

M I N U T E S

Regular Meeting of the Hunter College Senate
1 November 1977

The ~~ninety-eighth~~^{103rd} meeting of the Hunter College Senate was convened 1
at 4:40 p.m. at the Playhouse. 2

Presiding: Rena C. Gropper, Chair 3

Attendance: The elected members of the Senate with the exception of those listed in 4
Appendix I. 5

Minutes: The Minutes of September 27th and October 11th were approved as distributed. 6

Report by the President: Provost Schneewind addressed the Senate in the absence of President Wexler. 7
A summary statement of the Provost's report is attached as Appendix II. 8

Report by the Ombudsman: Ombudsman Sherover informed the Senate that since his report centered on 9
Grade Appeals, he would like to reserve his comments for item 7 of the 10
Agenda, the Undergraduate Academic Requirements Committee Report on Grade 11
Appeal Procedures. 12

Report by the Administrative Committee: Prof. Sylvia Fishman, Secretary of the Senate, informed the Senate that it 13
has come to the attention of the Administrative Committee that alternate 14
proposals for the 1978/9 College Calendar are being generated by Senators. 15
Such proposals, if they are to be considered, should be submitted in 16
writing to the Senate Office no later than Wednesday, November 9th. 17

Committee Reports: Approved Curric Changes: 6R109, 6S-124, 6S-125, 6S-126, 6S-127/US310, US309
Undergraduate Course of Study Committee 18
Prof. Robert July, Chairman of the Committee, presented the revised 19
Progress Report on Distribution Requirement, dated November 1st, for the 20
Senate's information. 21

Nominating Committee 22
The Chair informed the Senate that a number of the proposed nominations 23
are for SGS seats, and that it had been requested that the Report be 24
considered at 5:30 p.m., during SGS Dean's hours. 25

The motion to postpone consideration of the Report until 5:30 p.m. carried 26
by hand vote. 27

Undergraduate Academic Requirements Committee--Revised Report on Grade 28
Appeal Procedures 29
Prof. Peter Basquin, Chairman of the Committee presented the Revised 30
Report on Grade Appeal Procedures, dated November 1st. 31

moved
After discussion, Prof. Magnus/that the report be amended by inserting the 32
words "in this regard" on line 6 of paragraph A. 2., which would then read: 33

"...duties of the department chairman in this regard. This appeal 34
shall be..." 35

The amendment was accepted by the mover and became part of the main motion. 36

After discussion, Prof. Basquin informed the Senate that the following 37
correction should be made in paragraph "C" of the Report: 38

the words "by the individual departments" should be deleted. 39

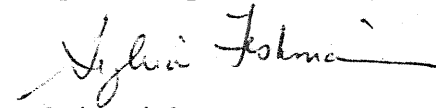
At 5:30 p.m. the Nominating Committee Report was placed on the floor for 40
consideration. 41

Ms. Lorraine Kaufman, Chairman of the Nominating Committee, presented the 42
Committee's slates as distributed, and moved for approval of the Report. 43

No further nominations having been offered for items # 1, 2, 3, 5 & 6, the following were elected:	44 45
<u>Undergraduate Course of Study Committee</u>	
Students: Steven Greenspan - Day	46
Robert Knecht - Day	47
<u>Undergraduate Academic Requirements Committee</u>	48
Student: Laura Bernay - SGS	49
<u>Budget Committee</u>	50
Student: Monica Leccese - SGS	51
<u>Departmental Governance Committee</u>	52
Student: Amaury Santillana - Day	53
<u>Facilities & Services Committee</u>	54
Students: Sharon Livingston - Day	55
Wendy Duncan - Day	56
Ms. Kaufman next presented the Committee's nomination of Ms. Lisa Brown for the vacant seat for SGS student on the <u>Master Plan Committee</u> . She then opened the floor for further nominations. Mr. Neil Callender was nominated.	57 58 59 60
After discussion, Prof. Bryar moved that this item be laid over to the next meeting to give Ms. Brown an opportunity to introduce herself to the Senate.	61 62 63
The motion to lay over carried by hand vote.	64
Ms. Kaufman next informed the Senate that the Nominating Committee is in the process of reconstituting the Charter Review Committee. She asked that anybody interested in serving on the Committee, should fill out a Committee Preference Sheet, which is available in the Senate Office, and list on the back thereof any experiences concerning drafting of Charters, constitutional law, etc.	65 66 67 68 69 70

At 5:55 p.m. the Senate returned to consideration of the Report on Grade Appeal Procedures.	71 72
After discussion, and on a point of clarification, Provost Schneewind requested that the Minutes reflect the intent of the Committee: that the Senate Standing Committee on Grade Appeals shall specify the grounds on which it will accept grade appeal cases.	73 74 75 76
After further discussion, Prof. Huot moved that paragraph A. 2. be amended by changing line 5 to read: "...that the student's appeal be directed to the faculty advisor to the departmental Student Committee on Faculty Evaluations, who will assume the duties..."	77 78 79 80
The motion to amend was defeated by hand vote.	81
After further discussion the question was called and carried.	82
The motion on the floor was approval of the Committee Report as amended (lines 32-35 and line 39).	83 84
The results by written ballot were: 60 in favor, 7 opposed, 3 abstentions; the motion carried.	85 86
(The complete Report as amended and approved is attached as Appendix III.)	87
The meeting was adjourned at 6:20 p.m.	88

Respectfully submitted,


Sylvia Fishman,
Secretary

A P P E N D I X I

The following members are noted as absent from the meeting:

FACULTY:

Biology: Edward Balboni "E"
Marcia Brody "E"

Black & Puerto Rican Studies: John Clarke
Jose Torres

Chemistry: Jack Day
Angelo Santoro

Communications: Thomas Mader "E"

Curriculum & Teaching: Ellis Barowski
Mae Gamble

Educational Foundations: Vera Kwochka

English: Esther Quinn "E"

Health & Physical Education: Mary Lefkarites

Health Sciences: Russell Sergeant
Eva Lynn Thompson "E"

Library: Kathleen Meier "E"

Mathematics: Sandra Clarkson
Jane Matthews "E"
Brian Shay

Music: James Harrison

Physics & Astronomy: Rodney Varley

Political Science: Julian Baim
Ken Sherrill

Psychology: Sam Korn "E"
Robert Fried

Social Work: Jack Kamaiko
Joel Walker

Sociology: Joyce Ladner "E"
Robert Perinbanayagam "E"

Theatre & Cinema: Harold Levitt

Urban Affairs: Louis Gary

Dean Walter Weiss "E"
V.P. Michael McGarvey "E"

STUDENTS:

Graduate Students:

Carole Acampora "E"
William Byrnes
Irene Coogan
Martin Grossman
Marina Karmalsky
Danielle Leucove
Adrienne Mannina
Kevin Mulroy
Miguel Rodriguez
Sheila Silvetti

Seek Students:

Charles Barron "E"

Day Session Students:

Henry Hoepfner
Elise Krobatsch
George Alicea
Ed Davila
Eric Weissman "E"
Burt Zapken

Evening Session Students:

Arpard Fazakas
Gordimir Magdic
Chrisanthe Paris
Julie Kelm "E"
Alexandra Matusinka
David Parry
Wayne Bishop
Jane O'Sullivan
Donald Pols

"E" = Excused

A P P E N D I X I I

Provost Schneewind's Report to the Senate:

I am happy to say that there is really very little to report. We have been to Albany to discuss next year at the State Bureau of Budget. We were asked a lot of questions, we also asked a few; we gave a lot of answers, but we did not get any. That was to be expected. I am happy to tell you that the Chief Budget Examiner, Paul Veillette, called the Chancellor the next day to tell him that the Hunter College presentation had been outstandingly good. It is not a matter of taking credit for that; it is, however, a matter of getting credit in Albany. This kind of credibility will help us very much in sustaining our requests for the coming year.

The President is working very hard to secure the Bellevue Building, and is doing what she possibly can to take the blocks out of the way on the bond issue, which needs to be sold before the 68th Street buildings can be completed. We have no further news on that. The President is working this week with the Chancellor to see if any progress can be made.

The Senate Calendar Committee has sent you a copy of the proposed calendar for next year. I sent a memo with it indicating the Administration's reasons for believing that a later starting date than Hunter has had for a number of years is imperative. I won't repeat that here. We have been continuing our discussions about the problems involved in adjusting schedules, changing programs, and charging fees. On the strong recommendation of students, as well as the strong recommendation from the Registrar's Office, I am happy to say that we found a way in which we can allow for a "schedule adjustment" period after the beginning of classes, without charging a fee. That will start this February for about 4 or 5 days. I am not sure of the exact number, but thereafter there will be a week period of official change of program which involves a fee. We hope that we will be able to continue that concept on the grounds that registration will take place at the time when all faculty are readily available, and therefore any changes that have to be made, and adjustments that have to be made in schedules, are not the fault of the students during that first week of class. We hope that with this adjustment in mind the later starting date for next year's calendar will pose less difficulty for everyone. Professor Gropper placed the calendar on the agenda for the meeting on the 22nd. I hope that we can at least reach some firm decision about the starting date of the year, even if we don't reach firm decisions about every detail of the calendar at this point. Once we get the calendar settled we must begin discussing the advising process of the college and freshmen orientation process. The later starting date would enable us to have a proper freshmen orientation and transfer student orientation and academic orientation as well as a sheer buildings-and-grounds orientation. Both of these, I think, are of the utmost importance.

Provost Schneewind concluded his report by answering questions from the floor.

A P P E N D I X I I I

Grade Appeal Procedure

- A.1. When a student considers a final course grade unsatisfactory, he/she should first confirm the accuracy of the grade received with his/her instructor. Clerical errors in recording grades may be corrected whenever discovered. The student and the instructor should together review all course material pertinent to the grade and the instructor must explain the rationale for the grade before the student makes a formal grade appeal.
 2. If following this, the student is not satisfied, or if the instructor is unavailable or unwilling to consult, the student may appeal to the department chairman in a written statement giving factual reasons for the complaint. If the instructor of the course in question is presently the department chairman, the student may direct the appeal to the divisional dean, who will assume the duties of the department chairman in this regard. This appeal shall be submitted in writing no later than six weeks into the semester following receipt of the final grade.* The chairman will notify the faculty member of the appeal and appoint a review committee of three members familiar, if possible, with the course in question; at the option of the student one of the committee members will be a student also appointed by the chairman. The committee takes into account both the work submitted by the student and the instructor's previously established grading criteria, plus the instructor's evaluation of the work submitted. Both the student and the faculty member involved may appear before the committee separately. After considering all of the evidence within the grading standards previously established for the class, the committee will prepare a written report of its findings either sustaining the original grade or changing it. This report will be submitted no later than four weeks from the date of the appeal.* This report will be presented by the committee to the department chairman who will inform all parties concerned of the decision and then submit a change of grade if recommended.
 3. The Hunter College Senate will establish a standing Committee on Grade Appeals consisting of five members (three faculty and two students with a faculty and student alternate). In cases where the student or faculty member takes exception to the decision of the departmental committee, it may be appealed to this standing Committee which will consider all the evidence and call in individuals involved in the grade appeal and other resource persons as necessary. The Grade Appeals Committee's decision is final. The Committee shall report its decisions both to the Registrar and to the Department Chairman. The committee will also make an annual statistical report to the Senate.
- B. So that a student's grade appeal can be judged in the instructor's absence, all instructors who leave the college should file in the department office the following:
1. Copy of their grade books
 2. The students' final examinations
 3. An address where they can be reached
 4. Grading standards (criteria) for each course
- C. No appeals concerning changes from Cr-NCR to A, B, C, D, F and vice versa should be entertained.

*For purposes of computing deadlines, only those weeks during the Fall and Spring terms when classes meet will be counted.
