENG dept. about this, but they did not want to call it digital humanities because it includes some comp sci courses. They want to keep it as a broad title to be progressive as things in the field change. Matt Garley is spearheading this with another prof.; program has courses in other (4) depts. A minor is 11-12 credits

Vote: unanimously passed.

D. Curriculum Committee Resolution Removing the Requirement of College Governance Approval of Courses in Hybrid or Asynchronous Online Format

In 2003, College passed a resolution that before a course could be offered in online or hybrid format it had to go through the College Curriculum Committee (CCC). We are the only CUNY senior college that requires governance approval to offer a course online. Best practice in area: We are the only CUNY senior college that requires governance approval to offer a course It was the intention goal, in making this requirement, that the online courses were well-taught, but the CCC approval process does not address this. That would be the role of evaluating the online and hybrid courses. This resolution eliminates the requirement for the CCC and the Senate no longer need to approve teaching an existing course in an online or hybrid format.

Moved to vote by Tobo, seconded by Ashton.

Discussion:

Robie: Supports this resolution. Personal opinion is that our curriculum process is too complicated: it should not take one year to take a course from a thought to teaching it; we should be able to respond to changes in subjects or need for new majors.

Keizs: Question about our thoughts on how we will evaluate the effectiveness of online and hybrid courses, separate and apart from how we evaluate face-to-face classes, or will it be essentially the same? Are there opportunities to look at these evaluations?

Kirk: CCC has not done this, but the instruction committee may be a better committee to take on this question. The faculty contract of last year called for (in one of the terms of the memorandum of agreement) creating a tri-partisan (faculty, admin, and union) workgroup to take on this question. There is a recognition that the peer-evaluation process that we use to evaluate observe each other and evaluate face-to-face classes is not well-designed to evaluate online and hybrid courses. The observation process is used for personnel reasons as well as evaluating quality of instruction. Changing the process requires a lot of different stakeholders to have a conversation. Instruction committee and CUNY may be working on this.

Ashton: Supports this resolution. Feels that teaching online should be an instruction matter and not a curriculum matter. I have taught online teaching for many years. Wenying Huang Stolte and Greete Van Belle, of CTLET, are administrators intimately involved with Blackboard classroom mgt. system; they have started to look at ways to monitor online courses now that the CCC is stepping out. Instruction committee is talking about what they should do; students and faculty serve on that committee, and Greete VanBell is the administrative rep on that committee.

Vote by show of hands: unanimous. Passed.

Keisz: Board of Trustees will need to approve this. With the work of the CUNY workgroup, Instruction Committee and work at the department-level, this will move forward.

Discussion:

7. New Business

At the last Senate meeting we discussed putting together a small committee to archive material. Need members. Also, faculty (at least one faculty member at large) is/are wanted to sit on Auxiliary Committee to review the food services contract. It is up for renewal; it is expired now. They will need to review proposals, put out and look at RFPs (request for proposals). New contract will need to go before Board of Trustees; this should move through quickly.

Sen. Pritchard and Sen. Ashton expressed interest in being on the food service contract Auxiliary Committee interested. For info committee, Sen. Ashton and Sen. Simpson expressed interest in the archive committee; Ashton recommended a Scott Scheidlower from library to serve on the archive of information committee.

8. Adjournment at 1:45 pm