

# 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, 11 March 2015, from 3:30 to 5:25 P.M., Room W714**

## **AGENDA**

- 1. Meeting Minutes of February 11**
- 2. Report by the President**
- 3. 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.

Students:	Stephen Icaza (Psychology)
Faculty:	Jen Gaboury (Women & Gender Studies)
	Rupal Oza (Women & Gender Studies)
	Catherine Raissiguier (Women & Gender Studies)
  - b) Approved Curriculum Changes**

The following curriculum changes as listed in the attached Report dated 11 March 2015 have been approved as per Senate resolution and are submitted for the Senate's information, if any.
- 4. Report by the Charter Review Committee: First Reading of Proposed Amendments**
- 5. Report by Departmental Governance Committee**
- 6. Report by the Nominating Committee**
- 7. Report by Committee on Student Success**
- 8. Old Business**
- 9. New Business**

11 March 2015

**Proposed Charter Revisions, First Reading**

Article	Current	Proposed	Rationale
<b>College Organization</b>			
<b>IV.1.B.i</b>	The word "department" shall mean any unit of the college which elects members to its Personnel & Budget Committee, and shall include as well the School of Nursing, School of Health Sciences, School of Social Work and the Library. In addition, for the purposes of Article IV, Student Services shall be included as a department.	The word "department" shall mean any unit of the college <del>which that</del> elects members to its Personnel & Budget Committee, and shall include as well the School of Nursing, School of Health <del>Sciences</del> <u>Professions</u> , <u>School of Urban Public Health</u> , School of Social Work and the Library. In addition, for the purposes of Article IV, Student Services shall be included as a department.	Reflects the current organization of the college, specifically the new schools of Health Professions and Urban Public Health. It eliminates the School of Health Sciences, which was abolished.
<b>IV.1.B.2</b>	The word "division" shall mean any unit of the college which has a P & B Committee consisting of representatives of more than one department but fewer than all the departments. They include Humanities and the Arts, Sciences and Mathematics, and Social Sciences (which form the School of Arts and Sciences), School of Education, School of Health Sciences.	The word "division" shall mean any unit of the college which has a P & B Committee consisting of representatives of more than one department but fewer than all the departments. They include Humanities and the Arts, Sciences and Mathematics, and Social Sciences (which form the School of Arts and Sciences), School of Education, School of Health <del>Sciences</del> <u>Professions</u> .	
<b>IV.2.C</b>	[...] other than students in the SEEK Department	[...] other than students in the SEEK <u>Department Program</u>	
<b>Officers of the Senate</b>			
<b>V.1</b>	At each of its first annual meetings following the new elections, the Senate shall elect from among its voting members a Chair, a Vice-Chair, a Secretary, and such other officers as it deems necessary. Their term of office shall be one year, and the Chair and Vice-Chair shall not serve in their respective offices for more than three consecutive terms.	At each of its first annual meetings following the new elections, the Senate shall elect from among its voting members a Chair, a Vice-Chair, a Secretary, and such other officers as it deems necessary. Their term of office shall be one year, and the Chair and Vice-Chair shall not serve in their respective offices for more than <del>three</del> <u>four</u> consecutive terms.	Continuity of leadership may enhance the work of the Senate; the body should be able to decide its best interests.
<b>V.3</b>	The Chair, Vice Chair, and Secretary of the Senate, together with the Chair of the Evening Council (Article VIII, Section 16), shall constitute the Administrative Committee of the Senate. The Chair of the Senate shall be the Chair of this Committee, which will:	The Chair, Vice Chair, and Secretary of the Senate, together with <del>the Chair of the Evening Council (Article VIII, Section 16)</del> <u>any other officers the Senate deems necessary</u> , shall constitute the Administrative Committee of the Senate. The Chair of the Senate shall be the Chair of this Committee, which will:	The Evening Council, as a body, no longer exists. The Senate body should be free to elect those officers it deems necessary to conduct its business.
<b>Senate Terms</b>			
<b>VI.1</b>	The regular term of office for representatives shall be 2 years, extending from May 15 of the first year to May 14 of the second year. From the members, elected in the initial election, however, one-half shall be selected by lot in each category to serve a single year only. Hence, in the future, one-half of the Senate seats will be filled by the annual elections. Unexpired terms shall be filled at the next scheduled elections.	The regular term of office for representatives shall be 2 years, extending from <u>mid</u> <del>May 15</del> <u>just prior to the first meeting of the new Senate the following year</u> . From the members, elected in the initial election, however, one-half shall be selected by lot in each category to serve a single year only. Hence, in the future, one-half of the Senate seats will be filled by the annual elections. Unexpired terms shall be filled at the next scheduled elections.	The specific dates present scheduling problems in some years. The new description of the term provides the Senate with greater flexibility without changing the length of term.

Article	Current	Proposed	Rationale
<b>XIII.2.d</b>	A Third Reading will be the first order of business after the election of Senate Officers at the first meeting of the Senate after the 14 <sup>th</sup> of May (Article VI. Section 1). Approval by written ballot by 3/4 of all those present shall constitute adoption, which shall be certified by the Chairperson to the President.	A Third Reading will be the first order of business after the election of Senate Officers at the first meeting of the Senate <del>after the 14<sup>th</sup> of May</del> (Article VI. Section 1). Approval by written ballot by 3/4 of all those present shall constitute adoption, which shall be certified by the Chairperson to the President.	Reflects proposed changes to VI.1

**Committee Responsibilities**

<b>VIII.4.a</b>	<p>The Undergraduate Course of Study Committee shall have oversight authority on all undergraduate curricular matters. It shall also concern itself through study and research with policies relating to the undergraduate curricular organizations. All proposals pertaining to:</p> <ul style="list-style-type: none"> <li>(i) Basic Prescriptions.</li> <li>(ii) New Majors.</li> <li>(iii) New Minors.</li> <li>(iv) Credit and Major or Minor concentrations.</li> <li>(v) Degree Requirements.</li> <li>(vi) Interdisciplinary Program.</li> <li>(vii) Experimental Courses.</li> </ul> <p>shall be submitted to the Undergraduate Course of Study Committee for action.</p> <p>Final decision on all curricular matters is to be made by the College Senate, except in cases where final authority is vested in the Undergraduate Course of Study Committee by the Senate.</p>	<p>The Undergraduate Course of Study Committee shall have oversight authority on all undergraduate curricular matters. It shall also concern itself through study and research with policies relating to the undergraduate curricular organizations. All proposals pertaining to:</p> <ul style="list-style-type: none"> <li><del>(i) Basic Prescriptions.</del></li> <li>(ii) New Majors.</li> <li><del>(iii) New Minors.</del></li> <li><del>(iv) Credit and Major or Minor concentrations.</del></li> <li>(v) Certificates.</li> <li>(vi) Degree Requirements.</li> <li>(vii) Interdisciplinary Program.</li> <li>(viii) Experimental Courses.</li> </ul> <p>shall be submitted to the Undergraduate Course of Study Committee for action.</p> <p>Final decision on all curricular matters is to be made by the College Senate, except in cases where final authority is vested in the Undergraduate Course of Study Committee by the Senate.</p>	Reflects previously adopted changes in curricular structures and responsibilities.
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**College Organization**

Strike “sessional” in (i) Article VIII.1.a, and (ii) Article XIII.2. Preamble

Article VIII.1.a to be amended: All committees of the Senate shall preserve the spirit of equity regarding ~~sessional~~, divisional, and other representation of students and faculty, and in the scheduling of meetings. Committee membership shall be open to all members of the faculty and to all students who are eligible for membership on the Senate. They shall be elected by the Senate from among nominations made by a Nominating Committee (Article IX) and/or nominations from the floor.

Article XIII.2 Preamble to be amended: This section is an amendment to Section 1 of Article XIII and, preserving the spirit of equity regarding ~~sessional~~ representation of students and faculty, governs the possible amendment of all articles of the Charter except the total percentages of the faculty, student, and administration representation as set forth in Article III, Section 1.

Article	Current	Proposed	Rationale
<b>II.3</b>	There shall be completed, no later than by the end of the third year, a thorough and impartial review of the composition, structure, and functions of the College Senate by a group empowered to propose, should it so deem necessary, a new version of the governance charter or major revisions thereof in the form of amendments for referendum (Article XIII) and submission to the Board of Trustees, if required. In the meantime, the Senate will use the latitude afforded it under this Charter for continued development of organization and procedures in order to fulfill its mandated functions effectively.	There shall be completed, no later than by the end of the <del>third</del> <u>fifth</u> year <u>after the last review of the Charter</u> , a thorough and impartial review of the composition, structure, and functions of the College Senate by a group empowered to propose, should it so deem necessary, a new version of the governance charter or major revisions thereof in the form of amendments for referendum (Article XIII) and submission to the Board of Trustees, if required. In the meantime, the Senate will use the latitude afforded it under this Charter for continued development of organization and procedures in order to fulfill its mandated functions effectively.	Ensures ongoing self-assessment of the organization.
<b>New Articles and Other Substantive Changes</b>			
<b>IV.1.c</b> <i>New</i>	In accord with CUNY’s Manual on General Policy (1.09) or other arrangements made between the college entity and the Administrative Committee of the Senate, and to facilitate its ordinary functions, the Senate shall receive regular reports from the Deans of the Schools and from Centers, Institutes, and Programs.		Ensures the body is informed about matters of its concern.
<b>VIII.1.e</b> <i>New</i>	<p><b>Committee on Committees</b></p> <p>I. There shall be a Committee on Committees, whose tasks are: (i) to sustain the energetic work of Senate Committees; (ii) to recommend changes in the number and nature of Senate Committees, consonant with the Senate’s changing needs; (iii) to ensure the regular reporting of the work of Senate committees to the Senate, and (iv) to recommend changes in the operation and procedures of Senate committees for the sake of the committees and the Senate as a whole. This Committee is to consult with relevant, extant committees whenever feasible.</p> <p>II. The work of the Committee on Committees is not understood to interfere with the work of Senate committees as currently articulated in the Charter.</p> <p>III. Membership in this Committee shall include faculty, staff, and students from various Schools in the college, not amounting to more than nine persons—including the Chair. The Administrative Committee of the Senate shall indicate the representative character of CC membership.</p> <p><i>Rationale:</i> A careful reading of the language of the Charter on the responsibilities of Senate Standing and Select committees indicates their deep and wide purview. In order to maintain the active character of the committees and their regular contact with the entire Senate, we endorse the establishment of a Committee on Committees to ensure the up-to-date activities of Senate committees with respect to their membership, procedures, and activities in accord with their Governance-stipulated responsibilities. Possible examples for future action by the Committee include the elimination of the Evening Council; a redefinition of the responsibilities of the Committee on the Calendar, in light of CUNYfirst, and enhancement of the work of the following Committees, e.g.: Budget, Evaluation &amp; Teaching, Master Plan, Undergraduate Academic Requirements (particularly with respect to college admissions), Select Committee on Honors, and the Roosevelt House Academic Functions Advisory Committee. The distribution of membership will be designed by the Administrative Committee of the Senate (see Article VIII, Section 1) to represent fairly the various segments of the</p>		

## **Office of the Hunter College Senate**

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11 March 2015

### **A GUIDE FOR DEALING WITH UPCOMING, PROPOSED AMENDMENTS TO THE CHARTER FOR THE GOVERNANCE OF THE HUNTER COLLEGE SENATE**

Presented to the Hunter College Senate by Professor John R. Wallach  
February 25, 2015

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Shortly after today's Senate meeting, February 25, 2015, the Committee on Charter Review, which I chair, shall be presenting for your deliberation and decision the first of two sets of proposed amendments to the Charter for the Governance of the Hunter College Senate. Our committee has met regularly over the last three semesters to update the Charter and amend it so as to improve the operation of the Senate – the authoritative legislative body of the College.

Before providing you with particular recommendations, I would like to comment briefly on the nature of the Charter and how to read it. You need to read it in order to assess the merits of our proposed amendments and decide whether and how they should become part of the Charter. With regard to reading the Charter, I want to make four points: one about the Charter in general; one about Senate representation; one about Senate committees; and one about the Senate's rules for dealing with proposed amendments to the Charter.

**First.** The Charter is a document that presupposes the significance of shared governance at Hunter College – that is, a power- and authority-sharing arrangement involving the faculty, the administration, students, and staff. It holds that nothing done by each of these groups can be done well without the engagement and voluntary cooperation of the other groups. Everything that we propose is designed to enhance the power, authority, and workings of the Senate as an entity dedicated to shared governance. Now if we always, already knew what “shared governance” meant and collectively as well as unanimously agreed on what that meant, the Committee on Charter Review merely would act as a house-keeping group. But we don't have such a consensus; nor do we want such. Thus, we will be recommending changes that probably will not be cheered by all. But that's fine (sort of). Our task in the Committee has been to identify changes that warrant passage and deserve your attention. The rest is up to you. But this does mean that we don't want you to act ignorantly. You need to familiarize yourself thoroughly with the structure, substance, and fine points of the Charter – a document of approximately eleven pages that can be found on the Hunter College Senate's website and on the table at the entrance to this lecture hall.

**Second.** When reading the Charter, note how it is structured. The first seven Articles concern the manner in which the Senate seeks to represent Hunter College as a whole. For example, it distributes membership according to percentages allotted to faculty, students, staff, and the administration. It designates terms of office for Senators and Senate leadership; it stipulates the role of Alternates in relation to regular Senators. We have reviewed this aspect of the Charter with an eye to making the Senate more representative of the current character of Hunter College. We will be suggesting some minor changes in the structure of representation. But these recommendations are likely to be controversial, as they directly concern the makeup of the Senate – who gets to be in and who not. For examples of the difficulties we need to address, note the following: graduate students comprise a larger proportion of Hunter, but they tend not to come to Senate meetings. Undergraduate students are well represented in the structure of the Senate, but their attendance of Senate meetings also is low. The effect of these realities may inhibit the Senate’s ability to act. Because of the inevitably controversial character of whatever our committee decides to recommend on the issue of representation, we plan to place our recommendations on the issue in our second set of amendments.

**Third.** Article VIII is the longest article in the Charter. It describes the makeup and functions of the Senate’s Committees. Since the Charter was last revised, in 2006, several new committees have become Standing committees of the Senate but do not appear in the Charter. Currently, the Senate has 18 Standing Committees and 4 Select or Special committees. These committees have the responsibility to involve the Senate in college admissions policy; college budgeting; college planning, etc. While the leaders and members of these committees have all done their jobs well, committee functions have not always been exercised to their full potential. In our first set of recommendations, we aim to include the new committees in the Charter, remove those that have virtually disappeared, and enhance the operation of all the committees – without presuming to step on the actual work of the committees, which is best done by the committees themselves. After today’s meeting, we shall distribute recommendations that address the parts of the Charter devoted to committees, along with some technical changes designed to align Charter language with the actual institutional composition of Hunter College. Not long after, these recommended amendments will be made public and available to every segment of the college in what is called the “first reading” of any proposed amendment to the Charter.

**Fourth.** This leads to my fourth and final point, which concerns the stipulated procedures for adopting changes to the Charter. The Charter is very specific about how amendments to it may be made. ANY amendment requires THREE readings. What is the timetable for these readings? FOURTEEN DAYS BEFORE the FIRST READING of any proposed amendment, that amendment must be distributed in writing to all Senators. Thus, you will receive our first set of amendments by tomorrow mid-day, so their FIRST READING can occur at the Senate meeting of March 11. On March 11, we would like there to be discussion of any proposed amendment, but there will be no vote on any amendment. TWENTY-SEVEN days then must pass before the SECOND READING of any amendment. So any amendment initially presented on March 11 may have its SECOND READING on April 15, at which time the amendments can be amended and whatever is accepted as voteworthy is then voted upon. An amendment passes the second reading, according to the current Charter, ONLY IF 3/4 of the

Senators present and voting approve the amendment. We plan to introduce a second set of amendments for their first reading on March 25 and a second reading on April 29. A THIRD READING is necessary for any amendment to become official, and it must take place in an initial meeting of the newly convened Senate – which typically is after May 14. This year, however, the first meeting of the new Senate is scheduled for May 13, so the Administrative Committee has called for a special Senate meeting on May 20. Then, whatever amendments in Set #1 and Set #2 have passed the Second Reading will be finally voted on for actual adoption. Approval of amendments at that meeting occurs if 3/4 of those present approve them by written ballots. Although the Committee on Charter Review has met regularly and worked diligently, the amendments presented in two batches this semester do not necessarily exhaust the amending process that we began about one year ago. The process is ongoing.

The Committee on Charter Review has tried to compose its recommendations in the leanest, clearest format. Obviously, anything we recommend to the Senate is something we would like the Senate to pass, and pass this semester. But what the Senate does with what we recommend is up to you – or should I say yours. Thank you for your time and attention.

11 March 2015

**Report by the Nominating Committee**

The Nominating Committee is submitting the following nominations for seats currently vacant on Senate Committees:

1. **Undergraduate Course of Study Committee**  
 Faculty from Humanities & Arts: Janet Neary (English)  
 Faculty from Health Professions: Mary Belmont (Nursing)
2. **Undergraduate Academic Requirements Committee**  
 Student Alternates: Sheana Budhoo (Biochemistry)
3. **Nominating Committee**  
 Faculty: Laura Baecher (Curriculum & Teaching)  
 Faculty: Chris Stone (Classical & Oriental Studies)
4. **Committee on the Evaluation of Teaching:**  
 Student: Pascal Maguin  
 Student: Javier Picayo
5. **Charter Review Committee**  
 Faculty Alternate: Dan Herman (School of Social Work)
6. **Committee on Computing and Technology**  
 Research/At-large: Jochen Albrecht (Geography)
7. **Committee on Academic Freedom**  
 Faculty from Social Work: Gary Mallon
8. **Committee on Student Success**  
 Student Alternate: Mavrick James

Note: The following vacancies remain, and we will try to fill them at our next meeting. If you are interested in joining a Senate committee, or if you have a recommendation, please contact the Senate Office (772-4200). We would greatly appreciate your help in soliciting student interest for service on committees.

Undergraduate Course of Study Committee: (Tuesdays 12-2)	Faculty Alternate, Student Alternate, Non-Voting Members Schools of Health Professions
Graduate Course of Study & Academic Requirements Committee	Faculty Social Sciences, 2 Students, 2 Students Alternates
Undergraduate Academic Requirements Committee	Faculty At-Large, 2 Faculty Alternates, Director of Advising & Counseling or designee
Committee on Student Standing	Faculty
Committee on the Budget	Faculty from Sciences & Mathematics
Departmental Governance Committee	Faculty from Humanities & Arts, 2 Student Alternates



Calendar Committee	Faculty Alternate, 2 Students Alternate, Ex-Officio Dean of Students, Dir. Of Evening Students Services. Student
Committee on the Library	Faculty from Sciences & Mathematics
Grade Appeals Committee	1 Faculty Alternate
Master Plan Committee	Faculty Social Sciences, Faculty from School of Social Work
Committee on Evaluation of Teaching	Faculty Alternate
Charter Review Committee	Faculty from Science & Mathematics, Faculty from Humanities & Arts
Evening Council	Faculty Sciences & Math, Faculty Social Sciences, Faculty Education, Faculty School of Professions, Faculty Library, Faculty At-Large, 2 Student Alternates, Ex-Officio Evening Affairs Commissioner/ Undergrad. Student Government
Committee on Academic Freedom	Faculty from Health Professions, Faculty Alternate, HEO Alternate, Student Alternate
Committee on Assessment & Evaluation	Faculty from Sciences & Mathematics, 2 students from A & S, 2 Student Alternates, Chief Academic Officer or Designee
Committee on General Education	Faculty At-Large A&S, Faculty Health Sciences
Committee on Food Services and Facilities	3 Faculty, 3 Students, College Business Manager
GER Appeals Committee	3 Faculty, Ex-Officio, 2 Faculty Alternate
Select Committee on Student Success	Student Alternate
Special Advisory Committee on Academic Functions at Roosevelt House (RHAC)	Faculty Health Professions, Faculty Economics
Committee on Honors	Faculty from A&S, Provost, 2 Academic Cohorts (advisors), Director of Financial Aid