

MINUTES

Meeting of the Hunter College Senate

18 May 2016

- 1 The 586th meeting of the Hunter College Senate was convened at 3:48 PM in HW room 714.
2
- 3 **Presiding:** Sandra Clarkson, Chair
4
- 5 **Attendance:** The elected members of the Senate with the exception of those marked absent in Appendix I.
6
7 Alternate Senators were formally seated in accordance with the procedures approved by the
8 Senate, and clickers were distributed to them.
9
- 10 **Minutes:** The minutes from May 4 and May 11 were approved as distributed.
11
- 12 **Committee** **Undergraduate Course of Study Committee**
13 **Report:** Professor Eckhard Kuhn-Osius, Chair of the Committee said the following:
14
15 “I am back again to represent the language regarding the liberal arts that will go in the college
16 catalog and ask that the senate approve it today. We made mention of the differences between BA
17 and BS degree requirements and make sure to note that students see an advisor if they transfer to
18 the college and are in a major where they potentially will be short on the required liberal arts
19 credits.”
20
21 It was moved to accept the report as submitted. The motion was seconded and was accepted by
22 voice vote without dissent.
23
- 24 **Report by the**
25 **Administrative**
26 **Committee:** Chair Sandra Clarkson, presented the report as follows:
27
- 28 **a) Approved Curriculum Changes**
29 The following curriculum changes as listed in the attached Report Part I and Part II dated 18
30 May 2016 have been approved as per Senate resolution and are submitted for the Senate’s
31 information. Items: US-2068 School of Social Work (New course), US-2070 Women &
32 Gender Studies (change in courses), US-2071 Women & Gender Studies (New courses), US-
33 2077 Biology (change in course), US-2078 Biology (New course), GS-1100 Special
34 Education (change in degree program), GS-1101 Adolescent Special Education (Change in
35 degree program), GS-1104 Special Education (Change in course), US-2067 Social Work
36 (New courses), US-2069 Social Work (New minor), US-2072 Political Science (Change in
37 course), US-2073 Mathematics & Statistics (Change in degree program), US-2074
38 Mathematics & Statistics (Change in degree program), US-2075 Computer Science (Change
39 in course), US-2079 Computer Science (Change in minor), US-2080 Computer Science
40 (Change in degree program), US-2081 Geography (Change in course).
41
- 42 **b) Senate Meeting Schedule Fall 2016/Spring2017**
43 The Fall 2016/Spring 2017 Senate meeting schedule was adopted for the following
44 Wednesdays from 3:30 to 5:25 P.M.:
- | <u>FALL 2016</u> | <u>SPRING 2017</u> |
|--------------------|--------------------|
| September 7 and 21 | February 8 and 22 |
| October 5 and 26 | March 8 and 22 |
| November 9 and 30 | April 5 and 19 |
| December 7 | May 3, 10, and 17 |
- 45
46
47
48
49
50

55 **c) College Calendar for Fall 2016/Spring 2017**

56 The attached university-wide College Calendar for 2016-2017, as issued by the CUNY
57 Central Administration, is submitted for your information as Appendix II
58

59 **d) Ceremonial Adoption of Candidates for Graduation**

60 Chair Clarkson moved for the ceremonial adoption of the list of candidates for diplomas and
61 degrees to be awarded in June 2016. The motion carried by voice vote without dissent.
62

63 **e) Results of Nominees for Search Committee for Chief Librarian**

64 Chair Clarkson announced that one more student name had been submitted after the deadline
65 and asked for a motion to add her name to the list of students to be forwarded to President
66 Raab.
67

68 It was moved and seconded. The motion to add Ms. Sandra May-Flowers carried without
69 dissent.
70

71 See Appendix III for the results for the nominees for Search Committee for Chief Librarian.
72

73 **f) Election of Senate Officers**

74 The floor was open for nominations for Chair of the Senate.
75

76 Professor Thomas DeGloma (Sociology) was nominated.
77

78 It was moved that nominations be closed. The motion carried by voice vote.
79

80 It was moved that the vote be taken by secret ballot. The motion carried by voice
81 vote without dissent. Written ballots were distributed.
82

83 Ballot count produced the following results: 60 in favor and 7 abstentions.
84

85 Professor DeGloma was elected Chair of the Senate.
86
87

88 The floor was open for nominations for Vice Chair of the Senate.
89

90 Ms. Joy Nuga (At-Large) was nominated.
91

92 It was moved that the Secretary be instructed to cast a single ballot in favor of the
93 nominee. The motion carried by voice vote without dissent and Ms. Nuga was
94 elected.
95

96 The floor was open for nominations for Secretary of the Senate.
97

98 Ms. Dana Reimer (Geography) was nominated.
99

100 It was moved that the Secretary be instructed to cast a single ballot in favor of the
101 nominee.
102

103 The motion carried by voice vote without dissent and Ms. Dana Reimer was elected.
104

105 The floor was open for nominations for Chair of the Evening Council of the Senate.
106

107 Professor Laura Keating (Philosophy) was nominated.
108
109

113 It was moved that the Secretary be instructed to cast a single ballot in favor of the
114 nominee.

115
116 The motion carried by voice vote without dissent and Professor Keating was elected.
117

118 Professor DeGloma introduced Mila Adelman who will be joining the Administrative
119 Committee as the Student Parliamentarian.
120

121
122 **Committee**
123 **Report:**

124 **Committee on Charter Review**

125 Professor Thomas DeGloma, Chair of the Committee, presented the report dated 18 May 2016
126 for the Third Reading and adoption of the proposed Amendments to the “*Charter for a*
127 *Governance of Hunter College.*”

128 Professor DeGloma said the following:

129 “Before you are amendments that came to you from both committee deliberations and
130 amendments to them from this body during the readings. I just want to let you all know that
131 you are not allowed to make amendments to these proposals; you can only review and vote on
132 them. I am going to go through them again one by one and you are able to ask for clarification
133 on anything that is confusing as some of you are new to the Senate and are seeing these
134 changes for the first time.”

135 The Third Reading- Proposed Amendments to the *Charter for a Governance of Hunter*
136 *College* are attached as Appendix IV. Results will be emailed to the Senate as soon as the
137 ballots are counted.
138

139 **Nominating Committee**

140 Jeff Allred, Chair of the Committee, presented the report dated 18 May 2016. The
141 Nominating Committee submitted the following nominations for seats currently vacant on
142 Senate committees:
143

144 **1. Undergraduate Course of Study Committee**

145 Faculty from Humanities and Arts: Paul McPherron (English)
146 Faculty At-large: Terry Mizrahi (Social Work)
147

148 **2. Graduate Course of Study & Academic Requirements Committee**

149 Faculty from Humanities & Arts: Andrew Lund (Film & Media)
150 Faculty from Sciences & Mathematics: Patricia Rockwell (Biology)
151 Faculty At-large: Anne Ediger (Curriculum &
152 Teaching)
153

154 **3. Undergraduate Academic Requirements Committee**

155 Faculty from Social Sciences: Marnia Lazreg (Sociology)
156

157 **4. Departmental Governance Committee**

158 Faculty Alternate: Avi Liveson (Economics)
159

160 **5. Committee on Grade Appeals**

161 Student: Edward Friedman

162 **6. Committee on Master Plan:**

163 Student: Nicolas Maiarelli
164

165 **7. Committee on Charter Review**

166 Faculty from Social Sciences: Jillian Schwedler (Political
167 Science)
168

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170 18 May 2016

- 171 8. Committee on Computing & Technology
172 Faculty from School of Education: Thomas McIntyre (Special
173 Education)
174
- 175 9. Committee on Academic Assessment & Evaluation
176 Faculty Alternate: Trudy Smoke (English)
177
- 178 10. Committee on General Education
179 Faculty At-large from A&S: Lawrence Kowerski (Classical
180 & Oriental Studies)
181
182

183 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominees.
184 The motion carried by voice vote without dissent.
185

186
187 Due to the late hour, it was moved that the meeting be adjourned. The motion carried, and the meeting
188 adjourned at 4:26 PM.
189

190
191
192 Respectfully submitted,

193
194
195 Dana Reimer
196 Secretary

APPENDIX I

The following attendance was noted from the meeting

(A) =Alternate, A=Attended, X=Absent, E=Excused

Faculty					
AFPRL	Anthony Browne	A	Mathematics & Statistics	Sandra Clarkson	A
	Denis Milagros	(A) X		Verna Segarra	A
Anthropology		(A)		Pat Burke	(A) A
	Jackie Brown	A		Rob Thompson	(A) A
	Mike Steiper	(A) X	Medial Laboratory Sciences	Chad Euler	A
Marc Edelman	(A) X	Robert Raffaniello		(A) X	
Art & Art History	Lynda Klich	A		Dean Johnston	(A) X
	Paul Ramirez Jonas	X	Music	Jewel Thompson	X
	Susanna Cole	(A) X			
Biological Sciences	Nebahat Avcioglu	(A) X		Michele Cabrini	(A) A
	Derrick Brazill	X	School of Nursing	Christine Anne Ganzer	A
	Shirley Raps	A		Abigail Kotowski	A
	Paul Feinstein	(A) A		Lynda Olander	(A) E
Chemistry	Maria Pereira	(A) X	Philosophy	Omar Dahbour	X
	Akira Kawamura	A		Laura Keating	(A) A
	Gabriela Smeureanu	(A) A		Christa Acampora	(A) A
Classical & Oriental Studies		(A) X	Physics & Astronomy	Marilyn Rothschild	A
	Joanne Spurza	A		Ying Chen	(A) X
	David Petrain	(A) E		Kelle Cruz	(A) A
Computer Science	Alex Elinson	(A) E	Political Science	Jill Schwedler	X
	Lei Xie	A		Rachel Schutte	(A) X
	Felisa Vasquez-Abad	(A) A		Michael Lee	(A) A
Curriculum & Teaching		(A)	Psychology	Roseanne Flores	A
	Jody Polleck	X		Joseph Lao	X
	Jason Wirtz	A		Peter Serrano	(A) X
	Stephen Demeo	(A) X	Physical Therapy	Peter Moller	(A) A
	Ben Shuldiner	(A) X		Herb Karpatkin	X
Dance	David Capps	A			(A)
	Betsy Cooper	(A) X		Milo Lipovac	(A) X
Economics	Kathleen Isaac	(A) X	Romance Languages	Julie Van Peteghem	A
	Avi Liveson	X		Rolando Perez	(A) X
	Timothy Goodspeed	X		Monica Schinaider	(A) X
	John Li	(A) X	School of Social Work	Terry Mizrahi	A
Temisan Agbeyegbe	(A) X				
Educational Foundations & Counselor	Veronica Muller	A		Samuel Aymer	(A) X
		(A)			(A)
		(A)	Sociology	Mark Halling	A
English	Leigh Jones	X		Mike Benediktsson	(A) X
	Sarah Chinn	A	Special Education	Michaela Soyer	(A) A
	Alexander Feitzer	(A) X		Elizabeth Klein	A
Film & Media Studies	John Keegan	(A) X		Jennifer Klein	A
	Larry Shore	E	Speech-Language Pathology and Audiology	Kristen Hodnett	(A) X
	Sissel McCarthy	E		Donald Vogel	(A) A
	Isabel Pinedo	(A) X		Michelle MacRoy-Higgins	A
Geography		(A)	Theatre	Carol Silverman	(A) X
	Haydee Salmun	A		Jonathan Kalb	X
	Jochen Albrecht	(A) X		Louisa Thompson	X
German	Carsten Kessler	(A) X	Urban Policy and Planning	Claudia Orientstein	(A) A
	Elke Nicolai	A		Jill Gross	(A) A
	Eckhard Kuhn-Osius	(A) A		Stanley Moses	X
History		(A)	School of Urban Public Health		(A)
	Rick Belsky	A			
	Manu Bhagavan	(A) X	Women & Gender Studies	Jennifer Gaboury	(A) A
Eldor M ehilli	X	Catherine Raissiguier		X	
Library	Mee' Len Hom	X			
	Sarah Ward	A			
	Adina Mulliken	(A) A			
	Danise Hoover	(A) A			

**Minutes
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Students

Darcie Dominianni	A
Maria Pia Sifuentes	A
Stephanie Barragan	A
Albiona Aga	X
Sandra-May Flowers	A
Mila Adelman	A
Joy Nuga	A
Sara Shanaj	A
Ashley Wong	X
Abdelrahman Abouelnas	X
Tamzeed Rahman	X
Shannon O'Rourke	E
Anna Ozbek	X
Sheana Budhoo	X
Stephany Graces	X
Jonah Garnick	A

At-Large, Lecturers and Part-Time Faculty

Student Services	Brian Maasjo	A
	Shannon Salienas	(A) X
Mathematics & Statistics	Bill Williams	A
Sociology	Dana Reimer	E
Library	Jocelyn Berger-Barrera	A
English	Shawna Leigh	A
THHP	Hongxing Li	A
Mathematics & Statistics	Ian Blecher	X
Nursing	Barbara Barone	A
Music	Thomas DeGloma	A
Urban Policy & Planning	Elaine Walsh	A
Urban Policy & Planning	Laxmi Ramasubramanian	X
History	Bernadette McCauley	A
SEEK	Sarah Jeninsky	A

Ex-Officio

President, USG	Chika Onyejiukwa	X
Vice President, Graduate Student Association	Kelly Homenick	X
President Alumni Association	Patricia Rudden	A
President, HEO Forum		
President, CLT Council	Amy Jeu	X

ADMINISTRATION

Senators:

HEO/CLA Representative	Marilyn Daley-Weston	A
Vice President for Student Affairs	Eija Ayravainen	A
Vice President for Administration	Robert Pignatello	A
Provost, Acting	Lon Kaufman	A
Dean, School of Arts & Sciences	Andrew Polsky	A
Alternate Senators (3):		
Dean of Education, Acting	Jennifer Tuten	A
Special Counsel to the President & Dean of Faculty	Laura Hertzog	A
School of Nursing	Gail McCain	A

APPENDIX II

**THE CITY UNIVERSITY OF NEW YORK
2016-2017 ACADEMIC CALENDARS**

FALL 2016

August 2016:

Th 25 First Day of Classes - Fall 2016

September 2016:

M 5 LABOR DAY - COLLEGE IS CLOSED

October 2016:

Su 2 - Tu 4 No Classes Scheduled

Th 6 Classes follow a Monday Schedule

M 10 COLLEGE IS CLOSED

Tu 11 - W 12 No Classes Scheduled

F 14 Classes Follow a Tuesday Schedule

November 2016:

Th 24-Su 27 THANKSGIVING RECESS - COLLEGE IS CLOSED

December 2016:

Tu 13 Reading Day

W 14 - W 21 Final Examinations for Fall Semester 2016

W 21 End of Fall 2016 Term

S 24 - Su 25 COLLEGE IS CLOSED

S 31 COLLEGE IS CLOSED

SPRING 2017

January 2017:

Su 1 COLLEGE IS CLOSED

M 30 First Day of Classes - Spring 2017

February 2017:

M 13 LINCOLN'S BIRTHDAY - COLLEGE IS CLOSED

W 15 Classes follow a Monday Schedule

M 20 PRESIDENTS' DAY - COLLEGE IS CLOSED

April 2017:

M 10 - Tu 18 SPRING RECESS – No classes scheduled

T 20 Classes follow a Monday Schedule

May 2017:

F 19 Reading Day

M 22 - F 26 Final Examinations for Spring Semester 2017

F 26 End of Spring 2017 Term

M 29 MEMORIAL DAY - COLLEGE IS CLOSED

APPENDIX III

Office of the Hunter College Senate

Room 1018 East Building

Phone: 772-4200

18 May 2016

Results of Nominees for Search Committee for
Chief Librarian

Nominees for Chair Panel:

Prof. Christa Acampora, Philosophy

Nominees for Member Panel:

FACULTY (10)

Humanities & Arts:

Wendy Hayden, English

Social Sciences:

Prof. Bernadette McCauley, History

Sciences & Mathematics

Jochen Albrecht, Geography

School of Education

Laura Baecher, Curriculum and Teaching

**Schools of Nursing, Health Professions, and
Urban Public health**

Lorraine Byrnes, School of Nursing
Khursheed Navder, School of Urban Public
Health

7. Library

Prof. Lisa Finder
Prof. Mason Brown
Prof. Tony Doyle
Prof. Sarah Ward

STUDENTS (6)

Joy Nuga
Stephanie Barragan
Caitlin Curran
Sandra-May Flowers

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

APPENDIX IV

Article/ Section	Proposed Amendment	Actions
Title	CHARTER FOR THE GOVERNANCE OF HUNTER COLLEGE	
I	<p>Section 1 The Hunter College Senate shall be was established as the legislative body of the College with authority to determine College policy on all matters not reserved now or hereafter by Education Law or Board of Trustees Bylaws to the President of Hunter College, to other officers or duly constituted bodies of the College or The City University, or the Board of Trustees.</p> <p>Section 2 (initial Meeting) Effective as of the first meeting of the Senate, the present Hunter College Faculty Council is to be was considered dissolved and its powers assumed by the College Senate under terms of this Charter.</p>	
II.3	<p>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.</p>	
III.1	<p>The Hunter College Senate shall have 100 Senators and Alternates sufficient in number to provide one two faculty alternates 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, and Lecturers 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, Clinical Professors, Distinguished Lecturers, and non-faculty department members 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 Program.</p> <p>11% Part-time Undergraduate students.</p> <p>2% Undergraduate students – SEEK Department Program.</p> <p>11% Graduate students.</p> <p>5% Administration.</p>	<p>The Senate membership was changed in 2009, during voting crises, to include 2 alternates per department. This was done in response to recommendations by CUNY. See Senate minutes of 2-18-09 and 4-22-09. Resolutions reallocating Lecturers (full-time) with other full-time faculty and adding Clinical Professors and Distinguished Lecturers to part-time faculty was approved by the Senate on 3-9-16.</p>

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III.3	These members shall have full floor rights but no voting rights; they shall not be eligible to become an <u>officers</u> of the Senate (Article V).	
III.4	The College Senate shall schedule regular nominations and elections (other than the initial one — see Article X) once a year during the last four weeks of classes in the spring semester; and it shall convene following such elections no later than June 1. The faculty and the student bodies shall be responsible, through duly constituted organizations, for conducting the elections of their respective representatives in accordance with the terms of this Charter.	
IV.2.A	<p>The 44 Senate seats reserved for representatives in the ranks of Professor, Associate Professor, Assistant Professor, and <u>Instructors</u> on full-time appointments, <u>and Lecturers on full-time appointments</u> shall be filled as follows:</p> <p>(i) All departments shall be rank-ordered by the number of such faculty in the department. Each department shall be allocated 1 seat, and the remaining seats shall be allocated by assigning one additional seat to each department from the top of the list down, until the available number is exhausted.</p> <p>(ii) Each department will fill its allocated seats by nominations from and elections by its faculty members in the ranks of Professor, Associate Professor, Assistant Professor, and <u>Instructor</u> on full-time appointment, <u>and Lecturer on full-time appointment</u>.</p>	Amendments to this section were approved by Resolution of the Senate on 3-9-16.
IV.2.B.	<p>The 13 Senate seats reserved for representatives in the ranks of Lecturer (full-time) Lecturer (part-time), Adjunct faculty, any other part-time members of the teaching faculty who are not also serving in full-time appointments, <u>Clinical Professor, Distinguished Lecturer</u>, and department members in the title series College Laboratory Technician and Higher Education Officer shall be filled as follows:</p> <p>(i) One seat shall be reserved for Student Services, and shall be filled by nomination and election among the department members in these ranks.</p> <p>(ii) In eEach of the departments that include members in these ranks, the latter shall make nomination for, and may elect from among their number one nominee for one of the 12 remaining Senate seats.</p>	Amendments to this section were approved by Resolution of the Senate on 3-9-16.
IV.2.C	The 14 Senate seats reserved for Full-time undergraduate students, other than students in the SEEK Department <u>Program</u> , shall be filled as follows:	

<p>IV.2.E</p>	<p><u>All graduate student positions shall be filled by the Graduate Student Association of Hunter College (GSA) according to the representational requirements outlined below and in Article III.1 and Article IV.4.B. In the event that the GSA decides not to put forth a sufficient number of students to fulfill the representational requirements outlined in Article III.1 and Article IV, Section 2.E of the College Charter, or fails to do so by the first regularly scheduled meeting of a new Senate (at the end of the spring semester), nominations can be made by the Senate Administrative Committee or any seated Senator during a regular Senate meeting. In addition, candidacy at-large can be declared by filling a petition meeting the requirements established by the Senate. From the pool of such candidates, graduate student representatives shall be elected by a vote of the full Senate during a regular meeting or any meeting thereafter.</u></p> <p>The 11 Senate seats reserved for graduate students shall be filled as follows:</p> <p>(i) 6 seats shall be filled by graduate students matriculated in programs offered in the various divisions (as defined in Article IV.1.B.ii) and the School of Social Work; one seat to each division and the School of Social Work.</p> <p>(ii) There shall be 4 representatives who are matriculated graduate students and who will serve as at-large representatives.</p> <p>(iii) There shall also be 1 non-matriculated graduate student representative.</p>	<p>Amendments to this section were approved by Resolution of the Senate on 3-9-16.</p> <p>Amended from the Senate floor on 5/4/16.</p>
<p>IV.2.F</p>	<p>Two Senate seats shall be filled by nominations and elections from among and by the students in the SEEK DepartmentSEEK Program.</p>	
<p>IV.2.G</p>	<p>5 representatives of the administration, one of whom shall be in the title series HEO or CLT, shall be appointed by the President of Hunter College.</p>	
<p>VIII.1</p>	<p>E. Each committee has two faculty alternates.</p>	<p>Each committee is allowed two faculty alternates.</p>

<p>VIII.3</p>	<p>A. The Graduate Course of Study and Academic Requirements Committee</p> <p>Six faculty members who teach in the graduate program, at least one faculty member from each of the divisions (as defined in Article IV.1.B.ii); a faculty member from the School of Social Work; 2 graduate students and 2 graduate student alternates; and serving without vote the Registrar, the Deans of the divisions and/or schools or designees including the Dean of the School of Arts and Sciences, the Chief Academic Officer or designee, and the Chief Librarian or designee.</p> <p>B. The Undergraduate Course of Study Committee</p> <p>One faculty representative from each of the divisions (as defined in Article IV.1.B.ii), a faculty member from the School of Social Work, and two from the divisions serving at-large; 3 students and 3 student alternates; and, serving without vote, the Registrar or designee, the Chief Academic Officer or designee, the Deans of the divisions and/or schools including the Dean of the School of Arts and Sciences or designees, a Director of Evening Student Services, and the Chief Librarian or designee.</p> <p>C. Both of these Committees shall be chaired by faculty members elected by the voting members of the Committee.</p> <p><u>D. Both of these Committees shall have Deputy Chairs elected by the voting members of the Committee.</u></p> <p><u>E.</u> There shall also be Committees on Curriculum in the School of Arts and Sciences, the Division of the School of Health Professions, and the the School of Education, and the School of Social Work. These committees shall be composed of the dean (with vote) and one faculty member from each department in the school or division, elected by the department as it may decree in its By-laws (see Article XI), and 3 students and 3 student alternates. The School of Arts and Sciences Curriculum Committee shall also include one faculty and one student representative from two of the inter-disciplinary programs. These Committees shall review proposals initiated by departments or programs or may initiate their own proposals for programs or curriculum changes, submitting such proposals for consideration to the appropriate Senate Committee on Course of Study.</p> <p><u>In the area of undergraduate curriculum,</u> †The Curriculum Committees shall have the right to act on curriculum proposals, in accordance with the Procedures for <i>Preparing and Submitting Curriculum Proposals for College Approval</i> approved by the Hunter College Senate. Decisions by these committees may be appealed by the departments or programs to the relevant Senate Committee on Undergraduate Course of Study. Matters on which appeals are pending shall not be forwarded to the Senate, and a two-thirds majority of the Senate Committee members present and voting shall be required to override such divisional decisions.</p>	<p>This is to reflect changes to committees based on changes to the College structure. The School of Social Work was missing representation on several committees.</p> <p>New standing committees were also added. The dates on which they were approved are below.</p> <p>On 10-8-14, the Senate approved on that the curriculum committees may have Deputy Chairs.</p>
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<p>VIII.4.A</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> <p>(i) Basic Prescriptions General Education Requirements. (ii) New Majors.(iii) New Minors. (iv) Credit and Major or Minor concentrations. (v) Degree Requirements. (vi) Interdisciplinary Program. (vii) Experimental courses</p>	
<p>VIII.4.B</p>	<p>The Graduate Course of Study and Academic Requirements Committee shall review all Master's and Doctoral Programs and graduate courses to be listed in the Hunter College Bulletin on graduate studies, whether on the Master's or the Doctoral level.</p>	
<p>VIII.5</p>	<p>There shall be a Committee on Undergraduate Academic Requirements consisting of one faculty member from each of the divisions (as defined in IV.1.B.ii), a faculty member from the School of Social Work, and two faculty members from the divisions serving at-large; 3 students and 3 student alternates. The Dean of Students, the Chief Academic Officer or designee, the Assistant Dean for a Director of Advising and Counseling, , the Director of Evening Student Services a representative of Student Services, and the Registrar shall serve without vote. The Chair shall be a faculty member elected by the voting membership of the Committee. Its functions shall include the formulation of policy regarding methods of grading, requirements of student attendance, regulations relating to withdrawal from courses, and admissions not specified by Board of Trustees By-laws.</p>	
<p>VIII.6</p>	<p>There shall be a Committee on Student Standing, consisting of 5 faculty members including a representative from the SEEK Department Program. The Dean of Students or designee, the Director of Evening Student Services, and the Assistant Dean for Advising and Counseling Advising and a representative of Student Services shall serve without a vote. The Chair of the Committee shall be elected by its voting membership. The Committee shall be responsible for the evaluation of student records, for recommending to the Senate the award of degrees to qualified students, and for formulating policy, for adoption by the Senate, on the retention of students and the maintenance of academic standards.</p>	
<p>VIII.9</p>	<p>There shall be a Committee on the Budget, consisting of one faculty member from each division (as defined in IV.1.B.ii), and the School of Social Work; the Director of SEEK; 2 students and 2 student alternates; and a Chair elected by the Senate without constraint as to category. The Chief Academic Officer, the Vice President for Administration and designee will serve ex-officio without vote.</p>	
<p>VIII.11</p>	<p>There shall be a Committee on the Calendar, consisting of one faculty member from each of the divisions (as defined in IV.1.B.ii), a faculty member from School of Social Work, and 2 students and 2 student alternates. The Dean of Students or designee, the Director of Evening Student Services Advising, 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>VIII.12</p>	<p>There shall be a Committee on Departmental Governance, consisting of one faculty member from each division (as defined in IV.1.B.ii), <u>a faculty member from the School of Social Work</u>, 2 students and 2 student alternates, and one member of the administration (all with vote). The Committee on Departmental Governance shall: (a) make recommendations to the Senate on standards for Departmental By-laws; (b) review Departmental By-laws and Amendments approved by departments and make recommendations for Senate action; (c) make recommendations to the Senate on alleged infractions of Departmental By-laws.</p>	
<p>VIII.14</p>	<p>There shall be a Committee on Charter Review, consisting of one faculty member from each division (as defined in IV.1.B.ii); <u>a faculty member from the School of Social Work</u>; 3 students and 3 student alternates; one member of the Administration to be designated by the President who shall serve ex-officio; and a Chair elected by the Senate.</p>	
<p>VIII.18</p>	<p><u>Section 18</u></p> <p><u>There shall be a Committee on Academic Freedom consisting of one faculty member from each of the divisions (as defined in the Charter IV.1.B.ii), the School of Social Work, the Library, and one faculty member at-large, one member of the HEO staff, two students, and two faculty alternates, one HEO alternate, and two student alternates. The Provost (or designee) shall serve ex-officio without vote. The chair shall be a faculty member elected by the voting membership of the committee.</u></p> <p><u>The charge of the committee shall include: to monitor, examine and report annually to the Senate on the status of academic freedom at the college; to make appropriate recommendations regarding academic freedom policies and practices to the college’s governance bodies and, as appropriate, through those bodies to the University Faculty Senate; to investigate possible violations of academic freedom.</u></p> <p><u>In order to ensure a secure and protected environment for individuals who wish to bring cases of abridgement of academic freedom before the committee, such charges will be examined by a sub-committee of two members chosen by the committee chair in consultation with the rest of the committee. In addition, the committee chair shall be recused from serving on the subcommittee.</u></p>	<p>Established on 9-27-06 and revised on 2-24-16 by Senate Resolution.</p>

<p>VIII.19</p>	<p>Section 19 <u>There shall be a new Standing Committee on Academic Assessment and Evaluation, consisting of one full-time faculty from each division of the School of Arts and Sciences, three full-time faculty members at-large from the School of Arts and Sciences, one faculty from each of the Schools of Education, Social Work, Nursing and Health Professions, two students-at-large from the School of Arts and Sciences, the Director of Assessment, a HEO representative and a HEO Alternate, and, serving ex-officio without vote the Deans of the schools of Arts and Sciences, Social Work, Nursing and Health Professions, Education (or their respective designees); the Chief Academic Officer and the Vice President of Student Affairs (or their respective designees); and the Director of Institutional Research. The Chair shall be a faculty member elected by the voting membership of the Committee, the Deputy Chair shall be a voting member elected by the voting membership of the Committee.</u></p> <p><u>The specific charges to the committee shall include to develop, implement, review, and approve all college policies and procedures related to academic assessment; to seek necessary support (logistical and otherwise) for the proper implementation of approved college assessment processes and policies; to coordinate with other Senate committees to ensure that all policies and procedures related to academic assessment are faculty-driven; to serve as an assessment advisory committee for academic departments and programs, and work with all relevant constituencies as needed; to inform the academic community about accreditation standards as presented by the Middle States Commission on Higher Education; and to deliver regular reports to the Hunter Senate.</u></p>	<p>Established on 2-24-10 and revised on 12-10-14.</p> <p>Amended from the Senate floor on 5/4/16.</p>
<p>VIII.20</p>	<p>Section 20 <u>There shall be a Committee on General Education, consisting of one full-time faculty member from each division of the School of Arts and Sciences, three full-time faculty members at-large from the School of Arts and Sciences, one full-time faculty member from each of the professional schools with undergraduate degree programs, two students-at-large, an an associate Dean/Associate Provost for General Education, the Chair, who shall be a full-time faculty member elected by the voting membership of the Senate, and, serving ex-officio without vote: the Dean of the School of Arts and Sciences (or designee), the Provost (or designee), the Director of Assessment, the Chair of the Undergraduate Course of Study Committee (or designee), the Chair of the Committee on Academic Assessment and Evaluation (or designee), the Registrar (or designee), and the Director of Advising Services (or designee).</u></p> <p><u>The specific charges to the committee shall include: Develop, review, and approve all college policies and procedures pertaining to the general education program (including related graduation requirements) and curriculum; determine course approval guidelines for courses to be included in general education; review and make recommendations about such proposals; lead and coordinate periodic review of courses in general education; devise programmatic assessment for general education; receive and review programmatic assessment data and make recommendations on the basis thereof; encourage and facilitate faculty participation in general education curriculum development and teaching; advise the administration on matters of implementation of general education requirements as passed by the Senate; collaborate with other Senate committees, especially Undergraduate Course of Study and the Committee on Academic Assessment and Evaluation, to ensure that all policies and procedures related to general education are faculty-driven; and deliver regular reports to the Hunter Senate.</u></p>	<p>Established on 11-10-10.</p> <p>Amended from the Senate floor on 5/4/16.</p>

<p>VIII.21</p>	<p><u>Section 21</u></p> <p><u>There shall be a Committee on Food Services and Facilities, consisting of three faculty members, three students, and the College Business Manager to serve as a Chairperson ex-officio, all Committee members to have a vote. The Committee shall be responsible for advising the administration concerning all food services at the College, including the quality, variety, prices, and presentation of the food, as well as dining facilities. An annual review of all contracted food services shall be part of the Committee's responsibility.</u></p>	<p>Established on 12-22-82.</p>
<p>XI.4.</p>	<p>2. When the chair of a department is a candidate for promotion to full professor, all of the chair's duties in the promotion process for all candidates for promotion to full professor shall be assumed by a chair pro tem. This includes having voice and vote on the departmental P&B, the appropriate divisional or school P&B, and the college-wide <u>Committee on Faculty Personnel and Budget (FP&B)</u> when such bodies consider the issue of promotion to full professor. For the purposes of this section, the Ancillary Units (including the Library), shall be regarded as a division, FP&B Subcommittee on Personnel in Ancillary Units as the divisional P&B, and the chair of the Subcommittee on Personnel in Ancillary Units as the divisional dean. The chair will have neither voice nor vote on any P&B when it considers any aspect of the process for promotion to full professor. The chair pro tem shall be elected at the first departmental meeting after the deadline date announced by the President for receiving nominations and requests for consideration for promotion to full professor. The chair pro tem will be elected by the full time faculty of the department who would ordinarily be eligible to vote for department chair, and will need a majority vote of all such members of the department for election. Hereafter references to the chair will be understood to apply either to the department chair, if that person is not a candidate for promotion to full professor, or to the chair pro tem.</p> <p>3. The departmental <u>P&B</u> committee will be responsible for reviewing the files, scholarship materials, and letters of outside evaluation for all the candidates for promotion to full professor within the department and to make a recommendation as to whether the candidate should be endorsed for promotion.</p> <p>4. The departmental <u>P&B</u> committee shall compile the list of external evaluators. Although the candidate shall be invited to submit names for this list, the final determination of who shall be contacted is the responsibility of the departmental <u>P&B</u> committee and the department Chair.</p> <p>5. The Chair of the candidate's department shall on behalf of the departmental <u>P&B</u> committee perform such administrative tasks as contacting outside evaluators, sending them the candidates' appropriate materials, receiving the evaluations, and transmitting them to the departmental <u>P&B</u> committee. The Chair shall write the Chair's report summarizing the candidate's record.</p> <p>6. The departmental <u>P&B</u> committee shall make its recommendation to the respective school or divisional Personnel and Budget Committee via the office of the respective Dean. The candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.</p> <p>7. The responsibilities of the Dean shall include, but not be limited to, scheduling meetings of the respective personnel and budget committee; scheduling interviews with candidates and the respective personnel and budget committee; duplicating the candidates' curriculum vitae, external evaluations, and any other pertinent materials; maintaining the files on the candidate; and placing candidates' publications in the Archives.</p>	

	<p>8. The appropriate divisional or school personnel and budget committee shall review all supporting documents for the candidate's promotion. An interview before this committee may be requested by the candidate or the committee. Refusal to meet with the committee shall not be prejudicial to the candidate. However, the committee shall not refuse to meet with the candidate once such a meeting is requested in writing by the candidate. The committee may ask any member of the full-time faculty to serve as a resource in gathering pertinent information on the candidate's relevant discipline, including members from the candidate's department and/or school or division.</p>	
<p>XII.</p>	<p>Section 1 The College shall establish the office of Hunter College Ombudsman Officer, providing a full-time secretary and such assistants as the incumbent may choose to staff the operation.</p> <p>Section 2 Any member of the College community eligible to serve on the Senate may be nominated or may nominate herself or himself for the position of Hunter College Ombudsman Officer. Such nominations shall be addressed to the Nominations Committee of the Senate which may make its own nominations as well as soliciting them from the floor of the Senate. Each candidate shall be voted on individually by a for-or-against vote, the appointment going to the candidate with the highest plurality of "for" votes, provided their number exceeds two-thirds of the number of representatives present and voting.</p> <p>Section 3 The appointment shall be for a term of three years, removal from office to occur only as a-the result of disability-demonstrated inability to perform the duties of the office.</p> <p>Section 4 The Hunter College Ombudsman Officer shall consider complaints and grievances that are brought by any member of the Hunter College community, concerning a condition or problem in the College, may investigate the conditions giving rise to such complaints and may refer cases to others when the usual appeals procedures seem adequate. The Ombudsman Officer will undertake independent investigations, in general, only if the usual procedures have proved inadequate or have been exhausted, and shall be empowered to recommend action to any officer or to any committee or organization of the College. The Ombudsman Officer shall from time to time report on his or her work to the Hunter College Senate; and may otherwise publicize the results of investigations.</p> <p>Section 5 The Ombudsman Officer shall be responsible for causing an impartial review to be conducted of the structure and the functioning of the College Senate at the end of two years of operation, with a view to recommending such changes in structure, functions, operations, by-laws and the like as this review of Senate experience may indicate.</p>	<p>Amendment to Section 3 was approved by the Senate on 3-9-16.</p>
<p>XIV.</p>	<p>B. Recommended by the President of Hunter College to the CUNY Board of Higher Education Trustees.</p> <p>C. Approved by the CUNY Board of Higher Education Trustees.</p>	