

HUNTER COLLEGE
City University of New York

OFFICE OF THE HUNTER COLLEGE SENATE

M I N U T E S

Special Meeting of The Hunter College Senate

May 27, 1971

- 74
The Special Meeting of The Hunter College Senate was convened in The School of Social Work Auditorium, 129 East 79 Street. 1.
2.
3.
- Presiding: Louis Massa, Chairman 4.
- Minutes: The Minutes of the Sixth Meeting were approved as corrected. 5.
6.
- Administrative Committee: Prof. Massa, acting as Chairman of the Administrative Committee, presented its report specifying the reasons and Agenda of this Special Meeting. 7.
8.
9.
- Reports of Standing Committees: Student Standing Committee 10.
- Mr. John Fisher, Chairman of the Student Standing Committee, presented its report. 11.
12.
- Mr. Fisher moved approval of the list of graduates for June 1971 as prepared by the Registrar's Office. 13.
14.
- Carried by voice vote. 15.
- Committee on the Budget 16.
- In the absence of the Chairman of the Committee on the Budget the Chair presented the Committee's report and simply noted that no action was necessary on the part of the Senate. 17.
18.
19.
20.
- "In accordance with Article VIII, Section 7 of the Governance Charter: 21.
22.
- The Committee on the Budget shall annually develop the guidelines which, on review by the Senate and approval by the President of Hunter College, will be followed by the departments in the preparation of their projected budgets. 23.
24.
25.
26.
27.
28.
- In order to prepare a set of guidelines as mandated in the Charter, the Committee has adopted the following plan of action: 29.
30.
31.
1. To poll departments regarding their current budget guidelines. 32.
33.
 2. To draw up a list of possible guidelines. 34.
 3. To conduct hearings. 35.
 4. To prepare a set of guidelines for review by the Senate and approval by the President. 36.
37.
- The Committee is planning to meet this summer to implement Item 1." 38.
39.

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<u>Master Plan Committee</u>	40.
Prof. Arthur Goldzweig, Chairman of the Master Plan Committee, presented its report.	41. 42.
Prof. Goldzweig began by informing the Senate that the functions of the Committee have been designated to four sub-committees as follows:	43. 44. 45.
I. Sub-Committee on Goals and Orientation of the College	46. 47.
A. To identify the mission on special orientation of the College and its goals and objectives.	48. 49. 50.
B. To plan for academic programs and other activities designed to carry out these goals and objectives during the period 1972 - 1976.	51. 52. 53. 54.
C. To express the position of the College on educational and other matters pertaining to the Master Plan.	55. 56. 57.
II. Sub-Committee on Departmental Plans and Special Activities	58. 59.
A. To provide for distribution, collation, and coordination of the forms which allocate development by each department and school of future plans which identify objectives, instructional methods, curricula (existing and proposed), faculty staffing requirements, support services needed, research and community service activities, and required facilities.	60. 61. 62. 63. 64. 65. 66. 67. 68.
B. To develop future plans for special activities other than direct instruction, e.g. cooperative education programs, student activities, research institutes, and administrative activities.	69. 70. 71. 72.
III. Sub-Committee on Enrollment, Resources and Budget	73.
A. To analyze the special resources required and/or indicated by other sub-committees in terms of:	74. 75.
1. Identification of detailed enrollment projections through 1980 for each program of study in the College based on forms to be distributed by the Office of the Master Plan.	76. 77. 78. 79. 80.
2. Faculty support.	81.
3. Support services.	82.
4. Space needs.	83.
5. Capital budget and continuing costs.	84.

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<u>Master Plan Committee (continued)</u>	85.
IV. Sub-Committee on the Library	86.
Prof. Goldzweig then reported that a plan to expand the College by 800,000 square feet has been approved by the City and State Governments. Buildings will be constructed by the Dormitory Authority under the architectural supervision of Ulrich Franzin. The time before ground breaking is two years, with final construction in five years.	87. 88. 89. 90. 91. 92.
<u>Committee on Departmental Governance</u>	93.
Dean Weyl, Chairman of the Committee on Departmental Governance, presented its report.	94. 95.
Dean Weyl moved that the Senate authorize the Committee on Departmental Governance to transmit to the departments and their equivalents the following check list of items which the Hunter College Governance Charter requires be covered by departmental by-laws:	96. 97. 98. 99. 100.
<u>Check List for the Revision of Departmental By-Laws</u>	101.
Conformance with the Hunter College Governance Charter requires that departmental by-laws provide for	102. 103.
- Implementation of Board of Higher Education By-Laws with regard to the office of the department chairman and the departmental Committee on Personnel and Budget.	104. 105. 106. 107.
- In elections to Departmental Committees that are established pursuant to Article XII, Section 2 and 3, the franchise for each constituency whose representation is required either by the Governance Charter or the Departmental By-Laws to be as broad as for elections to the College Senate.	108. 109. 110. 111. 112. 113.
- Recognition of departmental responsibility for the conduct of elections for the College Senate in accordance with Governance Charter Article IV.	114. 115. 116.
- Duly elected representatives (1 faculty member, 1 student) to the Divisional Committee on Curriculum.	117. 118.
- The composition and procedure of election of the department's policy structure, minimally including (apart from the organs specified by BHE By-Laws) the following:	119. 120. 121. 122.
Departmental Committee on the Evaluation of Teaching.	123. 124.
Departmental Policy Committee(s).	125.

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<u>Committee on Departmental Governance (continued)</u>	126.
- Representation in accordance with Governance Charter Article XII, Section 2 including appropriate sessional representation if there is but a single Departmental Policy Committee, and otherwise stipulated representation on the several such committees in the contrary case, whether divided by sessions, functions, or departmental divisions, as well as on any capping structure that serves to coordinate between them.	127. 128. 129. 130. 131. 132. 133. 134.
- Assignment to an identified committee in the departmental policy structure each of the following duties:	135. 136.
Review of proposed curriculum changes.	137.
Continuing review of the adequacy of departmental governance.	138. 139.
After discussion, the motion carried by voice vote.	140.
Dean Weyl then moved approval of the following as amended by Prof. David Haight:	141. 142.
"The assignment to the Senate Committee on Departmental Governance of the responsibility to review departmental by-laws, proposed for Senate approval, regarding their conformance with the Governance Charter and BHE By-Laws, and to recommend on this matter to the Senate. Following approval of departmental by-laws by the Senate, the committee shall dissolve."	143. 144. 145. 146. 147. 148. 149. 150.
Motion carried by voice vote.	151.
In response to requests from the floor for clarification of the motions, Dean Weyl explained that no department may be faulted if the By-Laws of The Board of Higher Education are used for its ratification of its by-laws (BHE By-Laws, Sections 8.1 through 8.3, 9.1 a and b and 9.2 as shown in Appendix I).	152. 153. 154. 155. 156. 157.
It was then moved that the Senate accept as legitimate the fact that departments can accept their by-laws without student approval.	158. 159. 160.
The Chair ruled the motion out of order. The ruling of the Chair was appealed and sustained by hand vote.	161. 162.
<u>Graduate Course of Study Committee</u>	163.
Dr. Joan Buxbaum, Chairman of the Graduate Course of Study Committee, presented its report.	164. 165.
Dr. Buxbaum began by informing the Senate that a course entitled "Topics in Hilbert Space" (G7) recommended by the Division of Sciences and Mathematics had been withdrawn.	166. 167. 168. 169.

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<u>Graduate Course of Study Committee (continued)</u>	170.
The following courses were then approved by the Senate in the sequence indicated:	171. 172.
G2 - Recommendation of the Institute of Health Sciences (Master's Program in Environmental Health Science, with the modification that the seminar be on an experimental basis with a general number section A and a report to the Committee in two years.)	173. 174. 175. 176. 177.
G3 - Recommendation of the Division of Programs in Education (Experimental Program in Dance Therapy)	178. 179. 180.
G4 - Recommendation of the Division of Programs in Education (Special Educational Services)	181. 182. 183.
G5 - Recommendation of the Division of Programs in Education (Nursing Education)	184. 185. 186.
G6 - Recommendation of the Division of Social Sciences (Department of Psychology) Dr. Buxbaum corrected the number of credits for PSY 699 to read "for 3 or 6 credits".	187. 188. 189. 190.
<u>Undergraduate Course of Study Committee</u>	191.
Prof. Luis Rodriguez-Abad, Chairman of the Undergraduate Course of Study Committee, presented its report.	192. 193.
Prof. Evelyn Handler questioned whether the Senate was acting legally insofar as the material submitted by the Committee was not presented to the members of the Senate ten days prior to the meeting in order to allow for review of said material.	194. 195. 196. 197. 198.
The Chair explained that the material distributed by the Committee at the Senate meeting on May 17 which was not acted upon at that time could be voted on, but that a 2/3 vote by the body would be necessary to suspend the rule in order to consider the material distributed prior to this Special Meeting.	199. 200. 201. 202. 203. 204.
Provost Maynard then moved that the Senate suspend its rule regarding the time requirement for submitting items to its members for the specific purpose of considering recommendations which must be acted upon for the Fall 1971 semester.	205. 206. 207. 208. 209.
Carried by the necessary 2/3 majority.	210.
The Senate then approved the following courses in the sequence indicated:	211. 212.
U6 - Recommendation of Prof. Alva C. Cooper, Director Career Counseling, Placement and Financial Aid (Program for a Cooperative Education Program)	213. 214. 215.

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<u>Undergraduate Course of Study Committee (continued)</u>	216.
U4 - Recommendation of the Division of Programs in Education (Department of Curriculum and Teaching)	217. 218. 219.
U5 - Recommendation of the Division of Programs in Education (Nursing Education)	220. 221. 222.
Prof. Rodriguez-Abad moved the following Resolution as submitted by the Committee:	223. 224.
"WHEREAS, the experience gained by students as active participants in the government of Hunter College deserves to be considered as part of the overall process of education carried out at this institution,	225. 226. 227. 228. 229.
BE IT RESOLVED, that academic credit of up to three (3) credits per semester, up to a limit of six (6) credits, be granted to students actively holding positions of government re- sponsibility in the College within the area of Experimental Course offerings, on the basis of written reports and whatever other standards may be set by a Board of Review; and be it further	230. 231. 232. 233. 234. 235. 236. 237. 238.
RESOLVED, that a Board of Review composed of at least two (2) faculty members and at least two (2) students and including at least one (1) member of the Evening Session, to be appointed by the Committee on Undergraduate Course of Study, shall be instituted to con- sider individual student claims and recommend academic accreditation based on government work to the Committee on Undergraduate Course of Study; and be it further	239. 240. 241. 242. 243. 244. 245. 246. 247. 248.
RESOLVED, that College government will be understood to include the College Senate, Evening Session Council, Day and Evening Student Governments, Hunter College Association, University Student Senate and duly chartered student publications."	249. 250. 251. 252. 253. 254.
The authority of the Committee to approve experimental courses without Senate approval was challenged, and after discussion the Chair clarified the understanding of the Senate to be that the Senate, not the Committee, gives final approval and takes final action on all courses (including experimental courses) unless and until such authority is explicitly vested in the Committee by the Senate as mandated in Article VIII, Section 2, Items 1 through 7 of the Charter for a Governance of Hunter College which states:	255. 256. 257. 258. 259. 260. 261. 262. 263. 264.

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<u>Undergraduate Course of Study Committee (continued)</u>	265.
Article VIII, Section 2, Items 1 - 7	266.
"A. The Undergraduate Course of Study Committee shall concern itself through study and research with policies relating to the curricular organizations. All proposals pertaining to:	267. 268. 269. 270. 271. 272.
i. Basic Prescriptions.	273.
ii. New Majors.	274.
iii. New Minors.	275.
iv. Credit and Major or Minor Concentration.	276. 277.
v. Degree Requirement.	278.
vi. Interdisciplinary Program.	279.
vii. Experimental courses shall be submitted to the Undergraduate Course of Study Committee for action.	280. 281. 282. 283.
Final decision on all curricular proposals is to be made by the College Senate, except in cases where final authority is vested in the Undergraduate Course of Study Committee by the Senate."	284. 285. 286. 287. 288. 289.
It was then moved to refer the Resolution back to the Committee and that the Committee put the Resolution in the form of a course. Carried by voice vote.	290. 291. 292.
Dean Weintraub then noted that two other experimental courses had been approved by the Committee and that these courses should also be referred to the Senate for approval.	293. 294. 295.
Prof. David Haight then moved the following as amended:	296.
"That for this academic year only, such experimental courses as funds may be provided for by the President may be authorized by the Undergraduate Course of Study Committee for a maximum of 15 courses in the experimental course program followed by a report to the Senate to include a list of courses and a description of each course approved by the Committee."	297. 298. 299. 300. 301. 302. 303. 304. 305.
The motion carried by voice vote.	306.

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<u>Undergraduate Course of Study Committee (continued)</u>	307.
The Senate then approved the following proposals in the sequence indicated:	308. 309.
U1 - Recommendations of the Humanities Division	310.
U2 Curriculum Committee	311.
(Department of Black and Puerto Rican Studies	312.
U2 - (Department of Art)	313.
U2 - (Department of English)	314.
U3 - Recommendation of the Division of Social Sciences	315.
(Department of Academic Skills	316.
U9 - Recommendation of the Humanities Division	317.
Curriculum Committee	318.
(Department of Art)	319.
(Department of Classics - Russian Division)	320.
USS10 - Recommendation of the Division of Social Sciences	321.
(Department of History)	322.
UH11 - Recommendation of the Humanities Division Curriculum	323.
Committee	324.
(Department of Romance Languages)	325.
Prof. Rodriguez-Abad then moved approval of the following proposal on "Independent Study" by the Senate:	326. 327.
"Proposal for the initiation of "Independent Study" as an Optional Mode of Completing a Portion of the Undergraduate Program"	328. 329. 330.
In effect, this proposal would give formal academic support and sanction to existing policy at Hunter College. It would require some additional work on the part of faculty and the Registrar, but it could achieve the following:	331. 332. 333. 334. 335. 336.
a. encourage academic excellence among students	337. 338.
b. enable more flexible programming	339.
c. help departments clarify their academic standards	340. 341.
d. allow students - particularly in the evening - to satisfy requirements at a pace more commensurate with their abilities	342. 343. 344. 345.
e. test ideas about the efficacy of classroom instruction	346. 347.

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<u>Undergraduate Course of Study Committee (continued)</u>	348.
<u>Administrative Procedures</u>	349.
1. After completing 12 credits any student may register on an "Independent Study" basis in one course each semester currently offered by a department either as part of or in addition to his regular program. A student who has not yet completed 12 credits may register on an "Independent Study" basis with the approval of the department.	350. 351. 352. 353. 354. 355. 356. 357. 358.
2. The Registrar will establish appropriate machinery for identifying "Independent Study" students on class rosters.	359. 360. 361.
3. Any student may take a maximum of 24 credits of Independent Study towards a baccalaureate.	362. 363. 364.
4. A student with a 3.2 Cumulative Index may take an additional 12 credits of Independent Study (total of 37 credits) with departmental approval for each additional course taken.	365. 366. 367. 368. 369.
5. The maximum number of "Independent Study" students assigned to full-time instructors in any semester shall not exceed 30. Instructors shall not be assigned more than 10 "Independent Study" students in any one section.	370. 371. 372. 373. 374. 375.
6. No additional faculty pay or program allowance is allotted for "Independent Study" students.	376. 377. 378.
7. In all other ways, (including choice of grading system) "Independent Study" course registration will be treated just the same as regular registration.	379. 380. 381. 382.
8. Departments may submit to the Undergraduate Course of Study Committee a list of courses not open to "Independent Study" option. The Committee will submit these lists with its own recommendations to the Senate. Departments are required to submit such lists prior to submitting course schedule materials.	383. 384. 385. 386. 387. 388. 389. 390.
<u>Academic Procedures</u>	391.
1. "Independent Study" students will <u>not</u> normally attend class. The instructor will provide reading lists and appropriate supplementary material at the beginning of the semester. Each "Independent Study" student must confer with the instructor during the first two weeks of the semester.	392. 393. 394. 395. 396. 397. 398. 399.

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<u>Undergraduate Course of Study Committee (continued)</u>	400.
2. If it chooses, the department (or the instructor) may arrange occasional seminars for "Independent Study" students, but this program must remain essentially <u>independent study</u> .	401. 402. 403. 404. 405.
3. A three-hour written examination -- or a reasonable equivalent thereof involving also an oral examination and/or term projects -- will be given to "Independent Study" students during the regular examination period and will be graded under the supervision of a departmental committee."	406. 407. 408. 409. 410. 411. 412. 413.
It was moved to table the program until the first Senate meeting of the Fall semester in order to allow faculty members to discuss items 5 through 8 under <u>Administrative Procedures</u> .	414. 415. 416. 417.
An amendment to table the program until the first meeting of the Senate in the Fall semester save that it goes into effect for the Fall semester alone was defeated and the original motion to table was carried by hand vote.	418. 419. 420. 421.
<u>Committee on Undergraduate Academic Requirements</u>	422.
Prof. Bernice Baxter, Chairman of the Committee on Undergraduate Academic Requirements, presented its report.	423. 424.
Prof. Baxter moved approval of the following recommendations on behalf of the Committee:	425. 426.
1. That Hunter College be authorized to admit up to 150 first-time freshmen in September 1971 as part of the Training the Teachers of Teachers Program (TTT), and that no more than fifty of these students have high school averages and percentile ranks which fall below the college's cut-off point be admitted in addition to regular freshmen admissions.	427. 428. 429. 430. 431. 432. 433. 434. 435. 436.
2. That matriculated and non-matriculated Hunter College students be permitted to cross-sessional registration (i.e. Day students register for SGS classes and SGS students register for Day session classes) during late registration with permission of department chairmen and without payment of late registration fees.	437. 438. 439. 440. 441. 442. 443. 444. 445.
The Senate approved both recommendations by voice vote.	446.

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<u>Committee on the Evaluation of Teaching</u>	447.
Miss Janet Quinn, Chairman of the Committee on the Evaluation of Teaching, presented its report.	448. 449.
Miss Quinn moved adoption of the following procedure:	450.
"In order to increase the overall validity of teacher evaluations, the Senate Committee on Teacher Evaluation will formulate a core of questions which will be used by all departments. In addition to these core questions, the Departmental Committee will be expected to add questions relevant to their particular course of study. To further the consistency of evaluations, the core questions will be designed for computer tabulation."	451. 452. 453. 454. 455. 456. 457. 458. 459. 460.
Motion carried by hand vote.	461.
Miss Quinn then moved approval by the Senate of the following guidelines for publishing teacher evaluations:	462. 463.
"In order to comply with Article VIII, Section 5 of the Governance Charter, the results of this semester's teacher evaluations will be published in the following form:	464. 465. 466. 467. 468.
1. Computer print-outs, where in existence.	469.
2. Compilation of statistical data where computer print-outs are not available, and wherever the material lends itself to this form of compilation.	470. 471. 472. 473.
3. As a last resort, when neither choice one nor choice two are feasible, the Departmental Committee must submit a paragraph summary of the data collected concerning each teacher.	474. 475. 476. 477. 478.
One copy of the above materials will be kept on file in the Library, and will be available to all members of the Hunter College community."	479. 480. 481.
The following amendments were made to the above motion and defeated by voice vote:	482. 483.
1. That whatever information is published will not include the names of the faculty members for whom the questionnaires have been developed.	484. 485. 486. 487.
2. That first semester faculty members be excluded.	488. 489.
It was moved to table the motion. Carried by voice vote.	490. 491.
It was moved that a roll call vote be taken to challenge the result of the voice vote to table. Defeated by hand vote.	492. 493. 494.

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Committee on the Evaluation of Teaching (continued) 495.

It was further moved to vote using written ballots 496.
which was also defeated 45 - 29. 497.

The meeting was declared adjourned by the Chair for 498.
lack of a quorum. 499.

Respectfully submitted,

Charles Sherover, Secretary
The Hunter College Senate

CS:LA

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A P P E N D I X I

<u>BY-LAWS OF THE BOARD OF HIGHER EDUCATION</u>	500.
<u>Article VIII - Organization and Duties of the Faculty</u>	501.
<u>Section 8.1 - Definition of Faculty Rank</u>	502.
The presidents, vice-presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians shall have faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in their respective departments provided, however, that they have not received notice of non-reappointment. Members with faculty rank in the Hunter College High School and the Hunter College Elementary School shall be subject to the limitations in Section 8.3 which refer to them.	503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515.
<u>Section 8.2 - Definition of Faculty Status</u>	516.
Persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status. All persons having faculty status shall have such voting rights as they are entitled, provided, however, that they have not received notice of non-reappointment.	517. 518. 519. 520. 521. 522. 523.
<u>Section 8.3 - The Faculty, except in the City College, the University Graduate Division, and the University Institute of Oceanography</u>	524. 525. 526.
The faculty (except in the City College, the University Graduate Division, and the University Institute of Ocean- ography) shall consist of all persons having faculty rank or faculty status and such other individual members of the instructional staff as the faculty may add because of their educational responsibilities except that members with faculty rank in the Hunter College High School and the Hunter College Elementary School shall have membership in the faculties of their respective schools, and shall have membership in the faculty of Hunter College only if they have faculty rank or status concurrently in the Faculty of Hunter College.	527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538.

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A P P E N D I X I
 (continued)

<u>Article IX</u> - <u>Organization and Duties of Faculty Departments</u>	539.
<u>Section 9.1</u> - <u>Department Organization</u>	540.
<u>a.</u> Each department, subject to approval of the faculty or faculty council, where existent, and subject to the provisions of other sections of these bylaws, shall have control of the educational policies of the department through the vote of all of its members who have faculty rank or faculty status; and if the department so desires, it may enfranchise persons in visiting professorial titles and other members who have been appointed on an annual salary basis for a first or second year of full-time service to vote on departmental matters except for the election of department chairmen, departmental committee on personnel and budget or departmental committee on appointments. Each department shall cooperate with related departments and with college agencies in general in the development of college-wide interests.	541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556.
<u>b.</u> The executive officer of the department shall be the department chairman who shall be a professor, associate professor, assistant professor or tenured instructor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the instructional staff of the department who have faculty rank. Proxy or mail voting shall not be permitted. Such election shall be subject to the subsequent approval of the president and the Board. The present system of staggered departmental elections shall be continued. The successors of department chairmen shall be elected during the first full week in May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at three-year intervals thereafter. Vacancies shall be filled by election for the unexpired term. Notwithstanding anything in the foregoing to the contrary, in the library department, the president of the college shall from time to time recommend a member of the department to the Board for designation as chairman.	557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577.
<u>Section 9.2</u> - <u>Procedures for Department Committees</u>	578.
Each department committee shall keep minutes of its proceedings conforming insofar as is practicable to Robert's Rules of Order, Revised. It is the responsibility of the Department Chairman, except as specified below, to circulate the minutes of each departmental committee to all members of the department.	579. 580. 581. 582. 583. 584.

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 (continued)

Section 9.2 (continued)	The actions of the appropriate committee concerned with instructional staff appointments, reappointments, re-appointments with tenure and promotion shall be by secret ballot, and the result of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's Administration File, available only to the committees and individuals responsible for the review and recommendation of appointments, promotion, and tenure. It shall be the duty and responsibility of the Department Chairman to communicate to the candidate the action of the committee, but no reason shall be assigned for a negative recommendation. The affirmative recommendations of the committee shall be submitted by the Department Chairman to the President and appropriate college committee on Personnel & Budget in accordance with the procedures set forth in the Bylaws of the Board.	585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601.
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