

MINUTES

Meeting of the Hunter College Senate

7 December 2022

1 The 673rd meeting of the Hunter College Senate convened at 4:00 PM in HW 714.

2
3 **Presiding:** Laura S. Keating, 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 for in-
8 person meetings, and they were enabled to vote using iClicker.

9
10 **Chair**

11 **Remarks:** Chair Keating said the following:

12
13 “First, as opening remarks, I would like to ask the Senate to join me in thanking Professor Tony Doyle
14 for serving 3.5 years as Parliamentarian. He will be stepping down after this meeting. Tony has been a
15 great help in thinking through issues and processes before the pandemic emergency, during the pandemic
16 Zoom era, and now moving out of the pandemic. Tony also has recruited his replacement starting in
17 Spring, Professor John Pell, also from the Library. Please join me in thanking Tony for his service these
18 last 3.5 years.

19
20 Also, regardless of how the voting goes today, I would like to ask the Senate to join me in thanking
21 Professor Kevin Sachs for his work as chair of the Undergraduate Academic Requirements Committee,
22 also for around the last 3.5-4 years. Kevin not only helped us to move from our decades old CR/NC system
23 to the CUNY compliant P/NC system, but also to attempt to work through difficult, persistent issues like
24 double-counting, multiple majors, and military credit. Thank you, Kevin!”

25
26 **Agenda:** Chair Keating informed the body that the meeting minutes would be postponed to the first meeting in
27 Spring. The President would not be reporting, and the Budget Committee report and the Report on the
28 Senate Rules and Record Project would be postponed to Spring. Also, an announcement on ADA
29 accommodations was added under the Administrative Committee report. Finally, the committee of the
30 whole was moved after the UARC report. The agenda was adopted as revised.

31
32 **Report by the**
33 **Administrative**
34 **Committee:**

35 **a) Approved Curriculum Changes**

36 The following curriculum changes as listed in the attached reports Part I and Part II dated 7
37 December 2022 have been approved as per Senate resolution and are submitted for the Senate’s
38 information. Items: US-2384 Geography and Environmental Science (New degree program),
39 US-2484 AFPRL (Change in Course and Add USD and P&D), US-2485 Film & Media (Change
40 in Course and Add USD and P&D), GS-1511 Speech Language Pathology & Audiology (Change
41 in degree program), GS-1512 Educational Foundations (Change in course), GS-1502 Educational
42 Foundations (New Course), GS-1496C Special Education (New Course), GS-1487 Special
43 Education (Change in degree program), GS-1488 Special Education (Change in degree program),
44 GS-1490 Special Education (Change in degree program), GS-1491 Special Education (Change
45 in degree program), GS-1504B Special Education (New course), GS-1505B Special Education
46 (Change in courses), GS-1484 Curriculum & Teaching (Change in degree program), GS-1485
47 Curriculum & Teaching (Change in degree program), GS-1486 Curriculum & Teaching (Change
48 in degree program), GS-1477 Curriculum & Teaching (Change in degree program), GS-1478
49 Curriculum & Teaching (Change in degree program), GS-1479 Curriculum & Teaching (New
50 degree program), GS-1497 Curriculum & Teaching (Change in courses), GS-1498 Curriculum &
51 Teaching (New courses), GS-1499 Curriculum & Teaching (Change in courses), GS-1500
52 Curriculum & Teaching (New course), GS-1501 Curriculum & Teaching (Change in courses), GS-

53 **Minutes**
 54 **Meeting of the Hunter College Senate**
 55 **7 December 2022**

56
 57 1510 Curriculum & Teaching (New course), and GS-1503A Curriculum & Teaching (New
 58 courses).

59
 60 **b) Information from Hunter Legal on ADA Accommodations**

61 Chair Keating announced that Hunter Legal informed the Administrative Committee that Senate
 62 and committee members approved under the Americans with Disabilities Act for remote work
 63 count toward a quorum even if participating from a private location. The accommodation must,
 64 however, have been documented and approved by Human Resources. Without HR approval, the
 65 member cannot be counted toward a quorum. A follow-up e-mail on this will be sent to Senate
 66 committee chairs.

67
 68 **c) Announcement about accepting nominations for Search Committee for Vice President for**
 69 **Administration**

70 Chair Keating announced that the Senate Office will accept nominations for Search Committee
 71 for Vice President for Administration no later than 5:00 PM on Thursday, 6 February, 2023. The
 72 “College-wide Search Procedures” are in Appendix II.
 73

74 **Committee**
 75 **Report:**

76 **Undergraduate Academic Requirements Committee**

77 Chair Keating reminded the body that the Senate voted on the **Resolution on Multiple Majors at Hunter**
 78 **College** at the last meeting. The Resolution failed to pass (iClicker voting results: 45 in favor, one against,
 79 and four abstentions). In such situations, Robert’s Rules allows the motion to be made again at a following
 80 meeting. Chair Keating called on Professor Kevin Sachs, Chair of the Undergraduate Academic
 81 Requirements Committee, to reintroduce the Resolution. Questions and debate followed.
 82

83 **RESOLUTION ON MULTIPLE MAJORS AT HUNTER COLLEGE**

84
 85 **RESOLVED, that as of the Fall 2023 semester, the policy regarding multiple majors shall be**
 86 **revised as follows and reflected in the Hunter College Undergraduate Catalog:**

87
 88 **From:**

89
 90 BA students have the option of declaring up to 3 majors. Students must complete the Hunter Core
 91 requirement and satisfy the sequence for all declared majors. If the same courses are required for two (or
 92 three) majors, the student must take additional courses as approved by the major department to reach the
 93 required number of credits in each major. Regardless of major(s), BA students must complete at least 90
 94 Liberal Arts credits to graduate. Students are urged to meet frequently with an adviser to help them
 95 make good course selections.
 96

97 **To:**

98 **Multiple Majors**

99
 100 Before you declare multiple majors, please consider the following...
 101 Declaration of more than one major may have significant implications for a student; for example,
 102 regarding additional time to graduation, professional certification, and/or issues concerning financial aid
 103 eligibility. Students are urged to meet frequently with academic advisors, faculty advisors in each major,
 104 and financial aid/scholarship advisors before they choose to pursue more than one major.
 105
 106

107 **More than One B.A. Major**

108 BA students have the option of declaring more than one major. Students must complete the Hunter General
 109 Education requirements as well as the requirements for all declared majors. BA students must complete
 110 at least 90 Liberal Arts credits to graduate regardless of which major(s) are selected.
 111
 112

117 **Declaring Up to Two Majors between Different Undergraduate Degree Awards**

118 Undergraduate students may declare up to two majors between different undergraduate degree awards
119 (for example, combining a B.A. major with a B.S. major). Students who wish to complete the requirements
120 for two majors from different degree awards have two options to achieve this.
121

122 **One-degree option:** In cases where a student completes the requirements for two declared majors from
123 different award designations, the student may be awarded the degree associated with one of the two
124 majors. Only one degree with one major will be awarded. For the identification of the second major, a
125 notation of completion of all of the requirements of the second major will reside in the transcript
126 permanent comment section. This is a minimum 120-credit option.
127

128 **Two-degree option:** Students who complete the requirements for two declared majors from different
129 degree awards may opt to receive two undergraduate degrees and two diplomas. In order to be awarded
130 two degrees, such as a B.A. and B.S., students must complete at least an additional 30 credits in residence
131 beyond the standard 120 total credits required for a bachelor's degree. This is a minimum 150-credit
132 option. It may take students five or more years to complete this option.
133

134 **Important considerations**

135 With either option, students must complete the Hunter General Education requirements as well as the
136 requirements for all declared majors and complete all degree requirements from both degree awards.
137

138 Degree award requirements may differ with respect to number of required liberal arts credits or minimum
139 required cumulative grade point average. For students with majors in two different degree awards (e.g.,
140 B.A. and B.S.) the following applies:

- 141 • If the degree awards have a different number of required liberal arts credits, the student must complete
142 the higher number of required liberal arts credits.
- 143 • If the degree awards have different requirements for minimum cumulative grade point average, the
144 student must earn the higher required minimum cumulative grade point average.
145

146 **Double Counting of Courses Between or Among Majors:**

147 For the Hunter College policy on double counting of courses between or among majors, please refer to
148 the section of the Hunter College catalog on double counting of courses between or among majors [provide
149 link]
150

151
152 There was a motion to amend as follows:
153

154 Note: Students enrolled in the Thomas Hunter Honors Program may declare up to two majors between
155 different undergraduate degree awards, at least one in a BA field, in addition to the Special Honors
156 Curriculum major.
157

158 The motion carried by unanimous consent.
159
160

161 There was a motion to amend as follows:
162

163 **More than One B.S. Major**

164 BS students have the option of declaring up to two BS majors. Students must complete the Hunter General
165 Education requirements as well as the requirements for all declared majors. BS students must complete at
166 least 60 Liberal Arts credits to graduate regardless of which major(s) are selected.
167

168 The motion carried by unanimous consent.
169
170

171 Voting by iClicker to adopt the Resolution as amended produced the following results: 60 in favor, three
172 against, and zero abstentions.

Minutes
Meeting of the Hunter College Senate
7 December 2022

The Resolution passed.

Chair Keating called on Professor Kevin Sachs, Chair of the Undergraduate Academic Requirement Committee, to present the **Resolution on Double Counting of Courses between Majors and Minors**. Debate followed.

RESOLUTION ON DOUBLE COUNTING OF COURSES BETWEEN MAJORS and MINORS

RESOLVED, that as of the Fall 2023 semester, the following policy shall be implemented:

“Policy on Double Counting Between Majors and Minors

Courses may satisfy the requirements of both a major and a minor. Double counting occurs when departments allow a course or courses to count towards the credit requirements of both a major and a minor. When double counting is allowed, the student does not need to take additional courses to reach the required number of credits in the program.

After approval through curricular governance procedures of the Hunter College Senate, departments may allow double counting in their minor programs. This means that a department or program may permit courses already allowed in the minor program to count towards the minor’s credit requirements when a student declared in the minor is also counting those courses towards the credit requirements of a major.

A student is allowed to double count courses between majors and minors if such double counting is allowed by the minor program, except when such courses are also used to fulfill the Hunter Focus requirement.

If a minor program does not have an approved policy that allows double counting of courses between majors and minors, then double counting is not allowed.”

Voting by iClicker to adopt the Resolution produced the following results: 61 in favor, three against, and zero abstentions.

The Resolution passed.

Old Business:

Undergraduate Academic Requirements Committee

Chair Keating called on Professor Kevin Sachs, Chair of the Undergraduate Academic Requirements Committee, to introduce **the Resolution Regarding Transfer of Military Credits**. Discussion and debate followed.

RESOLUTION REGARDING TRANSFER OF MILITARY CREDITS

WHEREAS, Hunter College and The City University of New York (CUNY) recognize that students entering or returning to college come from a variety of backgrounds and experiences, including many that involve the equivalent of college-level learning;

WHEREAS, CUNY policy requires all CUNY colleges to award some number of college credits for applicable military service credits;

NOW, THEREFORE, BE IT RESOLVED: that Hunter College may award up to fifteen (15) college credits, based on review of students’ military transcripts. The exact number of credits will be determined by a committee appointed by the Hunter College Senate, taking into account credit recommendations from the American Council on Education (ACE). All credits will be awarded as general elective credits. Students may apply to departments or programs to obtain specific course equivalencies; and

233 **Minutes**
234 **Meeting of the Hunter College Senate**
235 **7 December 2022**
236

237 **BE IT RESOLVED:** that the Hunter College catalogue will include the above language; and

238
239 **BE IT RESOLVED:** that a sub-committee of the Hunter College Senate Undergraduate Academic
240 Requirements Committee will initially serve as the Senate committee to evaluate military service credits.

241
242 There was a motion to amend as follows:

243
244 All credits will be awarded as ~~general elective~~ **non-liberal arts** credits.

245
246 The motion was withdrawn.

247
248
249 Voting by iClicker to adopt the Resolution produced the following results: 55 in favor, two against, and
250 one abstention.

251 The Resolution passed.
252

253
254 **Committee of the Whole on Extraordinary Circumstances and Remote Participation**

255 By unanimous consent, the Senate moved into quasi-committee of the whole to discuss whether to adopt
256 extraordinary circumstances remote participation (see Appendix III).
257

258 The chair reported that majorities opposed remote participation for extraordinary circumstances, both for
259 the assembly and for committees, and thus that the Administrative Committee would not be forwarding
260 any resolution for adoption of extraordinary circumstances remote participation in February.
261

262
263 Due to the late hour, the meeting was adjourned at 5:22 PM.

264
265
266 Respectfully submitted,

267
268
269 Sarah Jeninsky
270 Secretary

APPENDIX I

The following attendance was noted from the meeting

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

Faculty						
AFPRL	Anthony Browne	X	Mathematics & Statistics	Sandra Clarkson	A	
	Milagros Denis-Rosario	(A) X				0
	Lázaro Lima	(A) A			Robert Thompson	(A) X
Anthropology	Jackie Brown	A		Barry Cherkas	(A) X	
	Stephanie Levy	(A) A	Medical Laboratory Sciences	Abigail Morales	X	
Art & Art History	Milena Shattuck	(A) A			Chad Euler	(A) X
	Harper Montgomery	A	Music	Mukhtar Mahajan	(A) X	
	Chitra Ganesh	X			Michele Cabrini	A
Emily Braun	(A) X			L. Poundie Burstein	(A) A	
Biological Sciences	A. K. Burns	(A) X			(A)	
	Ben Ortiz	A	School of Nursing	Carolyn Sun	X	
	Jesus Angulo	X			William Samuels	A
	Paul Feinstein	(A) X			Stephen Yermal	A
Carmen Melendez	(A) X			So-Hyun Park	(A) X	
Chemistry	Gabriela Smeureanu	E	Philosophy	Laura Keating	A	
	Nancy Greenbaum	(A) A			Frank Kirkland	(A) X
	Brian Zeglis	(A) X			Omar Dahbour	(A) X
Classical & Oriental Studies	Nadya Kobko-Litskevitch	X	Physics & Astronomy	Kelle Cruz	E	
	Yasha Klots	A			Yuhang Ren	(A) X
	Fang Dai	(A) A				(A)
	Doron Friedman	(A) A		Political Science	Robert Jenkins	X
Sven Dietrich	X		Lina Newton		(A) X	
Felisa Vazquez-Abad	(A) A		Michael Lee		(A) X	
Curriculum & Teaching		(A)	Psychology	Roseanne Flores	A	
	Laura Baecher	X			Michael Lewis	X
	Stephen Demeo	A			Glenn E Schafe	(A) X
Dance		0 (A)	Physical Therapy	Peter Serrano	(A) A	
	Tim Farnsworth	X			Jaya Rachwani	A
	Maura Donohue	X			Milo Lipovac	(A) X
	David Capps	(A) X		Romance Languages		(A) 0
	(A)		Magdalena Perkowska		X	
Economics	Tim Goodspeed	X				0 (A)
Educational Foundations & Couns	Michelle Liu	A			0 (A)	
	Kenneth McLaughlin	(A) A	School of Social Work	Jonathan Prince	A	
	Avi Liveson	(A) X			George Patterson	A
	Sarah Bonner	A			Marina Lalayants	(A) X
Jeanne Weiler	(A) A	Sociology		Keith Chan	(A) X	
Markus Bidell	(A) X			Mark Halling	E	
English	Sarah Chinn		A		Mike Benediktsson	(A) X
Film & Media Studies	Amy Robbins	X	Special Education	Michaela Soyer	(A) X	
	Mark Miller	X			vacant	
	Janet Neary	(A) X			Rhonda Bondie	(A) A
	Larry Shore	A		SLPA	Kathryn Furlong	(A) A
			Donald Vogel		A	
Martin Lucas	(A) A		Nancy Eng		(A) X	
Geography & Environmental Scienc	Ricardo Miranda	(A) X	Theatre	JungMoon Hyun	(A) X	
	Allen Frei	X			Louisa Thompson	X
	William Solecki	(A) X				0
German		(A)	Urban Policy and Planning	Claudia Orenstein	(A) A	
	Elke Nicolai	A			Lily Baum Pollans	E
	Eckhard Kuhn-Osius	(A) X			Victoria Johnson	(A) X
History	Aine Zimmerman	(A) A	School of Urban Public Health	vacant	(A)	
	D'Weston Haywood	A			Susan Cardenas	X
	Manu Bhagavan	(A) X			Khursheed Navder	(A) A
Library	Aaron Welt	A	Women & Gender Studies	Steven Trasino	(A) A	
	Iris Finkel	A			Jennifer Gaboury	X
	vacant				Catherine Raissiguier	(A) X
	Mee' Len Hom	(A) A		Rupal Oza	(A) X	
		(A)				

Students

Hunter Moran	A
Umar Faruque	X
Ariadna Pavlidis-Sanchez	A
Isabella Grullon	A
Nicole Palmetto	A
Rida Akhlaq	A
Ronette Johnson	E
Olivia Massey	A
Cezar Torio	X
Tabia Ahmed	X
Christopher Orzech	X
Sitora Akhadova	A
Ermina Chowdhury	A
Junia Sharmin	X
Ketia Newell	X
Viet Thanh Phan	A
Nourhan Ibrahim	X
Anastasia Villarreal	X
Sultana Wahab	X
Karlamarie Batista	X
Alston Jiang	X
Julian Reich	X
Cade Terada	X
Andrew Ackroyd	A
Vianny Cabral	X
Nethya Samarakkodig	A
Elee Ballinger	X
Ramisha Parvez	X
Lorraine Santana	X
Sanzida Mohsin	X
Irene Akintimehin	X
Sarah Roberts	X
Madeline Zeron	A
Xin Huang	X
Veronica Witkowski	A
Nusrat Jahan	A
Alyah Ghany	A
Maisha Mohosheen	X
Susan Wang	X

At-Large, Lecturers and Part-Time Faculty

Student Services	Burhan Siddiqui	A
	Luis Roldan	(A) X
Library	Jocelyn Berger-Barera	A
Library	Tony Doyle	A
Psychology	Stefan Schlussman	X
	0 vacant	
Medical Lab Science	Hongxing Li	A
Religion	Ron Long	X
Political Science	Rosa Squillacote	X
Special Education	Salvador Ruiz	X
Special Education	Gina Riley	A
	0 vacant	
THHP	Sarah Jeninsky	A
Art and Art History	Peter Dudek	X
Ex-Officio		
President, USG	Ariana Ahmed	X
Vice President, GSA		0
President Alumni Association	Elizabeth Wilson-Anstey	X
President, HEO Forum	Abdul Hashim	A
President, CLT Council	Amy Jeu	X
ADMINISTRATION		
Senators:		
HEO/CLA Representative	Lori Janowski	A
Vice President for Student Affairs	Eija Ayravainen	A
Provost	Manoj Pardasani	A
Dean, School of Arts & Sciences	Andrew Polsky	A
Dean of Education	Michael Middleton	A
Alternate Senators (3):		
Dean of Social Work	Mary Cavanaugh	X
General Counsel & Dean of Faculty	Suzanne Piper	X
Dean of Nursing	Elizabeth Capezuti	X

APPENDIX II

SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 East Building

Telephone: 772-4200

NO. 1

2 December 2022

Establishment of Search Committee for Vice President for Administration

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

Nominations of Faculty, Staff, and Students for Member-Panel:

Hunter College Senate shall elect a panel of 4 students and 6 faculty members in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff. Nominations of members of the staff shall be made by petition to the Senate Office of at least 25 signatures by members of the staff. The panel shall include at least two faculty/staff members primarily based at the 68th Street Campus, and at least two faculty/staff members not primarily based at the 68th Street Campus.

Nominations for Chair:

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.

=====
All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 p.m. on Tuesday, 6 December 2022. This is an absolute deadline. (Election of the Search Committee will take place at the December 7 Senate meeting.) Please call the Senate Office at 772-4200 if you have any questions, or e-mail lmiran@hunter.cuny.edu

Excerpt from *College-wide Search Procedures* for Search Committees for College-wide Administrators: (September 2021)

3. 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.....

In the case of a search for Vice President for Administration, the Hunter College Senate shall elect a panel of 4 students and 6 faculty members in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff. Nominations of members of the staff shall be made by petition to the Senate Office of at least 25 signatures by members of the staff. The panel shall include at least two faculty/staff members primarily based at the 68th Street Campus, and at least two faculty/staff members not primarily based at the 68th Street Campus. From this panel the President shall choose 2 students, 3 faculty members, and 3 members of the staff -- at least one of the 6 members of the faculty and staff shall be from a campus other than the 68th Street campus.

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-opens its search to produce a new list.

APPENDIX III

On Extraordinary Circumstances (EC) videoconferencing (ECV) – see Policy 2.20 below – for the Senate Committee of the Whole discussion on Nov. 30, 2022

The BOT resolution passed on October 24 requires us to use the Policy 2.20 below *if* we choose to use videoconferencing to allow members who cannot be physical present (at one of our three campus locations) due to *extraordinary circumstances* to participate remotely.

A. Some issues for us to consider in deciding whether to use ECV

1) Members joining remotely due to EC cannot count toward the quorum. Will this undermine our ability to get a quorum for either Senate assembly or committee meetings?

Note:

a) The Policy 2.20 (below) does not otherwise constrain the number of members who may join remotely due to extraordinary circumstances.

b) According to the Policy 2.20, paragraph 3, when a Senate member notifies the Senate Administrative Secretary that they have extraordinary circumstances that prevent them from attending, “a determination” has to be “made by the [Senate Chair] that such *extraordinary circumstances* exist.” Nothing in the policy says how it is done. We will have to agree on the procedure.

A starting policy is that the Senate chair determines that EC exists for a member simply by the fact that the member indicated that they had a “disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes them member’s physical attendance at such a meeting.” So, this would be a kind of minimally invasive honor system.

Will this result in too many people not coming in person and so in a lack of quorum?

2) Given Policy 2.20, paragraph 5, more visibility is required of members joining remotely in ECV than was required on Zoom. Members joining remotely due to EC must be visible to all and so have their camera on during the entire meeting and their full name visible on the screen.

3) By the Policy 2.20, paragraph 8, all meetings using EVC must be recorded “and such recordings posted or linked on the [Senate] website with five business days following the meeting and shall remain so available for a minimum of five years thereafter.” So, all participating members at a meeting must be willing to participate on film during a meeting, either Senate assembly or committee meeting. Will this limit open debate? Will it prevent some from participating in committees?

4) Do we want to allow for EVC for both Senate Assembly meetings and Senate Committee meetings?

B. BOT approved POLICY 2.20

As said above, the procedures we use to govern member and public attendance must follow BOT established Policy 2.20. Below is the policy with ‘[Senate]’ replacing ‘Board’, ‘[Administrative Secretary of the Senate]’ replacing ‘Secretary of the Board’, ‘[Senate Chair]’ replacing ‘Chair of the Board.’ Other additions are also in brackets.

Policy 2.20

Procedures for Member Videoconferencing Pursuant to Public Officers Law 103-a

The following procedures are hereby established to satisfy the requirement of Public Officers Law 103-a(2)(b) that any public body which in its discretion wishes to permit its member to participate in meetings by videoconferencing from private locations – under *extraordinary circumstances* – must establish written procedures governing member and public attendance.

1. [Senate] members shall be physically present at any meeting of the [Senate] unless such member is unable to be physically present at one of the designated public meeting locations [714 HW, Room xxx at Brookdale, Room xxx at Silberman] due to *extraordinary circumstances*.

2. For purposes of these procedures, the term “*extraordinary circumstances*” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

3. [a] If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to *extraordinary circumstances*, the member must notify [the Administrative Secretary of the Senate] and/or the [Senate Chair] no later than four business days prior to the scheduled meeting in order for proper notice of the public to be given [See number 7 below.]

[b] If a determination has been made by the [Senate Chair] that such *extraordinary circumstances* exist, then the [Administrative Secretary of the Senate] shall take the necessary steps to convene an extraordinary-circumstances videoconferencing meeting.

[c] If *extraordinary circumstances* present themselves on an emergent basis within four days of a meeting, the [Senate] shall update its notice as soon as practicable to include that information. If it is not practicable, as determined by the [Senate Chair] and the [Administrative Secretary of the Senate], for the [Senate] to update its notice, the [Senate] may reschedule its meeting.

4. [a] If there is a quorum of members participating at a physical location(s) open to the public [that is, at 714 HW, Room xxx at Brookdale, Room xxx at Silberman], the [Senate] may properly convene a meeting.

[b] A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the [Senate] but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of Executive Sessions conducted pursuant to Public Officers Law 105, the [Senate] shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the member or, for members participating by videoconferencing from private locations due to *extraordinary circumstances*, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to Public Officers Law 103-a shall include which, if any, members participated by videoconferencing from a private location due to such *extraordinary circumstances*.

7. The public notice for the meeting shall inform the public: (i) that extraordinary-circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The [Senate] shall provide that each open portion of any meeting conducted using extraordinary-circumstances videoconferencing shall be recorded and such recordings posted or linked on the [Senate] website with five business days following the meeting and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the [Senate] are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the [Senate] shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The [Senate] shall ensure that where extraordinary-circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the Board of Trustees of the City University of New York and all its constituent entities conducted using extraordinary-circumstances videoconferencing pursuant to the provisions of POL 103-a shall be broadcast pursuant to the requirements of POL 103(f) and shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law 292.

11. The in-person participation requirements of POL 103a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to 24 of the Executive Law if the [Senate] determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the [Senate] to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the [Senate’s] website.