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September 16, 2014 College Council Minutes

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STELLA AND CHARLES
GUTTMAN
COMMUNITY COLLEGE

September 16, 2014 Council Meeting

1 – 2:30

Room 401

MINUTES

Council Members in Attendance: Scott Evenbeck, Joan Lucariello, Larian Angelo, Stuart Cochran, Linda Merians, Marcus Allen, Flora Armetta, Kristina Baines, Sreenjaya Banerjee, Nicola Blake, Tracy Daraviras, Marcia Edwards, Forest Fisher, Karla Smith Fuller, Jan Green, Verlène Herrington, Chet Jordan, Parviz Kermani, Chulsung Kim, Claire King, Meagan Lacy, Molly Makris, Nate Mickelson, Vanita Naidoo, Jinzhong Niu, Nicole Saint-Louis, Naveen Seth, Marla Sole, Alia Tyner-Mullings, Lori Ungemah, Geraldo Vasquez, Rebecca Walker, Katie Wilson, Marcus Lowenhaupt, and Adrian Escoto.

Council Members Not in Attendance: Sebastien Buttet, Randy Hensley, Ariana Gonzalez-Stokas, Caitlin Irish, Andrea Morrell, Audrey Nasar, and Derek Tesser.

Guests Present: Bruce Lyons, Lynette Phillips, Paul Naish, Laura Gambino, Elisa Hertz, and Camilla Torres.

Meeting Notes

Chairperson Evenbeck welcomed attendees and gave opening remarks.

- Lynette Phillips, General Counsel, will be serving as Parliamentarian for Council meetings.
- The College held a fantastic commencement and had a good working committee. We look forward to holding a meaningful, student-centered event for our next commencement on June 17, 2015.
- The Middle State accreditation team report was affirming of our work. A draft is due around September 24 to review for factual errors, and Guttman will also have a chance to respond to the team's final report. The Team valued the planning process, including our year-long Foundations of Excellence self study.
- A Retreat Day will be held in January.
- The CUNY Chancellor was very supportive of the College during his visit August 25.
- We are working hard to secure funds for student Metro Cards on a needs-basis.
- We will implement some portion of Guttman money, especially for faculty-student initiatives.
- Issues that arise for classes we hold at 31st Street should be identified, so that we may act upon them to maintain vitality of student experience at that location.
- The first three weeks are very importance for our entering students and we should all be reflective about that experience.

**Guests are welcome and will be directed to a special seating area in room 401.
Guests may not participate in the proceedings of the Council or its Standing Committees.**

1. Items to considerer:

a. Matters referred from the Agenda Committee:

- i. Resolved: The Council approves the Agenda for the September 16, 2014, meeting. (Passed unanimously by acclamation.)
- ii. Resolved: The Council approves the Minutes of the May 13, 2014, meeting. (Passed unanimously by acclamation.)
- iii. Review of Council Membership and Council Committee Membership:
 - o Stuart noted that all new full-time faculty members are also part of the Council.
 - o CUNY has one Board of Trustees that delegates to the Presidents and governing bodies of each college.
 - o The two new SGA student government leaders will attend the Council meetings as voting members—Marcus Lowenhaupt and Adrian Escoto. Their fellow officers in SGA serve as two student alternates—Saudia Shariff and Rosalie Chan.
 - o Positions are open for a number of Standing Committees, and the next possibly two Council meetings will be devoted to electing members to fill those seats.
- iv. Proposed Protocol for election of full-time non-teaching staff to College Council. Four positions are to be filled by full-time non-teaching staff. Excluded are those from Administration and faculty members.
 - o An email will be sent to all full-time, non-teaching staff on September 17 with an opportunity to nominate up to four names, which may include their own, to serve on the College Council for either a one or two year term. Since under the protocol all nominees must be seconded, everyone will also have the opportunity to second the nomination of up to four colleagues. In accordance with the approved protocol, nominations will be closed at the end of the three day period.
 - o If more than four valid nominations are received, up to twelve names (three times the seats to be filled) of those nominated will appear on the first ballot. If more than twelve valid nominations are received, the twelve receiving the most nominations will appear. In the event of a tie, all names of those receiving the most votes tied for nominations will appear.
 - o The first Council meeting in October will have full membership for the Council to make nominations for the standing committees. Once the election of the full-time non-teaching staff is completed and announced, we may call for nominations electronically via Depot before the October 2nd Council meeting.

v. Annual Summary Reports:

Agenda Committee- Naveen Seth. The committee meets a week prior to each Council meeting to prepare the business to be discussed and sets agenda. The committee met four times during 2013-2014.

Assessment and Professional Development Committee- Laura Gambino and Elisa Hertz. The committee thanked all members.

Curriculum Subcommittee on Summer Bridge and the Curriculum Steering Committee on the First Year Experience-Nate Mickelson. The committee thanked everyone who participated in the work.

Curriculum Subcommittee on Academic Technology- Vee Herrington. The subcommittee looks at using technology in the curriculum, and is considering an early alert system and open educational resources. The subcommittee is now a working group and will co-convened by Vee and Laura Gambino.

Programs of Study Subcommittee of the Curriculum Committee- Nicola Blake. The subcommittee achieved all its goals for 2013-2014.

Subcommittee on Partnerships- Claire King. The subcommittee ensures the role and responsibilities of the partnerships advisory council helps to inform and respond to the curriculum. Thinking about partnerships event.

Subgroup on Mathematics- Rebecca Walker. The subgroup is developing a pilot program to realign statistics with college algebra.

b. Matters from the Curriculum Committee- None

c. Matters from the Assessment and PD Committee- None

2. Other Business- None

3. New Business

- a. Carry over date for second College Council meeting in the event elections are not finished on October 2 Common Hour: October 7 Common Hour

4. Announcements/Discussion

- The Provost implemented a program coordinator structure and commended everyone on the Summer Bridge program. Administrative recruiting is ongoing for several positions, plus 10-11 new faculty searches.
- Larian noted that there has been some movement on the new building and acknowledges we will have adequate space in the new space. A student Metro Card initiative is pending.
- Marcus Lowenhaupt, SGA President, noted that many events to maintain school spirit will be held in October. The SGA also plans to introduce new students to the college's resources at an event and will plan a Halloween Party.
- Adrian Escoto, SGA Vice President, intends to involve the clubs in more student activities.
- Karla Smith-Fuller announced that seven students presented a research project in Nashville at the Race Studies in Education Association National Conference with support from SGA funds.
- Guttman students completed a survey of student engagement from the Community College Survey of Student Engagement (CCSSE). Guttman students' ratings for engagement were very high. The College will be cited as an exemplary community college in the report—*A Matter of Degrees*—to be released September 18.
- Chulsung Kim- A new CUNY research opportunity related to lab science for two-year students will soon be available. Up to 15 Guttman students may be eligible to receive funding for their lab science work.

- Parviz Kermani announced the IBM-Watson Scholarship for students to discover new computer applications. A team from IBM will visit Guttman on September 18. Also, on September 19 two Guttman students will demo Luca the robot, a Lego device, at the NYC Media Lab annual summit in New York.
- President Evenbeck believes Guttman students should submit to the David A Garfinkel Essay Contest in the future. Applicants are asked to submit an essay on a legal topic. This year the theme was LGBT rights.
- Vee Herrington announced the imminent display of an interactive 3D multimedia timeline of the College to be installed in the Atrium as soon as an appropriate touch screen monitor of ample size is procured.

5. Adjourn

Minutes respectfully submitted by Bruce Lyons for Linda Merians.