MINUTES
Meeting of the Hunter College Senate
16 May 2012

The 538th meeting of the Hunter College Senate was convened at 3:52 PM in Room W714.

Presiding: Sandra Clarkson, Chair

Attendance: The elected members of the Senate with the exception of those listed in Appendix I.

Alternate Senators were formally seated in accordance with the procedures approved by the Senate, and clickers were distributed to them.

Minutes: The minutes from May 9th were approved as distributed.

Report by the President: The following is a summary statement of President Raab’s report to the Senate. She said:

"On a serious note, I did want to just first thank the Senate and the two Committees, the Faculty Committee on Technology and the Student Committee on Student Evaluations for what I think is really extraordinary work on the issue of online course evaluations. Online evaluations of teaching I think is using tools of technology to improve assessment and to improve enforcement. I think we should all recognize Ben Joson Who is our new President of the Student Government. I had an opportunity to work with Ben already and he is really a wonderful student leader. I’m sorry that I missed those last few meetings. We have been very engaged for our fund-raising for the Library. You have all seen now that we have the 7th floor entrance. Construction is started on the third floor. We have also been very busy with something that I want to report to you and that’s that we hope to be nearing the ending conversations for the search for the new Dean of the School of Public Health. We do have an offer out to a candidate and we have been working very hard to see if we can secure bringing that person into the community. I want to thank the people who volunteered for the Vice-President of Development Search. I will read the names of the search committee members. The Chair of the Committee is Nicole Vartanian from the Provost Office. The Faculty are: Reuben Blundell from Music, Bill Solecki from Geography, Jill Bargonetti from Biology and John Brown from Education. We have a wide range of departments and schools represented. The staff includes: David Crick who is our Financial Expert in our Institutional Advancement office at the Foundation, Eunice Lewis-Broome at Student Affairs, and Fay Rosenfeld who is a head of operations at Roosevelt House. Jarret Freeman, David Wexler and Coleen Cash are our students. From the Donors Organizations: Craig McPherson and Cathy Weinroth who are both on the Foundation. Both have extensive fund-raising experience. The faculty had graciously agreed to come in after graduation for the first Committee meeting. We hired an Executive Search firm with the specialty in development to work on this with us over the summer. Robert Greenberg, as many of you have heard, has received a really wonderful offer from the University of Auckland. Dean Koch is going to start that search posting over this summer, so that we can begin to consider candidates as early as the Fall. Finally, I want to invite all of you to commencement. We will have a wonderful graduation at the Javits Center. The key-note graduation speaker is Soledad O’Brien, the CNN News anchor and correspondent.”
Election of Senate Officers:
The floor was open for a nomination for Chair of the Senate.
Professor Christa Davis Acampora was nominated.
It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
The motion was approved by voice vote without dissent.

The floor was open for a nomination for Vice Chair of the Senate.
Andy Lall was nominated.
It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
The motion was approved by voice vote without dissent.

The floor was open for a nomination for Secretary of the Senate.
Professor Lisa Marie Anderson was nominated.
It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
The motion was approved by voice vote without dissent.

The floor was open for a nomination for Chair of the Evening Council.
Professor Sandra Clarkson was nominated.
It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
The motion was approved by voice vote without dissent.

Report by Chief Operating Officer:
Len Zinnanti, Chief Operating Officer, presented his report. A summary statement is as follows:

"I was invited today to talk about the new CUNY Hunter College Revised Tobacco Policy, which we named Breathe Easy on our website. The rational for the policy change came from the Chancellor who formed a Tobacco Policy Advisory Committee and recommended that the policy be effective no later than September 2012. Hunter along with the other CUNY campuses will become the largest Urban Higher Educational system in the country to implement such a measure, and we will be among 400 plus colleges and universities across the country that enacted smoke-free or tobacco-free policies for the entire campuses. The revised CUNY Tobacco Policy for Hunter College is basically that, smoking and tobacco use will be prohibited in all areas that comprise Hunter College: All indoor and outdoor areas, entrances and exits to the buildings, outdoor terraces and parking lots. Additionally, vehicles that are on lease or operated by Hunter College are also included in this policy. There will be no sale of cigarettes, e-cigarettes, cigars, chewing or pipe tobacco in any facility location or vending machine on lease, operated or maintained by Hunter or its contractors. The revised CUNY Tobacco Policy respects an individual’s right to use tobacco. However, it is our policy that smokers and tobacco users must refrain from using such products on campus property. Those wishing to use those products must do so off college grounds at a distance sufficient enough as to not interfere with access to or use of Hunter College buildings or other grounds. Hunter, along with CUNY, will provide support and assistance to those members of the community who seek help with tobacco cessation. The definition of tobacco-free includes: cigarettes, e-cigarettes, pipes, cigars, chewing tobacco and snus. Hunter’s plan was put together by an implementation working group which included my office, Student Services, the Provost, Public Safety, Human Resources, Legal Affairs, Diversity and Compliance, Facilities Management and Planning, Communications, as well as staff and faculty representing all Hunter campuses. Our plan follows CUNY templates guidelines and requirements as agreed by the Board of Trustees and it includes communication, enforcement and cessation education resources."
In terms of communication, beginning last year, we have been communicating the Tobacco Policy through emails, on the Hunter Gatherer notification to students, notifications on flat screens and now we have created a web page on the Hunter website. Beginning this summer, signage will be installed and posted around all the campuses with the Fall 2012 implementation date clearly visible. We will post signs on doors, building exteriors, terraces, parking lots, loading docks, cafeteria and The Welcome Center. Enforcement is probably going to be the toughest part of this implementation. The University Director of Mental Health and Wellness met with us early in March with his consultant from the National Center for Tobacco Policy to help us devise strategies to effectively implement policy. The message that we got from them was that everyone at Hunter is responsible for educating the community and informing smokers of the new policy. We intend to have more regular security patrols outside of all of the entrances and all outdoor public spaces during the initial implementation phase. We intend to focus on education during this transition. We will remove all the cigarette butt containers from the outdoor areas, courtyards, and we will post signage during large events. Literature will be posted in Student Services offices, in HR offices, and at the Wellness Center. In terms of active enforcement methods, we will focus on positive intervention techniques, we will ask the offender to observe the policy out of respect for others, ask the offender to move to an appropriate area and inform the offender of cessation support available on the campus. We are committed to providing cessation resources for all members of the community who want it. Students, of course, can go visit the office of Counseling & Wellness in room 307 in the North building. Faculty and staff can of course contact the CUNY work- life program for counseling and education, New York City also provides free local cessation programs, and anyone can call 311. Thanks you.”

Report by the Administrative Committee:

The Chair, Professor Christa Davis Acampora, presented the report as follows:

a) Senate Meeting Schedule for Fall 2012/Spring 2013
The Fall 2012/Spring 2013 Senate meeting schedule was adopted for the following Wednesdays from 3:30 to 5:25 P.M.:

**FALL 2012**
- September 5 and 19
- October 3 and 17
- November 7 and 14
- December 5 and 12

**SPRING 2013**
- February 6 and 27
- March 6 and 20
- April 10 and 24
- May 1, 8, and 15

b) List of Candidates for Diplomas and Degrees
The Senate Chair moved for the ceremonial adoption of the list of candidates for diplomas and degrees to be awarded in May 2012. The motion carried by voice vote without dissent.

c) Approved Curriculum Changes
The following curriculum changes as listed in the Reports Part I and Part II dated 16 May 2012 have been approved as per Senate resolution and are submitted for the Senate’s information: Items US-1755 (Religion), US-1750 (English), US-1765 (Economics), US-1761 (Film & Media Studies), US-1762 (Film & Media Studies), US-1693 (Film & Media Studies), US-1763 (Political Science), US-1764 (Political Science), US-1766 (Anthropology), US-1768 (Physics & Astronomy).
d) College Calendar for Fall 2012/Spring 2013

The University-wide College Calendar for 2012-2013, as issued by the CUNY Central Administration, was submitted for the Senate’s information. It is attached as Appendix II.

It was moved that the agenda be changed to allow the Director of Assessment to report at this time. The motion carried by voice vote.

Report by Assessment

Director of Assessment, Mosen Auryan, presented his report. A summary statement is as follows:

“I want to thank the Senate for inviting me to have a report on this exciting topic. Our engagement for the year 2011-2012 covered a wide range of activities and assessment related work, including the Middle States monitoring report I was doing in October 2011; work with the Senate committees like Strategic Planning Committee; General Education Committee; and Undergraduate Course of Study, working with the Departments on course technology and assessment, and assessment becomes more meaningful by getting closer to faculty needs with respect to research and teaching. We do that by putting technology, assessment and pedagogy all in one platform. As of this semester, we had about 18 or 19 faculty development seminars. The work of ACERT allowed us to work with the Faculty Scholarship Circle. A number of those 18 or 19 seminars were related directly to faculty scholarship circles and also all the existing and new grants from Hunter. The scope of activities ranged from consultation to full-fledged engagement on a continuous basis like writing the evaluation plan for mini-grants. We contributed to about ten grants that brought in millions of dollars to Hunter. I can articulate significance of this contribution with three issues. First of all, it’s part of our Strategic Planning document that articulated last year. The second one, we are witnessing a significant reduction in availability of funds for grants and a more stiff competition for whatever is left of those cuts. The Grant engagers are looking for two key issues for the Grant: one is how the Grant distinguishes itself from other competing grants for the same money, and two — the evaluation plan. Believe it or not, these are the two issues from the agencies. Our strategy was to offer strong, honest and authentic assessment plans for these grants which I think we did and also use the evaluation component as a distinctive feature for the grant. The third point that is significant about this grant level engagement is that it proved to me and to us that grant engagement with a department is a far better route in getting to work with them on other issues. One of the reasons is that the granting agencies are very concrete and very clear about their expectations about evaluations. They have specific criteria, so viscerally faculty members are familiar with the expectations of the grant. That kind of engagement opens possibility to work with them on other issues. I think all together I’m really proud of the fact that the office of Assessment, that was created three and a half years ago at Hunter, is by all standards now a revenue-generating center for the college. We are contributing to developing new revenues for the college. On the second line of engagement is the new Teaching Learning Center. The office of Assessment has also contributed in ACERT (Academic Center for Excellence in Research and Teaching). This is not a traditional teaching learning center. I think it’s also unique in CUNY. We provide under one platform all the faculty needs with respect to research and teaching. We do that by putting courses proposal; faculty scholarship circles and also all the existing and new grants from Hunter. The scope of activities ranged from consultation to full-fledged engagement on a continuous basis like writing the evaluation plan for mini-grants. We contributed to about ten grants that brought in millions of dollars to Hunter. I can articulate significance of this contribution with three issues. First of all, it’s part of our Strategic Planning document that articulated last year. The second one, we are witnessing a significant reduction in availability of funds for grants and a more stiff competition for whatever is left of those cuts. 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I think all together I’m really proud of the fact that the office of Assessment, that was created three and a half years ago at Hunter, is by all standards now a revenue-generating center for the college. We are contributing to developing new revenues for the college. On the second line of engagement is the new Teaching Learning Center. The office of Assessment has also contributed in ACERT (Academic Center for Excellence in Research and Teaching). This is not a traditional teaching learning center. I think it’s also unique in CUNY. We provide under one platform all the faculty needs with respect to research and teaching. We do that by putting technology, assessment and pedagogy all in one platform. As of this semester, we had about 18 or 19 faculty development seminars. The work of ACERT allowed us to work with the Faculty Scholarship Circle. A number of those 18 or 19 seminars were related directly to assessment. Quite a few of them have very elaborate discussion about assessment. I think that is why we receive such a high attendance because the pedagogy gets closer to technology and assessment, and assessment becomes more meaningful by getting closer to the issues that faculty members have in their minds as they do their research and teaching. The final line of engagement that I would like to talk about is the academic support services, these include the Math Center, the Writing Center, work with the Library, and our work with the Chanin Center. The Math Center is known across CUNY. We are developing a new Writing center that could be used for a lot of courses that are categorized as writing intensive courses.
I would like to take this opportunity to thank the Senate, the office of the Provost and the office of the President that allowed me to actually offer services that are not efficiency based but inquiry based. And also I would like to thank all the faculty members who worked with me on this and demanding meaningful assessment.”

Committee Report:

Teacher Evaluation Committee and Committee on Computing & Technology

Andy Lall, Chair of the Teacher Evaluation Committee, and Mark Halling, Chair of the Committee on Computing & Technology, Frank Steen, Chief Information Officer of Instructional Computing & Information Technology (ICIT)

Report Re: “Transition to Online Student Evaluations”

Submitted by the Senate Committee on Computing and Technology to the Hunter College Senate, May 16, 2012

Approved by the Senate Computing and Technology Committee on March 20, 2012:
Approved by the Senate Committee on Evaluation of Teaching on April 3, 2012:
Approved by the Senate Administrative Committee on May 2, 2012

WHEREAS, the financial costs of materials and administrative support necessary for conducting paper student evaluations are substantial (about $40, 000); and
WHEREAS, nuisance costs and lost class time are significant; and
WHEREAS, the results of online evaluations are immediate and generated without several months of processing by departments; and
WHEREAS, increasing numbers of schools—including many within CUNY—are making the transition from paper-based to online evaluations; and
WHEREAS, the existing evaluation form can be seamlessly transferred to the Hunter server at minimal cost, obviating the need to pay expensive external vendors; and
WHEREAS, portions of the savings to the school can be earmarked for raffles and prizes to increase student awareness and participation in the new format; and
WHEREAS, an aggressive campaign to maintain or improve student response rates will be implemented, now, therefore be it

RESOLVED, that student evaluations at Hunter College be conducted online; and
RESOLVED, that Fall Semester 2012 a pilot program be conducted to test student response rates within the new format; and
RESOLVED, that the online format be made permanent provided the following benchmarks are met: 50% response rate for classes of 100 or more; 70% response rate for classes of fewer than 100.

Academic Freedom Committee
Re: Mission Statement
The report was postponed until the Fall 2012 semester.
It was moved that the meeting be adjourned. The motion carried and the meeting adjourned at 5:05 PM.

Respectfully submitted,

Lisa Marie Anderson
Secretary
APPENDIX I

The following members were noted as absent from the meeting

Faculty

Africana&PR/Latino Studies Edgardo Melendez (A) Philosophy Omar Dahbour (A)
Anthropology Ignasi Clemente (A) Political Science Robyn Marasco
Jessica Rothman (A) Charles Tien (A)
Ida Susser Psychology Jason Young
Art Richard Stapleford Peter Moller (A)
Chemistry Gary Quigley (A) Romance Languages Monica Shinaider
Pamela Mills (A) School of Social Work Marina Lalayants (A)
Akira Kawamura

Computer Science Felisa Vasquez-Abad Special Education David Conner (A)
Suad Mneimeh (A) Student Services Taahira Maynard (A)
Virginia Teller (A)

Curriculum & Teaching Jody Polleck (A) Urban Public Health Jessie Daniels
Steve DeMeo Lydia Isaac (A)

Economics Timothy Goodspeed (A) Lecturers and
Howard Chernick Part-Time Faculty
Avi Liveson

Educational Foundations Arnold Wolf (A) Jocelyn Berger-Barrera (Library)
John Keegan (A) Ashley Vaught (Philosophy)
Cynthia Walley Barbara Sproul (Religion)

English Sonali Perera (A) Carmela Scala (Romance Languages)

Film & Media Michael Gitlin Claus Mueller (Sociology)
Gustavo Mercado Laxmi Ramasubramanian (Urban Affairs) “E”
Ricardo Miranda (A)

Geography Wenge Ni-Meister (A) Ex-Officio
Allan Frei (A)

German Elke Nicolai (A) Ranette Garcia, USG Pres.

History Thomas Head (A)


Ariel Hazan (Macaulay Honors) Patricia Rudden, Alumni Assoc.
Shawn Rafeeq

Music Jana Freiman (A) Students
Michele Cabrini (A)

Nursing Terry Yannaco (A)

Ex-Officio

Matthew Evanusa (Music)
Mathew Ramos (Music)
Ariela Hazan (Macaulay Honors)
Shawn Rafeeq

Yan Zeng (Engl)

Shaochun Chao (undecl.)

Eileen Chen (Psych)

Jimmy Qiu (Accounting)

Ibrahim Alsaygh (THHP)

Alexander Lernell (Philosophy)

Jarret Freeman (undecl.)

Patricia Colon (Economics)

Dennis Luo
THE CITY UNIVERSITY OF NEW YORK
2012-2013 ACADEMIC CALENDARS

FALL 2012

August 2012:
M 27 ........................................ First Day of Classes - Fall 2012

September 2012:
M 3 ........................................ LABOR DAY - COLLEGE IS CLOSED
M 17 - Tu 18 .............................. No classes scheduled
Tu 25 - W 26 .............................. No classes scheduled

October 2012:
M 8 ........................................ COLLEGE IS CLOSED
W 10 ........................................ Classes follow a Monday schedule

November 2012:
Th 22 - Su 25 ............................ THANKSGIVING RECESS - COLLEGE IS CLOSED

December 2012:
Th 13 ........................................ Reading Day - No classes
F 14 - F 21 ............................... Final Examinations for Fall Semester 2012
M 24 - Tu 25 .............................. COLLEGE IS CLOSED
M 31 ........................................ COLLEGE IS CLOSED

SPRING 2013

January 2013:
Tu 1 ........................................ COLLEGE IS CLOSED
M 21 ........................................ MARTIN LUTHER KING JR. DAY - COLLEGE IS CLOSED
M 28 ........................................ First Day of Classes - Spring 2013

February 2013:
Tu 12 ........................................ LINCOLN’S BIRTHDAY - COLLEGE IS CLOSED
Th 14 ........................................ Classes Follow a Tuesday Schedule
M 18 ........................................ PRESIDENTS’ DAY - COLLEGE IS CLOSED
W 20 ........................................ Classes Follow a Monday Schedule

March - April 2013
M 25 - Tu 2 ............................... SPRING RECESS – No classes scheduled

May 2013:
F 17 - F 24 ............................... Final Examinations for Spring Semester 2013
M 27 ........................................ MEMORIAL DAY - COLLEGE IS CLOSED