

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

WEDNESDAY, 14 October 2015, from 3:30 to 5:25 P.M., Room W714

AGENDA

1. Report by the Administrative Committee

a) Special Senate Election for Vacant At-large S

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, if any.

b) Approved Curriculum Changes

The following curriculum changes as listed in the attached Report Part I dated 14 October 2015 have been approved as per Senate resolution and are submitted for the Senate's information. Items: US-1977 Chemistry (New course), US-2024 Political Science (Change in course), US-2025 Geography (Change in Minor in Geology), US-2026 Geography (Change in course), US-2028 Psychology (New courses), US-2030 Classical & Oriental Studies/Russian (Change in course), GS-1062 School of Nursing (Change in Degree), GS-1067 School Of Nursing (New courses), GS-1063 Curriculum & Teaching (New Advanced Certificate), GS-1065 Curriculum & Teaching (Change in degree), GS-1066 Curriculum & Teaching (Change in degree).

c) Reminders:

Establishment of Search Committee for Dean of School of Education

d) Senate Election of Faculty Student Disciplinary Committee (FSDC)

2. Report by the Undergraduate Course of Study Committee

Re: Revised Procedures for Submitting and Approving Curriculum Proposals

3. Old Business

-Report by Committee on Academic Assessment & Evaluation

Resolution on the use of Assessment Results

-Report by Committee on Computing & Technology

4. New Business

14 October 2015

TO: Members of the Hunter College Senate
FM: Senate Office

RE: **Approved Curriculum Changes- Part I**

Substantive items listed below were previously mailed to Senators and Department Chairs. Thus, an opportunity for challenge and/or correction was provided. In accordance with Senate resolution the proposals for substantive changes are not attached, but are available in the Senate Office for inspection.

UNDERGRADUATE SUBSTANTIVE CHANGES

CHEMISTRY
US-1977 -New course: CHEM 333.01

POLITICAL SCIENCE
US-2024 -Change in course: POLSC 11100(W)

GEOGRAPHY
US-2025 -Change in Minor in Geology

US-2026 -Change in course: GEOL 18000
-Add course to HCR/Scientific World

PSYCHOLOGY
US-2028 -New courses: PSYCH 21300 and 21400

CLASSICAL & ORIENTAL STUDIES/RUSSIAN
US-2030 -Add RUSS 29600 to HCR/Creative Expression

(Approved by Undergraduate Course of Study Committee on 9/29/15)

GRADUATE SUBSTANTIVE CHANGES

SCHOOL OF NURSING
GS-1062 -Change in Degree: Doctor in Nursing

GS-1067 -New courses: NURS 90001, 90002, 90003, 90004

CURRICULUM & TEACHING
GS-1063 New Advanced Certificate in Education Administrations
School District Leader

GS-1065 Change in degree: Advanced Certificate in TESOL

GS-1066 Change in degree: MA in TESOL

(Approved by Graduate Course of Study & Academic Requirements Committee on 9/29/15)

SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 E

senate@hunter.cuny.edu

NO. 5

18 September 2015

Search Committee for Dean of the School of Education

President Raab has asked the Hunter College Senate to begin the process for the election of a Search Committee for Dean of the School of Education. In accordance with the "*College-wide Search Procedures*," nominations for membership on the search committee will be conducted as follows:

A. Nominations for Faculty and Student Members from the School of Education:

Faculty and students from departments in the School of Education who want to be nominated for membership on the Search Committee through departmental election should contact their department chair promptly. Nominations by petition of 25 signatures will be accepted in the Senate Office. (The procedures are outlined below.)

B. Nominations for Chair from Outside the School of Education:

Members of all units of the College, OTHER THAN the School of Education, may run for the position of non-voting Chairperson for the Search Committee. (See "*Procedures*" below.) Interested persons should submit their names directly to the Senate Office.

All nominations, including by petition, must be received by the Senate Office NO LATER THAN 2:00 P.M. ON FRIDAY, October 16TH. Panels will be elected at the Wednesday, October 28th Senate meeting. Please email senate@hunter.cuny.edu.

Procedures for Searches for Divisional (or equivalent) Dean:

Each department in the School of Education may nominate one or more full-time faculty members by election among its full-time faculty members and one or more students by election among its student majors (or equivalent) for service on the search committee. Faculty members (including part-time faculty) and student majors (or equivalent) from this School may also be nominated by petition of 25 faculty members and 25 students, respectively.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 student members from this pool of nominees in such a manner as to provide for the widest possible distribution of divisional and departmental representation on the committee. From this panel the President shall choose a search committee consisting of 4 faculty members and 3 students. Departments not represented on the committee shall be specifically invited to testify before the committee about their concerns and recommendations.

The Senate shall elect a panel of 3 from among all divisions *other than the one for which the search is being conducted*, from which the President shall choose a non-voting Chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

COLLEGE-WIDE SEARCH PROCEDURES

(Updated May 2007)

1. Searches for Administrative Positions**Article VIII, Section 13, of the Charter for a Governance of Hunter College states:**

“Administrative Search Committees shall be constituted for all administrators (full deans and above) who, because of the nature of their policy making, have a significant impact on academic affairs and on the rights and welfare of the students and the faculty. The proceedings of search committees shall be confidential.

Different search procedures may be appropriate for administrators who have college-wide impact and those who affect primarily only their divisions (as defined in Article IV.1.B.2). In any procedure adopted, the Senate shall be responsible for nominating the panel of search committee candidates and search committee Chairs from whom the College President or the CUNY Board of Trustees, as appropriate, will select the search committee and the search committee Chair. This section shall be read consistent with applicable CUNY Board of Trustees policy on presidential search committees.

The search committee shall have responsibility of nominating candidates for administrative positions to the College President who shall have the final authority to make recommendations to the CUNY Board of Trustees.”

The following list is not intended to be a final complete list of all positions for which searches are to be conducted. They are the titles of the positions that currently satisfy the criteria in the first paragraph. As new administrative positions or titles are created, they will be examined to see whether or not they satisfy the criteria.

A. Divisional Searches shall be conducted for the following officers or their equivalents:

1. Dean of the School of Education
2. Dean of the Schools of Health Professions (School of Health Sciences and School of Nursing)
3. Dean of the School of Social Work
4. Dean of the School of Arts & Sciences (Humanities & Arts, Sciences & Mathematics, and Social Sciences)

B. College-wide Searches shall be conducted for the following officers or their equivalents:

1. Vice President for Academic Affairs and Provost
2. Vice President for Finance and Administration
3. Vice President for Student Affairs and Dean of Students
4. Vice President for Development
5. Chief Librarian
6. Assistant Vice President for ICIT (Instructional Computing and Information Technology)
7. Dean of Research

2. Search Committees for Divisional (or equivalent) Deans:**A. Nomination and Election of Candidates for Membership**

Each department (or other appropriate subdivision) in the Division or equivalent may nominate one or more full-time faculty members by election among its full-time faculty members and one or more students by election among its student majors (or equivalent) for service on the search committee. Faculty members (including part-time faculty) and student majors from this division may also be nominated by petition of 25 faculty members and 25 students respectively.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 student members from this pool of nominees in such a manner as to provide for the widest possible distribution of departmental or programmatic representation on the committee. From this panel the President shall choose a search committee consisting of 4 faculty members and 3 students. Departments not represented on the committee shall be specifically invited to testify before the committee on their concerns and recommendations.

B. Nomination and Election of Candidates for Chairperson

Any member of the Hunter community may submit nominations for chairperson. The Senate shall elect a panel of 3 from among all divisions *other than the one for which the search is being conducted*, from which the President shall choose a non-voting Chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

3. Search Committees for College-wide Administrators:**A. Nomination and Election of Candidates for Membership:**

Each department (or equivalent) may nominate one full-time faculty member by election among its full-time faculty members and one student by election among its student majors (or equivalent) for service on the search committee. Faculty (including part-time faculty) and students may be nominated at-large by petition of 25 members of their constituency.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 students from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions. From this panel, the President shall choose a search committee consisting of 4 faculty members and 3 students.

In the case of a search for **Vice President for Student Affairs and Dean of Students** the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students. Nominations of members of the staff shall be made by petition submitted to the Senate Office of at least 25 signatures by members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students. From this panel the President shall choose a search committee consisting of 4 faculty members, 3 students, and 3 members of the staff.

In the case of a search for **Chief Librarian**, the Hunter College Senate shall elect a panel of 10 faculty members and 6 students in such a manner as to achieve the widest possible distribution among the divisions; the panel shall include four members of the Library staff, and at least two faculty members primarily based at the 68th Street Campus, and at least two faculty members not primarily based at the 68th Street Campus (e.g. School of Social Work, Brookdale or Vorhees Campus). From this panel the President shall choose 3 students and 5 faculty members to serve on the Search Committee, subject to the following conditions: (a) two faculty shall be from the Library, (b) at least one of the five faculty shall be from a campus other than the 68th Street Campus.

In the case of a search for **Vice President for Finance and Administration**, the Hunter College Senate shall elect a panel of 6 students and 6 faculty in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff from areas reporting to the Vice President for Administration (e.g., Finance & Business Affairs, Human Resources, Campus Safety & Security, Administrative Services--Brookdale, Facilities Management & Planning, Environmental Health & Safety, Capital Projects, Employee Assistance Program, Admissions, Registrar, Management Information Services, Microcomputer Resource Center, Data Communications & Network Services, Office Services, Telecommunications). Nominations of members of the staff shall be made by petition to the Senate Office of at least 25 signatures by members of the staff in these areas. The panel shall include at least two faculty/staff members primarily based at the 68th Street Campus, and at least two faculty/staff members not primarily based at the 68th Street Campus (e.g. School of Social Work, Brookdale and Vorhees Campus). From this panel the President shall choose 3 students, 3 faculty members, and 3 members of the staff from the areas reporting to the Vice President for Administration to serve on the search committee -- at least one of the 6 members of the faculty and staff shall be from a campus other than the 68th Street campus.

In the case of a search for **Vice President for Development** the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions, 6 members of the staff from areas affected by the Vice President for Development, and 4 representatives from the donor organizations (e.g., Alumni Association, H.C. Foundation, Scholarship & Welfare Fund). Nominations of members of the staff and representatives from donor organizations shall be made by petition to the Senate of at least 25 signatures. From this panel the President shall choose a search committee consisting of 4 faculty members, 3 students, 3 members of the staff, and 2 representatives from the donor organizations.

In the case of a search for **Dean of Research**, the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions, and 2 members of the staff whose duties relate directly to research. Nominations of members of the staff shall be made by petition to the Senate of at least 25 signatures. From this panel, the President shall choose a search committee consisting of 4 faculty members, 3 students, and 1 member of the staff whose duties relate directly to research.

In the case of a search for **Assistant Vice President for ICIT**, the Hunter College Senate shall elect a panel of 12 faculty (including at least two faculty members from the Library) and 6 students in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff from the Admissions and Registrar's Office and from areas reporting to the Provost and the Vice President for Finance and Administration. Nominations of members of the staff shall be made by petition to the Senate of at least 25 signatures. From this panel, the President shall choose a search committee consisting of 6 faculty members (including at least one faculty member from the Library), 3 students, and 3 members of the staff (from the Admissions and Registrar's Office and from areas reporting to the Provost and the Vice President for Finance and Administration).

B. Nomination and Election of Candidates for Chairperson:

Any member of the Hunter community may submit nominations for Chairperson. The Senate shall elect a panel of 3 from among the Hunter community at-large from which the President shall choose a non-voting chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

4. Search Committee Responsibilities:

The Search Committee shall be responsible for soliciting the best candidates for the particular job. It shall follow up on all recommendations made to the Committee, and it shall carefully review and consider all applications submitted to the committee, including those of an outside consultant, if the College President in consultation with the Senate Administrative Committee decides to employ such a consultant to widen the pool of applicants.

As a result of its search procedure, the search committee shall submit to the President a list containing the names of at least 3 qualified candidates. The President shall either appoint someone from this list or request that the committee re-opens its search to produce a new list.

14 October 2015

**LIST OF NOMINEES FOR THE FACULTY STUDENT
DISCIPLINARY COMMITTEE**

CHAIRS

Tony Doyle, Library
Darlene Defour, Psychology
Sandra Clarkson, Mathematics & Statistics

FACULTY

Glenn Schafe, Psychology
Amber Alliger, Psychology
Tanya Agathocleous, English
Mark Bobrow, English
Howard Chernick, Economics
Dr. Lorie Goshin, School of Nursing

14 October 2015

RESOLUTION ON THE USE OF ASSESSMENT RESULTS

RESOLVED: It is the stated policy of the Hunter College Senate, as well as a basic principle of good assessment practice, that the results of assessment activities not be used for promotion, salary, or tenure decisions of faculty, to exclude students from the College or a particular program, nor for any punitive purpose against any faculty or staff member, school, department, program, or any member of the Hunter College community.

EXPLANATION: Creating a faculty-driven assessment culture based on honesty and transparency requires that all members of the Hunter community feel they can trust that information they share will not be used to their detriment.