

Office of the Hunter College Senate

Room 1018 East Building

Phone: 772-4200

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

WEDNESDAY, 15 April 2015, from 3:30 to 5:25 P.M., Room W714

AGENDA

- 1. Meeting Minutes of February 25** (forthcoming)
- 2. 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, if any.
 - b) Approved Curriculum Changes**

The following curriculum changes as listed in the attached Report Part I dated 15 April 2015 have been approved as per Senate resolution and are submitted for the Senate's information. Item: US-1995 Biology (Change in degree program), GS-1038 Department of Physical Therapy (New course), GS-1040 Department of Physical Therapy (Change in courses), GR-1045 Urban Public Health (Routine changes to several courses), and GR-1047 Medical Laboratory Sciences (Routine changes).
- 3. Report by the Charter Review Committee: First Reading of Second Batch and Second Reading of First Batch**
- 4. Report by Departmental Governance Committee**

Department of History Revised By-Laws
Department of Speech-Language Pathology and Audiology new By-Laws
- 5. Advisory Committee for Drafting By-laws in Arts & Sciences**
- 6. Report by the Committee on Academic Freedom**
- 7. Old Business**
- 8. New Business**

15 April 2015

TO: Members of the Hunter College Senate

FM: Senate Office

RE: Approved Curriculum Changes

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

BIOLOGY
US-1995 -Change in degree program: BA in Biological Sciences with concentration in Behavioral Neurobiology

GRADUATE SUBSTANTIVE CHANGES

DEPARTMENT OF PHYSICAL THERAPY
GS-1038 -New course: PT 815
GS-1040 -Change in courses: PT 750, 730, 802, 801, 806, 625, 809, 830, 840, 850, 881, 882, 884, 886, 887, 889

GRADUATE ROUTINE CHANGES

		Page#
GR-1045	URBAN PUBLIC HEALTH -Routine changes to several courses	2-5
GR-1047	MEDICAL LABORATORY SCIENCES -Routine changes to MLS 720 and 770	6-8

School of Urban Public Health
Hunter College, CUNY

Routine Change in Course Description

FROM		TO	
Name	Capstone Project	Name	Capstone Project
Course & Prefix	PH 73800	Course & Prefix	PH 73800
Pre and/or Co-requisites	Completion of at least 36 credits of coursework toward the Master of Public Health (MPH) or Master of Science degree, including at least one course in each of the 5 core areas of public health (biostatistics, epidemiology, social and behavioral sciences, public health policy and environmental health and safety); and at least 3 specialization courses.	Pre and/or Co-requisites	Completion of at least 36 credits of coursework toward the Master of Public Health (MPH) or Master of Science degree, including at least one course in each of the 5 core areas of public health (biostatistics, epidemiology, social and behavioral sciences, public health policy and environmental health and safety); and at least 3 specialization courses. <u>Open to Hunter UPH MPH, MSW/MPH dual degree, and EOHS-MS matriculated students only</u>
Hours	3	Hours	3
Credits	3 cr	Credits	3 cr
Description	This course consists of a structured seminar aimed at allowing students to synthesize and reflect upon experiences gained during the MPH or MS program. Students will complete either a paper based on fieldwork, a research paper or a Master's Essay. The paper must be completed no sooner than during students' penultimate or final semester.	Description	<u>This course consists of a structured seminar aimed at allowing students to apply experiences gained during their graduate program and synthesize that knowledge and experience in the form of a major writing project. It is expected that students use a combination of synthesized evidence, theoretical models, and empirical research to answer a public health research question or practice</u>

			<u>problem using interdisciplinary perspectives.</u>
		Effective Term	Fall 2015

Rationale:

- a. We expanded the course description to reflect that this course requires application and building upon skills learned in the coursework leading up to the capstone.

School of Urban Public Health
Hunter College, CUNY

Routine Change in Course Title and Course Description

FROM		TO	
Name	Environmental Health and Safety	Name	<u>Fundamentals of Environmental Health</u>
Course & Prefix	PH 75400	Course & Prefix	PH 75400
Pre and/or Co-requisites		Pre and/or Co-requisites	<u>Open to MPH, MSW/MPH dual degree, MS/MPH in Community/Public Health Nursing/Urban Public Health, MS in Community/Public Health Nursing, and EOHS-MS or departmental permission.</u>
Hours	3	Hours	3
Credits	3 cr	Credits	3 cr
Description	Survey of chemical, physical and biological factors influencing quality of ambient, workplace and home environments. Topics include: air and water pollution; radiation and noise hazards; hazardous substances; solid wastes; food protection; natural and human made disasters; and specific hazards such as lead, asbestos, mold and pesticides.	Description	<u>Survey of chemical, physical and biological factors influencing quality of ambient, workplace and home environments. Topics include: air and water pollution; radiation; hazardous substances; solid wastes; food protection; and natural and human-made disasters</u>
		Effective Term	Fall 2015

Rationale:

- b. We propose modestly expanding the course description to offer greater detail on topics covered.
- c. We propose changing the course title so that the core could be easily identified as a distinct subset of courses using the prefix of “Fundamentals.”

School of Urban Public Health
Hunter College, CUNY

Routine Change in Course Title and Course Description

FROM		TO	
Name	Public Health and Health Care Policy and Management	Name	<u>Fundamentals of Health Policy and Management</u>
Course & Prefix	PH 75600	Course & Prefix	PH 75600
Pre and/or Co-requisites		Pre and/or Co-requisites	<u>Open to MPH, MSW/MPH dual degree, MS/MPH in Community/Public Health Nursing/Urban Public Health, and EOHS-MS or departmental permission.</u>
Hours	3	Hours	3
Credits	3 cr	Credits	3 cr
Description	This course examines the organization, delivery and financing of health care in the United States with an understanding of the health policy making process and a focus on issues related to the management of public health agencies.	Description	<u>Examination of the organization, delivery and financing of health care in the United States as it pertains to the health policy-making process, including the organization of the agencies and personnel constituting the health care system, and analysis of government structure, laws, and regulations. Theoretical concepts, practice, and implementation of health programs in organized settings, including the planning, administration, management, evaluation, and policy analysis of public health agencies and private sector managed care.</u>
		Effective Term	Fall 2015

Rationale:

- a. We propose modestly expanding the course description to offer greater detail on topics covered.
- b. We propose changing the course title so that the core could be easily identified as a distinct subset of courses using the prefix of “Fundamentals.”

School of Urban Public Health
Hunter College, CUNY

Routine Change in Course Title and Course Description

FROM		TO	
Name	Urban Health and Society	Name	<u>Fundamentals of Social and Behavioral Health</u>
Course & Prefix	PH 75500	Course & Prefix	PH 75500
Pre and/or Co-requisites		Pre and/or Co-requisites	<u>Open to MPH, MSW/MPH dual degree, MS/MPH in Community/Public Health Nursing/Urban Public Health, and EOHS-MS or departmental permission.</u>
Hours	3	Hours	3
Credits	3 cr	Credits	3 cr
Description	Examines the impact of social and political forces on the health of urban populations and describes roles for public health professionals in promoting health of urban communities.	Description	<u>This course provides a topical and theoretical survey of social and behavioral issues in public health</u>
		Effective Term	Fall 2015

Rationale:

- a. We propose shortening the course description to make it easier for students and faculty to understand what topics are covered.
- b. We propose changing the course title so that the core could be easily identified as a distinct subset of courses using the prefix of "Fundamentals."

MEDICAL LABORATORY SCIENCES
Hunter College, CUNY

Routine Change in Course Number

Instructions: Please complete the entire “FROM” column. Only complete the proposed changes in the “TO” column

FROM (strike through the changes)		TO (<u>underline</u> changes)	
Name	Risk Management for the Biomedical Laboratory	Name	Risk Management for the Biomedical Laboratory
Course & Prefix	HC4	Course & Prefix	<u>MLS 72000</u>
Pre and/or Co Requisites (specify which are pre, co, or both)	Department Permission	Pre and/or Co Requisites (specify which are pre, co, or both)	Department Permission
Hours	3	Hours	3
Credits	3	Credits	3
Description	The biomedical lab must manage risk from diverse origins, including lab/medical hazards, government oversight, and fiscal sources similar to any business entity. This case based course will explore each of these with model interventions.	Description	The biomedical lab must manage risk from diverse origins, including lab/medical hazards, government oversight, and fiscal sources similar to any business entity. This case based course will explore each of these with model interventions.
Liberal Arts	[] Yes [X] No	Liberal Arts	[] Yes [X] No
Grading Scale	A-F	Grading Scale	A-F
Core Requirement	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Common Core <input type="checkbox"/> English Composition <input type="checkbox"/> Scientific World <input type="checkbox"/> Math and Quantitative Reasoning <input type="checkbox"/> Creative Expression <input type="checkbox"/> Life and Physical Science <input type="checkbox"/> U.S. Experience in its Diversity <input type="checkbox"/> World Cultures and Global Issues <input type="checkbox"/> Individual and Society	Core Requirement (<u>Note:</u> If course is being considered for the Common Core, please see Appendix B for CUNY Common Core Submission Forms. The form must be submitted along with the proposal and syllabus.)	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Common Core <input type="checkbox"/> English Composition <input type="checkbox"/> Scientific World <input type="checkbox"/> Math and Quantitative Reasoning <input type="checkbox"/> Creative Expression <input type="checkbox"/> Life and Physical Science <input type="checkbox"/> U.S. Experience in its Diversity <input type="checkbox"/> World Cultures and Global Issues <input type="checkbox"/> Individual and Society
		Effective Term	Spring 2016

2. Rationale:

The development of the MS in BLM was a lengthy process largely due to its collaborative structure, ultimately with the School of Professional Studies (CUNY). Generic course numbers (e.g. HC 1) were assigned during the process to simplify the discussions of which entities would be responsible for given content. These numbers continued to be used during the approval process, including NYS Dept. of Education. When the curriculum was first offered (Fall 2012) MLS numbers were assigned by the Registrar for classes offered at Hunter College, and SPS numbers were inserted for that institution. Two classes apparently fell through the cracks, and revised numbers did not appear in the Chancellor’s Report; MLS 72000 and 77000. The purpose of this proposal is to rectify this error for MLS 72000/ HC4 (Risk Management for the Biomedical Lab) and allow the full BLM curriculum to be listed correctly in the Hunter College Graduate Catalogue

3. Consultation Statement:

Is the proposed change likely to affect other Departments or Programs?

NO YES – If yes, list department/program: _____

Has the Department/Program been consulted? NO YES N/A

Is this course cross-listed? If so, please list all courses.

MEDICAL LABORATORY SCIENCES

Hunter College, CUNY

Routine Change in Course Number

Instructions: Please complete the entire “FROM” column. Only complete the proposed changes in the “TO” column

FROM (strike through the changes)		TO (<u>underline</u> changes)	
Name	Graduate Independent Study	Name	Graduate Independent Study
Course & Prefix	HC-6	Course & Prefix	<u>MLS 77000</u>
Pre and/or Co Requisites (specify which are pre, co, or both)	Department Permission	Pre and/or Co Requisites (specify which are pre, co, or both)	Department Permission
Hours	3	Hours	3
Credits	3	Credits	3
Description	Students with a background or strong interest in working in biomedical research labs will gain experience by participating in the ongoing projects of MLS faculty. A minimum 2 semester commitment, and significant weekly hours will be expected, with accountability to research mentor and academic director.	Description	Students with a background or strong interest in working in biomedical research labs will gain experience by participating in the ongoing projects of MLS faculty. A minimum 2 semester commitment, and significant weekly hours will be expected, with accountability to research mentor and academic director.
Liberal Arts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Liberal Arts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grading Scale	A-F	Grading Scale	A-F
Core Requirement	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Common Core <input type="checkbox"/> English Composition <input type="checkbox"/> Scientific World <input type="checkbox"/> Math and Quantitative Reasoning <input type="checkbox"/> Creative Expression <input type="checkbox"/> Life and Physical Science <input type="checkbox"/> U.S. Experience in its Diversity <input type="checkbox"/> World Cultures and Global Issues <input type="checkbox"/> Individual and Society	Core Requirement (Note: If course is being considered for the Common Core, please see Appendix B for CUNY Common Core Submission Forms. The form must be submitted along with the proposal and syllabus.) <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Common Core <input type="checkbox"/> English Composition <input type="checkbox"/> Scientific World <input type="checkbox"/> Math and Quantitative Reasoning <input type="checkbox"/> Creative Expression <input type="checkbox"/> Life and Physical Science <input type="checkbox"/> U.S. Experience in its Diversity <input type="checkbox"/> World Cultures and Global Issues <input type="checkbox"/> Individual and Society	
		Effective Term	Spring 2016

2. Rationale:

The development of the MS in BLM was a lengthy process largely due to its collaborative structure, ultimately with the School of Professional Studies (CUNY). Generic course numbers (e.g. HC 1) were assigned during the process to simplify the discussions of which entities would be responsible for given content. These numbers continued to be used during the approval process, including NYS Dept. of Education. When the curriculum was first offered (Fall 2012) MLS numbers were assigned by the Registrar for classes offered at Hunter College, and SPS numbers were inserted for that institution. Two classes apparently fell through the cracks, and revised numbers did not appear in the Chancellor's Report; MLS 72000 and 77000. The purpose of this proposal is to rectify this error for MLS 77000/HC6 (Graduate Independent Study) and allow the full BLM curriculum to be listed correctly in the Hunter College Graduate Catalogue.

3. Consultation Statement:

Is the proposed change likely to affect other Departments or Programs?

NO YES – If yes, list department/program: _____

Has the Department/Program been consulted? NO YES N/A

Is this course cross-listed? If so, please list all courses.

15 April 2015

Further Proposed Charter Revisions, First Reading

Article	Current	Proposed	Rationale
Representation			
III.1	<p>The Hunter College Senate shall have 100 Senators and Alternates sufficient in number to provide one faculty alternate for each department, being composed of 57% faculty members, 38% students and 5% representatives of the administration, with seats reserved in the following proportions:</p> <p>44% Professors, Associate Professors, Assistant Professors, and Instructors on full-time appointments.</p> <p>13% Lecturers (full-time), Lecturers (part-time), Adjunct faculty, and all other part-time members of the teaching faculty who are not also serving in full-time appointments, and non-faculty department member in the title series College Laboratory Technician and Higher Education Officer.</p> <p>14% Full-time Undergraduate students, other than students in the SEEK Department.</p> <p>11% Part-time Undergraduate students.</p> <p>2% Undergraduate students – SEEK Program.</p> <p>11% Graduate students.</p> <p>5% Administration.</p>	<p>The Hunter College Senate shall have 100 Senators and Alternates sufficient in number to provide one faculty alternate for each department, being composed of 5768% faculty members, 3827% students and 5% representatives of the administration, with seats reserved in the following proportions:</p> <p>4452% Professors, Associate Professors, Assistant Professors, and Instructors on full-time appointments, <u>Distinguished Lecturers, and CCEs (At least 2 from Interdisciplinary Programs; 1 from FDA; 1 from PSC-CUNY; 1 from the SEEK Program. These Senators cannot also represent departments).</u></p> <p>136% Lecturers (full-time), Lecturers (part-time), Adjunct faculty, and all other part-time members of the teaching faculty who are not also serving in full-time appointments, and non-faculty department member in the title series College Laboratory Technician (at least 2) and Higher Education Officer (at least 4).</p> <p>14% Full-time Undergraduate students, other than students in the SEEK Department.</p> <p>11% Part-time Undergraduate students.</p> <p>2% Undergraduate students – SEEK Program.</p> <p><u>22% Undergraduates, including no more than 4 Part-time students and at least 2 SEEK students</u></p> <p>445% Graduate students.</p> <p>5% Administration.</p>	<p>The reduction of student seats reflects long-term participation patterns and trends. Since vacant and abandoned seats diminish the ability of the Senate to do its business, the change is needed to allow the body to operate at full strength. The Charter Review Committee also proposes designated seats for Interdisciplinary Programs, which might have interests distinct from the departments housing participating faculty, and organizations in the college that significantly involve the professional lives of Senate members.</p>
Committees: Article VIII, Sections 11 and 16—Delete entirely			
<p>11: The Senate shall establish a Committee on the Calendar, consisting of one faculty member from each of the divisions (as defined in IV.1.B.ii), and 2 students and 2 student alternates. The Dean of Students or designee, the Director of Evening Student Services, the Registrar, and the Director of Financial Aid shall serve without vote. The Committee on the Calendar will make recommendations on the College Calendar, and, in consultation with the Faculty Personnel & Budget Committee, on the Bell Schedule. The Committee will also evaluate existing registration procedures and make recommendations regarding changes in registration procedures.</p> <p>16: The Senate shall establish an Evening Council, consisting of one faculty member from each of the divisions (as defined in Article IV. 1. B. ii) and two faculty members from the divisions serving at large who teach a course(s) in the evening; one faculty member from the Library; 2 students and 2 student alternates who take a course(s) in the evening; and a Chair elected by the Senate. In addition the Director of Evening Student Services, the Registrar, the Director of Admissions, the Director of Financial Aid, and the Evening Affairs Commissioner of the Undergraduate Student Government, shall serve ex officio without vote.</p> <p><i>Rationale:</i> The Committee on the Calendar has become obsolete because of the centralized control of the academic calendar resulting from the institutionalization of CUNYfirst. The Evening Council no longer exists.</p>			

HUNTER COLLEGE DEPARTMENT OF HISTORY
DEPARTMENT BYLAWS MARCH 2015

ARTICLE I – ORGANIZATION

A. VOTING MEMBERSHIP

Voting Members of the Department shall be all those holding Faculty Rank (Assistant Professor, Associate Professor, Professor or Distinguished Professor), as well as lecturers holding a Certificate of Continuing Employment (CCE).

B. OFFICERS

The officers of the Department shall be:

1. A Chair whom a majority of Voting Members shall elect for a three-year term, in accordance with Article IV of these Bylaws and the Bylaws of the CUNY Board of Trustees (BoT) Article IX sections 1 and 3. The Chair may not then be re-elected for more than 1 additional consecutive three-year term. The Chair shall carry out the duties specified in BoT Article IX, shall be an ex-officio member of all department committees, and shall be responsible for formulating the teaching program of each member of the Department in consultation with that member.
2. At the option of a majority of Voting Members, a Deputy Chair whom Voting Members may decide to elect for a one-year term, renewable for up to two additional terms. The Deputy Chair shall assist the Chair in carrying out the duties set out in Article I B 1. The Deputy Chair shall not serve on the Department Personnel and Budget Committee (P&B) unless he or she has been separately elected to the P&B (see Article III A). Elections for the deputy chair shall be held either at the regular October or the regular November department meeting in the academic year prior to the year in which that person will serve; in the event that there is only one department meeting in the fall semester, and it is held at another time, the Deputy Chair shall be elected at that meeting. In the event that a deputy chair becomes unable to fulfill the duties of the office because he or she is subsequently elected chair in the spring, or for any other reason, an interim election for the position shall be arranged.
3. If a Deputy Chair is elected, that person shall fulfill the duties of the former position of Department Secretary. The former Department Secretary position is abolished.
4. Three Undergraduate Advisors, to be nominated by the chair and approved through a majority vote by the Voting Members. The

Undergraduate Advisors shall serve renewable terms of one year, which terms shall also apply to their service on the DP (see Article III (B) (1)).

5. A Graduate Advisor, to be nominated by the chair and approved through a majority vote by the Voting Members. The Graduate Advisor shall service a renewable term of one year.

C. COLLEGE GOVERNANCE REPRESENTATIVES

At triennial meetings where there are elections for Chair, P&B and other Department officers, or at other times where necessary, Voting Members of the Department shall select the Department's representatives for College Governance. These representatives may include, but are not limited to, representatives to the Hunter College Senate selected in accordance with Articles III and IV of the Hunter College Charter; representatives to the School and Division Curriculum Committees in accordance with Article VII of the Hunter College Charter; and representatives to the Faculty Delegate Assembly in accordance with FDA requirements.

ARTICLE II - DEPARTMENT MEETINGS

A. CALLING DEPARTMENT MEETINGS

1. There shall be at least one department meeting per semester.
2. Additional meetings may be called at the discretion of the Chair. The Chair MUST call a meeting of the Department within ten working days at the request of twenty percent of the Voting Members of the Department.
3. Unless meetings have been previously scheduled and announced to the Voting Members of the Department, the Administrative Assistant of the Department shall send written notice of departmental meetings to all Voting Members no less than five working days before the meeting date. An agenda of the meeting shall accompany such notification. Such written notification may be through e-mail.

B. ATTENDANCE AT DEPARTMENT MEETINGS

Meetings shall normally be open only to Voting Members of the Department. A majority of the Voting Members present at a given meeting may choose to open some or all of a meeting to others as appropriate.

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, if the department has elected one, shall preside. In the absence of the Chair and the Deputy Chair, a presiding officer shall be elected by a majority of Voting Members present at the meeting.
3. The Chair may appoint a Voting Member to act as parliamentarian for such meetings. The Department shall follow *Roberts Rules of Order* unless a majority of Voting Members elect to follow a less formal procedure.
4. Minutes of department meetings shall be taken by one Voting Member, assigned for each individual meeting on a rotating basis in alphabetical order by last name.

ARTICLE III: COMMITTEES

A. PERSONNEL AND BUDGET COMMITTEE

The Personnel and Budget Committee (P&B) shall be governed by the provisions of the BoT (Section IX.1). In accordance with those provisions, the following rules shall apply:

1. The P&B shall consist of the Chair and four additional Voting Members. At least four members of the P&B must be tenured.
2. The responsibilities of the P&B shall include reviewing and recommending the appointment, reappointment, reappointment with tenure, and promotion of academic personnel. By the decision of a majority of Voting Members, the P&B may also serve as the search committee for new faculty members of the Department, or it may delegate this function to a separate Search Committee not wholly composed of members of the P&B. At the conclusion of the interview stage of a search for a new faculty member or members, the P&B shall ascertain and weigh in its decision-making the views of the Search Committee and of all Voting Members, and it will inform voting members of the general hiring strategy and final hiring decision as practicable and in keeping with confidentiality requirements and college and university policy.

3. The P&B shall meet as often as necessary to conduct its business, and not less than once per semester. Decisions regarding appointment, reappointment with tenure, and promotion of academic personnel shall require a majority vote of all members of the P&B and shall be by secret ballot; decisions on other issues shall require a majority vote of all members of the P&B and may 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 BoT.

B. DEPARTMENTAL POLICY COMMITTEE

1. The Department's three undergraduate advisors shall serve on the Departmental Policy Committee (DP). The Department may choose to have terms overlap. The Chair shall also appoint in consultation with the Voting Members three undergraduate history majors or graduate history students to serve terms of one year on the DP. The DP shall have an equal number of faculty and student members.

2. The DP shall review and make recommendations with respect to departmental policy, departmental governance, and curriculum, as these issues arise.

3. The DP shall meet at least once per academic year.

C. COMMITTEE ON EVALUATION OF TEACHING

The Committee on Evaluation of Teaching (CET) shall be governed by the provisions of the *Charter* (See esp. XI: 3.) In accordance with those provisions, the following rules shall apply:

1. The Chair shall appoint in consultation with the Voting Members two undergraduate history majors and one graduate student to serve one-year terms on the CET, along with one Voting Member of the Department and an alternate Voting Member to serve three-year terms on the CET.

2. The CET shall be responsible for distributing the college's teaching evaluation materials. It shall also report the results of such evaluations to the Department.

D. COMMITTEE ON UNDERGRADUATE STUDIES/CURRICULUM

The Committee on Undergraduate Studies/Curriculum (CUSC) shall be composed

of three Voting Members to be elected by a majority of Voting Members, plus one of the Undergraduate Advisors and the Chair as an *ex officio* member. The CUSC should have at least one representative from all major fields in the Department. The CUSC shall initiate, consider and present to the Department proposals relating to curriculum. In conjunction with the Graduate Study Committee it shall be responsible for continuing review of Departmental curriculum.

E. GRADUATE STUDY COMMITTEE

The Graduate Study Committee (GSC) shall consist of 3 Voting Members who regularly teach graduate courses and who are elected annually by the Department. The Graduate Adviser and the Department Chair will also serve on the GSC *ex officio*. The GSC shall supervise the graduate program of the Department and shall recommend graduate offerings for each semester to the Chair who shall finalize the schedule.

F. OPTIONAL DEPARTMENTAL COMMITTEES

The Department may establish such additional committees – either standing or ad-hoc – as a majority of Voting Members deems necessary. A majority of Voting Members present at a department meeting shall approve membership of these committees or may delegate to the Chair authority to appoint the members of these committees.

G. RULES OF ORDER FOR DEPARTMENTAL COMMITTEES

1. 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 P&B, 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.
2. The term of membership of all committees other than the P&B shall be one year, renewable without limit.
3. Each committee may adopt other rules for its own governance consistent with these by-laws, the Charter and the BoT.
4. Each committee shall report to the Department on its work at least once per academic year.

ARTICLE IV – TRIENNIAL ELECTIONS FOR CHAIR AND P&B

A. Elections for Department Chair and P&B are governed by the BoT (See Section IX.1). In accordance with those provisions, the following rules shall apply:

1. Those members of the Department defined as Voting Members in Article I A shall be eligible to vote in triennial elections for Department Chair and P&B.
2. Elections for members of the P&B and Chair shall be held at 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. Faculty must be present in person during the Department Meeting in order to vote. Proxy or mail voting is prohibited. Candidates must be elected by a majority of those eligible to vote.
3. The term of office for both Chair and P&B members shall be three years.
4. Candidates for Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the BoT. The other four members of the P&B must hold Faculty Rank and at least three must be tenured.
5. Two alternate members of the P&B shall also be elected at the same meeting. An alternate shall serve when a regular member is on leave from the P&B for a specified period of a semester or longer, or when in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.
6. 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 election procedures and eligibility requirements shall be the same as for Chair. The Deputy Chair will therefore not automatically become the Chair in the Chair's absence. Officers other than the Chair may be removed by a two-thirds majority vote of Voting Members. The Chair may be removed as provided in BoT IX.1.c.
7. The Voting Members present at the meeting shall designate one Voting Member to supervise the carrying out of the elections.

ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

A. All proposed amendments to these By-laws shall be submitted in written form

and distributed to all voting members of the Department at least five working days in advance of the meeting at which the proposal is to be considered.

B. An amendment to the By-laws shall become effective when it has been approved by a majority of the Voting Members of the Department and by the Hunter College Senate.

C. The BoT and the *Charter* shall supersede these By-laws where inconsistencies exist. To the extent a relevant BOT By-law or Charter provision is amended or waived, the corresponding section of the Departmental By-laws shall be deemed to have been amended or waived.

BYLAWS of the DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

ARTICLE I - ORGANIZATION

1. The **Department of Speech-Language Pathology and Audiology (SLPA)** resides within the School of Health Professions (SHP). The SHP comprises two departments: Physical Therapy and Speech-Language Pathology and Audiology. Each of these departments is headed by a Chairperson who is responsible to the Dean of the School of Health Professions (SHP). The department offers a master's degree that is accredited in speech-language pathology by the Council on Academic Accreditation in Audiology and Speech Pathology (CAA); students who graduate with this master's degree are eligible for certification and state licensure in speech-language pathology. Several of the department's faculty members also participate (on a part-time or full-time basis) as faculty members in the CUNY AuD Program, a consortium program (involving Brooklyn College, Hunter College, and the Graduate Center) that offers a doctoral degree in Audiology under the auspices of the Graduate Center of CUNY. The CUNY AuD Program is accredited in audiology by CAA. Since 2007, the entry-level degree for audiologists is the doctorate in audiology.
2. **Dean:** The Dean, appointed by the President of the College in accordance with Article VIII, Section 13 of the *Charter for a Governance of Hunter College*, leads the SHP.
3. **Chair.** The SLPA faculty shall elect the Department Chair. The responsibilities of the Chair shall be in accordance with the CUNY Board of Trustees Article IX, section 3. The responsibilities include assigning courses, presiding at department meetings, presiding at Personnel & Budget Committee meetings, and generally supervising and administering the department. The SLPA Department Chair is responsible to the Dean and shall work in collaboration with the Assistant and Associate Deans.
4. **Program Director.** The SLPA faculty shall triennially elect the Program Director. The Program Director and Department chair are not necessarily the same person. Election of the Department Chair shall precede election of the Program Director. Their terms shall be coterminous. The Program Director is responsible to the Department Chair. The responsibilities of the Program Director include preparation of the department's professional accreditation reports and applications and monitoring and coordination of issues relevant to accreditation, licensure, and certification. The Program Director must meet eligibility requirements (e.g., holds a graduate degree with a major emphasis in Speech-Language Pathology, in Audiology, or in Speech-Language, and Hearing Science and hold a full-time appointment in the institution) established by the accrediting body (currently, the CAA)
5. **Clinic Director.** This position is filled through an SLPA faculty search. The Clinic Director shall serve as the Director of the Hunter College Center for Communication Disorders. The Clinic Director is responsible to the SLPA Chair and works collaboratively with the Program Director. The responsibilities of the Clinic Director include all aspects of clinic administration

and function ranging from day-to-day operations such as staffing and scheduling of clients seeking clinical services to activities related to accreditation requirements such as maintaining the physical facility in accordance with accreditation guidelines; HIPAA (health insurance portability and accountability act) compliance; and risk management. The individual holding this position may hold faculty rank or faculty status and has professional certification and state licensure in Audiology and/or Speech-Language Pathology.

6. **Faculty Responsibilities:** Faculty members shall be responsible for the formulation of academic policy related to the admission, progression, and retention of students; development, review, and revision of curriculum; student advisement; and the quality of programs in SLPA and research. Faculty members shall also be responsible for policy regarding selection, retention and promotion of faculty, consistent with the Bylaws of the CUNY Board of Trustees and other CUNY or College policies. It shall govern its own affairs in accordance with the Bylaws of the CUNY Board of Trustees and *the Charter for a Governance of Hunter College* and conduct the educational affairs customarily carried out by a college faculty. All full-time faculty members are expected to attend SLPA faculty meetings and meetings of the committees that they serve.

ARTICLE II - MEMBERSHIP

Except as otherwise provided herein, voting faculty members shall include:

1. **Faculty rank:** Individuals with faculty rank are those defined in Article VIII, Section 8.1 of the ByLaws of the CUNY Board of Trustees (holding the title of professor, associate professor or assistant professor). All SLPA faculty members with faculty rank can vote on all SLPA matters including election of the Chair, Program Director, and members of the SLPA Personnel & Budget Committee.
2. **Faculty status:** Persons employed full-time in the Department of SLPA in the titles of instructor, lecturer (full time), distinguished lecturer or clinical professor, shall have faculty status (Bylaws of the CUNY Board of Trustees, Article VIII, Section 8.2). 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, or submitted a resignation. A person with faculty status who is retiring shall retain his/her voting rights during his/her last year of active service, except while on Travia leave. Individuals with faculty status have the right to vote on all SLPA matters except the triennial elections of the Chair, Program Director, and SLPA Personnel & Budget Committee. Individuals with faculty status who are lecturers with a Certificate of Continuous Employment (CCE) have the right to vote on all SLPA matters including election of the Chair, Program Director, and SLPA Personnel & Budget Committee (see article VI on triennial elections). Individuals with faculty status employed in the titles of instructor or lecturer [full-time] who have been appointed on an annual salary basis or who have been reappointed on an annual salary basis for a second year of continuous full-time service. may vote on SLPA matters except for the election of SLPA Chair, Program Director, and SLPA Personnel & Budget Committee.

ARTICLE III – REPRESENTATIVES TO OTHER BODIES

The Department of SLPA is an integral part of Hunter College and CUNY, and as such, participates actively in the affairs of both, including decision-making processes conducted by representative bodies. When making appointments (for those representatives who are not required by Hunter College rules to be elected), the Chair shall consider the goal of wide participation of SLPA representatives.

1. **Representatives to College-Wide Bodies**

- A. **Hunter College Senate:** SLPA representatives to the Hunter College Senate shall be elected as provided in The Charter for a Governance of Hunter College. The voting faculty (as defined in the Charter) shall elect a minimum of one representative to the Senate (the exact number to be determined in accordance with the Senate’s procedures) and an alternative representative, who shall serve in the absence of the elected representative. These representatives shall report on the activities of the Senate at SLPA faculty meetings.

In addition, SLPA faculty members are encouraged to participate in Hunter College Senate committees by indicating their preference to the College Senate Office.

- B. **Hunter College Faculty Personnel & Budget Committee:** Except as may be otherwise provided by the rules governing the Hunter College Faculty Personnel & Budget (FP&B) Committee, the Chair of the Department of SLPA represents the Department of SLPA on the Hunter College FP&B Committee.
- C. **Faculty Delegate Assembly:** SLPA representatives to the Faculty Delegate Assembly (FDA) shall be elected as specified by the requirements of the FDA.

2. **Representatives to Divisional Bodies**

- A. **Divisional Curriculum Committee:** The Chair of the Department of SLPA Curriculum Committee or his/her designee represents the SLPA on the Divisional Curriculum Committee.
- B. **Divisional Personnel & Budget Committee:** The Chair of the Department of SLPA represents the SLPA on the Divisional Personnel & Budget Committee.
- C. Members of ad hoc committees and task forces may be nominated by the Chair of the Department of SLPA from time to time.

ARTICLE IV – SLPA FACULTY MEETINGS

Meetings

- A. The SLPA faculty shall meet at least once during the Fall semester and at least once during the Spring semester of each academic year. The agenda of each regular meeting shall be sent to all faculty members at least five business days prior to the meeting.

- B. Additional meetings may be called at the discretion of the Chair or Program Director, with notification of the time, place and agenda provided at least 5 business days in advance of the meeting. In addition, the Chair shall call a faculty meeting within ten business days of receiving an electronic request of 20% of the voting members.
- C. Notice of faculty meetings and the agenda may be sent by email.
- D. Meetings shall be open to all voting members of the Department of SLPA. Other individuals who shall be eligible to attend faculty meetings without vote are:
 - a. Faculty and instructional staff not identified in Article II above, including adjunct faculty.
 - b. A full-time graduate student representative of the Department of SLPA, who is in good standing, who shall be appointed by a student Department of SLPA organization.
 - c. Department of SLPA staff members designated by the Chair.
 - d. Other individuals designated by the Chair.

1. **Rules of Order**

- A. The presiding officer at faculty meetings shall be the Chair. In the absence of the Chair, a faculty member designated by the Chair will preside.
- B. A quorum consists of a simple majority (more than half) of the voting members of the Department of SLPA.
- C. The presiding officer may appoint an individual who is eligible to vote at faculty meetings as a parliamentarian. Except where it conflicts with these Bylaws, the latest edition of *Robert's Rules of Order* shall apply.
- D. The Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College* shall supersede any SLPA Bylaws where inconsistencies exist.

ARTICLE V – COMMITTEES

The Department of SLPA shall establish the following committees:

- 1. **Personnel & Budget Committee:** As required by the Bylaws of the CUNY Board of Trustees, there shall be a SPLA Committee on Personnel & Budget (P&B). The Chair of the Department of SLPA shall serve as Chair.
 - A. **Membership:** The P&B committee shall consist of 4 SLPA faculty members with faculty rank plus Department of SLPA Chair, at least 4 of whom must have tenure. If the Department of SLPA does not have 4 tenured faculty members with faculty rank, then the P&B committee shall consist of 3 tenured SLPA faculty members with faculty rank, plus 1 SLPA faculty member with faculty rank who may be untenured, plus the Department of SLPA Chair. To ensure representation

- of Speech-Language Pathology and of Audiology, at least one of these P&B members shall be an SLP faculty member (defined as a faculty member who was hired through a search for an SLP faculty member) and at least one of these P&B members shall be an Audiology faculty member (defined as a faculty member who was hired through a search for an Audiology faculty member). The P&B committee also shall consist of first and second alternate members, also having faculty rank, at least one of whom must have tenure; if the Department of SLPA does not have tenured faculty members with faculty rank to serve as an alternate member(s), then an untenured faculty member with faculty rank can serve as an alternate(s).
- B. Responsibilities: The P&B committee shall carry out the responsibilities designated by the CUNY Board of Trustees concerned with budgetary and personnel matters as they affect the Department of SLPA, especially, the recruitment, appointment, reappointment, promotion and tenure of the Department of SLPA faculty members.
- C. Meetings:
- a. The P&B committee shall meet at least once each semester and as often as necessary to fulfill its duties.
 - b. Meetings of the P&B Committee are closed.
 - c. Alternate members attend meetings only when replacing a regular member.
 - i. In the event that a member is unable to attend a meeting, the first alternate shall attend in his or her place. In the event that an additional member is unable to attend, or if the first alternate is unavailable, the second alternate shall attend.
 - ii. In the event that a member of the committee is unable to complete his or her term, the first alternate member shall serve for the duration of that member's term. If an additional vacancy occurs, the second alternate will serve for the duration of that member's term.
 1. In the event that the first alternate is unable to complete his or her term, the second alternate shall assume the office of first alternate, and the faculty shall hold an election for a new second alternate.
 2. In the event that the second alternate is unable to complete her or his term, the faculty shall hold an election for a new second alternate.
- D. Decisions regarding appointment, reappointments, reappointment with tenure, and promotion of academic personnel shall require a majority vote of all

members of the P&B Committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the minutes. The recommendations of the P&B Committee shall be submitted by the Chair to the Dean of SHP who will present it to the President and the appropriate college committee on Personnel & Budget in accordance with procedures set forth in the Bylaws of the CUNY Board of Trustees.

2. Additional Department of SLPA Standing Committees:

The following standing committees of the Department of SLPA provide the structure for presentation of new ideas, divergent views and relevant discussion by the SLPA faculty, students and administrators. Faculty members of standing committees are nominated for 3-year terms by the Chair. Each committee is responsible for regular review of the matters assigned to it, preparing recommendations as needed for action by the voting faculty.

A. Eligibility and Procedures

- a. Except as otherwise provided herein, each committee will include at least three full-time faculty members and one student.
- b. Each committee shall elect a Chair to serve as committee chair for a term of one year.
- c. Student members will be nominated by the Chair from nominees identified by faculty, or other students and shall serve for one year. Each Committee will meet once each semester, or as often as needed to carry out its duties.
- d. Instructors, lecturers and college lab technicians may, during their first and second years of appointment, serve on standing committees of the Department of SLPA except the P&B Committee. Thereafter, they are also eligible to chair a standing committee. They may vote on matters brought before the standing committees on which they serve.

B. Policy and Student Affairs Committee

Membership of this committee shall be consistent with Article XI, Sections 1 and 2 of the *Charter for a Governance of Hunter College*, including provisions regarding student representation.

- a. Responsibilities:
 - i. Review the Bylaws of the Department of SLPA at least every 3 years and prepare proposals for amendments.
 - ii. Organize and conduct the nominations and elections required by these Bylaws in accordance with these Bylaws, the Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College*.

- iii. Review and implement policies related to the progression, retention, and graduation of students enrolled in the Speech-Language Pathology (SLP) program. These policies and procedures shall apply only to the Speech-Language Pathology (SLP) Program as the Doctorate of Audiology (AuD) Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

C. Curriculum Committee

The policies and procedures of the SLPA Curriculum Committee shall apply only to the Speech-Language Pathology (SLP) Program as the Doctorate of Audiology (AuD) Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Review the curricula of the program at least once every two years to determine if objectives of the programs are being met in an effective manner and propose any needed changes to the full faculty. The results of all reviews shall be shared with all members of the SLPA faculty.
- ii. Review, prepare amendments if needed, and present to the voting faculty all proposals for curriculum revisions.
- iii. Designate a representative to the Divisional Curriculum Committee.
- iv. Plan for coordination between the Department of SLPA curricula and those of other Schools and departments of Hunter College.

D. Evaluation of Teaching Committee

The policies and procedures of the SLPA Curriculum Committee shall apply only to the SLP Program as the AuD Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Facilitate completion and use each semester of the Hunter College Student Evaluation of Teaching survey, as required by the *Charter for a Governance of Hunter College*.

E. Admissions Committee

The policies and procedures of the SLPA Admissions Committee shall apply only to the SLP Program as the AuD Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Review and propose revisions to criteria for admission into the SLP program.
- ii. Coordinate and conduct the review of SLP admissions applications and recommend to the Dean of SHP applicants for admission.

F. Honors and Awards Committee

The policies and procedures of the SLPA Honors and Awards Committee shall apply only to the SLP Program as the AuD Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Establish criteria for student awards and honors.
- ii. Develop any required scholarship/award/honor application form for scholarships, awards, and honors made through the SLPA Department.
- iii. Recommend students for such awards and honors. If the award, honor, or scholarship is made through the SLPA Department, then the committee shall recommend students for these honors, awards, and scholarships to the faculty of the SLPA department, who will vote on these recommendations. Student work through service as employees on SLPA faculty research will not be reviewed through this committee.

G. Additional Department of SLPA Committees

- a. The SLPA faculty or the Chair may establish additional committees to respond to any issue not covered by the standing committees listed in these bylaws.
- b. The Chair will nominate the members of any such committee.
- c. Each committee shall elect a Chair to serve as committee chair for a term of one year.

H. Rules of Order

Unless otherwise specified at the time the committee is created, a simple majority of the entire committee shall constitute a quorum. Except with respect to the P&B Committee, the act of a simple majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee.

**ARTICLE VI – TRIENNIAL ELECTIONS FOR CHAIR, PROGRAM DIRECTOR,
AND PERSONNEL AND BUDGET COMMITTEE**

1. Elections for Department Chair and Personnel and Budget Committee are governed by the Bylaws of the CUNY Board of Trustees (See Section IX.1). In accordance with those provisions, the following rules shall apply for elections of the Program Director as well as for the Chair and Personnel and Budget Committee:
 - A. Electorate: Those eligible to vote 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).
 - B. Electoral Procedures: Elections for members of the Personnel and Budget Committee and Chair and Program Director shall be held at the same time [i.e. at the same meeting] in the first week of May of 2015 and triennially thereafter during the first full week of May. As the Program Director and Chair are not necessarily the same person, election of the Department Chair shall precede election of the Program Director. Nomination and election of candidates must be by secret ballot. Faculty must be present in person during the Department Meeting in order to vote. Proxy or mail voting is prohibited. Candidates must be elected by a majority of those eligible to vote.
 - C. Term: The term of office for the Chair, Program Director, and Personnel and Budget Committee members shall be three years.
 - D. 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 Bylaws of the CUNY Board of Trustees. Candidates for Program Director must have faculty rank but can be untenured. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.
 - E. Alternates: Two alternate members of the Personnel and Budget Committee shall also be elected. An alternate serves when a regular member is on leave from the committee for a specified period of [a semester or longer], or when in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.
 - F. 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 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 Bylaws of the CUNY Board of Trustees IX.1.c.

- G. Oversight of Elections: Elections shall be overseen by the Policy & Student Affairs Committee.

ARTICLE VII – AMENDMENTS

1. Procedures

- A. All proposed amendments to these Bylaws shall be submitted in writing to all voting faculty at least five working days in advance of the meeting at which they are to be considered.
- B. Amendments must be approved by a two-thirds majority of the voting faculty who are present at the meeting at which the vote takes place.
- C. Amendments become effective as soon as they are approved by all relevant governance bodies including the Hunter College Senate.
- D. In the event that the Bylaws of the CUNY Board of Trustees or the *Charter for a Governance of Hunter College* are amended or provisions deleted or waived, the corresponding SLPA Bylaws shall be deemed to have been similarly amended, deleted or waived.

Adopted by the SLPA faculty on March 10, 2015.