

MINUTES

Meeting of the Hunter College Senate
17 May 1989

	The 244th Meeting of the Hunter College Senate was convened at 4:15 PM in Room W714.	1 2
Presiding:	Jo Kirsch, Chair	3
Attendance:	The elected members of the Senate with the exception of those listed in Appendix I.	4 5
	The Chair extended a hearty welcome to the new Senators and to the returnees. She then yielded the floor to President LeClerc.	6 7
Report by the President:	The following is a summary statement of President LeClerc's report to the Senate:	8 9
	He said: "Welcome to the new Senate, one that I look forward to working with next year. To those members of the old Senate who are still here I thank you very, very much for the very eloquent and generous resolution that you passed with regards to me last week, which I shall always treasure. It shall soon be framed and hanging in my office for me to see on a daily basis, and for visitors to see whenever they come.	10 11 12 13 14 15
	You no doubt know that the Governor held a Press Conference earlier this week at the University Central Office with regard to the restoration of the \$18M for the CUNY senior college budget for next academic year. We have to keep in mind that the Governor first sought to cut the CUNY senior college budget by \$52M, and we lobbied for restoration of \$45M. The restorations that were ultimately given to the University are \$38M. So we have a difference of \$7M between the 38M and 45M, and another difference of \$7M between the 45M and 52M. The Governor's line, and it is the University's line as well, is that the \$18M restoration will mean that there will be no layoffs, no programmatic reductions, and no tuition increase at CUNY next year.	16 17 18 19 20 21 22 23 24 25 26
	Where did they get the \$18M from? Well, they got \$6M of it in the following way: Every year the State gives to the University money for capital rehabilitation projects on the campuses. That capital money comes from revenue. Another source of money comes out of the bonding authority for the State which is run through the Dormitory Authority. What the Governor has done in this instance is that he shifted the source of that \$6M away from revenue to the State bonding authority. He is taking the \$6M in capital money and is putting it into the operating budget. In addition, \$2M of savings in fringe benefits and salaries that would ordinarily be paid for employees having to do with capital projects at the University out of revenue or the operating budget, will also be shifted to the bonding side of the operation. \$1M will come from energy conservation, which means that we will have a lower level of air-conditioning and a higher level of heat this summer. \$5M will come from the TAP budget. If tuition had been raised there would have been more money in the TAP budget for financial assistance to students, though none of us knew that the \$5M had been added to the TAP budget. Apparently there was some money there and that was transferred over into the operating budget of the University. Another \$250,000 in savings is to come from having administrators, who are capable of teaching, teach. At Hunter this would mean, given the ordinary 10% factor, that we will have about \$ 25,000 worth of teaching time next year by deans, provost, president, and so forth. I have already told my Chair in Romance Languages that she can sign me up for a French course for next year. Another \$800,000 is to come from what we call over-collections, that is from enrolling more students than we are budgeted for, and we get to keep the extra tuition money that comes in. Another \$ 800,000 or \$ 900,000 is to come from better collections of fees at some campuses. Other savings raise the total to \$18M.	27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54

What we do about the difference between what monies we will get and what we said we need to run the University next year is still up in the air. The latest word from 80th Street is that it looks as though the hiring freeze under which we are operating will continue.

We were able to make one very nice appointment because the money attached to it comes from 80th Street. That is the appointment of Claire Bloom, who many consider to be the world's greatest living Shakespearean actress, as a Visiting Distinguished Professor of Theatre for the Fall semester. She had a comparable offer from Barnard, but preferred our students by far. It will be exciting to have her here. She will teach a theatre course on Shakespeare and on Ibsen or Chekhov, and will also repeat her readings with texts by Bronte, Shakespeare and Virginia Woolf, which she did earlier this year at the New York Public Library. In addition, I have asked her to consider doing a benefit performance of "Peter and the Wolf" together with the Hunter Symphony for our Childcare Center and for the Hunter Elementary School, and she has agreed to do this. This should add some liveliness to the cultural life at Hunter in spite of whatever the budget happens to be next year.

The fourth and final candidate for the position of Provost is on campus. I am anxious for all members of the Senate, and indeed the College community, to see Dr. Frank Brown as you have seen the other candidates, and to let me know what your opinions are. I do authentically solicit your views on these candidates, and I hope to be able to make a choice on this as well as the other searches by the end of next week."

President LeClerc concluded his report by answering questions from the floor.

**Report by the
Administrative
Committee:**

Election of Senate Officers

Prof. Kirsch yielded the floor to Vice-Chair Bernie Jones.

Ms. Jones opened the floor for nominations for Chair of the Hunter College Senate.

Professor Jo Kirsch (School of Nursing) was nominated.

A motion to close nominations carried by voice vote. Prof. Kirsch was unanimously re-elected by voice vote.

Ms. Jones yielded the floor to the Chair.

Prof. Kirsch opened the floor for nominations for Vice-Chair of the Hunter College Senate.

Mr. Cecil Mark (Political Science Major) was nominated.

A motion to close nominations carried by voice. Mr. Mark was unanimously elected Vice-Chair by voice vote.

The floor was open for nominations for Secretary of the Hunter College Senate.

Prof. William Mayer (Classical & Oriental Studies) was nominated.

A motion to close nominations carried by voice vote. Prof. Mayer was unanimously re-elected by voice vote.

Third Reading and Adoption vote of Charter Amendments

Prof. Al Bennick, Chair of the Charter Review Committee, presented the proposed Amendments to the Hunter College Governance Charter for the Third Reading, in accordance with the amendment procedure approved by the Board of Trustees (Calendar, April 23, 1979, No.6B).

He informed the Senate that the First Reading had taken place at the March 29th Senate meeting. The Second Reading, where amendments to the Amendments were considered, took place at the April 26th and May 10th Senate meetings.

He stated that the Amendments as submitted for the Third Reading had been approved by the 1988-1989 Senate, and that approval by 3/4 of those present and voting of the 1989-1990 Senate at the Third Reading would constitute adoption.

A motion to approve the Charter Amendments dated 17 May 1989, as submitted, carried unanimously by hand vote.

The Charter Amendments, as approved, are attached as Apperdx II.

Senate Meeting Schedule

Prof. Kirsch presented the following Senate Meeting Schedule for Fall 1989 and Spring 1990:

Senate Meeting Schedule
Time: Wednesdays from 4:00 to 5:30 PM

<u>Fall 1989</u>	<u>Spring 1990</u>	
September 13	February 14	120
September 27	February 28	121
October 11	March 14	122
October 25	March 28	123
November 8	April 4	124
November 29	April 18	125
December 13	May 2	126
	May 9	127
	May 16	128
		129

During discussion it was suggested that the Administrative Committee consider that alternate meetings start at a later time.

After further discussion Prof. Matthews moved that the Meeting Schedule be tentatively approved and that it be reconsidered in the Fall.

The question was called and carried.

The motion carried by hand vote.

Approved Curriculum Changes

The following curriculum Changes, as listed in the report dated May 3rd and the 2-part report dated May 17th, were approved as per Senate resolution and were submitted for the Senate's information: Items GR-296 (Art), GR-297 (Theatre & Film), GR-295 (English), GR-298 (Curriculum & Teaching), GS-286 (Health Sciences), GS-289 (Communications), GS-291 & GS-292 (Music), GS-293 (Romance Languages), GS-294 (Educ.Found./Curric.& Teaching).

Items carried over from last meeting: By-laws for Women's Studies Program

Prof. Al Bennick, Chair of the Departmental Governance Committee, informed the Senate that the proposed By-laws have been temporarily withdrawn at the request of the Program, and that they would be re-submitted in the early Fall.

Committee Reports:

Departmental Governance Committee

Prof. Bennick informed the Senate that consideration of the By-Laws for the School of Health Sciences would be postponed to the early Fall at the request of the School.

Sub-Committee on Procedures for Evaluation of Academic Administrators

Prof. Jeanine Plottel, member of the Committee, presented the "Revised Procedures for the Evaluation of Academic Administrators" dated 17 May 1989, as submitted.

After discussion the question was called and carried.

The "Revised Procedures" (see Appendix III) were approved by hand vote with two opposed and 9 abstentions.

New Business:	Mr. Hancock moved that the last evening class period be restored as part of the Bell Schedule.	158 159
	After discussion the following substitute wording was accepted by the mover and became the main motion on the floor:	160 161
	"that the Senate Calendar Committee, in consultation with the FP&B Bell Schedule Committee, consider restoring the last evening class period (8:45 to 10:10 PM) for Spring 1990."	162 163 164
	The question was called and carried.	165
	The motion carried by hand vote.	166
	The meeting was adjourned at 5:25 PM.	167

Respectfully submitted,



William Mayer
Secretary

APPENDIX I

The following members were noted as absent from the meeting:

FACULTY:

Academic Skills: Teri Haas
Phyllis Rubenfeld "E"
Marilyn Daley-Weston "E"

Anthropology: John Oates

Art: Wayne Dynes
Joel Carreiro

Biology: Marvin Friedman

Black & P.R. Studies: Harry Rodriguez "E"

Chemistry: Angelo Santoro
Maria Tomasz
Jeff Wijnen

Communications: Serafina Bathrick
Fulton Ross "E"

Economics: Avi Liveson
Howard Chernick

Educational Foundations: Carolyn Adkins

English: John Holm
Sybil Brinberg

Geology & Geography: Richard Liebling

Health & Physical Educ: Franklyn Greenberg

Health Sciences: Deborah Blocker "E"
Jack Caravanos

History: James Harrison
Naomi Miller

Mathematics: Daniel Chess
Sandra Clarkson
Barbara Barone

Nursing: Joan Sayre
Muriel Kneeshaw

Philosophy: Christine Sistare

Political Science: Michael Jaworskyj
Joan Tronto
Ken Ericksen
Carolyn Somerville
Rosalind Petchesky
Vincent Tirelli

Romance Languages: Alex Szogyi
Juan Gonzalez-Millan

Social Work: Judith Rosenberger

Sociology: John Cuddihy
Charles Green

Special Education: Marsh Lupi "E"
Irma O'Neill "E"

Theatre & Film: Ellen Sumter
Dan Koetting

Urban Affairs: Stanley Moses
William Milzarsky

Dean Everlena Holmes
Dean Hugh Scott
Dean Walter Weiss
V.P. Sylvia Fishman "E"
Dr. Barry Kaufman

STUDENTS:

Karen Beattie
John Nilsen
Jacques Cadet
Dennis Bianco
Andrew Dell'Olio
Shannon Gibney
Keisha Gaither
Sandra Maxwell
Gus Karistinos
James Goodman
Simon Campbell
Beatrice Vides
Peter Coates
Michael Hewitt
Rick Rozos
Suzanne Mullings
Prem Isaac
Christopher Burns
Wayne Hodge
Constance Simmons
Raymond Dash
Sabina Alteras
Estelle Sauerstrom "E"
Adria Quinones
Mark Windley
Edgar Paez "E"
Jey-Chin Chu "E"
Guy Conti
Norma Moy
Gus Vonortas
Lisa Brody
Rudolph Gianaccia
Evelyn Li "E"
Dragan Milanovic
Barbara Murray "E"

A P P E N D I X I I

Third Reading and Adoption of Charter Amendments

AMENDMENTS TO ARTICLE III:

New Section 1. B.

- B. Departments may nominate department members in titles other than those listed in the first two categories of Article III, Section 1 A for membership in the Senate in those categories. Such nominees shall become members of the Senate when they are approved by the Administrative Committee of the Senate under rules established by the Senate.

New Section 3.

The Senate shall be a continuing body. The Senate's term shall commence at the first meeting after regular Senate elections and shall continue until (but not including) the first meeting following the next regular Senate election.

AMENDMENTS TO ARTICLE VIII:

New Section 14

In order to provide information to the President and to administrators on their performance and effectiveness, there shall be a Standing Committee of the Senate called the Committee on Evaluation of Academic Administrators. This committee shall be composed of 6 faculty members, at least five of whom must be tenured, and 4 students. Faculty members shall be elected for a 3-year term and students for a 2-year term.

The Committee shall evaluate administrators who, in the view of the Senate, have a significant impact on students and/or faculty. Such administrators include the following: Provost, Vice President for Administration, Dean of Students, Dean of Programs in Education, Dean of Humanities & Arts, Dean of Sciences & Mathematics, Dean of Social Sciences, Dean of the School of Health Sciences, Dean of the School of Nursing, Dean of the School of Social Work. Should there be a change in the administrative structure of the college or responsibilities of administrators, the Senate should note such changes and set policy regarding evaluation.

The Senate shall adopt "Procedures for the Evaluation of Academic Administrators." These "Procedures" shall be prepared in consultation with legal counsel to assure that the basic principle of confidentiality for the protection of all individuals involved in the evaluation will be observed. The report shall be regarded as a confidential document.

New Section 15

The Senate shall establish a Standing Committee on Charter Review, consisting of one faculty member from each division; an equal number of students; one member of the Administration to be designated by the President who shall serve ex-officio; and a Chair elected by the Senate.

The Committee shall be empowered to review the composition, structure and function of the Hunter College Senate and to propose to the Senate amendments to the Governance Charter in accordance with the provisions of Article XIV, Section 2.

ARTICLE XIV

Revised Section 2. A. (words which have been added are underlined)

- A. An amendment may be proposed by the Charter Review Committee or by written petition to the Administrative Committee bearing the signatures of not less than 20% of the Senate members or 200 members of the Hunter College community.

APPENDIX III

COMMITTEE ON EVALUATION OF ACADEMIC ADMINISTRATORS

1. There shall be a Standing Committee of the Senate called the Committee on the Evaluation of Academic Administrators.
2. This Committee shall be composed of 6 faculty members, at least five of whom must be tenured, and 4 students.
3. In the initial election of faculty members to this committee, two faculty members will be elected for a one-year period, two for a two-year period, and two for a three-year period. Subsequently, faculty members elected to this committee will serve for a three-year period.
4. In the initial election of students to this committee, two students shall be elected for a one-year period, two for a two-year period. Subsequently, student members elected to the committee will serve for a two-year period.
5. The Committee shall evaluate administrators who, in the view of the Senate, have a significant impact on students and/or faculty. Such administrators include the following: Provost, Vice-President for Administration, Dean of Students, Dean of Education, Dean of Humanities & Arts, Dean of Sciences & Mathematics, Dean of Social Sciences, Dean/School of Health Sciences, Dean/School of Nursing, Dean/School of Social Work.
6. Should there be a change in the administrative structure, or should there be administrators not heretofore listed who should be evaluated, the Senate should note such changes or such omissions and set policy regarding evaluation.
7. For all administrators subject to evaluation, the evaluation process will begin in their third year of service, or as soon thereafter as possible. Subsequent evaluations will take place every three or four years.
8. The administrators who will be evaluated serve at the pleasure of the President on a continuing basis. The evaluation process and report are viewed as an opportunity for the President and the administrator involved to receive information on the performance and effectiveness of the administrator.
 - a. In evaluating administrators the Committee should remember that the primary function of any College administrator is to facilitate teaching and research. Areas which should be considered include: academic and professional standards in regard to the allocation of resources, creation and maintenance of programs, and staffing patterns; leadership in the College community, the university community and in external affairs; the morale of students, faculty and staff; the efficiency of internal operations and articulation with the College as a whole.
 - b. The evaluation report shall, to the extent possible, report facts which the Standing Committee has made a reasonable effort to ascertain are true.
 - c. In order to maintain a constructive and candid atmosphere, the basic principle of confidentiality must be observed. All persons who are authorized to have access to the report will be responsible for maintaining the confidentiality of the report and of the information that provides the basis for the report. For the purposes of these Procedures, the basic principle of confidentiality is defined as follows:
 - i. The persons having access to the report may not discuss with or reveal to persons who do not have access to the report, information and opinions received or the content of the report.
 - ii. The identities of persons who contribute information or opinions will not be revealed except by category.

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Appendix II (continued):

PROCEDURE FOR EVALUATION

9. The procedure for evaluation shall be as follows:

- a. For each evaluation, the Standing Committee shall recommend to the Senate for its approval an ad-hoc committee to perform the evaluation. The ad-hoc committee shall be elected by the Senate according to standard procedure; it shall consist of four faculty members, at least three of whom are tenured, and three students. The faculty members shall not themselves serve in a position directly supervised by the administrator being evaluated. Members of the Standing Committee may serve on the ad-hoc committee. The Standing Committee shall make a report to the Senate which shall indicate that a specific administrator is being evaluated and the method of evaluation which will be used.
- b. The administrator being evaluated shall be notified that such an evaluation is being undertaken, and shall be given a copy of the survey instruments being used. In addition, the administrator will have the opportunity to meet with the Ad-hoc Committee to receive detailed descriptions of the evaluation process and the form that the report will take.
- c. The administrator shall be asked to provide the Ad-hoc Committee with a detailed job description.
- d. The administrator shall be invited to meet with the Ad-hoc Committee to discuss his/her role in the operation of the College.
- e. Faculty and staff members shall be notified by letter that the administrator is being evaluated. Students shall be notified through the college media (newspapers, radio, etc.). Members of the college community—faculty, staff, students—shall be asked to provide information that will assist the Ad-hoc Committee in making its evaluation. This information may be in writing or it may be provided to a member or members of the Ad-hoc Committee in an interview. THIS INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE.
- f. Other than the sources of information heretofore mentioned, the Ad-hoc Committee shall interview those people whose contact with the administrator can provide the Ad-hoc Committee with first-hand information.
- g. All documents to be requested will be requested in writing. The Ad-hoc Committee will have access only to those documents that are otherwise available to the public or have had general distribution to faculty or staff in the division for which the administrator is responsible. If any requested documents are unavailable or refused, the request will be made to the President.
- h. When the Ad-hoc Committee has completed its investigation, it will draft a preliminary report, a copy of which it shall send to the administrator.
- i. The Ad-hoc Committee shall invite the administrator to meet with the Committee to discuss the preliminary report. In addition, the administrator shall also have the right to submit a written response to the report which shall be appended to the final report.
- j. The Ad-hoc Committee shall submit its final report to the Standing Committee. The Standing Committee will forward the final report to the Senate Administrative Committee, who shall submit a copy of that report to:
 1. The administrator being evaluated
 2. The President
 3. The Provost (in the case of Deans)

A copy of the report will be kept on file in the Senate Office and will be accessible to the Standing Committee, the Ad-hoc Committee, and the Administrative Committee of the Senate.

- k. In addition, the Standing Committee shall make a report to the Senate, which shall indicate that a specific administrator has been evaluated, the method of evaluation, the number of people who participated in the evaluation, and the kinds of documents examined in making the evaluation.