

MINUTES

Meeting of the Hunter College Senate

13 September 2017

1 The 601st meeting of the Hunter College Senate was convened at 3:40 PM in HW room 714.
2

3 **Presiding:** Thomas DeGloma, Chair
4

5 **Attendance:** The elected members of the Senate with the exception of those marked absent in Appendix I.
6
7 Alternate Senators were formally seated in accordance with the procedures approved by the Senate,
8 and clickers were distributed to them.
9

10 **Minutes:** The minutes of 5/3 and 5/10 were approved as distributed. The minutes of 5/17 were circulated at
11 the door and will be voted on at the next meeting.
12

13 **Report by**
14 **the President:** **President Raab said the following:**
15 “I am honored to welcome you all back, and the 28 new members of the faculty are joining us this
16 semester. We are proud to continue to refresh the faculty while taking on budget cuts the past
17 couple years. We are doing our best to find resources to refresh and renew the faculty. One of the
18 ways we can maintain and refresh our faculty is because our enrollment remains high. We have a
19 strategic commitment that comes from a previous strategic plan to always keep 25% or more in our
20 graduate programs, which gives us a healthy mix. We have this year a little over 23,000 students
21 enrolled in our undergraduate and graduate programs.
22

23 We are going to ask you all for help in the search for our next Provost. Dr. Kaufman has done a
24 tremendous job in the acting role but per CUNY rules we are required to have an official search,
25 and I have asked Tom [DeGloma] to get the processes started. The Senate has provided us with a
26 Search Committee for the Dean of Social Work, and we are hopeful that this semester we have our
27 finalist and will report later on the progress made by the search committee.
28

29 This year the Middle States process officially begins, and we are asking you all to help and embrace
30 the reaccreditation process. There is so much that we can get out of this as a community and
31 institution moving forward while filling in the blanks and doing what the Middle States requires.
32 We had a wonderful visit on Friday with our Middle States liaison who will help guide us through
33 the process. The good news is that he approved our self-study design and four focus areas.
34

35 I wanted to discuss President Trump rescinding the executive order on DACA and what we are
36 doing as an institution to try to assist DACA students enrolled here. As a public institution, some
37 laws limit the ways that we can support these students. We are concerned that students may not
38 have the resources available to get everything together by the deadline. I spoke with the Hunter
39 College Foundation board, and they have agreed to provide permit renewal assistance to any student
40 who comes forward and that needs help. We have to get together as a community, get legislation
41 passed to ensure these students are protected,, and the college will do whatever we can within this
42 tight deadline to help. More legislative information will be coming out over the next few weeks.
43

44 Briefly, we are continuing to make investments in the physical plants this summer; a lot of
45 construction activity took place in all our buildings and other projects. Coming up there will be
46 work in the West Plaza, and we are building a new student union in Thomas Hunter Hall. This is
47 being done with private money and some funding provided by the USG. The project started this
48 summer, and we look forward to work being completed and students having space where they can
49 go to relax.”
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Minutes
Meeting of the Hunter College Senate
13 September 2017

Report by the
Administrative
Committee:

Professor DeGloma presented the report as follows.

a) Special Election for Vacant At-large Seats

In accordance with Article IV, 2H i & ii of the Charter for a Governance of Hunter College, the Administrative Committee is presenting the names of all nominees received to date:

Faculty and At-Large: Ajatshatru Pathak (Library)

Students: Ilya Geller (Graduate)
Richard Lu (Undergraduate)

b) Approved Curriculum Changes

The following curriculum changes as listed in the attached Report dated 13 September 2017 have been approved as per Senate resolution and are submitted for the Senate's information: Items: US-2144 Philosophy (Change in Courses), US-2145 Psychology (Change in courses), US-2146 Classical & Oriental Studies/Arabic (Change in degree program), US-2147 Classical & Oriental Studies/Arabic (Change in degree program), US-2148 Classical & Oriental Studies/Arabic (New courses), US-2149 Film & Media (New courses).

c) Announcement: Election of Ombudsman

Chair DeGloma announced that the process of electing the college Ombudsman has begun. The process and announcement were distributed at the door and are attached as Appendix II

d) Election of Committee Chairs:

The floor was open for nominations for Chair of the Budget Committee.

Professor Randall Filer (Economics) was nominated.

It was moved that nominations be closed. The motion carried by voice vote.

It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee. The motion carried by voice vote without dissent and Professor Filer was re-elected.

The floor was open for nominations for Chair of the Master Plan Committee.

Professor Michael Steiper (Anthropology) was nominated.

It was moved that nominations be closed. The motion carried by voice vote.

It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee. The motion carried by voice vote without dissent and Professor Steiper was re-elected.

The floor was open for nominations for Chair of the Nominating Committee.

Professor Jeffrey Allred (English) was nominated.

It was moved that nominations be closed. The motion carried by voice vote.

109 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
110 The motion carried by voice vote without dissent and Professor Allred was re-elected.

111
112 The floor was open for nominations for Co-Chairs of the GER Committee.

113
114 Professor Lawrence Kowerski (Classical and Oriental Studies) was nominated.

115
116 Professor Alicia Ramos (Romance Languages) was nominated.

117
118 It was moved that nominations be closed. The motion carried by voice vote.

119
120 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominees.
121 The motion carried by voice vote without dissent and Professor Kowerski and Professor Ramos
122 were elected.

123
124 The floor was open for nominations for Chair of the Charter Review Committee.

125
126 Professor Joseph Lao (Psychology) was nominated.

127
128 It was moved that nominations be closed. The motion carried by voice vote.

129
130 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
131 The motion carried by voice vote without dissent and Professor Lao was elected.

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134 **Old Business:**

Select Committee on Student Success

135 Professor Michael Steiper, Chair of the Committee gave a PowerPoint presentation on the new
136 Early Alter System. The presentation is attached as Appendix III.

137
138 **Report by the GER Appeals Committee:**

139 Professor Jennifer Gaboury gave a presentation on the current appeals process and cases
140 received from the past year. The presentation and report are attached as Appendix IV

141
142 **Report by the Select Committee on Honors**

143 Professor Richard Belsky, Chair of the Committee presented the following resolution:

144
145 **Resolution to Extend the Select Committee on Honors**

146
147 WHEREAS, there has been a call to departments and programs to offer honors courses to
148 students in the Macaulay Honors, Thomas Hunter Honors, and the cohorts honors programs
149 and students with a 3.5 minimum GPA, and

150
151 WHEREAS, there are no institutional, college-wide guidelines about what constitutes and
152 distinguishes an honors course from a regular course, and

153
154 WHEREAS, the National Collegiate Honors Council suggests opportunities for honors should
155 fit an institution's culture and mission statement, and suggests ways to define honors by
156 describing modes, research and creativity, breadth and enduring questions, service learning and
157 leadership, and experiential learning, and

158
159 WHEREAS, the current honors courses offered to students do not appear on a student's
160 transcript, and

164 WHEREAS, the Committee's charge is to expire in May 2017,
165

166 BE IT RESOLVED that the Select Committee on Honors shall be renewed until May 2018 and
167 its charge extended. In addition to the charge approved on 23 October 2013, the Select
168 Committee on Honors, in collaboration with the Undergraduate Course of Study Committee,
169 shall be charged with defining the criteria for honors courses in relation to the institution's
170 mission statement. The definition of honors courses will include a comparison with regular
171 courses and how honors courses fit into departmental honors and the Macaulay Honors,
172 Thomas Hunter Honors, and the cohorts' honors programs.
173

174 There was motion to extend the charge to the end of May 2018 and received a second.
175

176 The motion to extend the charge of the committee carried by voice vote with one nay.
177

178
179 **Ad-hoc Committee on Hiring Practices**

180 Professor Sarah Chinn, co-chair of the committee, said the following:

181 "Good afternoon. I do not have much to report. We sent out a survey to current and former
182 department chairs along with department administrators who are involved in the hiring process.
183 We have not had many responses and kindly ask that if you have received a survey that you
184 please fill it out. The next steps are to conduct in-person interviews with individuals who
185 agreed to it and analyze the survey information. The committee will report later in the semester
186 once this work has been completed.
187
188

189 **Election of Faculty Members for Appeals Committee for Student Complaints**

190 Acting Provost Kaufman said the following:

191 "The committee reviews appeals filed by a faculty member in response to a grievance filed by a
192 student against that faculty member. In cases wherein a formal grievance filed by a student
193 against a faculty member has been assigned to a fact-finder who determines there is substantive
194 evidence in support of the grievance, the accused faculty has the opportunity to appeal the
195 findings of the fact-finder. The Appeals Committee reviews the fact-finder's report, and the
196 faculty member's appeal document and reports on their findings and recommendations to the
197 student, the faculty, the department chair and the President. The bylaws of the committee are
198 available online for review."
199

200 Chair DeGloma presented the two names of faculty to serve on the Appeals Committee for
201 Student Complaints:
202

203 Professor Jason Young (English)
204 Professor Jennifer Gaboury (Women & Gender Studies)
205

206 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominees.
207

208 The motion carried by voice vote without dissent.
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220 **New Business:**

Resolution to protect and support DACA students at Hunter

Professor Catherine Raissiguier presented the following resolution:

221
222
223 WHEREAS On September 5, 2017 the Trump administration officially rescinded Deferred
224 Action for Childhood Arrivals (DACA): temporary protections for childhood arrival
225 immigrants, with a six month delay for current recipients, and

226
227 WHEREAS, according to the American Association of University Professors, 576,000 of the
228 approximately 800,000 individuals with DACA status are enrolled in college, and

229
230 WHEREAS there are hundreds of DACA students enrolled at Hunter College and thousands
231 across the CUNY system, and

232
233 WHEREAS the repeal of DACA threatens to significantly disrupt the education of these
234 students at Hunter and across the country, and

235
236 WHEREAS the repeal of DACA will adversely impact our college and university community,
237 and institutions of higher education across the country, while also disrupting families,
238 neighborhoods, communities, and workplaces across New York and across the United States,

239
240 Therefore, be it resolved that the Hunter College Senate denounces the Trump administration's
241 decision to repeal DACA, and

242
243 Be it further resolved that the HUNTER College Senate reiterates its commitment to protecting
244 and supporting students regardless of their immigration status as first stated in its "Resolution
245 to make CUNY a Sanctuary University and Hunter College a Sanctuary Campus" approved on
246 February 8, 2017, and

247
248 Be it finally resolved that the Hunter College Senate request that the Hunter College
249 Administration develop a detailed plan (to be presented to the Senate) to adhere to the above
250 referenced Senate Resolution (especially items 3, 4 and 7) and specifically to protect DACA
251 students in light of new threats.

252
253 The resolution was briefly discussed. Due to the time, the body did not conclude the
254 discussion. The Senate will continue the discussion at the next meeting.

255
256
257 Due to the late hour, the meeting was adjourned at 5:25 PM.

258
259 Respectfully submitted,

260
261
262 Dana G. Reimer
263 Secretary

APPENDIX I

The following attendance was noted from the meeting

(A) =Alternate, A=Attended, X=Absent, E=Excused

Faculty					
AFPRL	Anthony Browne	A	Mathematics & Statistics	Sandra Clarkson	A
	Denis Milagros	(A) X		Verna Segarra	A
	Edgardo Melendez	(A) A		Bill Williams	(A) A
Anthropology	Jackie Brown	A		Patrick Burke	(A) A
	David Hodges	(A) A	Medial Laboratory Sciences	Chad Euler	A
	William Perry	(A) X		Robert Raffaniello	(A) X
Art & Art History	Daniel Bozhkov	X		Muktar Mahajan	(A) X
	Lynda Klich	E	Music	Jewel Thompson	A
	Susan Cole	(A) A		Michael Cabrini	(A) A
	Susan Crile	(A) E			(A)
Biological Sciences	Derrick Brazill	X	School of Nursing	Christine Ganzer	A
	Shirley Raps	A		Abigail Kotowski	A
	Paul Feinstein	(A) X		Charles Reuter	(A) A
	Maria Pereira	(A) X	Philosophy	Omar Dahbour	X
Chemistry	Akira Kawamura	A		Frank Kirkland	(A) A
	Gabriela Smeureanu	(A) A		Christa Acampora	(A) A
	Nancy Grennbaum	(A) X	Physics & Astronomy		
Classical & Oriental Studies	David Petrain	A			(A)
	Dai Fang	(A) A			(A)
	Alex Elinson	(A) X	Political Science	Jill Schwedler	A
Computer Science	Lie Xie	X		John Wallach	(A) A
	Felisa Vasquez-Abad	(A) X		Michael Lee	(A) X
		(A)	Psychology	Roseann Flores	A
Curriculum & Teaching	Jason Writz	X		Jonathan Rendina	A
	Karen Koellner	X		Peter Moller	(A) X
		(A)	Physical Therapy	Peter Serrano	(A) X
Dance	Maura Donohue	A			(A)
	Carol Walker	(A) A			(A)
	Kathleen Isaac	(A) X	Romance Languages	Monica Schinaider	A
Economics	Avi Liveson	X			(A)
	Tim Goodspeed	X			(A)
	John Li	(A) X	School of Social Work	Carolyn Gelman	A
		(A)		Michael Lewis	X
Educational Foundations & Cou	Veronica Muller	A			(A)
	Alexander Fietzer	(A) A			(A)
		(A)	Sociology	Mark Halling	A
English	Leigh Jones	A			(A)
	Sarah Chinn	A	Special Education	Michaela Soyer	(A) X
	Steven Wetta	(A) A		Elizabeth Klein	A
		(A)		Jennifer Klein	A
Film & Media Studies	Larry Shore	A	Speech-Language Pathology and Audiolo	Elissa Brown	(A) A
	Sissel McCarthy	(A) A		Donald Vogel	(A) A
	Isabel Pinedo	(A) X		Michelle McRoy-Higgins	A
Geography	Haydee Salmun	A	Theatre	Carol Silverman	(A) A
	Ines Miyares	(A) A			
		(A)		Jonathan Kalb	X
German	Elke Nicolai	A	Urban Policy and Planning	Claudia Orenstein	(A) A
	Eckhard Kuhn-Osius	(A) A		Victoria Johnson	A
	Aine Zimmerman	(A) A		William Milczarski	(A) E
	Rick Belsky	A			(A)
History	Iryna Vushko	(A) A	School of Urban Public Health	Phil Alcabas	A
	Mary Roldan	A		Steven Trasino	(A) X
Library	Sarah Ward	X	Women & Gender Studies	Khursheed Navder	(A) A
	Mee Hom Lee	A		Jennifer Gaboury	A
	Adina Mullikin	(A) A		Catherine Raissiguier	(A) A
	Danise Hoover	(A) A		Rupal Oza	(A) X

Students

Maria Pia Sifuentes	A
Sandra-May Flowers	A
Sara Shanaj	X
Kendra Cornelis	X
Noam Sohn	A
Alfie Corteza	E
Lucien Formichella	X
Famata Barrie	A
Alyssa Lombardi	A
Shannon O'Rouke	X
Asheley Siewnarine	X
Demi Moore	A
Daria Larine	X
Saim Siddiqui	X
Linda Yohannes	A
Anam Khalid	A
Nicholas Fuchs	X
Nibras Karim	A
Jessica Flaherty	X
Mila Adelman	A
Nouhaila Terrab	X
Christopher Cantor	A
Nicole Parker	X
Ilya Geller	A
Hieu Dang	X
Cara Fitzgerald	X
Meliane Lozier	X
Bran May	X
Sarah Lamsifer	X
Sarah Mathew	X
Edward Friedman	A
Stephon Odom	A
Ricahrd Lu	A

At-Large, Lecturers and Part-Time Faculty

Student Services	Brian Maasjo	A
	Shannon Silenas	(A) X
Library	Jocelyn Berger-Barera	A
Geography	Dana Reimer	A
English	Meghann Williams	A
Library	Ajatshatru Pathak	A
Medicial Lab Science	Hongxing Li	A
Philosophy	Ian Blecher	X
Sociology	Thomas DeGloma	A
Urban Affairs & Planning	Elaine Walsh	E
Urban Affairs & Planning	Laxmi Ramasubramanian	A
History	Bernadette McCauley	E
THHP	Sarah Jeninsky	A

Ex-Officio

President, USG		
Vice President, Graduate Student Association		
President Alumni Association	Patrcia Rudden	A
President, HEO Forum	Terry Wansart	A
President, CLT Council	Amy Jeu	X

ADMINISTRATION

Senators:		
HEO/CLA Representative	Briam Buckwald	A
Vice President for Student Affairs	Eija Ayravainen	A
Vice President for Administration	Robert Pignatello	A
Provost, Acting	Lon Kaufman	A
Dean, School of Arts & Sciences	Andrew Polsky	A
Alternate Senators (3):		
Dean of Education	Michael Middleton	A
Special Counsel to the President & Dean	Laura Hertzog	A
School of Nursing	Gail McCain	A

APPENDIX II



ESTABLISHMENT OF SEARCH COMMITTEE FOR PROVOST

President Raab has asked the Hunter College Senate to begin the process of electing a **Search Committee for Vice President of Academic Affairs and Provost**. In accordance with the *College-wide Search Procedures* (see excerpt below), nominations for membership on the Search Committee will be conducted as follows:

A. Nominations for Member-Panel:

Faculty and students who wish to be nominated for membership on the Search Committee through departmental elections should contact their department chair promptly. Nominations by petition of 25 signatures will be accepted in the Senate Office. (The procedures are outlined below.)

B. Nominations for Chair-Panel:

Members of all units of the College may run for the positions of non-voting Chairperson of the Search Committee. (See "Procedures" below.) Interested persons should submit their names directly to the Senate Office, Room E1018.

Deadline for Submitting All Nominations:

All nominations must be received by the Senate Office, Room E1018, **NO LATER THAN 5:00 PM on Thursday, October 12. This is an absolute deadline.** (Election of the Search Committee will take place at the October 25 Senate meeting.) Please call the Senate Office at 772-4200 if you have any questions, or e-mail lmiran@hunter.cuny.edu.

Excerpt from the *College-wide Search Procedures*

3. Search Committees for College-wide Administrators:

A. Nomination and Election of Candidates for Membership:

Each department (or equivalent) may nominate one full-time faculty member by election among its full-time faculty members and one student by election among its student majors (or equivalent) for service on the search committee. Faculty (including part-time faculty) and students may be nominated at-large by petition of 25 members of their constituency.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 students from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions*. From this panel, the President shall choose a search committee consisting of 4 faculty members and 3 students.

B. Nomination and Election of Candidates for Chairperson:

Any member of the Hunter community may submit nominations for Chairperson. The Senate shall elect a panel of 3 from among the Hunter community at-large from which the President shall choose a non-voting chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

4. Search Committee Responsibilities:

The Search Committee shall be responsible for soliciting the best candidates for the particular job. It shall follow up on all recommendations made to the Committee, and it shall carefully review and consider all applications submitted to the committee, including those of an outside consultant, if the College President in consultation with the Senate Administrative Committee decides to employ such a consultant to widen the pool of applicants.

As a result of its search procedure, the search committee shall submit to the President a list containing the names of at least 3 qualified candidates. The President shall either appoint someone from this list or request that the committee re-open its search to produce a new list.

* **Listing of the divisions for the purpose of this election:** (1) Humanities & the Arts; (2) Social Sciences; (3) Sciences & Mathematics; (4) School of Education; (5) Schools of Nursing, Health Professions, and Urban Public Health; (6) School of Social Work and the Library

APPENDIX III

SENATE NEWS BULLETIN

Office of the Hunter College Senate, Room E1018 -- Telephone: 772-4200 -- Visit us at: www.hunter.cuny.edu/senate

NO. 4

13 September 2017

H.C. SENATE ELECTS OMBUDS OFFICER THIS FALL

The procedures for nominating and electing a candidate are as follows:

Eligibility

"Any member of the College community, eligible to serve on the Senate, may be nominated by any member of the Hunter College community in good standing, or may nominate herself or himself for the position of Hunter College Ombud Officer" (excerpt from the *Charter for a Governance of Hunter College*, Article XII, Section 2).

Nominating Procedure

Nominations shall be made: (a) by filing nominations with the Senate Office in Room E1018 before September 28, or (b) by announcement on the Senate floor at the October 11th Senate meeting. Thus, the Senate meeting on October 11th is the last time to nominate candidates.

Documentation

All candidates who accept nomination must submit to the Senate Office in Room E1018: (a) a *resume*, (b) a *statement of platform or intent* not to exceed 500 words; and (c) sign the form accepting the *Agreement with the President* and the definition of the Office of the Ombuds Officer as stated below in the excerpt from the Hunter College Governance Charter. Candidates must submit all three documents for their candidacy to be validated. Only valid candidates will appear on the ballot on October 25.

Timetable for Nominations and Election

October 11th Senate Meeting

Senate Secretary reads a list of validated candidates, and a list of those candidates who have partially completed the necessary documentation. The floor will then be open for further nominations (the agreement may be signed later). There will be no nominating speeches on the floor of the Senate at this meeting.

October 19th 5:00 PM -- Mailing Deadline

Statements and documentation received in the Senate Office in final form by 5:00 PM on October 19th for all validated candidates will be mailed to the Senate membership for the October 25th Senate meeting.

October 25th Senate Meeting -- Election of Ombudsman

The first item of business on the Administrative Committee Report shall be the election of Ombuds Officer. A list of all candidates will be distributed to the Senate members. The Senate Secretary or the Chair of the Administrative Committee will read off the list of candidates for the last time. At that point, when her or his name is called, the candidate will rise if (s)he so chooses to be physically identified, and may give a short presentation. In no case will nominations be accepted from the floor of the Senate at this meeting. Voting will proceed according to the rules as set out in Article XII, Section 2, of the Hunter College Governance Charter; the winner will be determined in the same manner.

Duties of the Ombuds Officer

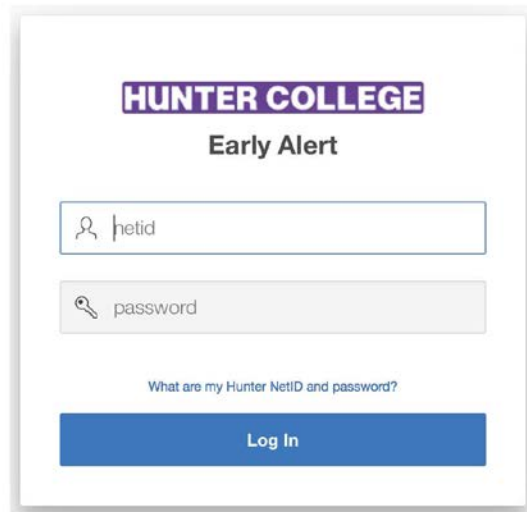
Article XII, Sec.4 of the Hunter College Governance Charter states:

"The Hunter College Ombuds Officer shall consider complaints and grievances that are brought by any member of the Hunter College community, concerning a condition or problem in the College, may investigate the conditions giving rise to such complaints and may refer cases to others when the usual appeals procedures seem adequate. The Ombuds Officer will undertake independent investigations, in general, only if the usual procedures have proved inadequate or have been exhausted, and shall be empowered to recommend action to any officer or to any committee or organization of the College. The Ombuds Officer shall from time to time report on his or her work to the Hunter College Senate; and may otherwise publicize the results of investigations."

APPENDIX III
Select Committee on Student Success
Early Alert Interface Presentation

Hunter College Early Alert Interface

September 2017



The screenshot shows a login interface for Hunter College's Early Alert system. At the top, the text "HUNTER COLLEGE" is displayed in a purple, bold, sans-serif font, with "Early Alert" centered below it in a smaller, black, sans-serif font. There are two input fields: the first is for the "NetID" and contains the text "hetid" next to a person icon; the second is for the "password" and contains the text "password" next to a key icon. Below these fields is a link that reads "What are my Hunter NetID and password?". At the bottom of the form is a blue rectangular button with the text "Log In" in white, centered.

HUNTER COLLEGE Early Alert Help Print View

Year: 2017 Semester: Fall Course: ANTHP 31200 Sec:01

Show Roster Reset

Please note: The roster data is loaded nightly and therefore current as of last night. With respect to rosters for upcoming terms, the major/minor, acad_career and acad_level information may not reflect the changes which occurred recently. You can only view the data for 3 semesters including the current one.

Roster for ANTHP 31200 Sec:01 for Fall 2017

Please note: The roster data is loaded nightly and therefore current as of last night. The icons below can be used to toggle between the photo only, standard and detailed views. When in the standard view, please click on the Actions button to select the columns to display and to download the data into excel (csv format). Only text data can be downloaded. Clicking on the underlined column header will sort the report by this column. For description of the status codes mentioned in the reports, please open the Code Reference Page.

Photo	Official Name	Pref Name	CUNYfirst ID (Empl ID)	Early Alert	Email	Status	Status Date	Major 1
				Add Alert				
				Add Alert				

List / Edit Early Alert

Add New Alert

Please note that you can update your comment and the subject and text of the email before the midnight. All email for the day will go out the following morning.

Alert Type: Inadequate course engagement
 Unsatisfactory performance on class assignment(s)
 Prioritize this student for contact from their Advisor from the Office of Student Advising

Internal Comments (visible only to the Instructor(s) and Advisors):

Student Email

From: @hunter.cuny.edu

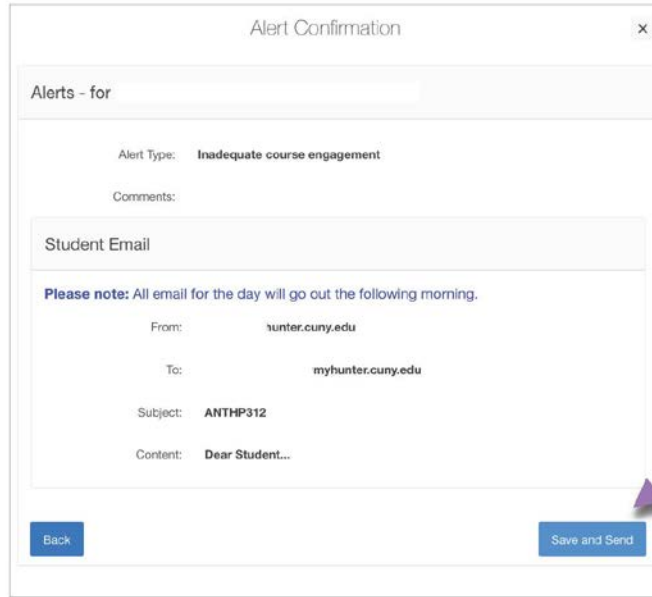
To: @myhunter.cuny.edu

Subject: ANTHP312

Email content: Dear Student...

Close Create

may need to scroll



Alert Confirmation

Alerts - for

Alert Type: **Inadequate course engagement**

Comments:

Student Email

Please note: All email for the day will go out the following morning.

From: **hunter.cuny.edu**

To: **myhunter.cuny.edu**

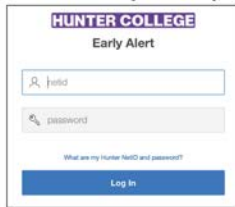
Subject: **ANTHP312**

Content: **Dear Student...**

Buttons: Back, Save and Send

Step 1: Log in

www.hunter.cuny.edu/earlyalert

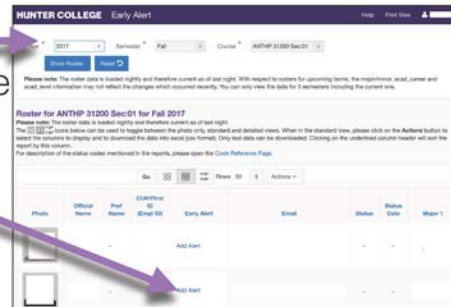


HUNTER COLLEGE
Early Alert

Fields: Email, Password

Button: Log In

Step 2: Find your course



HUNTER COLLEGE Early Alert

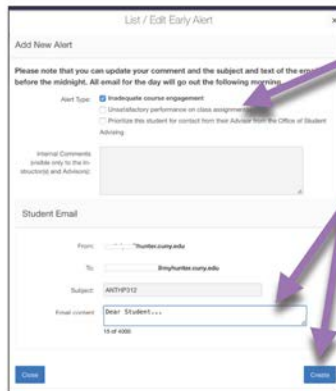
Search: 2017, Semester: Fall, Course: ANTH 3120 Sec 01

Buttons: Add Alert, Add Alert

Photo	Official Name	First Name	CLIN/First ID	Early Alert	Email	Status	Status Date	Major 1
				Add Alert				
				Add Alert				

Step 3: Choose Student to Alert

Steps 4 & 5: Choose Alert Type, Write Email, & "Create"



List / Edit Early Alert

Add New Alert

Please note that you can update your comment and the subject and text of the email before the highlight. All email for the day will go out the following morning.

Alert Type: Inadequate course engagement

Internal Comments (visible only to the instructor and Advisor)

Student Email

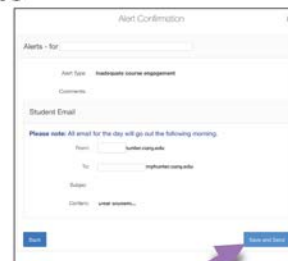
From: **hunter.cuny.edu**

To: **myhunter.cuny.edu**

Subject: **ANTHP312**

Email content: **Dear Student...**

Buttons: Create, Create



Alert Confirmation

Alerts - for

Alert Type: **Inadequate course engagement**

Comments:

Student Email

Please note: All email for the day will go out the following morning.

From: **hunter.cuny.edu**

To: **myhunter.cuny.edu**

Subject: **Dear Student...**

Buttons: Back, Save and Send

Last Step: "Save and Send"

APPENDIX IV
GER APPEALS COMMITTEE PRESENTATION

Some basic rules re:
GER/Common Core
appeals to the Senate's
Committee

Pathways/Common Core:

- ▶ **Courses at CUNY permanently carry the Common Core designation of the school at which they were taken**

Pathways/Common Core:

- ▶ **Students who have taken courses outside of CUNY may file an appeal to have such courses considered to fulfill Common Core requirements**

Pathways/Hunter Core:

- ▶ **Students who follow the Hunter Core (adopted Fall 2013) may file appeals regarding the Hunter Focus (Foreign Language or Concentrated Study)**

Before and After Pathways

- ▶ Students in the GER and Common Core may file an appeal to have classes considered to fulfill Pluralism and Diversity requirements

Class action

- ▶ If you would like to file a class action for Pluralism and Diversity, please email the syllabus and a brief justification to our committee at senate@hunter.cuny.edu