

# **Office of the Hunter College Senate**

Room 1018 East Building

Phone: 772-4200

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TO: Members of the Hunter College Senate  
FM: Senate Administrative Committee  
RE: Meeting of the Hunter College Senate

**WEDNESDAY, 27 September 2017, from 3:30 to 5:25 P.M., Room W714**

## **AGENDA**

- 1. Brief Remarks by the Chair**
- 2. Meeting Minutes of May 17  
Distribution of September 13 Meeting Minutes**
- 3. Report by the President**
- 4. Report by the Administrative 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 to date:

Faculty: William Milczarszki (Urban Policy and Planning)  
Caroline Gelman (School of Social Work)
  - b) Reminder Regarding Election of Ombuds Officer and the Establishment of Search Committee for Provost**
- 5. Old Business  
Resolution to Protect and Support DACA Students at Hunter**
- 6. Nominating Committee Report**
- 7. Departmental Governance Committee  
English Department Revised By-Laws**
- 8. Report by the Provost Regarding Middle States  
OPEN MEETING**
- 9. New Business**

# MINUTES

## Meeting of the Hunter College Senate

### 17 May 2017

- 1 The 600<sup>th</sup> meeting of the Hunter College Senate was convened at 3:40 PM in HW room 714.  
2
- 3 **Presiding:** Thomas DeGloma, Chair  
4
- 5 **Attendance:** The elected members of the Senate with the exception of those marked absent in Appendix I.  
6  
7 Alternate Senators were formally seated in accordance with the procedures approved by the Senate,  
8 and clickers were distributed to them.  
9
- 10 **Minutes:** Minutes of April 5 were approved as distributed. The minutes of May 3 and May 10 have been  
11 circulated at the door.  
12
- 13 **Report by**  
14 **the President:** **President Raab said the following:**  
15 “Thank you all for your incredible service this year. There are few items that I want to touch on. I  
16 want to congratulate our colleagues in the school of education. There are over 700 undergraduate  
17 education programs in the the country, and only 16 were ranked in the top tier, and Hunter was  
18 included in this top tier.  
19  
20 “The budget was finalized and the good news and there as more state funding added for CUNY in  
21 critical maintenance, capital, and operating. There will be a \$200 tuition increase a year for the next  
22 four years to help support the operating budget. I want to stress to students that if this will cause a  
23 hardship for you, please reach of to Vice President Ayravainen. We will do our best to assist any  
24 student who is impacted by the tuition increases.  
25  
26 “While CUNY is in a stronger place with state funding due to the new contacts and the need to  
27 support them, there will be a 1 percent budget cut for all institution next year. We will do our best  
28 to handle this, and the good news is with strong management and care we have still been able to  
29 hire new faculty this year and have many searches underway. When we know more about the  
30 Excelsior Scholarship, I will report to you on it. We are still waiting to see what the rules will be  
31 and how it will be implemented.  
32  
33 “Finally, many of you were close colleagues of Professor Peter Kwong who suddenly passed away.  
34 We were working closely with him to create the Asian American Studies Center and will continue  
35 to work on this in his honor. There will be a memorial service tomorrow night at the Kaye  
36 Playhouse. We hope that many of you can join us tomorrow.”  
37
- 38 **Report by the**  
39 **Administrative** Professor DeGloma presented the report as follows.  
40
- 41 **a) Approved Curriculum Changes**  
42 The following curriculum changes as listed in the attached Report dated 17 May 2017  
43 have been approved as per Senate resolution and are submitted for the Senate’s  
44 information: US-2133 Urban Public Health (Change in degree program), US-2139 2133 Urban  
45 Public Health (New Minor), US-2140 Computer Science (New Course), US-2127 Curriculum  
46 & Teaching, Educational Foundations, And Special Education (New course), GS-1153  
47 Romance Languages/Curriculum & Teaching (Change in degree program), GS-1159 Urban  
48 Policy And Planning/School Of Nursing (New degree program), GS-1158 School of Nursing  
49 (Change in courses), GS-1160 Educational Foundations (Change in degree program), GS-1161  
50 Curriculum & Teaching (Change in degree program), GS-1164 Curriculum & Teaching  
(Change in courses), GS-1166 Curriculum & Teaching (Change in degree program),

54 GS-1167 Curriculum & Teaching (Change in degree program), GS-1162 Curriculum &  
55 Teaching, Educational Foundations, And Special Education (Change in degree program), GS-  
56 1163 Curriculum & Teaching, Educational Foundations, And Special Education (New  
57 Courses), GS-1168 Special Education (Changes in courses), GR-1170 Curriculum & Teaching  
58 (Routine change in course), US-2142 Film & Media (Change in degree program), US-2143  
59 Film & Media (New Minor), GS-1154 Computer Science/Curriculum & Teaching (New degree  
60 program), GS-1155 Computer Science/Curriculum & Teaching (New degree program), GS-  
61 1156 Curriculum & Teaching (New courses), GS-1157 Computer Science (New courses), GS-  
62 1147 Various Departments in the School of Arts & Sciences (Change to various admissions  
63 requirements for various programs), GS-1169 Curriculum & Teaching (New Courses), GS-  
64 1174 Curriculum & Teaching (Change in degree program), GS-1175 Curriculum & Teaching  
65 (Change in degree program), GS-1171 Curriculum & Teaching and Special Education (Change  
66 in various degree programs admissions requirements), GS-1172 Curriculum & Teaching,  
67 Educational Foundations, and Special Education (Change in degree program), and GS-1173  
68 Curriculum & Teaching, Educational Foundations, and Special Education (Change in degree  
69 program's progress standards).

70  
71 **b) Senate Meeting Schedule Fall 2017/Spring 2018**

72 The Fall 2017/Spring 2018 Senate meeting schedule was adopted for the following  
73 Wednesdays from 3:30 to 5:25 P.M.:

74  
75

| <u>FALL 2016</u>       | <u>SPRING 2017</u> |
|------------------------|--------------------|
| 76 August 30           | January 31         |
| 77 September 13 and 27 | February 14 and 28 |
| 78 October 11 and 25   | March 14 and 28    |
| 79 November 8 and 29   | April 18           |
| 80 December 6          | May 2, 9, and 16   |

81

82 **c) College Calendar for Fall 2017/Spring 2018**

83 The attached university-wide College Calendar for 2017-2018, as issued by the CUNY Central  
84 Administration, is submitted for your information as Appendix II

85  
86 **d) Ceremonial Adoption of Candidates for Graduation**

87 Chair DeGloma moved for the ceremonial adoption of the list of candidates for diplomas and  
88 degrees to be awarded in June 2017. The motion carried by voice vote without dissent.

89  
90 **e) Election of Senate Officers**

91 The floor was open for nominations for Chair of the Senate.

92  
93 Professor Thomas DeGloma (Sociology) was nominated.

94  
95 It was moved that the Secretary be instructed to cast a single ballot in favor of the  
96 nominee. The motion carried by voice vote without dissent and Professor DeGloma  
97 was re-elected.

98  
99 The floor was open for nominations for Vice Chair of the Senate.

100  
101 Mr. Stephon Odom (At-Large) was nominated.  
102  
103

104 **Minutes**  
 105 **Meeting of the Hunter College Senate**  
 106 **17 May 2017**

107 It was moved that the Secretary be instructed to cast a single ballot in favor of the  
 108 nominee. The motion carried by voice vote without dissent and Mr. Odom was  
 109 elected.

110  
 111 The floor was open for nominations for Secretary of the Senate.

112  
 113 Ms. Dana Reimer (Geography) was nominated.

114  
 115 It was moved that the Secretary be instructed to cast a single ballot in favor of the  
 116 nominee. The motion carried by voice vote without dissent and Ms. Reimer was re-  
 117 elected.

118  
 119 The floor was open for nominations for Chair of the Evening Council of the Senate.

120  
 121 Professor Phillip Alcabes (School of Urban Public Health) was nominated.

122  
 123 It was moved that the Secretary be instructed to cast a single ballot in favor of the  
 124 nominee. The motion carried by voice vote without dissent and Professor Alcabes was  
 125 elected.

126  
 127 **Committee**  
 128 **Report:**

**Committee on Charter Review**

129 Professor Philip Alcabes, Chair of the Committee, presented the report dated 17 May 2017 for  
 130 the Third Reading and adoption of the proposed Amendments to the “*Charter for a*  
 131 *Governance of Hunter College.*”

132 The Third Reading-Proposed Amendments to the *Charter for a Governance of Hunter College*  
 133 are attached as Appendix III. Results will be emailed to the Senate as soon as the ballots are  
 134 counted.

135  
 136 **Old Business:**

**Committee on General Education**

137 Professor Manu Bhagavan announced that the draft institutional learning outcomes have been  
 138 unanimously approved to be released to the college community by the ILO Committee. The  
 139 information will be posted online in the coming days and a link to the page will be made  
 140 available from the Senate webpage. All are invited to review the institutional learning  
 141 outcomes and provide feedback. The document produced is the foundation for a larger college-  
 142 wide discussion to happen in the fall.

143  
 144 Professor Bhagavan and Professor Eckhard Kuhn-Osius presented Resolutions II and III  
 145 regarding the Hunter Focus Requirement.

146  
 147 II. THE REMOVAL OF THE FIRST LEVEL FOREIGN LANGUAGE FROM THE  
 148 WORLD CULTURES AND GLOBAL ISSUES CATERGORY

149  
 150 Be it resolved that first level foreign language courses will no longer be used to satisfy the  
 151 World Culture and Global Issues category. This policy is effective Fall 2017.

152  
 153 Rationale: Removing the first level foreign language from the World Culture and Global Issues  
 154 category will open up the bucket for students to take other courses. This change is expected to  
 155 diminish the number of students that have credits left to take in the Hunter Focus after  
 156 completing the Foreign Language Requirement.  
 157  
 158

162 After a brief discussion, the question was called and carried.

163  
164 The motion to approve Resolution II carried by voice vote with 2 nays and 1 abstention.

165  
166  
167 III. TRANSFER STUDENTS TO CHANGE THEIR FOREIGN LANGUAGE

168  
169 Be it resolved that transfer students are allowed to begin the study of a new language to fulfill  
170 the Hunter Focus for the number of credits prescribed by their transfer status.

171  
172 Rationale: Hunter College receives a number of transfer students with varying degrees of  
173 foreign language competency. Forcing such students into a prearranged language sequence has  
174 proven pedagogically ineffective.

175  
176 Be it resolved that the catalog language be revised to reflect this policy as follows:

177  
178 **FROM:**

179  
180 **Appendix I: Hunter Core Requirement**

181 ...

182 **The Hunter Focus**

183 Beyond the CUNY Common Core, Hunter requires students to complete 12 credits for the  
184 Hunter Focus. These credits are part of the CUNY College Option – an additional set of  
185 requirements in the baccalaureate programs that encourage students to delve more deeply in the  
186 specialties of the colleges. The Hunter focus emphasizes foreign language and concentrated  
187 study – two areas of study that highlight Hunter’s current and historic focus on the liberal arts.

188  
189 Hunter students are expected to attain fourth-semester proficiency in a foreign language,  
190 regardless of where the learning took place. After this goal has been met, students should begin  
191 concentrated study in an area outside of their first major. The composition of the Hunter Focus  
192 will vary depending on students’ language proficiency at the time of matriculation. Students  
193 who have to take a beginning language course but have already fulfilled their World Cultures  
194 requirement with a different class may apply all 12 language credits to the Hunter Focus.  
195 Students in the Hunter College School of Nursing may fulfill their entire 12 credits of Hunter  
196 Focus by taking three “STEM variant” science courses in addition to the STEM courses used to  
197 fulfill the CUNY Common Core.

198  
199 **TO:**

200 **Appendix I: Hunter Core Requirement**

201 ...

202 **The Hunter Focus**

203 Beyond the CUNY Common Core, Hunter requires students to complete 12 credits for the  
204 Hunter Focus. These credits are part of the CUNY College Option – an additional set of  
205 requirements in the baccalaureate programs that encourage students to delve more deeply in the  
206 specialties of the colleges. The Hunter focus emphasizes foreign language and concentrated  
207 study – two areas of study that highlight Hunter’s current and historic focus on the liberal arts.

216 Hunter students are expected to attain fourth-semester proficiency in a foreign language,  
217 regardless of where the learning took place. After this goal has been met, students should  
218 begin concentrated study in an area outside of their first major. The composition of the Hunter  
219 Focus will vary depending on students' language proficiency at the time of matriculation.  
220 Students who have to take a beginning language course but have already fulfilled their World  
221 Cultures requirement with a different class may apply all their language credits (0-12) to the  
222 Hunter Focus. Students in the Hunter College School of Nursing may fulfill their entire 12  
223 credits of Hunter Focus by taking three "STEM variant" science courses in addition to the  
224 STEM courses used to fulfill the CUNY Common Core.  
225

226  
227 **FROM:**  
228 **Hunter Focus**

229 All transfer students, including CUNY transfers, must complete the Hunter Focus. The number  
230 of credits required to complete the Hunter Focus varies with the number of credits transferred  
231 as indicated below:

- 232 • 12 credits of Hunter Focus for fewer than 30 credits transferred
- 233 • 9 credits of Hunter Focus for 30 or more credits transferred without an AA/AS degree\*
- 234 • 6 credits of Hunter Focus for students with an AA/AS degree.

235 ...  
236 **Foreign Language.** Hunter encourages all students to reach fourth-semester proficiency in a  
237 foreign language. If transfer students have not fulfilled the fourth-semester proficiency  
238 requirement, then students must apply the foreign language requirement towards the Hunter  
239 Focus.  
240

241 **TO:**  
242 **Hunter Focus**

243 All transfer students, including CUNY transfers, must complete the Hunter Focus. The number  
244 of credits required to complete the Hunter Focus varies with the number of credits transferred  
245 as indicated below:

- 246 • 12 credits of Hunter Focus for fewer than 30 credits transferred
- 247 • 9 credits of Hunter Focus for 30 or more credits transferred without an AA/AS degree\*
- 248 • 6 credits of Hunter Focus for students with an AA/AS degree

249 ...  
250 **Foreign Language.** Hunter encourages all students to reach fourth-semester proficiency in a  
251 foreign language. Transfer students who have not attained fourth-semester proficiency in a  
252 foreign language at the time of transfer must apply the foreign language requirement towards  
253 the Hunter Focus. Students must either continue a language they have studied previously or  
254 begin the study of a different language at Hunter for the number of credits required by their  
255 transfer status.  
256

257 **FROM:**  
258 **Appendix II: Foreign Language Requirement**

259 All students must demonstrate foreign language proficiency at the 12-credit level or its  
260 equivalent. ... **Students may earn credit for the first semester foreign language course**  
261 **(level 10100) without completing the second course, only once.**  
262  
263  
264  
265  
266

270 **TO:**  
271 **Appendix II: Foreign Language Requirement**

272  
273 Hunter encourages all students to reach fourth-semester proficiency in a foreign language, and  
274 students who enter Hunter College as freshmen must do so. ... Students may earn credit for  
275 the first semester foreign language course (level 10100) without completing the second  
276 course, only once.

277  
278 The question was called and carried.

279  
280 The motion to approve Resolution III carried by voice vote with out dissent

281  
282  
283 **Committee on Computing & Technology**

284 Professor Christa Acampora presented the Revised Syllabus Checklist on behalf of the  
285 committee and said the following:

286  
287 “Professor Kelle Cruz is unable to be here today to present this report to the body. The  
288 committee took up the decision to amend the syllabus checklist. This is not a policy change but  
289 a guide to best practices on what to have on your syllabus. They did this with an eye on online  
290 courses and technology enhanced courses. They consulted with the curriculum committees and  
291 others when updating the checklist. The checklist will be available on both the Senate and the  
292 Provost’s Web pages.”

293  
294 The checklist is attached as Appendix IV.

295  
296  
297 Due to the late hour, the meeting was adjourned at 5:25 PM.

298  
299 Respectfully submitted,

300  
301  
302 Dana G. Reimer  
303 Secretary

**APPENDIX I**

*The following attendance was noted from the meeting*

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

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



**Students**

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

**At-Large, Lecturers and Part-Time Faculty**

|                              |                       |       |
|------------------------------|-----------------------|-------|
| Student Services             | Brain Maasjo          | A     |
|                              | Shannon Silenas       | (A) X |
| Geography                    | Dana Reimer           | A     |
| English                      | Meghann Williams      | A     |
| Classical & Oriental Studies | Shawna Leigh          | A     |
| Medical Lab Science          | Hongxing Li           | A     |
| Philosophy                   | Ian Blecher           | A     |
| Sociology                    | Thomas DeGloma        | A     |
| Urban Affairs & Planning     | Elaine Walsh          | A     |
| Urban Affairs & Planning     | Laxmi Ramasubramanian | E     |
| History                      | Bernadette McCauley   | A     |
| THHP                         | Sarah Jeninsky        | A     |

**Ex-Officio**

|  |                     |   |
|--|---------------------|---|
| President, USG                               |                     |   |
| Vice President, Graduate Student Association |                     |   |
| President Alumni Association                 | James Amodeo        | A |
| President, HEO Forum                         | Denise Lucena-Jerez | A |
| President, CLT Council                       | Amy Jeu             | X |

**ADMINISTRATION**

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

Appendix II

THE CITY UNIVERSITY OF NEW YORK  
2017-2018 ACADEMIC CALENDARS

**FALL 2017**

**August 2017:**

F 25 .....Classes begin

**September 2017:**

M 4.....LABOR DAY - COLLEGE IS CLOSED

Tu 19.....Classes follow a Thursday schedule

W 20 - F 22.....No classes scheduled

F 29 - Sa 30.....No classes scheduled

**October 2017:**

M 9.....College is closed

**November 2017:**

Tu 21.....Classes follow a Friday schedule

Th 23 - Su 26.....THANKSGIVING RECESS - COLLEGE IS CLOSED

**December 2017:**

W 13.....Reading Day

Tu 14 - W 20.....Final Examinations

W 20.....End of Term

Su 24 - M 25.....COLLEGE IS CLOSED

Su 31.....COLLEGE IS CLOSED

**January 2018:**

M 1.....COLLEGE IS CLOSED

**SPRING 2018**

**January 2018:**

Sa 27 .....Classes begin

**February 2018:**

M 12.....LINCOLN'S BIRTHDAY - COLLEGE IS CLOSED

M 19.....PRESIDENTS' DAY - COLLEGE IS CLOSED

Tu 20.....Classes follow a Monday schedule

**March:**

F 30- Sa 31.....Spring Recess

**April 2018:**

Su 1- Su 8.....Spring Recess

W 11.....Classes follow a Friday Schedule

**May 2018:**

Th 17.....Reading Day/Final examinations

Th 17 - Th 24.....Final Examinations

Th 24.....End of Term

M 28.....MEMORIAL DAY - COLLEGE IS CLOSED

Appendix III  
 Third Reading of Proposed Charter Amendments  
 17 May 2017

| Article/<br>Section | Proposed Amendment  | Actions  |
|---------------------|---|--|
| VIII.21             | <p>There shall be a <b>Committee on Food Services and Facilities</b>, consisting of three faculty members, three students, <b><u>one staff member represented by the HEO Forum and one staff member not represented by the HEO Forum</u></b>, and the College Business Manager to serve as a Chairperson ex-officio, all Committee members to have a vote. The Committee shall be responsible for advising the administration concerning all food services at the College, including the quality, variety, prices, and presentation of the food, as well as dining facilities. An annual review of all contracted food services shall be part of the Committee's responsibility. <b><u>The Committee will meet at least once per semester, and report to the Senate at least once per year.</u></b></p> <p>The Committee shall be responsible for advising the administration concerning all food services at the College, including the quality, variety, prices, and presentation of the food, as well as dining facilities. An annual review of all contracted food services shall be part of the Committee's responsibility. <b><u>The Committee shall also be responsible for making recommendations to the Administration on the college facilities, including but not limited to the state of classrooms and other teaching facilities, common areas, and access (including but not limited to corridors, doorways, elevators, and escalators), particularly in regard to the teaching/learning activities of the College.</u></b></p> | <p>Amendment introduced from the floor on May 3 during the Second Reading.</p> |

|                |   |   |
|----------------|---|---|
| <p>VIII.12</p> | <p>There shall be a Committee on <del>Departmental</del> Governance, consisting of one faculty member from each division (as defined in IV.1.B.ii), 2 students and 2 student alternates, <b><u>one HEO representative from an academic unit</u></b>, and one member of the administration (all with vote). The Committee on <del>Departmental</del> Governance shall: (a) make recommendations to the Senate on standards for <del>Departmental</del> By-laws <b><u>for divisions, schools, departments, and all degree and/or certificate granting programs</u></b>; (b) review <del>Departmental</del> By-laws and Amendments approved by <b><u>divisions, schools, departments, and all degree and/or certificate granting programs</u></b> and make recommendations for Senate action; (c) make recommendations to the Senate on alleged infractions of <del>Departmental</del> By-laws <b><u>of divisions, schools, departments, or degree and/or certificate granting programs</u></b>.</p> | <p>Sticking “departmental” throughout.</p> <p>Adding the clause “one HEO representative from an academic unit”. Amendments from the floor on May 10.</p> <p>Amended on the floor on May 10. Adding “divisions, schools, departments, and all degree and/or certificate granting programs” to a, b, and c.</p> |
|----------------|---|---|



## SYLLABUS CHECKLIST

### Recommendations based on Best Practices

#### Course Information

- Course name, number & section
- Course mode of instruction (see below)

- 
- **P** - In-Person. No course assignments and no required activities delivered online.
  - **W** - Web-Enhanced. No scheduled class meetings are replaced, but some of the course content and assignments, as well as required or optional activities, are online.
  - **PO** - Partially online. Up to 32% of scheduled class meetings are replaced with online activities or virtual meetings.
  - **H** - Hybrid (Blended). Between 33% and 80% of scheduled class meetings are replaced with online activities or virtual meetings.
  - **O** - Online. More than 80% but less than 100% of scheduled class meetings are replaced with online activities or virtual meetings.
  - **FO** - Fully online. 100% of scheduled class meetings are replaced with online activities or virtual meetings. All of the class work, including exams, is online.
- 

- Class days and times (dates, times and location of online meeting room of real-time online meetings)
- Class location (room number and building)
- If using Blackboard, list of [supported web browsers](https://help.blackboard.com/Learn/Administrator/Hosting/Browser_Support)  
([https://help.blackboard.com/Learn/Administrator/Hosting/Browser\\_Support](https://help.blackboard.com/Learn/Administrator/Hosting/Browser_Support))

#### Contact Information

- Instructor's name & title
- Hunter email address
- Office: room number and building
- Office phone number
- Office hours: day(s), times, and link to online meeting room for virtual office hours. Webpage and/or social media (e.g., Twitter, LinkedIn, Skype)
- Teaching assistant(s): name(s) and contact information
- Department office information: room/building, phone number

#### Course Materials

- Required (and suggested) readings / texts: full citation with ISBN and link to [online bookstore](http://hunter.textbookx.com/institutional/)  
(<http://hunter.textbookx.com/institutional/>)
- Instructional technologies (e.g., Blackboard, Mastering, WileyPlus)
- Materials on reserve in the library
- Other materials

**Additional considerations for online course materials:**

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- Display materials in formats that can be viewed on most computers and mobile devices (.doc, .pdf, .mp3, .mp4).
  - Instructional materials, such as Word, Powerpoint, PDF, videos and other digital formats, should be created to be accessible to all learners, including students with disabilities, and should be compliant with CUNY's IT Accessibility Statement (<http://www2.cuny.edu/accessibility/statement/>).
  - Evaluate websites and digital content assigned to students for compliance with accessibility standards. Guides such as National Center on Disability and Access to Education Cheat Sheet (<http://ncdae.org/resources/cheatsheets/accessibility.php>) are recommended.
- 

**Course Description**

- Pre-requisites: required courses and skills (e.g. web searching for images, participation in online forums, video creation, or specific software)
- Teaching philosophy & approach
- Goal/Rationale
  - Statement/s of intent or vision
  - How the course will benefit students (e.g., position them to take other courses or advance toward a particular career; enhanced program-level competencies)
- ❖ Learning Outcomes: Specific measureable results, expected subsequent to a learning experience (**required on all syllabi by Senate resolution**)
  - Knowledge (cognitive): Knowledge of disciplinary content that students learn Skills (behavioral): The learned capacity to do something
  - Attitudes and values (affective): Changes in views and beliefs about an issue or problem
  - Abilities: Integration of knowledge, skills, and attitudes in complex ways that require multiple elements of learning

**Course Calendar & Content**

- Class meeting dates and topics
- Schedule: instructor-set or self-paced
- Holidays/other non-meeting dates/days when classes follow a different schedule (e.g., a Wednesday that follows a Monday schedule)
- Last date to drop a course (delete from record) / Last date to drop without a W
- Assignments, projects, exam dates

**Grading Method & Scale**

- A clear and explicit explanation of evaluation methodology
  - Format and weight of course performance requirements – participation, quizzes, assignments, homework, projects, exams, etc.
  - Indication of grading rubric(s), if applicable
- Policy for late and missed assignments and exams

**Communication**

- Preferred method to contact instructor for urgent / non-urgent matters
- Time zone for online course

## Meeting of the Hunter College Senate

17 May 2017

- Estimated instructor response time for emails / phone calls
- Estimated instructor response time for feedback on assignments
- Expectations for appropriate behavior in online forums and consequences for violation

 **Resources** (include all that apply)

- Websites and online resources
- Laboratories and studios
- Study groups / review sessions
- Tutoring (e.g., from peers, at college learning centers)
- Example/s of excellent performance for applicable requirements
- Library homepage or course guide created by librarian
- E-reserve password
- Technical support information
- Other types of help

 **Essential Policy Information:** *Accompanying each item should be a statement indicating how each*

*will have an impact on grades (if applicable).*

- Attendance/lateness policy
- Policies for late work / missed tests / Incompletes
- Policy for extra credit
- Policy on the use of instructional technologies (e.g., Blackboard)
- Expected time commitment
- Expectations of frequency for checking email and course site

❖ **Hunter College Policy on Academic Integrity** (*required on all syllabi by Senate resolution*)

“Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.”

❖ **ADA Policy** (Suggested language from the Office of AccessABILITY)

“In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical, and/or Learning) consult the Office of AccessABILITY, located in Room E1214B, to secure necessary academic accommodations. For further information and assistance, please call: (212) 772- 4857 or (212) 650-3230.”

❖ **Hunter College Policy on Sexual Misconduct** (*required on all syllabi by Senate resolution*)

“In compliance with the CUNY Policy on Sexual Misconduct, Hunter College reaffirms the prohibition of any sexual misconduct, which includes sexual violence, sexual harassment, and gender-based harassment retaliation against students, employees, or visitors, as well as certain intimate relationships. Students who have experienced any form of sexual violence on or off campus (including CUNY-sponsored trips and events) are entitled to the rights outlined in the Bill of Rights for Hunter College.

- a. Sexual Violence: Students are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division Hotline (646-610-7272) or their local police precinct, or contacting the College's Public Safety Office (212-772-4444).
- b. All Other Forms of Sexual Misconduct: Students are also encouraged to contact the College's Title IX Campus Coordinator, Dean John Rose (jtrose@hunter.cuny.edu or 212-650-3262) or Colleen Barry (colleen.barry@hunter.cuny.edu or 212-772-4534) and seek complimentary services through the Counseling and Wellness Services Office, Hunter East 1123.

CUNY Policy on Sexual Misconduct Link: <http://www.cuny.edu/about/administration/offices/ia/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

**Syllabus Change Policy**

- Sample language: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.
- Indication of how students are expected to find out about changes to the syllabus (e.g., via Blackboard, class attendance, etc.)

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**Additional Resources**

- Office of Assessment <http://www.hunter.cuny.edu/academicassessment>
  - ACERT - Academic Center for Excellence in Research & Teaching <http://acert.hunter.cuny.edu>
  - Technology Teaching & Learning Group, ICIT <http://www.hunter.cuny.edu/ttlg>
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September 13, 2017

## **Resolution to protect and support DACA students at Hunter**

### **Sponsors:**

Linda M. Alcott, Philosophy; Sarah Chinn, English; Marc Edelman, Anthropology; Jen Gaboury, Women and Gender Studies; Ilya Geller, Graduate Student Association; Bernadette McCauley, History; Elke Nicolai, German; Rupal Oza, Women and Gender Studies; Sonali Perera, English; Catherine Raissiguier, Women and Gender Studies; John Wallach, Political Science; Sarah Ward, Hunter Library; Meghann D. Williams, English; Anthony Browne, AFPRL.

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

WHEREAS, according to the American Association of University Professors, 576,000 of the approximately 800,000 individuals with DACA status are enrolled in college,<sup>1</sup> and

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

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

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

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

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

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

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<sup>1</sup> AAUP statement, "Trump is Wrong to Eliminate DACA." Emailed September 5, 2017.

13 September 2017

## Report by the Nominating Committee

The Nominating Committee is submitting the following nominations for seats currently vacant on Senate Committees:

1. **Undergraduate Course of Study Committee**

Faculty from Nursing, Health Professions,  
Urban Public Health:

Leighsa Sharoff (Nursing)

2. **Graduate Course of Study & Academic Requirements Committee**

Faculty from Social Sciences:  
Alternate:

Jessica Halliday Hardie (Sociology)  
Mary Hickey (Nursing)

3. **Committee on the Budget**

Faculty from Sciences & Mathematics:  
Student:

Philip Ross Hamann (Chemistry)  
Stephon Odom

4. **Committee on Master Plan:**

Faculty from Humanities & Arts:  
Students:

Jeff Mongrain (Art & Art History)  
Amy Chen  
Maria Sicari  
Stephon Odom

5. **Committee on the Evaluation of Teaching:**

Students:

Michael Mazzeo (Biochemistry)  
Marie Mazzeo (Biochemistry)  
Noam Sohn (MHC-Computer Science)  
Darcie Dominianni (History)  
Elyas Amin (Undecided)

6. **Committee on Charter Review**

Faculty from Sciences & Mathematics:  
Faculty from Social Sciences:  
Faculty from Health Professions:  
Faculty Alternate:  
Student:

Sandra Clarkson (Mathematics and Statistics)  
John Chin (Urban Policy and Planning)  
Steven Trasino (Urban Public Health)  
Jonathan Prince (School of Social Work)  
Matthew LoCastro (Political Science)

7. **Committee on Computing & Technology**

Faculty from School of Social Work:  
Faculty Alternate:

Adina Mulliken  
Michaela Soyer (Sociology)

8. **Committee on Academic Assessment & Evaluation**

Faculty from Nursing:

Steve Baumann

9. **Committee on General Education**

Faculty At-large from A&S:

María Hernández (Romance Languages)

10. **General Education Requirements Appeals Committee**

Faculty:  
Student:

Robert Thompson (Mathematics & Statistics)  
Noam Sohn (Computer Science)

11. **Committee on Student Success**

Student:

Charles Bachmann (Philosophy)  
Asheley Siewnarine

12. **Committee on Honors**

Faculty from A&S:  
Student from MHC:  
Student from THHP:  
Student At-Large:

Lynda Klich (Art & Art History)  
Asheley Siewnarine  
Julia Canzoneri  
Demi Moore

Note: The following vacancies remain, and we will try to fill them at our next meeting. If you are interested in joining a Senate committee, or if you have a recommendation, please contact the Senate Office (772-4200). We would greatly appreciate your help in soliciting student interest for service on committees.

|  |   |
|--|---|
| Undergraduate Course of Study Committee: (Tuesdays 12-2)   | Students, Student Alternates, Ex-Officio Member from Schools of Health Professions  |
| Graduate Course of Study & Academic Requirements Committee | Faculty from Social Sciences, Faculty Alternate, Students, Students Alternates  |
| Undergraduate Academic Requirements Committee              | Student Alternates, Director of Advising & Counseling or designee   |
| Committee on the Budget                                    | Faculty from Education, Faculty Alternate, Students, Student Alternates   |
| Departmental Governance Committee                          | Faculty from Humanities & Arts, Faculty from Health Professions, Student, Student Alternate   |
| Calendar Committee   | Faculty Alternate, 2 Students Alternate, Ex-Officio Dean of Students, Dir. Of Evening Students Services. Student  |
| Committee on the Library                                   | Faculty from Education, Faculty from Health Professions, Students   |
| Grade Appeals Committee                                    | 1 Faculty, 1 Faculty Alternate, Student Alternates  |
| Nominating Committee                                       | Students and Alternate Students   |
| Master Plan Committee                                      | Faculty from Humanities and Arts, Faculty Alternate, Student Alternate  |
| Committee on Evaluation of Teaching                        | 2 Faculty, 1 Faculty Alternate, Student Alternate   |
| Charter Review Committee                                   | Students, Student Alternates  |
| Committee on Computing & Technology                        | Faculty from Sciences and Mathematics, Students, Student Alternates, Staff (ex-officio)   |
| Evening Council  | Faculty Sciences & Math, Faculty Social Sciences, Faculty Education, Faculty School of Professions, Faculty Library, Faculty At-Large, 2 Student Alternates, Ex-Officio Evening Affairs Commissioner/ Undergrad. Student Government |
| Committee on Academic Freedom                              | Faculty from Sciences and Mathematics, Faculty from Health Professions, Faculty Alternate, HEO Alternate, Students, Student Alternates  |
| Committee on Assessment & Evaluation                       | Faculty from Health Professions, Faculty from Social Work, Faculty from A&S At-Large, 2 students from A&S, 2 Student Alternates, and Ex-Officio member from Health Professions  |
| Committee on General Education                             | Faculty from Nursing, Faculty Health Professions, Faculty Alternate, Students at-large, Student Alternates  |

|  |  |
|--|--|
| Committee on Food Services and Facilities                                  | 1 Faculty, Students, Student Alternates, Staff   |
| GER Appeals Committee  | 4 Faculty, 2 Faculty Alternate, Ex-Officio, Student, Student Alternates  |
| Select Committee on Student Success  | Students, Student Alternates   |
| Special Advisory Committee on Academic Functions at Roosevelt House (RHAC) | Faculty Health Professions, Faculty Economics  |
| Committee on Honors  | Faculty At-large, Faculty Alternate, Student Alternate, 2 Academic Cohorts (advisors), Director of Financial Aid |

BYLAWS OF THE DEPARTMENT OF ENGLISH [approved May 3 2017]

**ARTICLE I: ORGANIZATION**

- A. VOTING MEMBERSHIP - For all business except elections for Chair and Personnel and Budget Committee, voting members of the Department shall be:
1. All full-time faculty members holding the title of Lecturer, Doctoral Lecturer, Distinguished Lecturer, Assistant Professor, Associate Professor, Professor or Distinguished Professor.
  2. Two part-time faculty members, elected by and as representatives for this constituency. Nominations for representatives will be gathered electronically in April of each odd-numbered year in response to notification of all part-time faculty, and nominees will confirm their willingness to run. Elections will take place in early May of those odd-numbered years through a ballot distributed electronically to all part-time employees teaching in that semester. The two candidates earning the highest and second highest amount of votes will serve as representatives, for a term of two years. The candidate earning the third highest amount of votes will serve as an Alternate for same two-year term.

Voting members on leave who are present at a meeting may vote.

- B. OFFICERS - The officers of the Department shall be:
1. The Chair, who shall be elected for a three-year term.  
The Chair's responsibilities are articulated in the CUNY Board of Trustees Bylaws, Article IX, section 3. In addition, the Chair of English appoints graduate and undergraduate advisors and course coordinators.  
For election of Chair during triennial elections, see Article IV, below.
  2. The Deputy Chair, who shall be appointed by the Chair from among the elected Personnel and Budget committee members and who shall assist the Chair in performing departmental responsibilities.
  3. A Secretary, who shall be a full-time faculty member appointed by the Chair and who shall have the responsibility of preparing and distributing the announcements and record of minutes of department meetings.

- C. COLLEGE GOVERNANCE REPRESENTATIVES  
For detailed information concerning election of departmental Representatives to the Hunter College Senate, see the Charter for a Governance of Hunter College, Article IV. Members elected to the Senate or serving on college-wide committees should give a brief report of their activities at a Department meeting at least once per semester.

**ARTICLE II - DEPARTMENT MEETINGS**

- A. CALLING DEPARTMENT MEETINGS
1. There shall be at least three department meetings per semester during the academic year.
  2. Additional meetings may be called at the discretion of the Chair. In addition, the Chair must call a meeting of the Department to occur within ten working days

upon receiving a written request signed by half of the voting members of the Department.

3. Written notice of departmental meetings shall be sent to all voting members of the Department no fewer than five working days in advance of the meeting date. An agenda of the meeting shall accompany such notification. Notification may occur by e-mail.

#### B. ATTENDANCE AT DEPARTMENT MEETINGS

1. Meetings shall be open to all members of the faculty, including adjunct/part-time instructors, except for those meetings during which triennial elections take place.

#### C. RULES OF ORDER FOR DEPARTMENT MEETINGS

1. A quorum for Department meetings shall consist of the majority of the voting members of the Department.
2. The Chair shall preside at all meetings of the Department. In the absence of the Chair, the Deputy Chair shall preside.
3. Voting for routine business shall generally take place by a show of hands, or by secret ballot if one-fourth of voting members present at a meeting so desire. A simple majority of those attending a department meeting is required for a motion to pass.
4. The Chair may appoint an individual who is eligible to vote at Department meetings to act as parliamentarian for such meetings. Except where it conflicts with these bylaws, the latest edition of *Roberts Rules of Order* shall be followed at all meetings.

### ARTICLE III: COMMITTEES

#### A. PERSONNEL AND BUDGET COMMITTEE

This committee shall be governed by the provisions of the CUNY Board of Trustees Bylaws. (See esp. Article IX.) In accordance with those provisions, the following rules shall apply:

##### 1. Membership

The committee shall consist of the Department Chair and four other members who must have Faculty Rank (i.e. hold the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor). Four of the faculty members serving must also be tenured. One member of the Personnel and Budget Committee must have served during the previous three-year term.

##### 2. Responsibilities

The responsibilities of the Personnel and Budget Committee (P&B) include reviewing and recommending the appointment, reappointment, reappointment with tenure and promotion of academic personnel. In consultation with the P&B, the chair shall appoint members of search committees. Members of the P&B may be part of those committees. During such searches, the P&B should solicit input from all voting members of the department concerning candidates; the P&B votes to forward its hiring recommendation.

##### 3. Meetings

The Committee shall meet as often as necessary to conduct its business, and at least once each semester. Decisions regarding appointment, reappointment,

reappointment with tenure and promotion of academic personnel shall require a majority vote of all members of the committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the committee's minutes. The recommendations of the committee shall be submitted by the Chair to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the CUNY Board of Trustees Bylaws.

4. Length of Term

Members of the Personnel and Budget Committee are elected to three-year terms (see section on Elections). If any member of the committee is or will be away for at least one entire semester, an elected alternate shall take that member's place in the order of election (e.g. first Alternate always takes the first vacant position; second Alternate will serve only if there is a second vacancy, and third Alternate will serve only if there is a third vacancy). It is suggested that members of the P&B not serve more than two consecutive terms. (This provision does not apply to the Chair or to Alternates.)

B. DEPARTMENTAL POLICY COMMITTEE

1. Membership

The Committee shall consist of at least four members:

–At least two shall be elected voting faculty members, to serve for terms of up to three years. The Department may choose to have terms overlap.

–The same number (at least two) shall be undergraduate majors and/or graduate students, elected from their respective ranks. If the students fail to elect members, the Chair may appoint students to the committee.

2. Responsibilities

The Policy committee shall initiate, review and make recommendations with respect to possible changes in departmental policy and governance. The Policy Committee shall also be responsible for the supervision of elections to departmental committees, including triennial Departmental elections during which case it will publish and circulate election procedures. This committee shall distribute, after all committees have been staffed, a list of the personnel of these committees.

3. Meetings

At least one meeting shall be held per semester.

4. Reports

The committee shall report on its activities at a department meeting at least once per academic year.

C. COMMITTEE ON THE EVALUATION OF TEACHING

This committee shall be governed by the provisions of the Charter for a Governance of Hunter College. (See esp. Article XI: 3.)

D. UNDERGRADUATE COURSE OF STUDY COMMITTEE

Composed of at least five faculty members appointed by the Chair, this committee shall propose (or receive suggestions for) changes in the undergraduate curriculum; submit approved changes to the department for its vote, and prepare material for the college catalog. The committee shall elect a

chair to a three-year term. The committee shall report on its activities at a Department meeting a least once per semester.

**E. GRADUATE COURSE OF STUDY COMMITTEE**

Composed of at least five faculty members appointed by the Chair, this committee shall propose (or receive suggestions for) changes in the graduate curriculum, submit approved changes to the Department for its vote, and prepare material for the college catalog. The committee shall elect a chair to a three-year term. The committee shall report on its activities at a department meeting a least once per semester.

**F. COMMITTEE ON ADVISING**

Composed of at least five faculty members appointed by the Chair, this committee shall discuss matters of concern to student enrollment in the English major and minor, progress toward completing the major and minor, and the graduation process. The committee will also discuss curriculum issues of concern to all Hunter students, including transfer credit equivalencies and general education requirements. The committee shall elect a chair to a three-year term, regularly communicate its activities to members of the undergraduate course of study committee, and report on its activities at a department meeting at least once per year.

**G. COMMITTEE FOR STUDENT ENGAGEMENT, PRIZES AND AWARDS.**

Composed of three faculty members appointed by the Chair to a one-year term and one student appointed by the Chair to a one-year term, this committee shall apprise students in the English major of student activities and social and academic initiatives, seek input on matters of concern to student majors, and coordinate with the college administration concerning student services and academic advising. It shall keep students informed of scholarships and fellowships for which they are eligible, decide (together with other members of the faculty) on awards and prizes in English, and help students prepare their applications to graduate and/or professional school. The committee shall report on its activities at a department meeting at least once per academic year.

The Chair may also appoint members of Ad-hoc (non-standing) committees as necessary.

**RULES OF ORDER FOR ALL DEPARTMENTAL COMMITTEES**

Unless otherwise specified at the time the committee is created, a majority of the entire committee shall constitute a quorum. Except with respect to the Personnel and Budget Committee, the act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee. Each Committee may adopt other rules for its own governance not inconsistent with these by-laws, the Charter for a Governance of Hunter College and the CUNY Board of Trustees Bylaws.

**ARTICLE IV – TRIENNIAL ELECTIONS FOR CHAIR AND PERSONNEL AND BUDGET COMMITTEE**



- A. Elections for Department Chair and Personnel and Budget Committee are governed by the CUNY Board of Trustees Bylaws. (See esp. Article IX.) In accordance with those provisions, the following rules shall apply:
1. Electorate  
Those eligible to vote or to nominate candidates shall be: All members of the instructional staff of the Department who hold Faculty Rank (Assistant Professors, Associate Professors, Professors and Distinguished Professors) and all Lecturers holding a Certificate of Continuing Employment (CCE). Faculty must be present in person during the department election in order to vote and to accept a nomination to serve; proxy or mail voting is prohibited.
  2. Electoral Procedures  
Elections for members of the Chair and Personnel and Budget Committee shall be held during the same meeting in the first week of May of the year in which the current Chair's term of office expires. Nomination and election of candidates must be by secret ballot. The order of the election shall be as follows: nomination of candidates for Chair, election of Chair, nomination of four candidates for Personnel and Budget Committee, election of four-member Personnel and Budget Committee, nomination of three Alternates for the Personnel and Budget Committee, election of three Alternates.
    - a. For nominations for Chair, the Department shall be presented with a ballot with all of the names of the members of the department eligible to vote in this election (see #1, above). Each voter may vote for one candidate. Two votes are necessary to place a name in nomination for Chair. Candidates for Chair must accept or decline their nomination and, if they accept, then be elected by a majority of the total number of faculty members eligible to vote.
    - b. For nominations for Personnel and Budget Committee, the Department shall be presented with a ballot listing all of the names of the members of the department eligible to vote in this election (see #1, above). Two votes are necessary to place names in nomination for membership of the Personnel and Budget Committee. Each voter may vote for up to four candidates, but may vote only once for any candidate per election round. Candidates for Personnel and Budget Committee must accept or decline their nomination and, if they accept, then be elected by a majority of the total number of faculty members eligible to vote.
    - c. For nominations of Alternates for the Personnel and Budget Committee, the Department shall be presented with a ballot with all of the names of the members of the department eligible to vote in this election (see #1, above). Each voter may vote for three candidates. Two votes are necessary to place names in nomination for Alternates. Candidates for Alternates must accept or decline their nomination. In the final round of voting, the three highest vote earners will serve as Alternates for the three-year term. In case of a tie for third place, an additional ballot will be distributed and the highest vote earner named to the position.
  3. Term  
The term of office for both Chair and Personnel and Budget Committee members shall be three years. An Alternate serves when a regular Personnel and Budget Committee member is on leave from the committee for at least one

semester or in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.

4. Eligibility to Serve

Candidates for Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the CUNY Board of Trustees. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.

5. Vacancy or Removal of Chair

In the event that the Chair is on leave or otherwise unable to serve for any portion of the three-year term for a period of a semester or longer, the Department shall hold a special election to elect an Acting Chair for such period. (The Deputy Chair does not automatically become the Chair in the Chair's absence.) The election procedures and eligibility requirements shall be the same as for Chair. Officers other than the Chair may be removed in the same manner in which they were selected. The Chair may be removed as provided in the CUNY Board of Trustees Bylaws, Article IX.

6. Oversight of Elections

Elections shall be overseen by the Departmental Policy Committee, which shall bring a copy of these election provisions to each triennial election for Chair and Personnel and Budget Committee.

## **ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS**

A. All proposed amendments to these bylaws shall be submitted in written form and distributed to all voting members of the Department at least ten working days in advance of the meeting at which the proposal is to be considered.

B. An amendment to the bylaws shall become effective when it has been approved by two-thirds of faculty members eligible to vote in departmental elections, and by a majority of the Hunter College Senate.

C. The CUNY Board of Trustees Bylaws and the Charter for a Governance of Hunter College shall supersede these departmental bylaws where inconsistencies exist. To the extent a relevant CUNY Board of Trustees Bylaw or Charter provision is amended or waived, the corresponding section of the Departmental By-laws shall be deemed to have been amended or waived.