

**The Faculty Senate
The City College of New York**

*Shepard Hall, Room 150
160 Convent Avenue
New York, NY 10031*



David Jeruzalmi, PhD
Chair
V: 212.650.5365
E: dj@ccny.cuny.edu

May 16, 2016

Dear Senators and Colleagues,

I write to provide information on the final two meetings of the Faculty Senate for this academic year. These meetings will take place on May 19, 2016 at 2:00 PM, and at 3:00 PM in SH 250. The first meeting will consist of Senate business, while the second will focus solely on reorganization of the Faculty Senate through election.

Enclosed please find the agenda for these meetings. Following on last week's special plenary meeting on the budget, the 2:00 PM meeting provides an opportunity for the Faculty Senate to ask questions of the administration and to discuss the budget. I have attached the slides that the administration presented last week. Please read them carefully in advance of the meeting, and please come prepared with questions. Additionally, the Senate Affairs Committee will bring to a vote proposed changes to the Senate Bylaws. These changes were presented and discussed at last month's meeting and are included in this packet for your review prior to the meeting.

The second meeting of the Plenary will begin at 3:00 PM. As this meeting represents the first meeting of the 2016-17 Faculty Senate, newly elected Senators will be seated (see attached letters). The Faculty Senate Bylaws mandate that the order of business during the reorganization meeting shall be: 1) a report from the Committee on Elections (Senate Affairs Committee), 2) Election of the Secretary, The Treasurer, and the Sergeant-at Arms, and 3) Election of the Executive Committee and the Committee on Nominations.

By time-honored tradition at the College, I will ask Provost Maurizio Trevisan to chair the reorganization meeting.

Elections to the Executive Committee of the 2016-17 Faculty Senate will occur according to the following procedure. First, the Chair will ask for nominations from the floor of the Senate. Second, once the nominations process has closed, each candidate will be asked to make a two-minute statement to describe her/his candidacy. Third, the election will take place via the procedure of ranked voting.

I would like to note that we need at least 34 senators to have a quorum for our meeting. I appreciate that this is a busy time of the year, but we need your participation as we discuss the future of the College. Please come and participate!

I look forward to seeing you on the 19th.

Sincerely,

David Jeruzalmi

David Jeruzalmi
Professor of Chemistry & Biochemistry and Faculty Senate Chair

**The Faculty Senate
The City College of New York**



Proposed: Sept 15, 2016
Adopted: Sept 15, 2016
Vote: Unanimous

**Minutes of the
Faculty Senate Plenary
May 19, 2016
Shepard Hall 250
The City College**

Present: President Provost Trevisan; Senior VP Zinnanti; Chief of Staff H. Balmer; Executive Counsel Occhiogrosso

Deans: M. E. Driscoll, D. Cintron, C. Stewart, Director M. Brownlee, Director M.R. Strzeszewski

Senators: A. Agrawal, P. Brass, W. Crain, Y. Crevecoeur, B. Cronin, A. Dhawan, C. Daligish, D. DiSalvo, A. Estevez, N. Fazio, A. Feigenberg, K. Foster, E. Friedman, G. Gallagher, A. Gilerson, M. Gutman, R. Higney, A. Janakiraman, D. Jeruzalmi, B. Judell, B. Kim, A. Kisery, A. Kornhausser, D. Lohman, R. Menon, R. Miller, G. Mitchell, J. Moore, S. O'Donnell, S. Rings, S. Rosenbaum, S. Schaller, R. Steinberg, T. Thayer, J. Valle, S. Van Nort, T. Watson, S. Weiss, D. Weissman, C. Wolf

Guests: A. Alting, C. Brakewood, P. Cortes, E. Handy, C. Li, R. Raj, T. Scala, R. Stark

Excused: J. Gonzalez, V. Diyamandoglu

The meeting was called to order at 2:10PM

The minutes from Plenary Meetings of April 14 and May 12, 2016 were approved at 2:12PM

Remarks of the Chair 2:12PM

Prof Jeruzalmi thanked Provost Trevisan for his work, and welcomed Interim Provost Mary Driscoll. Members of the Faculty Senate were asked to nominate faculty to serve on the search committee for a new provost. A search for a new Dean of Architecture was also announced. The Chair's Annual Report will be available on line.

Certification of Candidates for graduation 2:18

The lists were certified on the condition that the obvious errors noted by Senator Brass will be corrected.

Report on the Budget 2:25

Vice President for Finance Felix Lam, and Chair of the College-Wide Resources Committee Kevin Foster took questions on the May 12 budget presentation.

Reports from Faculty Senate Committees 2:42

Senate Affairs Committee 2:45PM

The vote on the new bylaws was postponed until Fall 2016.

Report of the Ombuds 2:55

The meeting was adjourned at 3:02PM

Submitted,
Andras Kisery
Secretary

**The Faculty Senate
The City College of New York**



Proposed: May 19, 2016
Adopted: May 19, 2016
Vote:

Plenary Meeting

May 19, 2016
Shepard Hall 250

AGENDA

| | |
|-----------------------------------------------------------------------------|----------------|
| Call to order | 2:00 PM |
| Approval of the minutes from the Plenary Meetings of April 14, May 12, 2016 | 2:05 PM |
| Remarks of the Chair | 2:05 – 2:15 PM |
| i. Annual Report | |
| Certification of Candidates for Graduation | 2:15 – 2:20 PM |
| Report on the Budget | 2:20 – 2:45 PM |
| Reports from Faculty Senate Committees | 2:40 – 2:55 PM |
| i. Senate Affairs | |
| Report of the Ombuds | 2:55 – 3:00 PM |
| Old Business | |
| New Business | |
| Adjournment | 3:00 PM |

Chair's Report

051616

Welcome to the final plenary meeting of this academic year. I have a few items to bring to your attention.

As you know, Maurizio Trevisan will be stepping down from the position of Provost of City College on August 1, 2016. He will continue to serve the College as the Dean of the Sophie Davis School of Biomedical Education/CUNY Medical School. On behalf of the Faculty Senate, I would like to thank you for your service to the College. It was a great pleasure to work with you over the past four years. I look forward to seeing where you will take the CUNY Medical School in the coming years.

We also welcome Dean Mary Driscoll who will assume the position of Provost on an interim basis on August 1, 2016. The Senate looks forward to working with you on matters of import to the Faculty and Students of the College.

Chris Li, Rajan Menon, and I, the three Faculty Governance Leaders at CCNY have recently written to the President about plans to assemble a search for a permanent Provost. As you may know, the City College Governance Plan provides a role for the Senate in filling positions with College-wide responsibility. Accordingly, President Coico has asked the FS to assemble a list of faculty nominees who could serve on the search committee. This will be one of the first tasks of the new executive committee. It would great to hear your thoughts as well.

Lastly, I would like to announce the selection of the valedictorian and salutatorian for the class of 2016. The valedictorian is Antonios "Andoni" Mourdoukoutas. And the salutatorian is: Orubba Almansouri. Andoni will graduate with a BE in biomedical engineering. And Orubba is a double major in English and History. Both are impressive students. We wish them the best of luck in their future studies.

The Faculty Senate The City College of New York

Shepard Hall, Room 150
160 Convent Avenue
New York, NY 10031



Annual Report of the Executive Committee of the Faculty Senate May 19, 2016

The accomplishments of the 2015-16 Faculty Senate fall into three broad categories: 1) approval of legislation that improves the education and experience of City College students, and 2) continued long-term efforts to improve physical, financial, and administrative resources that enable the Education and Research Mission of the College, and 3) continued revitalization of the faculty senate plenum.

Approval of legislation important to the College. Minutes from the various plenary meetings reflect the important debates that took place in the Senate this year. The Faculty Senate considered important issues throughout the academic year such as 1) changes to the Pass/Fail option to enable better student success and retention, 2) changes to the way College Now courses are graded. I am grateful to the membership of the student affairs committee, chaired by Professor Renata Miller, for their work in this area.

Efforts to improve the education and research mission of the College. The financial crisis faced by the College consumed a considerable amount of our time this year. The Senate paid very close attention to the state of the budget from the very first meeting of this academic year. We had some difficult, but necessary, conversations about how the College, and certain divisions of the College, moves forward. I know that many of you had the same difficult conversations in your Divisions or Departments. Just before the start the Spring semester, we received news that Professor Eric Weitz would be stepping down as Dean of the Division of Humanities and Arts when he could no longer represent the Division to College administration. And as we have heard last week, the budget crisis will not get easier anytime soon. So, it will be up to us, the Faculty and the Faculty Senate, to ensure that our voices are heard as the next round of cuts is planned and implemented. I am grateful to the College-Wide Resources Committee, chaired by Kevin Foster, for their reports

The Faculty Senate Plenum. The Faculty Senate enjoyed a quorum at each meeting in the 2015-16 academic year, and for the third year in a row each Senate seat was filled by a Faculty representative. This year, the Faculty Senate implemented a change in the way that faculty are represented by transitioning from a divisional to a departmental-based representation. During this academic year, the Faculty Senate will complete a three phase effort to revise its bylaws. I am grateful to the Senate Affairs Committee, chaired by Anne Kornhauser and previously by Ellen Handy, with considerable effort by Marta Gutman, for their efforts.

I am grateful to the members of the 2015-2016 Executive Committee: Marta Bengoa, Dan DiSalvo, Jorge Gonzalez, Marta Gutman, Renata Miller, David Weissman, the standing committees, chaired by Kevin Foster, Renata Miller, Anne Kornhauser, Marie Nazon, Fred Moshary, Jorge Gonzalez, and Ruth Stark, 2015-16 Faculty Senate for their hard work, interest, and attention. I would also like to thank Jasmine Love and Andrea Lawrence for their work in the Senate Office. Building on the progress of the last year, we have much work ahead of us. We look forward to engaging even more faculty in these important initiatives.

Executive Committee (2015-2016):

David Jeruzalmi (Chair), Marta Bengoa, Dan DiSalvo, Jorge Gonzalez, Marta Gutman, Renata Miller, David Weissman

The Faculty Senate
The City College of New York

Shepard Hall, Room 150
160 Convent Avenue
New York, NY 10031



David Jeruzalmi, PhD
Chair
V: 212.650.6850
F: 212.650.7948
E: dj@ccny.cuny.edu

May 18, 2016

Dear Senators,

I write to call to your attention to an update to the FY2016 City College budget that the Faculty Senate received today. This update builds on the presentation we received last week from CCNY VP/CFO Felix Lam.

The question of the financial stress faced by the College has been of great concern to all of us this past academic year. Early in the fall, the President and Provost outlined a series of planned reductions, totaling approximately seven million dollars, to the budgets of the academic and administrative units of the College. Several senators and colleagues approached me late last week to ask for an update on the success of these cuts in closing the deficit that the College faced.

The attached file provides some of this information.

Sincerely,

David Jeruzalmi

David Jeruzalmi
Professor of Chemistry and Biochemistry and Faculty Senate Chair

**The Faculty Senate
The City College of New York**

*Shepard Hall, Room 150
160 Convent Avenue
New York, NY 10031*



David Jeruzalmi, PhD
Chair
V: 212.650.5365
E: dj@ccny.cuny.edu

May 17, 2016

Members of the City College Faculty,

In the attached page, please find a list of the faculty senators for the 2016-2017 academic year. The list is accurate as of May 17, 2016.

We note that the 2016-2017 Faculty Senate will have 66 members. Therefore, a quorum for meetings will be attained when 34 members are present. Similarly, 34 positive votes must be cast for an action to be approved by the plenary.

Sincerely,

David Jeruzalmi

David Jeruzalmi
Chair, Faculty Senate

Anne Kornhauser

Anne Kornhauser
Chair, Senate Affairs Committee

Status of Membership 2016 – 2017

| Department | Authorized Seats | Vacancies (5/17/16) | Senators |
|---------------------------------------------------|------------------|---------------------|---------------------------------------------------------------------------|
| Anthropology | 1 | 0 | Thangaraj (2019) |
| | | | |
| Architecture | 3 | 0 | Gutman (2017) Feigenberg (2017) Weiss (2018) |
| | | | |
| Art | 2 | 0 | Handy (2019) Thayer (2019) |
| | | | |
| Biology | 2* | 0 | Gallagher (2017) Hubbard (2019) Janakiraman (2017) Lohman (2017) |
| | | | |
| Biomedical Education | 3 | 3 | |
| | | | |
| Biomedical Engineering | 2 | 0 | Cardoso (2019) Fritton (2019) |
| | | | |
| Chemical Engineering | 2 | 2 | |
| | | | |
| Chemistry and Biochemistry | 3 | 0 | Jeruzalmi (2019) Salame (2019) Stark (2019) |
| | | | |
| Civil Engineering | 2 | 0 | Agrawal (2019) Brakewood (2019) |
| | | | |
| Classical & Modern Languages & Lit | 2 | 0 | Blanchard (2019) Riobo (2019) |
| | | | |
| Computer Science | 2 | 0 | Brass (2019) Fazio (2019) |

| | | | |
|-----------------------------------------|----|---|-----------------------------------------------------------------------|
| Earth Sciences | 2 | 0 | Block (2019) Tzortziou (2019) |
| | | | |
| Economics & Business | 2* | 0 | Bengoa (2019) De (2017) Foster (2019) |
| | | | |
| Electrical Engineering | 2* | 0 | Dorsinville (2018) Gilerson (2018) Kim (2019) Moshary (2019) |
| | | | |
| English | 3 | 0 | Higney (2018) Kisery (2017) Miller (2019) |
| | | | |
| History | 2 | 1 | Kornhauser (2019) |
| | | | |
| Interdisciplinary Studies | 2 | 0 | Rosenbaum (2019) Schaller (2019) |
| | | | |
| Leadership and Special Education | 1* | 0 | Crevecoeur (2018) Watson (2019) |
| | | | |
| Library | 2 | 0 | Dhawan (2017) Van Nort (2018) |
| | | | |
| Mathematics | 3 | 2 | Wolf (2018) |
| | | | |
| Mechanical Engineering | 2 | 0 | Gonzalez-Cruz (2018) Raj (2019) |
| | | | |
| Media and Communications Arts | 2 | 0 | DalGLISH (2017) Krakowski (2017) |
| | | | |
| Music | 2 | 0 | Deane (2017) Holober (2017) |
| | | | |
| Philosophy | 2 | 0 | Crull (2019) |

| | | | |
|---------------------------------------|----|---|--------------------------------------------------------------------|
| | | | Weissman (2017) |
| Physics | 3 | 0 | Gunner (2019) Koder (2017) Tu (2019) |
| Political Science | 2* | 0 | Cronin (2019) Menon (2019) Mitchell (2018) Staszek (2019) |
| Psychology | 3 | 0 | Crain (2017) Paino (2019) Rudenstine (2019) |
| Secondary Education | 1 | 0 | Steinberg (2018) |
| SEEK | 1 | 0 | Rings (2018) |
| Sociology | 2 | 2 | |
| Teaching, Learning and Culture | 2 | 0 | Davis (2019) Valle (2019) |
| Theater and Speech | 1 | 0 | Judell (2019) |

*These departments have been granted a one-time exemption from their allotment of Senators in order to facilitate the re-election of sitting Senators in the transition to department-based elections.

**The Faculty Senate
The City College of New York**

Shepard Hall, Room 150
160 Convent Avenue
New York, NY 10031



David Jeruzalmi, PhD
Chair
V: 212.650.5365
E: dj@ccny.cuny.edu

May 17, 2016

Members of the City College Faculty,

We write to announce results of the election for the position of Faculty Ombuds.

Below, we have also compiled a list of Faculty Senators newly elected by their respective Departments.

Ombuds:

Jane Gallagher

Faculty Senators:

| Name | Department |
|--------------------------|---------------------------------------------------|
| Maxime Blanchard | Classical & Modern Languages & Lit |
| Candace Brakewood | Civil Engineering |
| Luis Cardoso | Biomedical Engineering |
| Elise Crull | Philosophy |
| Joseph Davis | Teaching Learning & Culture |
| Susannah Fritton | Biomedical Engineering |
| Ellen Handy | Art |
| Richard Paino | Psychology |
| Rishi Raj | Mechanical Engineering |
| Sasha Rudenstine | Psychology |
| Issa Salame | Chemistry & Bio Chemistry |
| Ruth Stark | Chemistry & Bio Chemistry |
| Sarah Staszek | Political Science |
| Maria Tzortziou | Earth & Atmospheric Sciences |
| Stanley Thangaraj | Anthropology |

Please join us in congratulating the newly elected Senators and Ombuds. We would also like to thank outgoing Senator their service to the Faculty and the College.

Sincerely,

David Jeruzalmi

David Jeruzalmi
Chair, Faculty Senate

Anne Kornhauser

Anne Kornhauser
Chair, Senate Affairs Committee

FY 2016 Budgets

| Division | FY16 Base Budget | Savings Target | Tuition Target Adjustment | Total Planned Reduction | Hold Harmless | Alternate Revenue Source | Sabbatical Savings | Net Budget Impact |
|---------------------------------------------|-----------------------|---------------------|---------------------------|-------------------------|---------------------|--------------------------|--------------------|---------------------|
| Grove School of Engineering | \$ 22,075,451 | \$ 794,716 | \$ - | \$ 794,716 | \$ - | \$ 794,716 | \$ - | \$ - |
| Humanities and the Arts | \$ 20,716,220 | \$ 745,784 | \$ 1,577,262 | \$ 2,323,046 | \$ 800,000 | \$ 505,000 | \$ 511,000 | \$ 507,046 |
| School of Science | \$ 19,315,926 | \$ 695,373 | \$ - | \$ 695,373 | \$ - | \$ 432,500 | \$ 115,000 | \$ 147,873 |
| Colin Powell School | \$ 12,399,240 | \$ 446,373 | \$ - | \$ 446,373 | \$ - | \$ 446,373 | \$ - | \$ - |
| Sophie Davis School of Biomedical Education | \$ 12,322,975 | \$ 443,627 | \$ - | \$ 443,627 | \$ - | \$ - | \$ - | \$ 443,627 |
| School of Education | \$ 6,416,836 | \$ 231,006 | \$ 1,444,868 | \$ 1,675,874 | \$ 1,444,868 | \$ 134,542 | \$ - | \$ 96,464 |
| School of Architecture | \$ 5,032,554 | \$ 181,172 | \$ 46,351 | \$ 227,523 | \$ - | \$ - | \$ 22,000 | \$ 205,523 |
| Interdisciplinary Studies | \$ 2,666,111 | \$ 95,980 | \$ 261,519 | \$ 357,499 | \$ - | \$ 156,128 | \$ - | \$ 201,371 |
| Grand Total | \$ 100,945,314 | \$ 3,634,031 | \$ 3,330,000 | \$ 6,964,031 | \$ 2,244,868 | \$ 2,469,259 | \$ 648,000 | \$ 1,601,904 |

*Based on plans submitted by Divisions

BYLAWS OF THE FACULTY SENATE
 THE CITY COLLEGE
 of
 THE CITY UNIVERSITY OF NEW YORK

| <u>ARTICLES</u> | <u>PAGE NUMBER</u> |
|----------------------------------|--------------------|
| I. POWERS AND FUNCTIONS | 2 |
| II. MEMBERSHIP AND ELECTIONS | 4 |
| III. OFFICERS | 7 |
| IV. COMMITTEES (Index) | 8 |
| ! THE EXECUTIVE COMMITTEE | 9 |
| ! SENATE COMMITTEES | 13 |
| ! COMMITTEE MEMBERSHIP | 38 |
| ! GENERAL PROVISIONS | 34 |
| ! SPECIAL COMMITTEES | 41 |
| V. ORGANIZATION AND MEETINGS | 42 |
| VI. ORDER OF BUSINESS | 38 |
| VII. AMENDMENTS | 46 |

Bylaws revisions Phase 1 proposed to the Faculty Senate: 4-24-2014

Bylaws revisions Phase 1 approved by the Faculty Senate: 11-20-2014

Bylaws revisions Phase 2 proposed to the Faculty Senate: 12-2-2014, rev. 3-19-2015

Bylaws revisions Phase 2 approved by the Faculty Senate: 5-21-2015

Governance plan change proposed to the CUNY Board of Trustees: 4-4-2016

Bylaws revisions Phase 3 proposed to the Faculty Senate: 3-17- 2016, rev. 4-21-2016

Bylaws revisions Phase 3 proposed to the Faculty Senate: rev. 4-21-2016

Bylaws revisions Phase 3 approved by the Faculty Senate: TBA

BYLAWS OF THE FACULTY SENATE

NOTES

1. All titles within the Bylaws of the Faculty Senate refer to the current organizational structure. It is to be understood that if a position takes on a new title, it is to be the new title, which is to fill the appropriate role.
2. When Chairman or other such title is used, it is not to be understood as a designation of gender but a convenient shorthand term.

ARTICLE I POWERS AND FUNCTIONS

- Section 1. The Faculty Senate shall be the authentic voice of the Faculty of The City College of the City University of New York in all matters concerned with policies, operations, planning and problems of college-wide import.
- Section 2. The Faculty Senate shall have the power, under the City University of New York (CUNY h/a) Board of Trustees, to consider and make decisions in all college-wide matters including:
- a. the academic status, role, rights and obligations and freedoms of the faculty;
 - b. the allocations of resources for educational objectives; for research and scholarly activities, and for the development and maintenance of the physical plant of the College;
 - c. student activities;
 - d. the appointment and retention of the principal administrative officers at the College level;
 - e. the establishment and location of new units of the College and the appointment of principal administrative officers thereof;
 - f. the Faculty responsibilities (i.e., admissions policy, retention standards, credits, curriculum and degree requirements, the granting of degrees, and personnel matters) for inter-School or College-wide Centers, Programs and Institutes which are not wholly within the purview of the Curriculum Committees or Faculties of the various Schools;
 - g. the relations between the College and the local community, and between the College and governmental units and agencies;
 - h. the general public relations of the College.
- Section 3. Decisions reached by the Faculty Senate shall not be reversed by the President or the CUNY Board of Trustees except in circumstances and for reasons promptly communicated to the Senate. Following such communication, the Faculty Senate shall have the opportunity for further consideration and transmittal of its views to the President or to the CUNY Board of Trustees.
- Section 4. The Faculty Senate and its committee shall be fully advised, shall routinely receive, and shall be free to seek information from students and student organizations, faculty members and Departments, Schools and Divisions, the Review Committee, officers of administration, and such other sources as may be appropriate, such as the Council of Presidents, on all matters germane to the programs and operations of the College. It may address communications to the CUNY Board of Trustees, which on being submitted to the President of the College, shall be forwarded, together with his or her comments thereon, by the President without delay to the CUNY Board of Trustees.

- Section 5. The Faculty Senate shall initiate policy recommendations, shall review and comment upon changes in policy initiated by the College administration, the Council of Presidents and the CUNY Board of Trustees, and shall routinely present faculty views to the President before, as, and after matters of policy are considered and decided.
- Section 6. The Faculty Senate shall not assume the prerogatives and powers appropriate to the several Faculties of the constituent Schools and of the College of Liberal Arts and Science. Decisions within each school as to matters of curriculum and instructions are reserved to these Faculties, and decisions as to the academic standing and progress of students and the conferring of degrees rest with these several Faculties, subject only to the CUNY Board of Trustees. The Faculty Senate may pass such matters in review before its appropriate committees or in plenary session; but it may not infringe upon the powers explicitly reserved to the several academic Faculties. In this regard, questions of jurisdiction shall be resolved by the President on recommendation of the Provost.
- Section 7. In the event of disagreement between the Senate and either the College administration or the CUNY Board of Trustees, the Senate shall elect a committee to meet with the administration or the Board to present the position of the Senate on the question and to report to the Senate for appropriate action.

ARTICLE II

MEMBERSHIP AND ELECTIONS

Section 1. Members

The Faculty Senate shall be composed of:

- a. Senators and Alternates who shall be persons of faculty rank elected at large from each department or other constituency as specified in Section 2, Nominations and Elections.
- b. The following members, ex officio, without vote: The President, the Provost, the Vice Presidents, the Associate Provosts, all full Deans, the Registrar, the Director of Admissions and Records, the Chief Librarian and the Ombuds. Also: five members of the Executive Committee of the Undergraduate Senate and two members of the Executive Committee of the Graduate Council.
- c. At any time the Faculty Senate may modify its ex officio, non-voting membership by a two-thirds vote of the membership of the Senate.

Section 2. Nominations and Elections

- a. Each department may nominate persons of faculty rank.
- b. Any person of faculty rank may be nominated by a petition signed by 30 percent of persons of faculty rank in his or her department or constituency up to a maximum of ten signatures. He or she must indicate in writing his or her willingness to serve as a Senator or Alternate. Voting members of the faculty in the candidate's department are eligible to sign petitions and to vote in the departmental election for senator.
- c. Senators and Alternates shall be elected by persons of faculty rank in all departments of the following constituencies:
 - Division of Humanities and the Arts, CLAS
 - Division of Science, CLAS
 - Colin Powell School for Civic and Global Leadership (formerly Division of Social Science), CLAS
 - Department of SEEK Counseling and Student Support Services, CLAS
 - Division of Interdisciplinary Studies at the Center for Worker Education, CLAS
 - Bernard and Anne Spitzer School of Architecture
 - Grove School of Engineering
 - School of Education
 - Sophie Davis School of Biomedical Education
 - Library Department

- d. The number of Senators in each department shall be determined annually on February 15th in accordance with this formula:

| <u>(Full-time faculty rank, including the Chair)</u> | <u>Number of Senators</u> |
|------------------------------------------------------|---------------------------|
| 1 - 10 | 1 |
| 11 - 25 | 2 |
| 26 - 50 | 3 |
| 51 and over | 4 |

- e. Each department shall hold its election in the month of April. The chair of the department will preside and count the votes unless the chair is a candidate for senator in which case another member of the department will oversee the election. The candidate(s) who receive(s) the most votes will be declared the winner(s) of the election. A tie will be broken by the chair of the department. Petitions and ballots must be retained and delivered by the newly elected (or re-elected) Senator to the office of the Faculty Senate by April 30th.
- f. Within each constituency, the candidate who receives the most votes without being elected a Senator shall be designated an Alternate. An Alternate shall vote in the absence of a regular member from his or her constituency. If there is no runner up to the election, then the department will elect or designate an Alternate and inform the Senate office of the result.
- g. Any Senator or Alternate elected from a particular constituency retains that seat for the duration of the term for which he/she was elected regardless of any subsequent change in the number of representatives from that constituency. However, if the constituency is abolished by transfer of all or some of its members to other constituencies already represented in the Senate, that Senator's seat shall be abolished at the end of the academic year in which this change occurs.
- h. The Elections Committee shall designate each year a period between March 1 and April 10 in which nominations shall be held.
- i. Elections shall be held at least two weeks after the nominations are closed and must be completed before the May meeting of the Faculty Senate.

Section 3. Senatorial Tenure

- a. Senators and Alternates shall be elected for a term of three years.
- b. The term of office of an elected Senator shall commence with the Reorganization Meeting and shall terminate with the close of the Plenary meeting in May.
- c. Should a Senator be unable to complete his or her term, the Alternate will replace him or her, having been selected according to the method described in Section 2-e. Should the department fail to designate an Alternate, the seat will remain vacant for the duration of the Senator's term.
- d. A Senator who goes on leave may choose to continue Senate participation during the term of leave. The Senator must indicate that choice in writing to the Chair of the Senate prior to the commencement of the leave. An Alternate shall be named through the methods specified in Subsection c, above.

- e. A Senator is expected to make every effort to attend each Plenary meeting. After a Senator has two consecutive absences, the Senate office will notify that Senator's constituency and it will decide upon the best course of action.
- f. A Senator who has a class, a laboratory section, or other regularly scheduled obligation between the hours of 2:00 p.m. and 4:00 p.m. on the regularly scheduled Senate meeting days of the third Thursdays of September, October, November, December, February, March, April or May, shall be considered on leave for the semester or remainder thereof, unless an exemption is granted for the Senator by the Executive Committee for that semester or the remainder thereof.

Section 4.

Elections Appeals

- a. Appeals should be filed in writing with the Senate Affairs Committee. An appeal of decision of the Senate Affairs Committee may be made to the Faculty Senate Executive Committee. An appeal of the Faculty Senate Executive Committee decision may be made to the Faculty Senate.
- b. Every effort shall be made to file an appeal in a timely manner so as not to disrupt the business of the Faculty Senate.
- c. Every effort shall be made to provide written documentation supporting the concerns stated in the appeal.

Section 1. Presiding Officer

- a. The Chair of the Executive Committee, or the Chair's designee, shall preside over meetings of the Senate.

Section 2. Secretary

- a. There shall be a Secretary of the Senate who shall be elected from the Senate by majority vote at the annual Reorganization Meeting. His or her term of office shall be one year.
- b. The Secretary shall serve as a member of the Executive Committee, ex officio and without vote, unless elected to the Executive Committee.
- c. The Secretary or his or her designee shall be responsible for taking minutes of each meeting.
- d. The Senate office shall also be responsible for keeping all records of business or communications, and the preparation and distribution of all materials received by the Senate.
- e. If the Secretary is absent, the Presiding Officer shall appoint a Secretary pro tempore.

Section 3. Treasurer

- a. The Treasurer of the Senate shall be elected by majority vote at the annual Reorganization Meeting. His or her term of office shall be one year.
- b. A Senator may not be elected as Treasurer for more than three successive terms.
- c. The Treasurer shall receive and disburse all Senate funds and maintain appropriate records of all income and expenditure. He or she shall prepare a financial report for each regular meeting and shall submit a complete financial statement to the Senate at the last regular meeting of the academic year.
- d. The Treasurer shall be responsible for preparing a proposed annual Senate budget for submission to the Executive Committee.

Section 4. Nominations for the Executive Committee, the Secretary, and the Treasurer shall be made from the floor at the annual Reorganization Meeting in May. The Provost of the College shall preside over the Reorganization Meeting of the Faculty Senate.

Section 5. The Presiding Officer shall appoint a Senator to act as Parliamentarian.

Section 6. The term of office for all elected and appointed officers is one year commencing with the Reorganization Meeting and extending through the regular meeting the following May.

**PHASE III Final Proposed Revisions
(SAC): 04/21/2016**

ARTICLE IV SENATE COMMITTEES

Section A. STANDING COMMITTEES ~~AND AUXILIARY COMMITTEES~~

Page No.

| | |
|--------------------------------------------------------------------------------|------------------|
| 1. Executive Committee..... | p. |
| 2. Educational Policy Committee..... | p. |
| A. Library Committee..... | 14 |
| 3. College-Wide Resources Committee..... | p. |
| A. Physical Plant Committee..... | 16 |
| B. Research Committee..... | 17 |
| C. Campus Security Committee..... | 18 |
| D. Institutional Resources Advisory Committee..... | 19 |
| E. Financial Planning Committee..... | 20 |
| 4. Physical Plant Committee..... | p. |
| 5. 4- Student Affairs Committee..... | p. |
| 5. Faculty Student Committee on Intercollegiate Athletics..... | |
| 6. Faculty Student Discipline Committee..... | |
| 6. 7-Administrative Affairs Committee..... | p. |
| 8. Institutional Resources Advisory Committee..... | 26 |
| 7. 9- Academic Freedom and Faculty Affairs Interests Committee..... | p. |
| 10. Community Relations Committee..... | 28 |
| 8. 11-Senate Affairs Committee..... | p. |
| A. Bylaws Committee..... | 30 |
| B. Elections Committee..... | 31 |
| C. Nominations Committee..... | 32 |
| 9. Diversity Committee..... | p. |

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES and ~~COMPOSITION~~ COMPOSITION OF COMMITTEES

1. EXECUTIVE COMMITTEE

I. Duties

- a. Shall transact such business of the Senate as may be necessary between meetings.
 1. Any action taken by the Executive Committee during a period when the Senate cannot be convened (a) shall require a majority vote of the members of the Committee; (b) shall be reported to the Senate at its next meeting.
- b. Shall ~~remain on call during its entire term in office~~ **be available throughout the calendar year.**
- c. Shall prepare an agenda for all meetings of the Senate.
- d. Shall keep minutes of its meetings and shall report its actions regularly to the Senate.
- ~~e. Shall notify the members of the Senate of the time and place of all special meetings.~~
- e. Shall review and coordinate the structure and activities of the committees of the Senate, **and shall liaise with the chair of each standing committee to provide relevant information and guidance.**
- f. Shall sit on the President's Policy **Advisory** Council.
- g. With consent of the Senate, shall select the faculty members of ad hoc committees appointed to advise ~~with~~ the President in the selection of Directors for College-wide Centers, Programs, Institutes and similar offices.
- ~~i. Shall prepare and distribute an annual report.~~
- h. Upon authorization by the Senate, the Executive Committee shall be responsible for
 1. Implementing the policies of the Senate;
 2. Hiring and assigning staff for Senate functions;
 3. Disbursing budgeted and other funds;
 4. Retaining counsel;
 5. Exercising such further powers and duties as may be conferred upon it by the Senate.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES and COMPOSITION OF COMMITTEES

1. EXECUTIVE COMMITTEE

II. Chairman of the Executive Committee

- a. Shall preside over meetings of the Senate.
 1. ~~Shall designate another member of the Senate to preside in his or her absence.~~
- b. Shall convene and chair meetings of the Executive Committee.
- c. Shall designate another member of the Executive Committee to preside at a plenary or Executive Committee meetings when he or she will be absent or is recused.
- d. Shall be a member ex officio, without vote, of all Senate committees other than the Executive Committee.
- e. Shall sit on the Review Committee.
- f. Shall sit on the Faculty Committee on Personnel Matters.
- g. Shall serve as chairman of the Executive Council.
- h. Shall carry out all other responsibilities appropriate to the office of the chairman.
- i. Shall issue an annual Chair's report.
- j. May be referred to as Chair of the Senate.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

1. EXECUTIVE COMMITTEE

III. Composition

- a. Shall be composed of seven senators. Alternates are not eligible to serve on the Executive Committee.
- b. The Secretary of the Faculty Senate and the Faculty Ombudsman shall serve as members of the Executive Committee ex officio ~~officiis~~ without vote.
- c. Members of the Executive Committee shall be elected for a term of one year at the reorganization meeting of the Senate in May.
- d. Members of the Executive Committee shall be elected as follows:
 1. Nominations shall be made from the floor.
 2. Names of Senators not present at the reorganization meeting may be placed in nomination provided the nominees give written consent. **It is preferred that Senators who are nominated be present at the election. However, exceptions may be made in extraordinary circumstances provided that the Senator communicate electronically at the time of the meeting.**
 3. Nominations shall remain open until no additional member wishes to place a name in nomination.
 4. Upon the close of nominations, each candidate, or his or her designee, may speak for no more than two minutes.
 5. The election shall be by preferential ballot. Each senator shall number his or her preferences in descending order, using for his or her first choice the highest figure of the number of vacancies to be filled (e.g., 4 to 1, or 3 to 1). Only ballots marked for the number of preferences equal to the number vacancies shall be counted. Senators receiving the highest totals shall be declared elected.
- e. The Executive Committee shall elect from among its members a chairman ~~man~~ who shall serve for the term of one year.
- f. The Executive Committee shall elect its own Secretary.

- g. A quorum shall consist of the majority of the total number of voting members that the Executive Committee would have were there no vacancies.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

2. EDUCATIONAL POLICY COMMITTEE

I. Duties

- a. Shall consider and make recommendations to the faculty on questions of educational policy which are not wholly within the purview of the Faculties or Faculty Councils of the various Schools. Such questions shall include the **recommendation, review and creation** and approval of new Schools or new Centers, Programs or Institutes involving more than one School, or likely to have impact on College resources.
- b. Reports and recommendations emanating from this committee shall be brought before the Faculty Senate and, as approved or modified by the Senate, be referred to the Provost for appropriate action.
- c. ~~Shall oversee the activities of the Auxiliary Committee on the Library.~~

II. Composition

- a. Shall be composed of:
 1. ~~A faculty representative elected from each of Curriculum Committees of the several Schools.~~
 1. ~~2.~~ Five members of the Faculty Senate; One member representing each division or school, at least two of whom are Senators.
 2. ~~Two~~ **One** undergraduate students appointed by the Undergraduate Senate, ex officio, without vote;
 3. One graduate student appointed by the Graduate Student Association, ex officio, without vote;
 4. ~~The~~ **Provost** Vice President for Academic Affairs, ex officio, without vote;
 5. ~~The~~ **Associate Provost for Academic Services** Director of Academic Development, ex officio, without vote;
 7. ~~The chairman of the Executive Committee of the Faculty Senate, ex officio, without vote.~~

~~ARTICLE IV SENATE COMMITTEES~~~~Section B. DUTIES and COMMITTEES~~~~2.A. LIBRARY~~~~COMMITTEE I. Duties~~

- ~~a. Shall advise the Chief Librarian on matters concerning the operation of the Library.~~
- ~~b. Shall review policies and procedures pertaining to the operation of the Library, and shall make recommendations to the Senate as it deems advisable.~~

~~H. Composition~~

- ~~a. Shall be composed of:
 - ~~1. One Senator, who shall be chairman;~~
 - ~~2. The Chairmen of the Library Committees of the several Schools of the College;~~
 - ~~3. Two librarians elected by the Library staff;~~
 - ~~4. One undergraduate student elected by the Undergraduate Senate;~~
 - ~~5. One graduate student elected by the Graduate Student Association;~~
 - ~~6. The Chief Librarian, ex officio, without vote.~~~~

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

3. COLLEGE-WIDE RESOURCES COMMITTEE

I. Duties

- a. Shall ~~keep in~~ **continually review** the areas of the College involving ~~administrative affairs and~~ institutional resources.
- b. Shall participate in the creation of the tentative budget by the President for the Chancellor.
- c. Shall participate in planning for the allocation of the actual budget when it is received.
- d. Shall participate in the formulation of the long-range economic policies of the College.
- e. ~~Shall oversee the activities of the Auxiliary Committee on Physical Plant, the Auxiliary Committee on Research, and the Auxiliary Committee on Campus Security.~~
- e. Shall appoint and oversee additional Auxiliary Committees when they are needed to deal with other areas within the category of Institutional Resources.
- f. **Shall assure that faculty input on policy governing institutional resources shall be provided through appropriate channels, and review the implementation of these policies by the Administration's Institutional Resources Committee.**
- g. **Shall confer with and receive request reports from the Director of the Office of Institutional Research on matters concerning the operation of the Office.**
- h. **Shall review policies, programs and priorities of the Office of Institutional Research.**
- i. **Shall confer with and receive request reports from the City College Fund, the Research Foundation, the 21st Century Foundation, and the Auxiliary Enterprise Corporation.**

II. Composition

- a. Shall be composed of:
 1. ~~Six members of the faculty.~~ **Six tenured members of the faculty, at least one of whom shall be a Senator.**
 2. ~~The Chairmen of the auxiliary committees;~~ **Chair of the Senate.**
 3. ~~The Vice President of Finance ex officio, without vote.~~

~~Auxiliary Committees shall be numbered as follows:~~

~~3.A. Physical Plant Committee~~

~~3.B. Research Committee~~

~~3.C. Campus Security Committee~~

~~3.D. Institutional Research Committee~~

~~3.E. Financial Planning Committee~~

ARTICLE IV ~~SENATE COMMITTEES~~

Section B. ~~DUTIES AND COMPOSITION OF COMMITTEES~~

3. ~~COLLEGE WIDE RESOURCES~~

COMMITTEE I. Duties

- a. ~~Shall keep in review the areas of the College involving administrative affairs and institutional resources.~~
- b. ~~Shall participate in the creation of the tentative budget by the President for the Chancellor.~~
- c. ~~Shall participate in planning for the allocation of the actual budget when it is received.~~
- d. ~~Shall participate in the formulation of the long-range economic policies of the College.~~
- e. ~~Shall oversee the activities of the Auxiliary Committee on Physical Plant, the Auxiliary Committee on Research, and the Auxiliary Committee on Campus Security.~~
- f. ~~Shall appoint and oversee additional Auxiliary Committees when they are needed to deal with other areas within the category of Institutional Resources.~~

H. Composition

- a. ~~Shall be composed of:~~
 - 1. ~~Six members of the faculty;~~
 - 2. ~~The Chairmen of the auxiliary committees;~~
 - 3. ~~The Vice President of Finance ex officio, without vote.~~

~~Auxiliary Committees shall be numbered as follows:~~

~~3.A. Physical Plant Committee~~

~~3.B. Research Committee~~

~~3.C. Campus Security Committee~~

~~3.D. Institutional Research Committee~~

~~3.E. Financial Planning Committee~~

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

4. PHYSICAL PLANT COMMITTEE

I. Duties

- a. Shall collect information from the faculty about maintaining the physical plant, allocating space, and furthering the College's mission through new development in order to inform delegates to relevant administrative committees on these matters.
- b. Shall review College procedures for collecting and acting on faculty/staff/student requests for physical plant operations.

II. Composition

- a. Shall be composed of seven members of the faculty, at least two of whom shall be Senators.

~~ARTICLE IV SENATE COMMITTEES~~~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~~~3.A. PHYSICAL PLANT~~~~COMMITTEE I. Duties~~

- ~~a. Shall confer with and receive reports from the Campus Facilities Officer.~~
- ~~b. Shall review plans for changes in structure, space allotment and space assignment.~~

~~II. Composition~~

- ~~a. Shall be composed of seven members of the faculty.~~

~~ARTICLE IV SENATE COMMITTEES~~~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~~~3.B. RESEARCH~~~~COMMITTEE I.~~~~Duties~~

- ~~a. Shall review applications for and allot research funds to members of instructional staff.~~
- ~~b. Shall confer with and receive reports from the City College Fund and the Research Foundation.~~

~~II. Composition~~

- ~~a. Shall be composed of seven members.~~

~~ARTICLE IV SENATE COMMITTEES~~

~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~

~~3.C. CAMPUS SECURITY~~

~~COMMITTEE I. Duties~~

- ~~a. Shall keep under continuous review all measures to maintain the security of persons and property on the campus of the City College and to make recommendations to this end to the appropriate authorities.~~

~~II. Composition~~

- ~~a. Shall be composed of:~~
- ~~1. Six members of the faculty;~~
 - ~~2. Two undergraduate student members chosen by the Undergraduate Senate;~~
 - ~~3. One graduate student member chosen by the Graduate Student Association;~~
 - ~~4. The Director of Public Safety, ex officio, without vote~~
 - ~~5. The Senior Associate Provost of Academic Affairs, ex officio, without vote;~~
 - ~~6. The Vice President for Student Affairs, or his or her designated representative ex officio, without vote;~~
 - ~~7. The Vice President of Finance, ex officio, without vote.~~

~~ARTICLE IV SENATE COMMITTEES~~

~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~

~~3.D. INSTITUTIONAL RESEARCH~~

~~COMMITTEE I. Duties~~

- ~~a. Shall confer with and receive reports from the Director of the Office of Institutional Research on matters concerning the operation of the Office.~~
- ~~b. Shall review policies, programs and priorities of the Office of Institutional Research and make such recommendations to the Senate Committee on College Wide Resources as it deems advisable.~~

~~H. Composition~~

- ~~a. Five members of the faculty;~~
- ~~b. The Director of the Office of Institutional Research, ex officio, without vote;~~
- ~~c. The Vice President of Finance, ex officio, without vote.~~

~~ARTICLE IV SENATE COMMITTEES~~~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~~~3.E. FINANCIAL PLANNING~~~~COMMITTEE I. Duties~~

- ~~a. Shall participate in the creation of the tentative budget by the President for the Chancellor.~~
- ~~b. Shall participate in planning for the allocation of the actual budget when it is received.~~
- ~~c. Shall participate in the formulation of the long-range economic policies of the College.~~
- ~~d. Shall oversee the activities of the Auxiliary Committee on Campus Security.~~

~~H Composition~~

- ~~a. Shall consist of seven members of the Faculty.~~
- ~~b. The Vice President of Finance and one member of the Executive Committee of the Faculty Senate shall be members ex officio, without vote.~~

~~ARTICLE IV SENATE
COMMITTEES~~

~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~

~~4. Student Affairs Committee~~

~~I. Duties~~

- ~~a. Shall keep in review the area of the College classified in the administrative category of student affairs.~~
- ~~b. Shall keep under continuous review the standards and conditions of extra-curricular activities as well as regulations affecting freedom of expression and student conduct.~~
- ~~c. Shall establish structures and procedures, and codify rules and regulations governing conduct and shall be responsible for continual review of the effectiveness of structures, procedures rules, and regulations. All structures, procedures and codes developed shall take effect when approved by the Faculty Senate, and Undergraduate Senate and the Graduate Student Association. (In the event of disagreement, the procedure described in Article XII of the Governance Charter shall be followed.)~~
- ~~d. Shall appoint and oversee additional Auxiliary Committees when they are needed to deal with other areas within the category of Student Affairs.~~
- ~~e. Shall appoint all faculty members of its auxiliary committees, except where otherwise provided in these bylaws, for staggered three-year terms.~~
- ~~f. Shall make interim appointments of student members to its auxiliary committees where such student members have not yet been designated by the appropriate regular procedures.~~
- ~~g. When the Student Affairs Committee has made interim appointments of student members to its auxiliary committees, it shall notify the officers of the Student Senate of these appointments.~~
- ~~h. For the purpose of appointing members to its auxiliary committees, a quorum of the Student Affairs Committee shall consist of a majority of its members eligible to vote at the time such action is take~~

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

5. STUDENT AFFAIRS COMMITTEE

I. Duties

- a. Shall ~~keep in~~ **continually** review the area of the College classified in the administrative category of student affairs.
- b. Shall ~~keep under continuous~~ **continually** review the standards and conditions of extra-curricular activities, **including intercollegiate athletics** as well as regulations affecting freedom of expression and student conduct.
- c. Shall establish structures and procedures and codify rules and regulations governing conduct and shall be responsible for continual review of the effectiveness of structures, procedures rules, and regulations. All structures, procedures and codes developed shall take effect when approved by the Faculty Senate, and Undergraduate Senate and the Graduate Student Association. (In the event of disagreement, the procedure described in Article XII of the Governance Plan shall be followed.)
- d. Shall appoint and oversee additional auxiliary committees when they are needed to deal with other areas within the category of Student Affairs.
- e. Shall appoint all faculty members of its auxiliary committees, except where otherwise provided in these bylaws, for staggered three-year terms.
- f. Shall make interim appointments of student members to its auxiliary committees where such student members have not yet been designated by the appropriate regular procedures.
- g. When the Student Affairs Committee has made interim appointments of student members to its auxiliary committees, it shall notify the officers of the Student Senate of these appointments.
- h. For the purpose of appointing members to its auxiliary committees, a quorum of the Student Affairs Committee shall consist of **a** majority of its members eligible to vote at the time such action is taken.

II. Composition

- a. Shall be composed of:
 1. Five members of the faculty, **at least two of whom shall be Senators;**
 2. One undergraduate student selected by the Undergraduate Senate;
 3. One graduate student selected by the Graduate Student Association;
 - ~~4. One student selected by the Undergraduate Student Senate;~~
 4. The **chairs** ~~men~~ of the auxiliary committees, **ex officio**, ~~ex officio~~ without vote;
 - ~~5. The Vice **President** for Student Affairs, ex officio, without vote;~~
 6. ~~One member of the Senate Executive Committee, ex officio, without vote;~~

~~The chairmen of the auxiliary committees need not be members of the Faculty Senate~~

~~ARTICLE IV SENATE COMMITTEES~~

~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~

~~5. FACULTY STUDENT COMMITTEE ON INTERCOLLEGIATE ATHLETICS~~

~~I. Duties~~

- ~~a. Shall initiate policy and procedures concerning the conduct of intercollegiate athletics at the City College, subject to the approval of the Faculty Senate.~~
- ~~b. Shall have authority to implement routine matters of policy and procedure approved by the Faculty Senate.~~
- ~~c. Shall prepare and report on the annual budget which shall be sent for consideration and final decision to both the Faculty Senate and the Undergraduate Senate after consultation with the Vice Provost for Student Affairs. (In the event of any disagreement, the procedure described in Article XII of the Governance Charter shall be followed.)~~

~~II. Composition~~

- ~~a. Shall be composed of:

 - ~~1. Two members of the faculty, including at least one Senator.~~
 - ~~2. Three undergraduate students elected by the Undergraduate Senate.~~
 - ~~3. The Chairman of the Department of Physical and Health Education.~~
 - ~~4. The following ex officios, without vote:

 - ~~a. The Vice President for Student Affairs;~~
 - ~~b. The Vice President of Finance for Administrative Affairs;~~
 - ~~c. The Director of Athletics;~~
 - ~~d. The Business Manager;~~
 - ~~e. A representative of the CCNY Alumni Varsity Association, to be selected by the CCNY Alumni Varsity Association.~~~~~~

~~ARTICLE IV SENATE COMMITTEES~~

~~Section B. DUTIES AND COMPOSITION OF COMMITTEE~~

~~6. FACULTY STUDENT DISCIPLINE~~

~~COMMITTEE I. Duties~~

- ~~a. Shall hear cases and shall make decisions in accordance with Article 15 of the Bylaws of the CUNY Board of Trustees.~~

~~II. Composition and Functions~~

- ~~a. Shall be composed of:~~
- ~~1. Three members selected by lot from a panel of six faculty members;~~
 - ~~2. Three members selected by lot from a panel of six students;~~
 - ~~3. A chairman selected by the six members of the committee from among the remaining members of the panel.~~
- ~~b. The Chairman shall have the power to vote in case of a tie.~~
- ~~c. Shall have a quorum of at least two faculty members and two student members.~~
- ~~d. A panel of six faculty members (with faculty rank) shall be elected at the first regular meeting of the Senate in September.~~
- ~~e. A panel of six students shall be elected annually at large by students registered at the College.~~
- ~~f. No member of the committee shall serve for more than two consecutive terms of office.~~
- ~~g. In case a member chosen by lot resigns or is unable to complete his or her term of office, a replacement shall be selected by lot from the non-seated persons on the appropriate panel.~~

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

7. ADMINISTRATION ~~ON~~ **VE AFFAIRS** COMMITTEE

I. Duties

- a. Shall review the administrative structure and operation of the College.
- b. Shall be consulted on the creation of new college-wide administrative programs, titles or procedures, and the consolidation, modification or deletion of existing ones.
- c. Shall ~~establish liaison~~ **liaise** with new College-wide administrative programs as they are formed and, when necessary, suggest the creation of an appropriate Senate committee.
- d. Shall evaluate the performance of administrative personnel.
- e. Shall make regular reports to the President and to the Senate on administrative programs, procedures and personnel.

II. Composition

- a. Shall consist of seven **tenured** members of the faculty, **at least two of whom shall be Senators.**

~~ARTICLE IV SENATE COMMITTEES~~

~~Section B. DUTIES AND COMPOSITION OF COMMITTEES~~

~~7. ADMINISTRATION~~

~~COMMITTEE I. Duties~~

- ~~a. Shall review the administrative structure and operation of the College.~~
- ~~b. Shall be consulted on the creation of new college-wide administrative programs, titles or procedures, and the consolidation, modification or deletion of existing ones.~~
- ~~c. Shall establish liaison with new College-wide administrative programs as they are formed and, when necessary, suggest the creation of an appropriate Senate Committee.~~
- ~~d. Shall evaluate the performance of administrative~~
- ~~personnel. e. Shall make regular reports to the President~~
- ~~and to the Senate~~
- ~~on administrative programs, procedures and personnel.~~

~~H. Composition~~

- ~~a. Shall consist of seven members of the Faculty.~~

~~ARTICLE IV SENATE COMMITTEES~~~~Section B. DUTIES AND COMPOSITION~~~~8. INSTITUTIONAL RESOURCES ADVISORY~~~~COMMITTEE I. Duties~~

- ~~a. Shall maintain liaison with the administration's Institutional Resources Committee.~~
- ~~b. Shall assure that faculty input on policy governing institutional resources shall be provided through appropriate channels, and review the implementation of these policies by the Institutional Resources Committee.~~
- ~~c. Shall receive the bi-weekly minutes of the Institutional Resources Committee.~~
- ~~d. Shall meet at least twice a semester with the Institutional Resources Committee.~~
- ~~e. Shall report to the Senate at least once each semester.~~
- ~~f. In the event that the functions relative to the utilization of college resources, presently performed by the Institutional Resources Committee, are subsequently handled by another body or bodies, this committee of the Senate shall continue its advisory relationship with such body or bodies.~~

~~H. Composition~~

- ~~a. Shall be composed of the Chairmen of the Faculty Senate Executive Committee, the Educational Policy Committee, the Financial Planning Committee, the College-wide Resources Committee, and the Administration Committee.~~

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

8. ~~ACADEMIC FREEDOM and~~ FACULTY INTERESTS AFFAIRS

COMMITTEE

I. Duties

a. Shall ~~keep under continuous review~~ continually review all matters concerning academic freedom and the operation of the Library. The Committee may make and when appropriate, shall recommend recommendations to the Senate such action as it considers desirable regarding appropriate actions and policies.

b. Shall investigate allegations of incidents affecting alleged violations of academic freedom and shall make such recommendations to the Senate as it deems appropriate.

c. Shall ~~keep under continuous review such matters as~~ continually review teaching schedules, class sizes, research facilities- resources, and similar questions of faculty concern and, when appropriate, make recommendations to the Senate regarding appropriate actions and policies. ~~shall recommend to the Senate such action as it considers desirable.~~

~~abreview policies and procedures pertaining to the operation of operation of the Library, and shall make recommendations to the Senate as it deems advisable.~~

d. Shall review policies and procedures relating to the allocation of research funds, including funding and competitions, overseen by the Research Foundation, the City College Fund, and the Office of the Associate Provost for Research.

~~applications for and allot research funds to members of instructional staff.~~

~~b. Shall confer with and receive reports from the City College Fund and the Research Foundation.~~

~~a. Shall continually review all measures to maintain the security of persons and property on the campus of the City College and to make recommendations to this end to the appropriate authorities.~~

e. Shall choose a faculty delegate to sit on selection committees for CCNY grants and funding competitions, including those overseen by the Research Foundation, the City College Fund, and by the Office of the Associate Provost for Research.

II. Composition

a. Shall consist of:

1. ~~One Senator who shall be~~ A chair, who shall be a Senator;
2. ~~Two~~ One librarian elected by the Library staff;
3. Three other faculty members, at least one of whom shall be a Senator;
4. One undergraduate student elected by the Undergraduate Senate;
5. One graduate student elected by the Graduate Student Council
6. The Chief Librarian or their delegate, ex officio without vote.
7. ~~The Director of Public Safety or their delegate Security, ex officio, without vote~~
7. ~~The Associate Provost for Academic Services or their delegate Dean of General Studies, ex officio, without vote.~~
8. ~~The Associate Provost for Research or their delegate, ex officio, without vote~~

ARTICLE IV ~~SENATE COMMITTEES~~

Section B. ~~DUTIES AND COMPOSITION OF COMMITTEES~~

10. ~~COMMUNITY RELATIONS~~

~~COMMITTEE I.~~

~~Shall recommend policies to guide the College in fulfilling its responsibilities in community relations.~~

~~Shall recommend policies which will increase the College's ability to provide educational programs and extension services beyond those offered to the regular student body.~~

~~e. Shall review and analyze the entire College's community-oriented activities and efforts.~~

~~d. Shall recommend means of improving communication between community groups and the faculty. e. Shall recommend procedures for the most effective implementation and coordination of the College's activities and programs in the above areas.~~

~~f. Shall receive request for community service which might be met by the College, and refer these to the appropriate body for action. g.~~

~~Shall meet with such Community Advisory Committees as the President may establish under Article XIII of the Governance Charter~~

Shall be composed of:

1. Seven members of the faculty elected by the Faculty Senate;
2. Two undergraduate students appointed by the Undergraduate Senate;
3. One graduate student appointed by the Graduate Student Association;
4. The Vice President for Communications and Public Affairs, Ex officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

9. SENATE AFFAIRS COMMITTEE

I. Duties

- a. Shall ~~constantly~~ **continually** review and update the bylaws of the Faculty Senate.
 - b. Shall be empowered to make ~~automatic~~ editorial changes ~~in~~ **to** the bylaws ~~when those changes are~~ **without additional oversight**. **These types of changes include** the following: ~~nature~~
 1. ~~Where a new title is given to~~ **When** an ex officio member of the Faculty Senate ~~and any changes accompanying~~ **is given a new title** that ~~title have~~ **has** no substantive bearing on the work of the Senate, the title of that **ex officio** position ~~in the Bylaws shall be corrected accordingly~~ **changed in the bylaws, and the Senate Affairs Committee shall inform the Senate of such changes**. ~~Bylaws conferring ex officio membership shall be corrected accordingly.~~
 2. **When** ~~where a change in~~ the name of any **a** division, school, department, center, program or institute, or college-wide department ~~which has ten or more full-time persons of faculty rank assigned to it does not involve any~~ **changes without any change in its governance** ~~change, the Senate Affairs Committee~~ **Bylaws Committee** shall update the bylaws accordingly and inform the Faculty Senate.
 3. ~~when~~ **When** a department ceases to exist at the College, the **Senate Affairs Committee** ~~Bylaws Committee~~ will ~~strike all~~ **delete all** references to it in the bylaws and inform the Senate of those deletions.
 - c. Shall ~~take full and complete charge of the~~ **oversee** nominations and elections to the Senate and to **the** Office of the Ombuds.
- ~~Shall circulate notices concerning the nomination and election of Senators and of the Ombuds~~
- d. Shall certify ~~to the Senate, at the May meeting,~~ the names of elected **Senators and of the Ombudsman to the Senate at the May meeting**. ~~Senators and of the Ombuds.~~
 - e. Shall hear and decide upon complaints and appeals pertaining to elections under its jurisdiction. Appeals from decisions of the Committee can be made to the Faculty Senate Executive committee. Final appeals can be made to the Faculty Senate.
 - f. The Committee may, at its discretion, conduct other elections, upon request, on behalf of other instructional **staff group**, such as the University **Senate or the Faculty Welfare Trustees**.

- g. Shall prepare slates of nominees for all committees (**except** the Executive Committee ~~and the Committee on Nominations~~) for the September meeting.

II. Composition

- a. Shall consist of seven Senators.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

10. DIVERSITY COMMITTEE

I. Duties

- a. Shall recommend policies to guide the College in fulfilling its responsibilities in maintaining diversity among faculty, students, and staff .
- b. Shall review the College's inclusion-oriented activities and efforts.
- c. Shall recommend means of improving communication between various groups and the faculty.
- d. Shall recommend procedures for the most effective implementation and coordination of the College's activities and programs in the above areas.

II. Composition

- a. Shall be composed of:
 1. Seven members elected by the faculty, at least two of whom shall be Senators.
 2. One undergraduate student appointed by the Undergraduate Senate;
 3. One graduate student appointed by the Graduate Student Association;
 - ~~4. The Dean of Diversity, ex officio, without vote.~~

ARTICLE IV SENATE COMMITTEES

Section C. COMMITTEE MEMBERSHIP

- a. Except as otherwise provided in these bylaws, each committee shall consist of seven members, **at least two of whom shall be Senators.**
- b. Membership on the Executive Committee **and the Senate Affairs Committee** ~~the Nominations Committee and the Bylaws Committee~~ shall be restricted to members of the Senate.
- c. Membership on the other **Senate** committees ~~of the Senate~~ must include at least one Senator; otherwise members may be drawn from **full-time** ~~the entire~~ instructional staff.
- d. Committee members shall serve for a term of three years unless otherwise provided in these bylaws. ~~Their terms shall be so staggered that the term of office of approximately one-third of members shall expire each year.~~
- e. **Students** who are members of Senate committees must be full-time registrants at the City College.
- f. The agenda for the regular meeting of the Faculty Senate in September shall provide for elections to fill all committee vacancies. In these elections, ballots shall be considered valid only if they are marked for as many candidates as there are vacancies to be filled. Except where otherwise provided in these bylaws, each valid vote for a candidate shall be given equal weight. After each of a committee's vacancies has been filled by this procedure, the nominee receiving the next highest number of votes will be designated as alternate to that committee with a term of one year. Alternates will be full participants in the affairs of their committees but without the power to vote (the latter being limited to regular members). The temporary absence of a voting member shall give the alternate a vote at the meeting or meetings in question. Alternates shall serve for the remainder of the academic year.
- g. **Except as otherwise provided in these bylaws,** committee members may be re-elected to serve on the same committee.
- h. Within three weeks after the newly elected or re-elected committee members have been notified of their election, all committees shall elect a ~~their~~ chair ~~men~~ and notify the **Chair** ~~Secretary~~ of the Senate of their choice. ~~All committee chairmen must be members of the Faculty Senate unless otherwise provided in these bylaws.~~

ARTICLE IV SENATE COMMITTEES

Section C. COMMITTEE MEMBERSHIP

- i. The term of a ~~member of a~~ committee ~~member~~ expires upon the election of a replacement ~~re-placement~~. A committee, however may remove a non-participating member. A committee member shall be construed to be non-participating if he/she is absent without excuse for ~~three~~ ~~two~~ consecutive meetings or from one-third of the meetings in any semester. ~~The committee chair shall notify the Chair of the Senate of the member's removal.~~ Any member so removed may appeal his or her removal to the Executive Committee. In the event that such a member is removed from the committee the alternate automatically becomes a full member.
- j. Interim vacancies on both the Executive Committee and the ~~Senate Affairs~~ ~~Nominations~~ Committee shall be filled by nomination and election at the first ~~plenary~~ ~~regular meeting~~ following the occurrence of the vacancy, and shall be for the remainder of the unexpired term.
- k. Interim vacancies on other committees will be filled for the remainder of the academic year by their ~~respective~~ alternates. In the absence of an alternate, an interim vacancy shall be filled until the next regularly scheduled committee elections by appointment by the ~~Senate Affairs~~ ~~Nominations~~ Committee. Such appointments shall be immediately effective but must be confirmed by the Senate at its first subsequent ~~regular~~ ~~plenary~~ ~~meeting~~. Vacancies occurring after the ~~regular meeting of the Senate in March~~ ~~plenary of the Senate~~ may remain unfilled.
- l. Whenever elections for committees are held, additional nominations may be made from the floor by members of the Senate.
- m. ~~The Chair of the Senate may serve ex officio on all standing committees.~~
- n. ~~Standing committees may appoint ad hoc committees pertaining to matters under their supervision.~~
- o. ~~It is the responsibility of the committee chair to ensure that all requirements of the New York State Open Meetings Law are met.~~

~~ARTICLE IV SENATE COMMITTEES~~~~Section D. GENERAL~~~~PROVISIONS~~

- ~~1. The Standing Committees of the Faculty Senate shall appoint the members of the Auxiliary Committees under their supervision, unless otherwise provided in these Bylaws, and shall create such new Auxiliary Committees as they shall deem necessary.~~
 - ~~a. All appointments shall be subject to confirmation by the Faculty Senate.~~
 - ~~b. The creation of new Auxiliary Committees shall be subject to confirmation by the Faculty Senate.~~
 - ~~c. The size and representative character of the Auxiliary Committees shall be determined by the appropriate standing Committee unless otherwise provided in these Bylaws.~~
- ~~2. Each standing committee and each Auxiliary Committee shall elect its own chairman and such other officers as it may need.~~
- ~~3. Auxiliary Committees shall keep the appropriate Standing Committee informed of their actions and decisions.~~

ARTICLE IV SENATE COMMITTEES

Section D. SPECIAL COMMITTEES

1. When a vacancy occurs in the Presidency of the College, the Faculty Senate shall select the faculty members of an ad hoc committee to advise ~~with~~ the CUNY Board of Trustees in filling the Office.
2. When a vacancy occurs in a college-wide office such as Vice President, ~~Vice~~ **Associate** Provost, Dean of **Interdisciplinary Studies**, ~~the School of general studies~~ and Chief Librarian, the Senate shall select the faculty members of an ad hoc committee to advise ~~with~~ the President in filling the vacancy.
3. **When the need arises**, ad hoc committees of the Senate may be **proposed** ~~appointed~~ by the **Executive Committee** ~~Presiding Officer~~ with **approval** ~~the consent~~ of the Senate, or may be **proposed by and** elected at the discretion of the Senate to serve for a definite purpose and for a definite length of time. **A specific mandate for the proposed committee must be submitted in writing for approval by the Senate.**

ARTICLE V ORGANIZATION AND MEETINGS OF THE SENATE

A. ORGANIZATION

Section 1. ~~At a meeting, which will be held immediately following, and on the same day as the regular meeting in May, the new Senate shall convene to organize itself for the following academic year.~~

Immediately following the final plenary in May, the Senate that has been constituted for the next academic year, including the newly elected Senators, will convene a reorganization meeting.

Section 2. The only order of business ~~will~~ ~~shall~~ be: **for the reorganization meeting**

1. Report of the ~~Senate Affairs Committee~~ **Committee on Elections**.
2. Election of the Secretary **and** the Treasurer **for the next academic year.** ~~and the Sergeant at Arms.~~
3. Election of the Executive Committee **for the next academic year.** ~~and the Committee on Nominations~~

Section 3. After nominations for the **Executive Committee, Secretary, and Treasurer** ~~various positions~~ are closed, the plenary meeting ~~is shall~~ ~~adjourned~~ ~~for a recess.~~ ~~It reconvenes not as a plenary but for the purpose of voting.~~ ~~Votes must be counted in public by impartial persons, and must be completed in a single sitting and in view of Senators.~~ ~~recess- for fifteen minutes.~~ ~~At the end of the recess the meeting shall reconvene, not in plenary session, but for the purpose of balloting, which shall be completed within thirty minutes.~~

B. MEETINGS

Section 1. The Senate shall hold eight regular meetings during the academic year. The meetings shall be held on the third Thursday of the following months: September, October, November, December, February, March, April and May. In the event that the date for a meeting occurs on a day when the College is not in session, the Executive Committee shall set another meeting time or cancel the meeting for that month. The Executive Committee may reschedule a **plenary regular meeting** of the Senate if, in its opinion, such a change would better serve the conduct of business by the Senate. The Executive Committee shall have the authority to cancel **no more than** one regular meeting **during** each semester.

Section 2. Notices of each meeting ~~should~~ ~~shall~~ be distributed at least seven days prior to the meeting. Such notices shall include the agenda and written statements concerning any policy matter to be presented at the meeting.

Section 3. Special meetings may be called by the President of the College, by the Executive Committee, or by written request of ten Senators (submitted to the **Chair secretary** of the Executive Committee). The purpose of such meeting shall be explicitly stated in **the notice of** the meeting and shall be the only order of business.

ARTICLE V ORGANIZATION AND MEETINGS OF ~~THE~~ SENATE

Section 4. A majority of the total number of Senators, not including alternates, that comprise the plenum if there were no vacancies shall constitute a quorum. In order for a motion to be carried, it must receive an affirmative vote of a majority of the total number of Senators that comprise the plenum. An alternate **Senator** designated for each constituency (division or school) **may** ~~shall~~ vote in the absence of a regular member and count toward quorum requirements.

Section 5. Copies of the minutes of each meeting shall be distributed to each member of the Senate, the President of the College, the ~~Chairman~~ of the CUNY Board of Trustees, and the College Library. They shall also be posted on the Senate web page.

C. PROCEDURES OF THE PLENARY MEETINGS

~~ARTICLE VI ORDER OF BUSINESS~~

Section 1. The preferred order of business for a regular meeting **is** ~~shall be~~ as follows:

- Call to Order
- Approval of Minutes
- Treasurer's Report
- Communications
- Remarks of the President
- Report of the Executive Committee
- Report of the Ombuds~~man~~
- Reports of Committees
- Old Business
- New Business
- Adjournment

Section 2. ~~The order of business as set forth by the Agenda for a given meeting may be altered or suspended on motion and approved by the two-thirds of the members present and voting. The~~ **agenda for each plenary will be determined by the Executive Committee.**

Section 3. Resolutions may be **submitted to the Chair of the Executive Committee or proposed from the floor as new business for inclusion on the agenda of the next plenary** ~~introduced at any regular meeting~~ of the Senate. **To be included on the agenda, resolutions must be received ten days before the date of the plenary for which they are intended.** ~~but shall require two-thirds vote of the members present for addition to the Agenda.~~

- Section 4. ~~Resolutions may be submitted to the Secretary of the Executive Committee and the Secretary of the Faculty Senate for inclusion on the Agenda for the next regular meeting of the Senate. To be included on The Agenda, they must be received ten days before the date of the Meeting for which they are intended.~~ **The order of business as set forth by the agenda for a given plenary may be altered on motion and approved by two-thirds of the voting members present.**
- Section 5. The Agenda for a special meeting may be altered only by consent of three-quarters of the members present and voting. **The agenda may be altered during a plenary if approved by two-thirds of the voting members present.**
- Section 6. The agenda for a special meeting may be altered only during the meeting by consent of three-quarters of the voting members present.**
- Section 7. A record of the final vote of each member shall be maintained in the Senate office.
- Section 8. When adopted, these bylaws shall supersede all previous procedures of the Senate.
- Section 9. The Faculty Senate will operate in accordance with the current edition of Robert's Rules of Order, except as otherwise required by these bylaws or by law. Senators should note that compliance with the Open Meetings Law and the Freedom of Information Law is required.

ARTICLE ~~VI~~ VII AMENDMENTS

- Section 1. Amendments to these bylaws may be proposed by the Executive Committee, by the ~~Bylaws~~ **Senate Affairs** Committee, or by the petition of five Senators at any regular meeting.
- Section 2. ~~Such~~ Proposed amendments shall be read **at two consecutive meetings** and **voted upon at the second meeting.** ~~tabled.~~
- Section 3. Such **readings** ~~proposed amendments~~ shall be part of the order of business of either the next regular meeting or a special meeting called for that purpose.
- Section 4. Notice of such amendments shall be distributed to all members with the agenda for the meeting.
- Section 5. Amendments to these bylaws require approval of two-thirds of the voting members of the Senate present at a meeting, provided that two-thirds represents a majority of the voting members of the Senate.
- Section 6. Amendments, when approved, shall become effective at the next **plenary** ~~regular meeting~~ of the Senate, unless otherwise provided.

**Diversity Committee
Faculty Senate
The City College of New York**

Re: **Recommendations for Maintaining a Diverse Student Body at CCNY**

Background and issue at hand:

CCNY/FS Diversity Committee (DC) is tasked with the broad goal of reviewing current state, tendencies, policies, and strategies that promote diversity on campus across all levels, namely students, staff, faculty, and administrators. For the academic year 2016-2017, the DC decided to focus on two specific subjects; a) improved diversity in the student body, and b) awareness of unconscious biases across campus, with emphasis in the students' well-being. These student-centered focal areas were chosen due to growing concerns about declining diversity on campus, as well as increased stresses in the classroom and in student socializing on CCNY's diverse campus.

The focus of this report is on improved diversity in the student body. A complementary report will address unconscious biases.

CCNY is by nature one of the most diverse campuses across the nation. The City College undergraduate population is 36% Hispanic, 17% Black, 24% Asian and 15% White (Fig. 1)¹. The College has a long and distinguished history of serving low-income and minority students, and first generation Americans from New York City. Its cultural diversity is reflected in the 104 languages spoken on campus. As of Fall 2015 CCNY student enrollment is 15,931 students comprising of 13,340 undergraduate and 2,591 graduate students. The undergraduate student population is 83.7% of the entire CCNY student body.

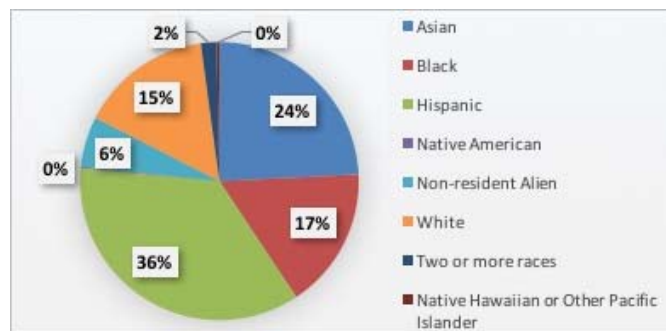


Figure 1. CCNY Undergraduate Student Population by Ethnicity (As of Fall 2015)

CCNY is designated a Minority and Hispanic Serving Institution (MSI & HSI) by the US Department of Education. This designation implies that the Hispanic student body is above 25% of all full-time students, US citizens or naturalized (currently at 30% for FY16), and with a total under-represented minority (URM) student body above 50% (52% for FY16). This designation is essential for CCNY, as it represents access to large amounts of external funds by different agencies dedicated to improving the academic environment of MSIs. Examples of these agencies and programs are: the National Science Foundation, US Department of Education Titles V and III programs, National Institute of Health, US Department of Energy, National Aeronautics and Space Agency, and Department of Commerce. These

¹ *The City College of New York City Facts Report, Fall 2015, OIR.*

resources could total more than \$10M/year for MSIs including CCNY. Thus, maintaining a diverse population is not only a matter of social representation for CCNY, it is a strategic operational issue.

Despite the diversity of CCNY, recent trends in the college's demographics are concerning. While the Hispanic population experienced a 30% increase since 2005, it has reached a plateau of about 34%, while the African American population has experienced steady decline in the same period from 22% to 16% (FY16). These trends place at risk the MSI designation.

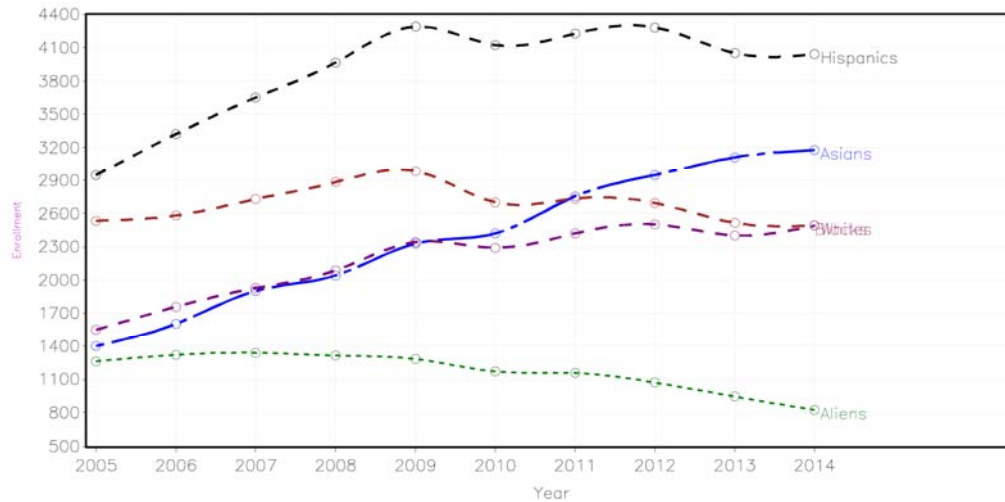


Figure 2: CCNY Undergraduate Ethnicity 2005-2014, source: City Facts.

Analysis of Causes and Current Practices:

The DC researched possible causes, consulting and reviewing data and administrators and/or offices associated to student recruiting. On March 14, 2016, the DC met with Admissions Office director, Mr. Joe Fantozzi, to review the case at hand. From these analyses and data gathering, it can be concluded that the main causes for these trends are:

- Increased infusion of students from non-qualifying minority populations, particularly Asian Americans (see Figure 2).
- Increased admissions criteria that may have negatively impacted URM graduates. SAT minimum scores were raised, which has impacted the number of qualified applicants from URMs.
- Increased competition by regional and national universities from the pool of qualified URMs from the city.
- Other unknown factors.

The Office of Admissions, which is tasked with recruiting efforts, is aware of these trends and appears to be responding to these changes. Current adjusted practices by the office of admissions include:

- Target more than 200 high schools in the area, the majority from the city. The initial yield from targeted and non-targeted high schools is more than 20,000 applicants, with a final freshman yield of approximately 3,500 students (16%), of which 1,500 (40% of freshman class) are from targeted schools.

- Expand the geographical range of recruiting high schools to the Northeast region, with emphasis on out-of-state and international students. This may have the dual benefit of attracting students willing to pay out-of-state tuition. These new efforts are not necessarily targeting high schools with a high percentage of URM students.
- Increased promotional material with high quality visuals.
- Increased open houses during the recruiting season.

The Office of Admission highlighted the need for schools and divisions to be engaged in recruiting efforts and to be proactive in this process. As of now, participation of faculty is extremely low.

Analysis and Recommendations:

The above scenario points to rapidly changing demographics in the student population, where the college appears to be more attractive to non-minority students from NY City and from outside the city. Maintaining a proper balance of students from the NY metro region or from across the nation with students from the City, and in particular URM students, is essential to the college’s principles and for strategic purposes. Current trends point to an unsustainable path of underrepresenting URM students. It is therefore imperative that the college adapt to these trends resulting in a sustainable diverse student body that is representative of the community and to the principles of the college.

In lieu of the present scenario, the DC makes the following recommendations:

1. For the admissions office to emphasize recruiting in CUNY community colleges as a target audience. Data shows that close to 50% of the student body of CCNY originates from transfer students for STEM (Science, Engineering, Psychology in the case of CCNY) disciplines, a good percentage from the CUNY system. The majority of these community colleges have a high percentage of URM students (see Figure 3). Total transfer students represent more than 30% of the total student body.

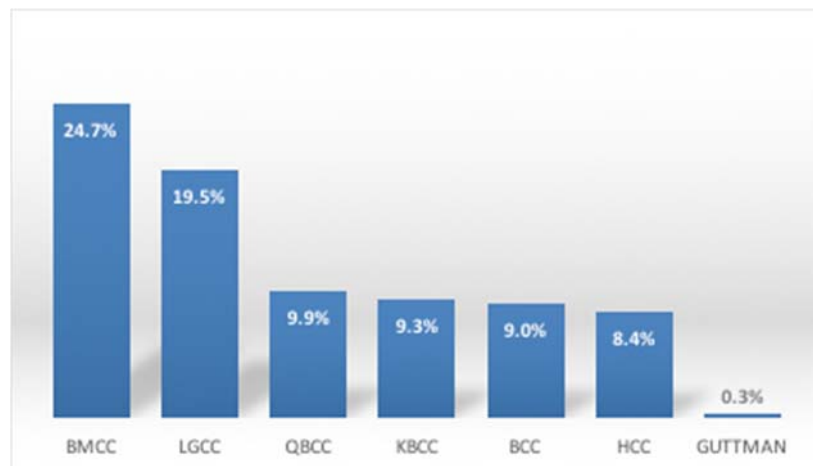


Figure 3. Students transferring from CUNY Community Colleges into CCNY in STEM fields

2. For the admissions office to emphasize recruiting in high schools with high percentage of URM students, including from across the region and from out of state. Examples for out of state include areas of southern states with high percentages of Latino and African American communities (i.e.

central Florida has a very high growing population of Puerto Ricans and Dominicans). Numbers show very good yield from targeted high schools, and this strategy should be maximized.

3. For the college to strengthen efforts to recruit and retain faculty from URMs, and to implement best practices on these efforts. An example is the Division of Sciences initiative for diversifying the faculty, implemented by Dean Tony Liss. A diverse student campus is a reflection of its faculty and staff.
4. For the President, Provost and Dean's offices to create incentives for faculties (such as release time) to participate in the recruiting efforts including, but not limited to meeting visiting students and parents and visiting high schools to publicize the quality teaching and research at CCNY and encourage potential students to apply. This may also be by considered as part of the faculty service, and be by rotational and/or voluntary basis.
5. For the Admissions Office to implement a faculty council for recruiting that can provide advice on best recruiting strategies. Deans may designate members of this council. This follows best practices in other strategic areas of the college such as the Research Council.
6. For the Provost to report to the Faculty Senate on an annual basis the state of diversity on the student body.
7. For the college to prioritize maintaining a diverse student body representative of our community and consistent with the opportunities available to the MSIs. This to be reflected in its mission and strategic planning.

Be finally resolved that this analysis and recommendations are presented to the FS for review and approval, and send to CCNY President, Provost, Deans, and Admissions Office for implementation, after approval.

5/13/2016

Faculty Senate Diversity Committee

Members:

Prabal De
Jorge González
Marta Gutman
Karen Hubbard
Marie Nazon
Joao Nunes
Susanna Rosenbaum
Mark Smith
Leo Sychala
Jan Valle

**The Faculty Senate
The City College of New York**



Proposed: May 19, 2016
Adopted:
Vote:

Special Organizational Plenary Meeting

May 19, 2016
Shepard Hall 250

AGENDA

| | |
|--------------------------------------------------------------------|----------------|
| Call to order | 3:00 PM |
| Report of the Committee on Elections/Senate Affairs Committee | 3:01 – 3:05 PM |
| Election of the Secretary, the Treasurer, and the Sergeant-at Arms | 3:05 – 3:10 PM |
| Election of the Committee on Nominations | 3:10 – 3:15 PM |
| Appointment of Provost Maurizio Trevisan as Meeting Chair | 3:15 PM |
| Election of the Executive Committee | 3:15 – 4:00 PM |
| Adjournment | 4:00 PM |

**The Faculty Senate
The City College of New York**



Proposed: Sept 15, 2016
Adopted: Sept 15, 2016
Vote: Unanimous

**Minutes of the
Faculty Senate Organizational Plenary Meeting
May 19, 2016
Shepard Hall 250
The City College
3PM**

Present: President Provost Trevisan; Senior VP Zinnanti; Chief of Staff H. Balmer; Executive Counsel Occhiogrosso

Deans: M. E. Driscoll, D. Cintron, C. Stewart, Director M. Brownlee, Director M.R. Strzeszewski

Senators: A. Agrawal, M. Blanchard, C. Brakwood, P. Brass, L. Cardoso, W. Crain, Y. Crevecoeur, B. Cronin, C. Daligish, A. Dhawan, N. Fazio, A. Feigenberg, K. Foster, S. Fritton, G. Gallagher, A. Gilerson, M. Gutman, E. Handy, R. Higney, M. Holober, K. Hubbard, A. Janakiraman, D. Jeruzalmi, B. Judell, B. Kim, A. Kisery, A. Kornhauser, D. Lohman, M. Renon, R. Miller, G. Mitchell, R. Paino, R. Raj, S. Rings, S. Rosenbaum, S. Rudenstine, I. Salame, S. Schaller, R. Stark, R. Steinberg, T. Thayer, J. Valle, S. Van Nort, T. Watson, S. Weiss, D. Weissman, C. Wolf

Guests: A. Alting, P. Cortes, C. Li, T. Scala,

Excused: E. Crull, J. Gonzalez

The meeting was called to order at 3:03PM

Andras Kisery was elected secretary. No Treasurer or Sergeant of Arms were elected. 3:05PM

The Senate Affairs Committee was elected as committee on Nominations. 3:06PM

Provost Maurizio Trevisan was appointed as Chair of the meeting 3:06PM

The following candidates were nominated to the Executive Committee: Professors Kornhauser, Jeruzalmi, Steinberg, Miller, Gonzales, Weissman, and Cronin. As there seven nominees for the seven seats, the Executive Committee was elected by voice vote 3:25PM

The meeting was adjourned at 3:26PM

Submitted,
Andras Kisery
Secretary

**The Faculty Senate
The City College of New York**

*Shepard Hall, Room 150
160 Convent Avenue
New York, NY 10031*



May 19, 2016

Dear Senators and Faculty Colleagues,

I write to announce results of elections for the Executive Committee of the Faculty Senate of the City College of New York. The elections took place on May 19, 2016. The following Senators were elected to the Executive Committee to one-year terms:

Professor Bruce Cronin
Professor Jorge Gonzalez
*Professor David Jeruzalmi
Professor Anne Kornhauser
Professor Richard Steinberg
Professor Renata Miller
Professor David Weissman

*elected Chair by the Executive Committee (May 19, 2016)

On behalf of the newly elected Executive Committee, I would like to express my deepest gratitude for the support and confidence that you have shown us.

I am also grateful to Provost Maurizio Trevisan for serving as Chair during the election process.

Sincerely,

David Jeruzalmi

David Jeruzalmi