

MINUTES

Meeting of the Hunter College Senate

11 February 2015

- 1 The 568th meeting of the Hunter College Senate was convened at 3:40 PM in Room W714.
 2
 3 **Presiding:** Christa Davis Acampora, 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
 8 Senate, and clickers were distributed to them.
 9
 10 **Meeting Minutes:** Revision of Meeting Minutes of October 8 and October 22 were approved as distributed.
 11 Meeting Minutes of November 19 and December 10 were also approved as distributed.
 12
 13 **Report by the** The report by the President is in Appendix II.
 14 **President:**
 15
 16 **Report by the** The Chair, Professor Christa Davis Acampora, presented the report as follows:
 17 **Administrative**
 18 **Committee:**
- a) **Special Senate Election for Vacant At-large Seats**
 19 In accordance with Article IV, 2H.i & ii of the Charter for a Governance of Hunter
 20 College, the Administrative Committee presented the names of all nominees received to
 21 date:
 22 Faculty: Prof. Larry Shore (Film & Media)
 23
 24 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
 25 The motion passed by voice vote without dissent.
 26
 27 Prof. Acampora explained that we have a new department to welcome into the ranks of
 28 representation at the Senate. The newly established department of Women & Gender Studies
 29 has elected their Senator and alternates. Prof. Jennifer Gaboury will serve at-large for this
 30 meeting but at the next meeting she will be representing her department.
 31
 32 b) **Approved Curriculum Changes**
 33 The following curriculum changes as listed in the Report dated 11 February 2015 have been
 34 approved as per Senate resolution and are submitted for the Senate's information. Items:
 35 US-1988 Curriculum & Teaching/Educational Foundations/Special Education (Proposal to
 36 Establish BA Program), US-1989 Curriculum & Teaching/Educational Foundations/Special
 37 Education (Proposal to change QUEST Program), GS-1021 Curriculum & Teaching/Theatre
 38 (Proposal to Establish Program), GS-1023 Curriculum & Teaching (Proposal to Establish
 39 Advanced Certificate), GS-1024 Special Education (Proposal to Establish Advanced
 40 Certificate), GS-1025 Special Education (Proposal to Establish Advanced Certificate), GS-
 41 1026 Special Education (Proposal to Establish Advanced Certificate), GS-1027 Special
 42 Education (Proposal to Establish Advanced Certificate).
 43
 44
 45
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55 **c) Announcement: Special Meeting scheduled for May 20, 3:30 p.m. in the Lang Recital**
56 **Hall**

57 The Chair, Professor Christa Davis Acampora, said the following:
58 This will be a special meeting of the Senate. As you know, we present a calendar of the
59 meetings of the next session of the Senate sometime in the spring. The Senate runs for a year,
60 starting on May 15, continuing until May 14th of the next year. We had scheduled the last
61 meeting of the Spring term on May 13th, which is the first meeting of the new Senate.
62 Normally, this might not make much difference. However, this year we are reviewing the
63 Charter. The third meeting to finalize the changes to the Charter must take place at the new
64 Senate, after May 14th. The Administrative Committee proposes May 20th. Unless there are
65 any objections, the Senate schedule will be modified to reflect May 20th as a special meeting
66 and the last meeting of this academic term. The special meeting will take place in the Lang
67 Recital Hall, room 424HN.”

68
69 **d) Election of Chair of Committee on General Education**

70 The body was reminded that Prof. Pam Mills was re-elected last year to serve only through
71 December 2014. Professor Mills has left the College and is no longer available to serve, and
72 so the position is now vacant.

73
74 The floor was open for nominations for Chair of Committee on General Education.
75 Professor Manu Bhagavan (History) was nominated.

76
77 It was moved that the Secretary be instructed to cast a single ballot in favor of the candidate.
78 The motion carried by voice vote without dissent and Professor Bhagavan was elected.
79

80 It was moved that the Senate express its gratitude to Prof. Pam Mills for her long and
81 distinguished service to the College and the Senate, and especially for her service as chair of
82 the Committee on General Education. The motion carried by voice vote without dissent.
83

84 **Committee**
85 **Report:**

Nominating Committee:

86 Prof. Jeff Allred, Chair of the Committee, presented the report. He said the following:
87 “I am the newly elected chair of the Committee. We are busy with a lot of different things,
88 but we dropped everything to assemble a committee by the request of the Senate, an Ad-Hoc
89 Committee to provide guidance about producing by-laws for the School of Arts & Sciences. I
90 am happy to announce that we had 6 volunteers. The members of the committee are:

91 Prof. Tom DeGloma, Sociology	Representing the Senate Departmental 92 Governance Committee, acting as Chair
93 Prof. Laura Keating, Philosophy	Representing the Senate Administrative 94 Committee or designee
95 Prof. John Wallach, Political Science	Representing the Charter Review committee
96 Prof. Sarah Chinn, English	Representing the Faculty of School of Arts 97 & Sciences
98 Dean Andrew Polsky	Representing the Office of the Dean of Arts 99 & Sciences
100 Abdul Rad, THHP and MHC Student	Representing At-Large to be selected from 101 among student senators

102 It was moved that the Senate instruct the Nominating Committee to expand the Ad-Hoc
103 Committee to include a representative to be drawn from the division of Mathematics &
104 Sciences. The motion carried by voice vote without dissent. Motion to accept the report by
105 the Nominating Committee carried without dissent.
106
107
108
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115 **Committee on Grade Appeals:**

116 Prof. Jason Wirtz, Chair of the Committee, presented the following report:

117
118 **GRADE APPEALS FROM DECEMBER 2008 THROUGH DECEMBER 2014**

119
120 **A total number of Grade appeals filed: 35**

121
122 **School of Arts & Sciences: 21**

123	AFPRL:	4
124	Anthropology:	1
125	Chemistry:	2
126	Economics:	3
127	English:	1
128	Geography:	1
129	Jewish Studies:	1
130	Film & Media:	3
131	Music:	1
132	Physics & Astronomy:	2
133	Political Science:	1
134	Theatre:	1

135
136 **School of Education: 9**

137	Curriculum & Teaching:	3
138	Education Foundations	3
139	Special Education:	3

140
141 **School of Health Professions: 1**

142	Speech- Language Pathology & Audiology:	1
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143
144 **School of Nursing: 1**

145 **School of Social Work: 3**

146 **School of Urban Public Health: 0**

147
148 **Of those:**

149 **Appeals Denied: 25**

150 **Appeals Approved: 8**

151 **INC Make-up extensions granted: 4**

152 **Returned to department: 1**

153 **Not filed on time: 0**

154
155 Prof. Wirtz also presented the proposed revision to the *College-Wide Grade Appeals*
156 *Procedures*. The *College-Wide Grade Appeals Procedures* as presented with marked
157 revisions is in Appendix III.

158
159 Prof. Wirtz presented several reasons for bringing the proposed changes, including the
160 Committee's opinion that grade appeals are best deliberated in the departments because
161 faculty and students have greater familiarity with the content area, and because the statement
162 that the Committee may send an appeal back to the department reflects the Committee's
163 practice.

164
165 After presenting the report, Professor Wirtz had to leave the meeting in order to teach his
166 class.

167
168 Professor Larry Shore requested the floor to present a resolution to further revise the
169 procedures.

174 The length of time that a Senator can speak was extended from 2 minutes to 4 minutes so that
175 Prof. Shore could present the resolution, which he distributed in hard copy:
176

177 **RESOLUTION ON IMPROVEMENT OF GRADE APPEAL RULES OF EVIDENCE**

178 RESOLVED: That in order to ensure that due process and fairness is upheld for all parties in
179 grade appeals, that the following rules of evidence and procedures be adopted as an addition
180 to the current grade appeal rules.
181

182 “All evidence must first be introduced at the Department Grade Appeal level. Parties that do
183 not appear before the Department Grade Appeal Committee waive the right to appear before
184 the Senate Grade Appeal Committee. All parties are entitled to a copy of all evidence to be
185 used at all hearings in advance. All grade appeal deliberations are confidential.
186

187 If either party wants to challenge the impartiality of any member of the Department Grade
188 Appeal committee, they must make this case in writing to the chair. If either party believes the
189 chair to not be impartial, this case will be made to the Dean.
190

191 In the unlikely event of new evidence being presented after the department committee has
192 voted on the case, the chair of the department grade appeal committee will expeditiously
193 consider the new evidence to see if it raises any doubt on the committee’s decision. If the
194 answer is no then this information will be passed along to the Senate Grade Appeal committee
195 together with other evidence provided by the department. If the answer is yes then the chair
196 will reconvene the departmental grade appeal committee to consider the new evidence and
197 revote.
198

199 All parties to grade appeals at the department and senate level should be given two weeks
200 notice of impending committee hearings.”
201

202 A point of order request was raised concerning whether the body could deliberate the matter,
203 citing the responsibilities of the committee as presented in the Charter. The questioner moved
204 that the discussion was out of order.
205

206 The parliamentarian observed that the motion was offered by someone who was not a senator
207 and therefore did not need to be settled in order for debate to proceed.
208

209 Discussion ensued concerning the prerogative of the committee to determine not only its own
210 procedures but also the *College-Wide Grade Appeals Procedures*. The Chair ruled that
211 discussion should continue and that the senator’s floor time should begin again.
212

213 Senator Shore explained the context for presenting the following resolution on behalf of his
214 department, Film and Media Studies.
215

216 Following the presentation, the Chair requested the Parliamentarian clarify what *Robert’s*
217 *Rules* suggests about the progress of debate on the matter. The Parliamentarian expressed her
218 belief that senators have the right to bring any matter of concern they have to the body. And
219 the body may deliberate about such matters and express its opinion. If the body concurs with
220 the proposed alternative language concerning the *College-Wide Grade Appeals Procedures*,
221 this represents a strong opinion that those procedures should be changed, and in that case the
222 matter should go back to the committee to reconsider this language.
223

224 Discussion of the proposed resolution brought by Professor Shore resumed. Points of
225 discussion included whether or not the Committee’s proposed changes would adequately
226 address the specific concern of the Department, whether debate should occur in the absence of
227 the Committee Chair, whether the Committee should be asked to return and further elaborate
228 its rationale for the limited nature of its changes to the *Procedures*, and whether the
229

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233 alternative would unfairly disadvantage students in a process that is intended to welcome their
234 full participation.

235
236 The Chair asked for a specific motion in light the discussion, including the body's discussion
237 of the prerogatives of the Committee to finalize the *Procedures*.

238
239 Following further discussion, there was a motion for the committee to reconsider the
240 *Procedures* as presented in their report, specifically with respect to the introduction of new
241 evidence at the Senate level. The motion was seconded. Following further discussion, the
242 question was called. The motion to refer the matter back to the committee passed by voice
243 vote with three opposed and one abstention. The Chair indicated that she would instruct the
244 chair of the committee to report back to the body after deliberation and to do so at a time
245 when he could be present for discussion.

246
247 Due to the late hour, it was moved that the meeting be adjourned. The motion carried and the meeting
248 adjourned at 5:22 PM.

249
250 Respectfully submitted,

251
252
253
254
255 Manu Bhagavan
256 Secretary
257

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) A		Verna Segarra	A
	Edgardo Melendez	(A) X		Rob Thompson	(A) X
Anthropology	Jacqueline Nassy Brown	X		Patrick Burke	(A) E
	Ignasi Clemente	(A) X	Medial Laboratory Sciences	Shahana Mahajan	A
		(A)		Robert Raffaniello	(A) X
Art & Art History	Malik Gaines	X		Dean Johnston	(A) X
	Wen-Shing Chou	E	Music	Jewel Thompson	A
	Carrie Moyer	(A) A		Maura Donahue	(A) X
	Nebahat Avcioglu	(A) X		Catherine Coppola	(A) X
Biological Sciences	Derrick Brazill	A	School of Nursing	David Keepnews	X
	Shirley Raps	A		Christine Anne Ganzer	X
	Paul Feinstein	(A) X		Lorraine Brynes	(A) X
	Maria Pereira	(A) X		Anita Nirenberg	(A) X
Chemistry	Akira Kawamura	A	Philosophy	Justin Gerson	X
	Pam Mills	(A) X		Omar Dahbour	(A) A
	Gabriela Smeureanu	(A) A		Laura Keating	(A) A
Classical & Oriental Studies	Joanne Spurza	E	Physics & Astronomy	Marilyn Rothschild	E
	Chris Stone	(A) A		Kelle Cruz	(A) X
	Larry Kowerski	(A) X		Ying-chih Chen	(A) X
Computer Science	Lei Xie	X	Political Science	Leonard Feldman	A
	Saad Mneimneh	(A) X		John Wallach	(A) A
	Feliza Vasquez-Abad	(A) X		Charles Tien	(A) X
Curriculum & Teaching	Nadine A. Bryce	X	Psychology	Joseph Lao	A
	Jason Wirtz	A		Roseanne Flores	A
	Stephen Demeo	(A) X		Brooke Wells	(A) X
	Ben Shuldiner	(A) X		Jason Young	(A) A
Economics	Timothy Goodspeed	X	Physical Therapy	Herb Karpatkin	X
				Tom Holland	(A) X
	Terence Agbeyegbe	(A) A			(A)
	John Li	(A) X	Romance Languages	Monica Schinaider	A
Educational Foundations	Stephaney Morrison	A			
	Veronica Muller	(A) X		Rolando Perez	(A) X
	John Keegan	(A) X			(A)
English	Leigh Jones	X	School of Social Work	Juan Pena	X
	Sarah Chinn	X		Mary Cavanaugh	X
	Jeff Alfred	(A) A			(A)
	Stephen Wetta	(A) A		Ilze Earner	(A) X
Film & Media Studies	Bill Herman	A	Sociology	Mark Halling	X
	Ricardo Miranda	A			(A)
	Joseph McElhaney	(A) A		Mike Benediktsson	(A) X
	Larry Shore	(A) A	Special Education	Nilofer Naqvi	X
Geography	Haydee Salmun	A		Elissa Brown	(A) A
	Jochen Albrecht	(A) X			(A)
		(A)	Speech-Language Pathology and Audiology	Susan Wortsman	X
German	Lisa Marie Anderson	X		Don Vogel	(A) X
	Eckhard Kuhn-Osius	(A) A		Elizabeth Galletta	(A) X
	Elke Nicolai	(A) A	Theatre	Dong Shin Chang	0 A
History	Daniel Margocsy	A		Mia Rovegno	(A) X
	Manu Bhagavan	(A) A		Deepshikha Chatterjee	(A) X
	Rick Belsky	A	Urban Affairs	Jill Simone Gross	A
Library	Mee'Len Hom	A		Stanley Moses	(A) X
	Sarah Ward	A			(A)
	John Pell	(A) A	School of Urban Public Health	Franklin Mirer	A
	Danise Hoover	(A) A			(A)

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Students

Denise Bolognino	X
Maria Pia Sifuentes	A
Robert Revzin	X
David Ascienzo	X
Stephanie Barragan	X
Abdul Rad	A
Kidus Gebrekidan	X
Christine Hirt	A
Jonathan Ayala	X
Ariela Hazan	X
Emily Skoutelas	X
Jasmine Parham	X
Michelle Zak-Strzalka	X
Jason Sloan	X
Sajda Waite	A
James Stanton	X
Eamon Pickard	A
Victoria Hughes	A
Shawn Rafeey	X
Andy Lall	X
Jonah Garnick	X
Benedict Joson	X
Nishat Tabassum	X
Asad Mannan	A
Roman Povolotskiy	X
Brandon Alexander	X
Pascal Maguin	X
Christopher Lai	X
Abraham Gutman	X
Tamzeed Rahman	A
Javier Picayo	X
Ashley Wong	A
Maria Rodriguez	X
Joseph Lipari	X
Maria Rodriguez	X
Sheana Budhoo	A
Anastasiya Matreyenko	X
Stephany Garces	X
Christian Ribeiro	X
Genesis Smith	X

At-Large, Lecturers and Part-Time Faculty

Student Services	Shannon Salinas	A
	Brian Maasjo	(A) X
Mathematics & Statistics	Bill Williams	X
	vacant	
Library	Jocelyn Berger-Barrera	A
English	Amy Robbins	X
THHP	Sarah Jeninsky	A
Mathematics & Statistics	Barbara Barone	E
Classical & Oriental Studies	Elizabeth Beaujour	A
Film & Film	Gustavo Mercado	X
Economics	John Li	X
Music	Catherine Coppola	X
Philosophy	Christa Acampora	A
SEEK	Sunday Coward	X

Ex-Officio

President, USG	Steven Wendel	X
Vice President, Graduate Student Association	Luis Gutierrez	X
President Alumni Association	William Lim	A
President, HEO Forum	Agustin Pita	E
President, CLT Council	Amy Jeu	X

ADMINISTRATION

Senators:

Vice President for Student Affairs	Eija Ayravainen	A
Vice President for Administration	Giancarlo Bonagura	A
Provost	Vita Rabinowitz	A
Dean, School of Arts & Sciences	Andrew Polsky	A
Alternate Senators (3):		
School of Education	Dean David Steiner	A
School of Social Work	Dean Jacqueline Mondros	X
School of Nursing	Dean Gail McCain	X

TEMPORARY REALLOCATION OF SEATS (clickers)

Department/Program:		
Asian American Studies Program	Jennifer Hayashida	X
Program in Religion	David Cerequas	X
Religion	Barbara Sproul	X

APPENDIX II

REPORT BY THE PRESIDENT

“We are continuing to work with the City and State on the 74th street project. We had a great celebration in the School of Nursing when we received a 10 million dollar grant to support faculty, students, and program initiatives. We are also moving toward the 3rd phase of renovations in the Leon and Toby Cooperman Library which will involve closing the 6th and 7th floors. Most of the books and furniture have already been moved out so that the construction can start. Dean Cherubin and his staff worked hard to maintain our collections as necessary and move them to the renovated floors. We also purchased compact shelving so that we can place a larger amount of books in a smaller space. The 6th and 7th floors will be a student-centered study and learning space. The 7th floor will be the home of our tutoring center, the Dolciani Mathematics Learning Center, the Writing Center, and a new science center. The 6th floor will be a dedicated library for the School of Education. We will be working really hard this spring and summer.

Casa Lally on 65th Street was temporarily closed for renovations. It has since reopened and it is a lovely space. Continuing Education, Parliamo Italiano, and the Artist Institute are located there. We are also moving one of the programs in the Art Department and the LGBT Social Science & Public Policy Center to Casa Lally. The LGBT Center has a new Director, Dr. Elizabeth Payne, who comes to us from Syracuse University. She will be reaching out to many of you to see about your interest in LGBT policy.

We are moving forward with the acquisition of Baker Hall for the Theatre Department. We are hoping to close that project in the next few months. This creates opportunities for us to open space, particularly in the North Building. I am pleased to be working with Professor Christa Acampora and Professor Laxmi Ramasubramanian, Chair of the Master Plan Committee, to begin mapping out the planning process. We need to see what space will become available and what needs have to be met for other departments. We know there is a lot of anxiety regarding the space. I would like to assure everyone that no decisions have been made. It is our goal to have an inclusive conversation about space needs. In the next few months, we hope that department chairs can reach out to their faculty regarding the annual report. In the annual reports, the Provost asks about academic achievements and needs in the department, including space challenges. We take these reports very seriously and try to respond to needs as we can. It’s time to talk about needs in terms of offices, classrooms, conference rooms, and meeting spaces. As we work with the Master Plan Committee, we will prioritize space needs as space becomes available. It will be a long and complicated process.

As for the 12 scientists that have moved out, Provost Vita Rabinowitz has been working with the programs that have been on the top of the waiting list, like Medical Laboratory Sciences (MLS). MLS was affected by Hurricane Sandy. It didn’t make sense to replace their labs when they were going to be moving as a department to the School of Arts & Sciences.

We want to maximize the space that becomes available. It is our goal to address the facility needs throughout these buildings. Please let Giancarlo and Andy know and use the annual reports to make clear your needs. I am aware that there have been safety concerns regarding the repair of the escalators. At the end of the day, this is a good project. We knew there would be pain in repairing as the escalators were taken offline.”

Giancarlo Bonagura was invited to speak regarding the repair of the escalators:

“There is extensive work being done right now in the West Building. I appreciate everyone’s patience. Recently, we have had issues on the 2nd and 3rd floors. Because of the congestion on these floors, we knew that it would affect many people. Recently, we have placed two Public Safety officers on both floors. We also have students wearing purple shirts that serve as guides. The project was initially slated to be a two year project, but it seems that we will be able to finish by early fall. That will take almost a whole year off of the project. In addition to having the Public Safety officers, we also increased the amount of personnel available to fix the elevators. With the escalators offline, more people will be taking the elevators and staircases. During the last few days, it seems really bad because two elevators were down. We have responded to it and the elevators are now running. We will also improve the signage around the area. The escalator in the East Building will be repaired over the summer. During that time, the escalator in the East Building will be turned off and people will be redirected towards the West Building.”

The President returned to her report:

“We are working hard to make sure that all faculty are aware of all the special projects and programs that are available to support your teaching and research. Vita just sent out a note to remind you about the deadlines, requirements, and new programs that are developing to support grant writing in particular. Please take a look at her recent communication. In the next week or so, we will send out a communication listing all the faculty support programs.

I would like to introduce a new member of our community, Christopher Browne. He comes to us as our Communications Officer and Assistant Vice President for External Affairs. He has had extensive experience in policy, communications, and external affairs. We want to make sure we are acknowledging, supporting, and celebrating your achievements and accomplishments.

I want to remind you that we are really engaged in making a difference in our new home in East Harlem. The initiative that is being co-directed by our Dean of School of Social Work, Jackie Mondros, and the chair of Urban Affairs and Planning Department, Professor Joe Viteritti, is to bring in all the knowledge, internships, and research from all departments and schools to improve the neighborhood, creating a community that is healthier, more socially secure, and better educated. Dean Steiner is working on an initiative concerning the schools. The nursing and public health faculty are very engaged in health efforts. We hope to hear more about that. The Mayor spoke about new engagement in housing in Spanish Harlem. We are looking for ways to work with the City and improve the neighborhood.

We want to get more of you involved in the Arts Across the Curriculum initiative that is supported by a Mellon Foundation grant and is headed by Professor Rebecca Connor. We had a kickoff meeting with faculty members from different departments. Marilyn Auerbach, from the Provost’s office, is also working with Rebecca and is available to talk about the initiative.

On the arts note, I would like to introduce Dara Meyers-Kingsley, who will be launching a new office for arts across Hunter College. The office will be primarily geared towards student opportunities to be exposed to arts through exhibitions, access to tickets to all sorts of performances in the City, and internships.

We are opening a new exhibit downstairs in the Leubsdorf Art Gallery on Robert Motherwell, a distinguished artist and Hunter faculty. During his tenure here, he and the incredible faculty brought in the 50s and 60s that transformed our Art Department into a world class training ground for artists in the field and art historians. It will be a wonderful piece of history. The Governor’s budget came out. The news is not wonderful because the budget allocation to CUNY is flat. Given our administrative cost and growth of fringe benefits, it leaves us in a position to be concerned about new cost. Our Chancellor testified yesterday in Albany for a new contract, which we are all hoping will be resolved in the new future. He was very clear for the need to support the cost of the new contract retroactively and going forward. His testimony is available. Giancarlo is carefully monitoring this issue.

In the Governor’s message was also a proposal to allow TAP funding for students that come to this country undocumented. These students would be covered under the Obama Act and would be eligible to apply for TAP.

He also named some recommendations for supporting teacher education. Dean Steiner is following this issue.

I am very excited to introduce Sara Meyers. She has joined us as the first Assistant Vice President for Institutional Advancement. She is an operational specialist, coming from the New York City Department of Finance. She is determined to make our fundraising and development efforts more efficient and user-friendly. Those looking for scholarship money or who have ideas, please contact her or look at her website. We’ve had some transformative ability to do things given the money we’ve raised.

Regarding searches, I thank all that have been involved in the search for the Dean of Arts & Sciences. Dean Steiner is chairing that search. Just yesterday I received the recommendations for group of finalists. I will be meeting with them. I hope to bring an update soon.

We are sad that Louis Mader left the College over the holiday break. He worked with our Public Safety efforts for 13 years. We are very lucky to have his deputy, Richard Meier, who was able to step in. He has experience with our community. Giancarlo has started a search. We thank Sandra Clarkson who is representing the faculty in the search.

I also wanted to announce a position that we hope to craft and recruit someone special to fill. We hope this person will work with the Senate committees, specifically the Student Success Committee and the Committee on Honors. That is a Dean for Student Engagement and Student Success. We want to move our graduation rate towards our goals. We are much higher than we were a decade ago, but that is still not good enough. We hope this position will help enhance these efforts. A special thanks to Elizabeth Beaujour who has taken on this year the effort of creating an office of prestigious fellowships and scholarships. We are offering our students extraordinary opportunities. This position will be part of the President's office, although not an academic dean. The position will be a facilitator and coordinator, constantly focused on student success and graduation rates.

Finally, I wanted to respond to a conversation from last semester about making available some of the information we have received from studies and surveys to the Senate and Hunter community. The Provost and I have come up with a schedule. We will coordinate with Christa to use some of the Senate meetings to devote to substantive presentation results and leave time for discussion. We will start with the response from the PRR. The second group of studies concerns student experience in the academic context, the classroom, academic extra-curricular components, and other services provided by the College, such as registering for classes. These studies include NSSE, FSSE, and Noel Levitz. We would like to do 1 or 2 sessions depending on the information and the findings of the last few years. We would like to get feedback on how to use this data. The last session will be on the COACHE survey, which is the survey of the faculty experience. We are leaving that for last because the study is being administered beginning today. Once that closes and we receive the results, we want to give a substantive presentation on this administration of the survey and the last two. The presentation should allow us to compare and measure progress over the last few years. We hope to present this information by the end of this semester. Please look for the link. All full-time faculty were sent the survey. It is an anonymous survey. The data is compiled at CUNY Central. We are looking forward to the result of that study as information data that we can feed back to improve faculty experience and build on success identified in the survey.

APPENDIX III

Hunter College Grade Appeals Procedures

(Approved by the Hunter College Senate 10/9/85 – Updated 5-4-05 and 2-11-15)

I.

Appeal at the Department (or School) Level

A. First Step in Appeal: Student-Initiated Discussion with Instructor

When a student considers a final course grade unsatisfactory, he/she should first confer with the instructor regarding the accuracy of the grade received. This conference should be held within the **first three weeks of the semester following receipt of the grade**. At this time errors may be corrected.

If the grade is not an error, the student and instructor must together review all class material pertinent to the grade.

B. Second Step in Appeal: Student Request for Department/School Grade Appeal

Written Appeal by Student

If the student is not satisfied, or if the instructor does not confer with the student within the first three weeks of the semester, the student should promptly contact the Department Chair by submitting a written appeal, consisting of a statement giving the factual reasons and basis for the complaint. The student has the right to request in writing that the Chair appoint a student as a member to the Department/School Grade Appeals Committee. This appeal at the Department/School level must be submitted **within the first five weeks of the semester following receipt of the grade**. The Department Chair shall be responsible for giving the student a copy of the *Hunter College Grade Appeals Procedures* as set forth in this document.

FROM:

~~Students appealing the grade to the School of Nursing or the School of Health Sciences should direct their appeal to the Director of the School. Students appealing the grade to the School of Social Work should direct this appeal to the Dean of the School, who shall carry out the responsibilities of the Department Chair as described in this document.~~

TO:

Students appealing grades in the Schools of Nursing, Social Work, and Urban Public Health should direct their appeals to the offices of the Dean of the School, which shall carry out the responsibilities of the Department Chair as described in this document.

Department/School Grade Appeals Committee

The Department Chair shall convene a Department/School Grade Appeals Committee of three members who are familiar with the course in question **within one week of receiving the appeal**. The purpose of the Department/School Grade Appeals Committee is to consider all of the evidence within the grading standards previously established by the instructor of the course, and on this basis render a decision, either to sustain or to change the original grade.

The Department/School Grade Appeals Committee (if not otherwise specified in the By-laws) shall consist of three members of the Department/School faculty, unless the student has requested that a student be appointed as the third member of the committee. The Department Chair shall designate one member of the Committee as Chair, who will be responsible for gathering the pertinent materials from the student and instructor into a file for review by the Committee. This should include the work submitted by the student, the instructor's grading criteria for this course, including the course syllabus, and the instructor's evaluation of the work submitted, as well as any other pertinent evidence.

The Department/School Grade Appeals Committee must notify the student and the instructor in writing that they have the right to appear separately before the committee. **Within three weeks of its appointment**, after considering all the evidence, the Department/School Grade Appeals Committee will meet in closed session and render its decision and prepare a written report of its findings, and submit it to the Department Chair. All proceedings are confidential. The Department Chair immediately shall inform the student and instructor, in writing, of the Committee's decision. The Department Chair shall also submit a change of grade if recommended.

Notes Re: Department/School Appeal:

- a. If the instructor of the course in question is presently the Department Chair, the student should direct the appeal to the Dean (School of Education or School of Arts & Sciences), who will assume the duties of the Department Chair in this regard.

If the instructor of the course in question is the Director of the Schools of Nursing or Health Sciences, the student should direct the appeal to the Dean of the Schools of Health Professions. If the instructor of the course in question is the Dean of the School of Social Work, the student should direct the appeal to the Program Director (or equivalent administrator).

- b. A letter grade may not be changed to CR/NC, and CR/NC grades may not be changed to letter grades.

II.

Appeal at the Senate Level

Initiating Appeal at the Senate Level

- A. 1. In cases in which the student or the instructor is dissatisfied with the decision of the Department/School Grade Appeals Committee, either may appeal to the Senate Grade Appeals Committee. **This appeal must be initiated within two weeks of having been notified of the Department/School decision.**
2. **If the Department/School has not notified the student of its decision by the 10th week of the semester**, the student, at that time, may appeal directly to the Senate Grade Appeals Committee.
- B. **The individual initiating the appeal must fill out a *Grade Appeals Form* that is available in the Senate Office--Room E1018, stating the basis for the appeal. The individual should also submit to the Senate Office for the Senate Grade Appeals Committee all information that supports the appeal (e.g., copies of any disputed examinations or assignments in the individual's possession).**

Senate Grade Appeals Committee

C. Upon receipt of this material the Senate Grade Appeals Committee will request the Department/School to forward copies of the following for the Senate file:

1. Student's initial written complaint to Department Chair.
2. Letter notifying student and instructor of right to appear before the Department/School Grade Appeals Committee and the student's right to request that the Department Chair appoint a student member to the Grade Appeals Committee.
3. All materials used by the Department/School Grade Appeals Committee in reaching a decision (e.g., disputed examinations and papers).
4. The course syllabus.
5. Report from the Department/School Grade Appeals Committee to Department Chair on the decision and basis for it.
6. Letter from Department Chair notifying student and instructor of decision.

D. The Senate Grade Appeals Committee (consisting of 4 faculty members and 3 students) will then review all the written evidence. The Committee may interview individuals involved in the grade appeal or other resource persons. It shall notify the student and the instructor of a scheduled committee meeting, thereby providing an opportunity for them to appear separately before the committee.

After considering all the evidence within the grading standards previously established for the class, the Committee will meet in closed session and will reach a decision by majority vote. All proceedings are confidential. The Chair of the Committee shall inform all parties concerned (i.e. student, instructor, department chair, registrar) of its decision in writing. **The decision of the Senate Grade Appeals Committee is final.**

ADD:

The Senate Grade Appeals Committee reserves the right to send appeals back to the departmental level for reasons of significance (e.g., new evidence or testimony introduced).

E. The Senate Grade Appeals Committee may not accept appeals (a) in cases where a charge of academic dishonesty is pending, or (b) concerning changes from a letter grade to CR/NCR, or changes from CR/NCR to letter grades.

III.

Appeal in Instructor's Absence

So that a student's grade appeal can be judged in an instructor's absence, the Department Chair shall be responsible for obtaining and keeping on file in the Department/School Office the following:

1. Copy of their grade books
2. The student's final examinations
3. An address where they can be reached
4. Grading standards (criteria) for each course
5. Course syllabus