

MINUTES

Meeting of the Hunter College Senate

25 March 2015

- 1 The 571th meeting of the Hunter College Senate was convened at 3:42 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
 11 **Report by the** The Chair, Professor Christa Davis Acampora, presented the report as follows:
 12 **Administrative**
 13 **Committee:**
- a) **Special Senate 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, if
 any.
- | | |
|-----------|---------------------------------|
| Students: | David Zysk |
| | Omar Mason (Economics) |
| | Jonathan Wong (Economics) |
| | Krishel Tracy Lasam (Economics) |
| | Albiona Aga (Economics) |
| Faculty: | Thomas DeGloma (Sociology) |
- It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee.
 The motion passed by voice vote without dissent.
- b) **Approved Curriculum Changes**
 The following curriculum changes as listed in the Report dated 25 March 2015 have been
 approved as per Senate resolution and are submitted for the Senate's information. Items:
 GR-1039 Department of Physical Therapy (Routine changes to various courses), GS-1038
 Department of Physical Therapy (New course), GS-1040 Department of Physical Therapy
 (Change in courses).
- 35 **Committee** **Report by the Committee on Grade Appeals**
 36 **Report:** Professor Jason Wirtz, Chair of the Committee, presented the report dated 25 March 2015.
 37
 38 The report is attached as Appendix II
 39
 40
 41
 42
 43
 44
 45
 46
 47
 48
 49
 50
 51

55 **Report by the Undergraduate Course of Study Committee and the Graduate Course of**
56 **Study and Academic Requirements Committee Regarding the Procedures for**
57 **Curriculum Proposals**

58
59 Below is a summary of what Prof. Eckhard Kuhn-Osius, Chair of Undergraduate Course of
60 Study Committee, said:

61
62 "The most important updates to the Procedures for Preparing and Submitting Curriculum
63 Proposals for College Approval applies to new courses and changes in degree proposals. The
64 most important change is in the consultation statement for proposals that affect the library.
65 The library should be aware of the fact that new courses are being proposed due to the fact
66 that they may not have materials available for students for the courses. The changes are on
67 pages 9, 10, and 14. It should be noted that this is only for new courses, and substantive
68 changes to existing courses, and change in degree programs.

69
70 We added in the appendix of the procedures the CUNY Registrar credit hour guidelines. This
71 was done in response to the report to Middle States last year."

72
73 The finalized procedures are available on the Senate website.

74
75 "Moving on to other business, UCSC has two issues regarding the Foreign Language
76 Requirement. The first is with students who work with the Office of Accessibility to find
77 alternative course to fulfill the language requirement. We have worked with the language
78 departments on asking them to compile a list of the alternative courses and the Senate Office
79 will work with the Registrar to make it seamless on the students' side. Currently, students
80 with a disability have to take three separate courses and then appeal to the Senate to have
81 them counted. We are hoping that this change will cut down on that."

82
83 The other issue is the policy that Hunter has on credit not being granted for 101 foreign
84 language courses without the student completing 102. This has surprised many students
85 when applying for graduation, who were told they are missing credits. The current policy says
86 that a student can take a 101 course and count it towards graduation only once. This was
87 approved under the HCR two years ago, but it is not the case for students who are in the
88 GER. We would like to expand it to cover all."

89
90 **BE IT RESOLVED**

91 That all Hunter students may be awarded credit for a first-semester foreign language course
92 (level 101) without completing the second-semester course in the same language for one time
93 (or once).

94
95 **RESOLVED:** Alternative courses of study may be proposed for eligible students seeking to
96 complete the foreign language proficiency requirement. All such courses shall be approved
97 by Undergraduate Course of Study in accordance with procedures it defines.

98
99 There was a motion to approve the resolutions. The motion carried without dissent.

100
101 **Report by the Charter Review Committee:**

102 The group dissolved into a committee of a whole at 4:11pm and reconvened at 4:26pm for
103 the purpose of discussing proposed amendments to the Charter and the amendment process.

111 **Minutes**
112 **Meeting of the Hunter College Senate**
113 **25 March 2015**
114

115
116 **Report by the President:**

117 President Raab gave a PowerPoint presentation regarding Surveys on Student
118 Engagement. The Administrative Committee has requested a copy of the presentation.
119

120
121 Due to the late hour, it was moved that the meeting be adjourned. The motion carried and the meeting
122 adjourned at 5:11 PM.
123

124
125 Respectfully submitted,
126

127
128 Manu Bhagavan
129 Secretary
130

APPENDIX I

The following attendance was noted from the meeting

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

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

Minutes
Meeting of the Hunter College Senate
25 March 2015

Students

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

At-Large, Lecturers and Part-Time Faculty

Student Services	Shannon Salinas	A
	Brian Maasjo	(A) X
Mathematics & Statistics	Bill Williams	A
Sociology	Thomas DeGloma	X
Library	Jocelyn Berger-Barrera	A
English	Amy Robbins	X
THHP	Sarah Jeninsky	A
Mathematics & Statistics	Barbara Barone	X
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	Patricia Rudden	A
President, HEO Forum	Agustin Pita	A
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	X
School of Social Work	Dean Jacqueline Mondros	X
School of Nursing	Dean Gail McCain	A

TEMPORARY REALLOCATION OF SEATS (clickers)

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

APPENDIX II

Hunter College Grade Appeals Procedures

(Approved by the Hunter College Senate 10/9/85 – Updated 5-4-05 and 3-25-15)

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.

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.
- 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.**

The Senate Grade Appeals Committee does not permit department grade appeals to be bypassed. 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