

MINUTES
Meeting of the Hunter College Senate
11 May 2011

1 The 526th meeting of the Hunter College Senate was convened at 3:50 PM in Room W714.
2

3 **Presiding:** Sandra Clarkson, Chair
4

5 **Attendance:** The elected members of the Senate with the exception of those listed 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 **Report by the** There was no report.
11 **President:**

12
13 **Report by the** The following is a summary statement of Provost Rabinowitz's report to the Senate. She said:
14 **Provost:**

15 "I am pleased to announce the appointment of Doctor Lucinda Zoe as the new Associate Provost. Dr.
16 Zoe comes to Hunter with more than 20 years in higher education administrative experience. She has
17 developed, managed, and promoted programs to support excellence in faculty research, teaching, and
18 student learning. Her areas of expertise include: information and educational technology, and training
19 in development, design, and provision of academic support services to diverse communities. Prior to
20 coming to Hunter, Dr. Zoe served as Interim Provost and Vice President for Academic Affairs at
21 Hostos Community College. She also served that institution as Chair of the Library Academic
22 Department and Administrative Director of the College library, which won a National Award for
23 Excellence. And, she's been a member of the CUNY community since 1994 where she was a tenured
24 Associate Professor at Baruch College and taught at the Information Studies Program. Dr. Zoe
25 received her Doctorate in Library and Information Sciences from Columbia University.
26

27 After approval of the Strategic Plan we are setting about to implement. We will form four sub-
28 committees and they will follow the direction of the five major planks: enhance Hunter's academic
29 identity as an emerging university; increasing student success and engagement, fostering a
30 commitment to accountability; openness and inclusion; addressing Hunter's urgent infrastructure
31 needs; and aggressively seeking new resources. Anyone who wishes to be a part of one of those sub-
32 committees, write to Len Zinnanti, Eija Ayravainen or me about your interest in participating. We will
33 form those sub-committees over the summer. We are eager to implement the plan and in fact, we
34 have made some beginning attempts. It became obvious early on that communication is an issue that is
35 a great concern to faculty and students. The community wanted a community-wide calendar that
36 members can contribute to and people can glance at what is going on at Hunter College. That calendar
37 is going to be introduced electronically next week. People were very concerned about signage at
38 Hunter College and you are going to see major strides in that immediately. We are making many
39 strides in supporting Hunter as a research-intensive college and university. This plan is a living plan,
40 one that we all support.
41

42 I hope that your Academic Deans have been talking to you about how your initiatives fit into the Performance Management
43 Process (PMP). What are you doing to help us move toward our goals? Let's think more broadly and think about how our
44 Strategic Plan, the goals that we embraced, fit in with CUNY goals. The IRB goals fall into the following categories: raising
45 academic quality by strengthening CUNY flagship in college priority programs; attracting and nurturing a strong faculty that
46 is recognized for teaching, scholarship and creative activity; improving student success by ensuring that all the students
47 receive a quality general education and effective instruction; increasing retention and graduation rates; improving post-
48 graduate outcomes; improving the quality of student and academic support services; and enhancing financial and
49 management effectiveness by increasing or maintaining enrollment.
50
51

52 **Minutes**
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55 These are online and if you have ways of contributing or thoughts, let us know.
 56 Informed Registration is an initiative to which we owe special thanks to Prof. Manfred Kuechler who
 57 was for two years the Acting Associate Provost for Instructional Technology. He has heard over the
 58 years from students how they wished they knew more about what was offered in our classes, goals and
 59 expectations, requirements and what a course looked like before they registered for courses. We now
 60 know more than ever about what determines student success and certainly informing our students
 61 about what they can expect when they reach a class is part of the process of ensuring success. We
 62 were recently nudged toward this process further by a number of trends including a federal mandate to
 63 inform all of our students of required texts in each course and of their cost. That is a federal
 64 requirement to all institutions that receive federal money. There are a million reasons why in some
 65 cases we cannot be 100% compliant, however, we need to show right now a good faith effort toward
 66 complying with that standard. Informed registration means supplying our students with information
 67 that can reasonably be expected to affect their registration in our classes. There are cases where that is
 68 not possible, but in most cases it is possible. We have a disclaimer so that students understand that
 69 changes can and will be made. It will help our students to make better choices if we inform our
 70 students what they can expect in our classes. If possible, I urge you to post the full syllabus. If you are
 71 not willing to do this for concerns about intellectual property we have a template for what you might
 72 post instead. At Hunter, I fear it is all too rare that we post full syllabi. We'd like to move in this
 73 direction and I encourage your participation and help.
 74

75 A year ago CUNY strongly encouraged us at Hunter to separate the functions of the Institutional
 76 Review Board from the office of Research Administration where it had been housed. It is a federal
 77 requirement that the IRB be autonomous and be independent from the office of Research
 78 Administration. The office of Research Administration has goals including to encourage as many
 79 federal grants as possible and the IRB office has a function to protect the rights of human subjects. We
 80 achieved that separation last year. Carolyn Julien moved to become the full-time Associate Director
 81 of Research Administration under the capable directorship of Bob Buckley. Sarah Leon assumed the
 82 position of IRB administrator in 2011. We are currently searching for a new IRB specialist, the
 83 number two person in the office. The IRB office is now located in room 1204 East. We have four IRB
 84 chairs leading Hunter and two IRB committees. We have Paul Cascella of Communication Sciences,
 85 Ming-Chin Yeh of Public Health, Michael Wood of Sociology, and Darrell Wheeler of School of
 86 Social Work as IRB Chairs and Co-chairs. We have expended services. IRB Chairs now hold weekly
 87 office hours during which they help researchers through the IRB process, answer questions, and
 88 minimize road blocks and other hassles. IRB Chairs are doing more outreach including going to
 89 classes to help students understand the review process and attending to department meetings to help
 90 educate faculty about changes in Federal regulations. We have expended the Q&A sessions known as
 91 "Cookies & Comments" so that people who want to know more about the IRB and how protocols can
 92 achieve approval can go to the informal sessions. We have developed a new research determination
 93 form to help researchers determine whether their projects are qualified as research and, therefore,
 94 require an IRB review. We have also updated the IRB web-site. Of the 614 current active IRB
 95 protocols 37% were expedited or exempt. Previously the percentage of expedited and exempt reviews
 96 was 10% or less. Also, all protocols for doctoral research now go to the Graduate Center even if the
 97 faculty sponsor is a Hunter college faculty member. Overall, there was a shift from research
 98 compliance to human subjects' protection, increased emphasis on education, and a new emphasis on
 99 assessment. We now ask researchers who submit protocols and IRB members to evaluate the
 100 effectiveness of the IRB and we will report the results to you and use them to improve the process. We
 101 are here to facilitate faculty and student research as well as to protect the rights of students and other
 102 research participants. I hope that those of you who used the IRB have noticed an improvement in
 103 services and for those of you who have been avoiding the hunter college IRB for years, I encourage
 104 you to re-engage."
 105

106
 107 **Report by Chief** Chief Operating Officer, Len Zinnanti, gave a report on the "CUNY/Hunter College
 108 **Operating** Revised Tobacco Policy" (See Appendix II).
 109 **Officer:**

110
 111 **Report by the** The Chair presented the report as follows:

112 **Administrative**
 113 **Committee:** **Special Senate Election for Vacant At-large Seats**

115 **Minutes**
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118 In accordance with Article IV, 2H i & ii of the *Charter for a Governance of Hunter College*, the
 119 Administrative Committee is presenting the names of all nominees received to date:

120
 121 Student: Sarah Alshawish (Biochemistry/Biology)

122
 123 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominee. The mo-
 124 tion was approved by voice vote without dissent.

125
 126
 127 **Report by the**
 128 **Ombudsman:**

Professor Bill Williams, Ombudsman Officer of Hunter College, presented the following report:

129 In broad categories, the numbers of cases presented to the Hunter College Ombudsman Office during
 130 the academic year 2010/2011 are given below.

131 WHO?

132	Students	57
133	Faculty	4
134	Staff	0
135	Parent/Relative	3
136	Community	0
137	Administrator	0
138	Other	0

139
 140 While this year was slightly busier than 2009/2010, the composition of cases was very similar to last
 141 year. The distribution of cases did not change much, but the number of faculty cases fell from 9* to 4.
 142 (*The 8 count in last year's report was premature.)

143
 144 Overall, the total number of cases was 61 (or 64?), up somewhat from last year (53). The 3 "parent"
 145 cases are listed mostly for interest. Federal law prevents schools from discussing students with their
 146 parents and helicopter parents are both interesting and worrisome. First, they don't make appointments,
 147 and I never actually met any of the students. This is very regrettable because it appeared the students
 148 might have had reasonable issues to discuss. By stepping in, the parents just did not appear to help
 149 their student-children at all. Certainly, any help the students obtained by their parents' intervention was
 150 invisible to me.

151
 152 The number of faculty with issues fell this year, but unlike last year, they were not all female. As you
 153 might expect, faculty ombudsman cases are more complicated than student cases.

154
 155 What about the disposition of the cases? About 40% involved an existing Hunter rule, and many
 156 complainants were simply looking for ways around the rule. Sometimes, this is actually possible, but
 157 some people left still unhappy. Another 25% just needed to be referred to the correct Hunter person.

158
 159 As in the past, I am making general remarks about ombuds offices. These offices are anything but
 160 standardized. Many are one-person offices while others have big staffs, including, in some cases,
 161 attorneys. Some officers have real power; some do not.

162
 163 At Hunter, the power in the office is in the power of persuasion and, by the way, the fact that people
 164 hate to see you coming. However, this works very well; there are many sources of student support at
 165 Hunter.

166
 167
 168 It was moved that the meeting be adjourned. The motion carried and the meeting adjourned at 4:30 PM.

169
 170
 171 Respectfully submitted,

172
 173
 174
 175 Philip Alcabes,
 176 Secretary

APPENDIX 1

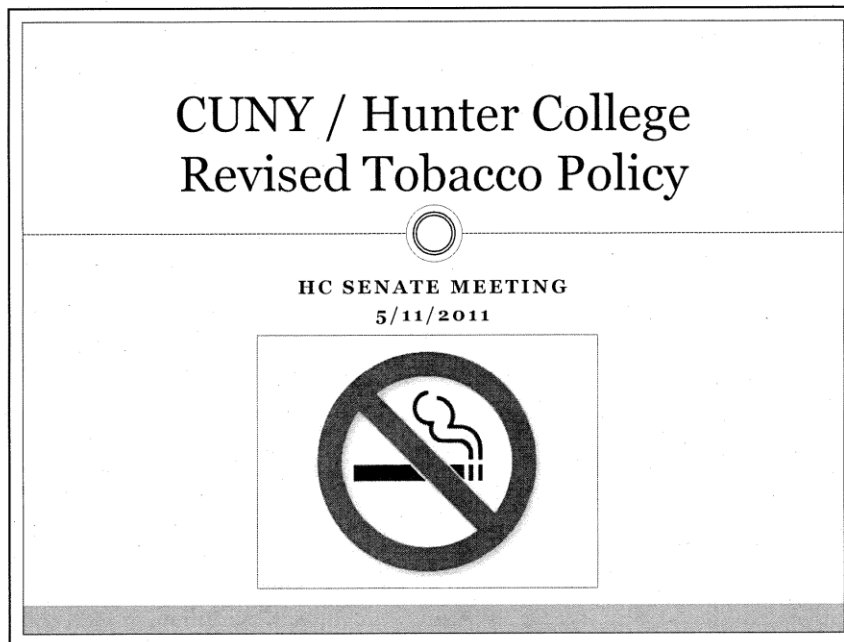
The following members were noted as absent from the meeting:

Faculty

Africana&PR/Latino Studies	Edgardo Melendez (A)	Psychology	Peter Serrano (A) Tricia Striano (A) Peter Moller
Anthropology	Tom McGovern (A) Marc Edelman	Romance Languages	Michael Taormina Monica Shinaider Michael Perna (A) Maria Cornelio (A)
Art	Paul Ramirez	SEEK	Patricia Martin (A)
Chemistry	Dixie Goss (A) Pamela Mills (A)	School of Social Work	Kenny Kwong (A) Michael Lewis Nancy Giunta (A)
Classical & Oriental Studies	Yitzhak Berger (A) Joanne Spurza	Sociology	Joong-Hwan Oh (A) Mark Halling
Computer Science	Saad Mneimeh (A)	Special Education	Donia Fahim (A) Angela Mouzakitits
Curriculum & Teaching	Jody Polleck (A) Jason Wirtz (A) Steve De Meo Melissa Schieble	Student Services	Madlyn Stokely
Economics	Timothy Goodspeed (A) Avi Liveson Howard Chernick	Theatre	Deepsikha Chatterjee (A)
Educational Foundations	Sarah Bonner	Lecturers and Part-Time Faculty	Laxmi Ramasubramanian (Urban Affairs) Case Willoughby (Student Services) "E" Elizabeth Beaujour (Classics) William Sakas (Computer Science) Christa Acampora (Philosophy) Barbara Sproul (Religion)
Film & Media	Shanti Thakur (A) Tim Portlock Steve Gorelick (A) Gustavo Mercado	Administration	Dean Sherryl Graves (A) Dean Jacqueline Mondros (A) Bill Zlata
Geography	Peter Marcotullio (A)	Ex-Officio	David Wexler, USG Pres. Sonya Acevedo, CLT Council Pres. Theodore Ryo, GSA Pres.
German	Eckhard Kuhn-Osius	Students	Kristopher Emanuel Ambalika Boodrham (THHP) Krishan Sharma Fei Yan Mock Alexander Lemell (Philosophy) Jarret Freeman (undecl.) Eli Cohen Marcin Wisniewski (Music Grad) Runako Taylor (Grad. Classics) Tonya Sylvester (Math&Stat Grad) "E" Raya Harris (undecl.) Kelly Postlewait (Urban Aff.)
Health Sciences	Stacey Plichta (A) Jack Caravanos		
History	Karen Kern (A)		
Library	Rolando Perez Danise Hoover (A) Patricia Woodard (A)		
Music	Maura Donohue (A)		
Nursing	Carol Roye Lorraine Sanders Steven Baumann (A) Anita Nirenberg (A)		
Philosophy	Laura Keating (A)		
Physics & Astronomy	Ying-Chih Chen (A) Noel Goddard (A)		
Political Science	Ann Cohen Robert Jenkins (A) Charles Tien (A)		

APPENDIX II

CUNY/Hunter College Revised Tobacco Policy



Rationale

- At the request of chancellor Matthew Goldstein, Executive Vice Chancellor and University Provost Alexandra W. Logue convened a CUNY Tobacco Policy Advisory Committee to consider if—and how—the existing policy might be expanded to better protect the health of CUNY students, faculty, and staff. After extensive research, deliberations, and solicitation of community views, the Committee recommended that CUNY's policy be expanded as indicated in this resolution to accomplish that goal.
- Both Hunter College and CUNY respect an individual's right to use tobacco, however Hunter and CUNY request that smokers and tobacco users refrain from using tobacco products on campus property.
- Hunter College will be among the 400+ colleges and universities across the United States that have enacted smoke-free or tobacco-free policies for their entire campuses (indoors and out). Hunter College, along with CUNY, will provide support and assistance to those members of the Hunter College Community wishing to seek help with tobacco cessation.

Revised Policy

- “Beginning in Fall 2012, smoking and tobacco use, including the use of electronic cigarettes, is strictly prohibited in all areas, including indoor, outdoor, and vehicles, that are owned, leased, operated, or maintained by Hunter College. There is no sale of cigarettes, cigars, chewing, or pipe tobacco at any facility, location, or vending machine owned, leased, operated, or maintained by Hunter College or its contractors.”

Revised Policy

Hunter College is now a part of the colleges and universities in the US who have enacted smoke-free or tobacco-free policies. Previous policy regulations, which state that smoking and tobacco use is prohibited inside all facilities owned, leased, or operated by CUNY, as well as prohibiting tobacco related advertising and/or tobacco sponsored events within CUNY, are still in effect.



Revised Policy

- The policy expands tobacco prohibition to include smoking and the use of tobacco products on any grounds, park, or terrace owned, leased, operated, or maintained by Hunter College.
- Those wishing to use tobacco products must do so off College grounds, at a distance sufficient so as not to interfere with access to or use of College buildings or other grounds.
- Both Hunter College and CUNY respect an individual's right to use tobacco, however Hunter and CUNY request that smokers and tobacco users refrain from using tobacco products on campus property.
- Hunter College, along with CUNY, will provide support and assistance to those members of the Hunter College Community wishing to seek help with tobacco cessation.

Revised Policy

- Revised Policy is "Tobacco-Free"
 - No Cigarettes
 - No Pipes
 - No Cigars
 - No Chewing Tobacco
 - No Snus
 - No Electronic Cigarettes

Hunter's Plan



Committee Members:

- Eija Ayravainen
- Sandra Clarkson
- Neal Cohen
- Serafina Dolan
- Anthony Doyle
- David Elliott
- Amanda Fuentes-Lorens
- Meredith Halpern
- Sarah Jeninsky
- David Keepnews
- Tim Laun
- Sonya Mosco
- Annemarie Nicols-Grinenko
- John Rose
- Gail Scovell
- Andrew Silver
- Leonard Zinnanti

Hunter's Plan



- Hunter's implementation plan follows CUNY templates, guidelines, and requirements as agreed upon by the CUNY Board of Trustees and The CUNY Tobacco Policy Advisory Committee.
- Hunter's plan covers all aspects of implementing the revised policy, including:
 - Communication
 - Enforcement
 - Cessation / Education Resources

Communication



- Hunter College is committed to communicating the revised Tobacco Policy and tobacco education and cessation resources early and often.



Communication



- Consistent Messaging:
 - The policy intends to help provide a healthy and safe environment for employees, students, and visitors, and to promote positive health behaviors.
 - Starting in Fall 2012, smoking and the use of tobacco products will no longer be permitted on any Hunter campus.
- Timing and Frequency:
 - Beginning in Summer 2011, emails will be sent to everyone in the Hunter College Community.
 - All emails will contain the policy and the rationale for CUNY's revision.
 - Emails will contain links to any CUNY/Hunter-endorsed cessation support services.
 - Emails will be sent at regular intervals, reminding the community of the policy.

Communication

- Signage:
 - Signage will be posted around campus with the Fall 2012 implementation date clearly visible.
 - Sign locations:
 - ✦ Cafeteria(s)
 - ✦ Terrace doors
 - ✦ Welcome center
 - ✦ Elevator banks
 - ✦ Main entrance doors to each building
 - ✦ Outdoor signage

Enforcement

- Public safety is responsible for enforcing the rules
 - During first 18 months after implementation:
 - ✦ Have guards stationed outside all entrances and in all outdoor public areas during implementation
 - ✦ Possible permanent Public Safety patrol outside West and East buildings
 - ✦ Include more regular security patrols at all terraces
- Remove visual smoking cues from campuses
 - ✦ Removal of all cigarette butt containers from outdoor areas on Hunter property
 - Remove receptacles at Brookdale courtyard and entrances
 - Remove receptacles from all outdoor terraces
 - Remove receptacles from any parks
- Publicize the Public Safety phone extension, encouraging people to call for assistance if smoking and tobacco use persists on the terraces/outdoor areas

Enforcement

- Focus on Education during Transition/Implementation Period:
 - During initial implementation, passive enforcement methods will be used, including:
 - Highly visible, permanent signage across campus
 - Additional temporary signage used during large events
 - Appropriate literature in Student Services Offices, Human Resources Offices, and the Wellness Center
- Active Enforcement Methods:
 - Distribution of “Reminder cards” to any individual observed using tobacco in a prohibited area.
 - Focus on positive intervention techniques:
 - Ask offender to stop smoking
 - Ask offender to move to an appropriate area
 - Inform offender of cessation support available on campus

Cessation Assistance

CUNY and Hunter College are committed to providing cessation resources for all members of the Hunter College Community in need.



Cessation Assistance

- Students can request assistance from the Office of Wellness Services in room 307 North
- Faculty and Staff can contact the CUNY Work/Life Program (provided by CCA Associates) for counseling and education covering many topics including Tobacco product use, risks, and cessation help at <http://www.cuny.edu/worklife> or by phone at (800)833-8707.
- New York City provides a listing of cessation programs (by borough) at <http://www.nyc.gov/html/doh/nycquits/html/tools/programs.shtml>
- Free cessation tools are provided by New York State and can be found by going to <http://www.NYSmokeFree.com>
- Anyone within the 5 boroughs can call 311 for more information on Tobacco Cessation options and programs

CUNY / Hunter College Revised Tobacco Policy

HC SENATE MEETING

5/11/2011

