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2014

### May 13, 2014 College Council Minutes

CUNY Guttman Community College

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STELLA AND CHARLES  
**GUTTMAN**  
COMMUNITY COLLEGE

## May 13, 2014 Council Meeting

11:30 – 1

Room 401

### MINUTES

**Council Members in Attendance:** Scott Evenbeck, Joan Lucariello, Larian Angelo, Stuart Cochran, Linda Merians, Marcus Allen, Nicola Blake, Tracy Daraviras, Karla Smith Fuller, Ariana Gonzalez-Stokas, Jan Green, Caitlin Irish, Charles Jordan, Parviz Kermani, Chulsung Kim, Claire King, Nate Mickelson, Andrea Morrell, Nicole Saint-Louis, Naveen Seth, Derek Tesser, Alia Tyner-Mullings, Rebecca Walker, Daniel Ambrose, Joseph Capobianco, Elisa Hertz, Alfajo Jallow, Angie Urena

**Council Members Not in Attendance:** Laura Gambino, Verlene Herrington, Lori Ungemah, Randy Hensley

**Guests Present:** Marcia Edwards, Bruce Lyons, Paul Naish, Jessica Leung

#### Meeting Notes

Chairperson Evenbeck welcomed attendees and gave opening remarks.

- Robin Hood Foundation has funded us for the Summer Bridge Program again
- Citizenship Now was a great success
- Budget is not fully in place yet for next year but so far, so good
- Larian is continuing to meet with Central about our urgent need for additional space
- SGA elections are over; results not yet announced

Referral of Matters from Standing Committees:

#### Items Considered:

##### A. Matters referred from the Agenda Committee:

- i. Resolved: The Council Approves the Agenda for the May 13, 2014 meeting. (Passed unanimously by acclamation).
- ii. Resolved: The Council approves the minutes of the March 20, 2014 meeting vote. (Passed unanimously by acclamation).

- iii. Resolved: The Council approves the Strategic Plan. (Passed unanimously by acclamation).

**B. Matters referred from the Curriculum Committee**

- i. Resolved: Students who earn a 3.50 GPA for credits received from Stella and Charles Guttman Community College upon graduation will receive designation “with honors.” (Passed unanimously by acclamation).
- ii. Resolved: For every one instructional credit hour in class, a Guttman student is expected to spend at least two hours out-of-class studying, reading, writing, researching, and working on projects, and preparing for class. E.g. for a 3 credit course that meets for 3 hours each week, a student is expected to spend at least 6 hours outside of class time doing related course work. If a course provides more time in class than one hour for one credit, the additional time *may* offset out-of-class expectations.

Friendly amendment to add the following language to the last sentence: “at the discretion of the instructor” not passed.

Vote: For 20	Against 1	Abstain 5
Joan Lucariello	Jan Green	Alia Tyner-Mullings
Larian Angelo		Nicole Saint-Louis
Stuart Cochran		Karla Smith Fuller
Linda Merians		Elisa Hertz
Marcus Allen		Chulsung Kim
Nicola Blake		
Tracy Daraviras		
Ariana Gonzales-Stokas		
Caitlin Irish		
Charles Jordan		
Parviz Kermani		
Claire King		
Nate Mickelson		
Andrea Morrell		
Naveen Seth		
Derek Tesser		
Rebecca Walker		
Joseph Capobianco		
Alfajo Jallow		
Angie Urena		

- iii. Resolved: English 214 will be the required the Twentieth Century American Literature course in the Liberal Arts and Sciences major. English 214 will no longer be listed as a substitution and will be listed as a requirement. (Passed unanimously by acclamation).
- iv. Resolved: For the course in the First Year Experience (LASC 101 City Seminar 1, LASC 102 City Seminar II, SOSC 111 Ethnographies of Work I, SOSC 113 Ethnographies of Work II, ENGL

103 Composition 1, MATH 103 Statistics, MATH 103A Statistics A, and MATH 103B Statistics B) students receive a grade of NC in lieu of a grade of F for failure to pass the course. A student must repeat the course if s/he receives a grade of NC in any of the courses listed above. If a student fails the course a second time, then s/he will receive a grade of F instead of NC. If a student fails the same FYE course two times (read:one NC and one F), there will be an intervention by the Assistant Dean of Student Engagement or her/his designee. The student may be allowed to repeat the course a third time under specified conditions. (Passed unanimously by acclamation).

- v. Resolved: Regular and punctual attendance at and participation in all Summer Bridge Program (SBP) assignments and activities are required in order to continue in fall classes at Guttman Community College. Two incidences of lateness are equivalent to one missed class session. Students who miss more than one day or its equivalent (4 class sessions) without documented extenuating circumstances shall not be permitted to attend Guttman in the fall. Students who miss one day or its equivalent (4 class sessions) will be required to meet with the Assistant Dean of Student Engagement and Success to discuss the circumstances of their absences and how they will make up the activity or activities that were missed. Students will be encouraged to continue attending and fully participating in the SBP with the understanding that a final decision will be made about their ability to enroll for the fall semester. Decisions about fall enrollment will be made by a committee composed of the Assistant Dean of Student Engagement and Success, the faculty co-Director of SBP, and a full-time faculty member designated by the Provost. Students not permitted to take classes in the fall semester to which they have been admitted will have the option of deferring admission until the following fall. Students who defer admission will be required to attend and participate fully in the new semester's SBP regardless of the extent of attendance and participation in their original SBP.

Vote:	For	25	Against	1	Abstain	0
	Joan Lucariello		Jan Green			
	Larian Angelo					
	Stuart Cochran					
	Linda Merians					
	Marcus Allen					
	Nicola Blake					
	Tracy Daraviras					
	Karla Smith Fuller					
	Ariana Gonzales-Stokas					
	Caitlin Irish					
	Charles Jordan					
	Parviz Kermani					
	Chulsung Kim					
	Claire King					
	Nate Mickelson					
	Andrea Morrell					
	Nicole Saint-Louis					

Naveen Seth  
Derek Tesser  
Alia Tyner-Mullings  
Rebecca Walker  
Joseph Capobianco  
Elisa Hertz  
Alfajo Jallow  
Angie Urena

vi. Resolved: INSTRUCTIONS FOR READMISSION (INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.)

1. Your Application for Readmission should be filed immediately, according to the deadline listed on the "Readmission Process" web page.
2. Any holds on your record must be cleared prior to submitting this form.
3. The \$20 readmission application processing fee is non-refundable.

**Students in Good Academic Standing (see criteria for Academic Standing in the College Bulletin)**

1. Pay the \$20 Readmission Fee by check or money order at the Bursar's Office.
2. Obtain Immunization Clearance from the Registrar's Office. Proof of Residency must be confirmed if your residency has changed since your date of last attendance
3. Return your Readmission Application for processing to the Registrar's Office.

**Students in Poor Academic Standing (see criteria for Academic Standing in the College Bulletin)**

If your cumulative GPA is below 2.00, you must write an Appeal Letter to the College Committee on Academic Appeals.

1. The Readmission Application must be filed along with your Appeal Letter.
2. Pay the \$20 Readmission Fee by check or money order at the Bursar's Office.
3. Obtain Immunization Clearance.
4. Proof of Residency must be confirmed if your residency has changed since you last attended. Return your Readmission Form for processing to the Registrar's Office. Your Readmission Application, including all supporting documents will be reviewed by the Committee for Academic Appeals.
5. You will be notified by The Office of Academic Affairs of the status of your Application for Readmission in writing.

For college admissions information, contact the Office of Admissions and Access.

(Passed unanimously by acclamation)

- vii. Resolved: **Independent Study** courses at Guttman Community College are courses that go beyond those regularly offered by the college. These courses will feature individual design and initiative on the part of the student and will be focused on a unique academic project or exploration not addressed by regularly scheduled courses at the college.

*Guidelines for eligibility for Independent Study:*

- These courses may be taken by individual students or by a small group of students not to exceed four students.

- The students must have completed the First Year Experience Core courses and have a minimum GPA of 2.5.
- These courses will normally be developed by the student(s) and the faculty member working together. They can be designed for anywhere from 1 to 3 credit hours and should use the guideline that each credit hour earned (in a twelve week session) should require approximately 3 hours per week of work on the part of the student (including meeting with the faculty member and working independently).
- The form for independent study must be completed, approved, and filed with the registrar prior to the end of the academic session previous to which the work will be completed.

**Directed Study** courses at Guttman Community College are courses that are listed in the course catalog but are offered on a tutorial basis for a small group of students that does not exceed four.

In order for a directed study course to be approved the course must not be part of the First Year Core courses, the student(s) must not have previously attempted to complete the course and at least one of the following must apply:

- The course is required for a major, has no reasonable substitute, and is not scheduled before the student plans to graduate, or
- The student is unable to take a course required for a major requirement at its regularly scheduled time because it conflicts with another required course, or
- The course is rarely (less than once every two years) offered due to insufficient demand.

*Guidelines for eligibility for a Directed Study:*

- All students enrolled seeking to participate in the directed study must be in good academic standing.
- Each student should submit a written statement explaining the compelling reasons why the directed study course is necessary. If the course is regularly offered, explain why you have not taken it in the past when it was offered and why you cannot wait until the next time it is offered.
- The form for directed study along with supporting documents must be completed, approved, and filed with the registrar prior to the end of the academic session previous to which the work will be completed.

**Motion to table (JL) entered, seconded (SC), passed unanimously by acclamation.**

- viii. Resolved: Proposal to increase number of hours of INFT 201 Networking and Data Communication course from 3 to 4 hours/week. The course will remain 3 credits.

Vote:

For 24

Against 0

Abstain 2

Joan Lucariello

Chulsung Kim

Larian Angelo

Joseph Capobianco

Stuart Cochran

Linda Merians

Marcus Allen

Nicola Blake

Tracy Daraviras

Karla Smith Fuller  
Ariana Gonzales-Stokas  
Jan Green  
Caitlin Irish  
Charles Jordan  
Parviz Kermani  
Claire King  
Nate Mickelson  
Andrea Morrell  
Nicole Saint-Louis  
Naveen Seth  
Derek Tesser  
Alia Tyner-Mullings  
Rebecca Walker  
Elisa Hertz  
Alfajo Jallow  
Angie Urena

- ix. Resolved: The prerequisites for ECON 204, LASC 254 and UBST 253 should be revised as follows: Completion of 45 degree credits, including successful completion of ENGL 203. (Passed unanimously by acclamation).
- x. Resolved: The Council approves SOCI 231 Introduction to Urban Community Health as fulfilling the Pathways Scientific World area requirement.

Vote:	For	20	Against	2	Abstain	4
	Joan Lucariello		Chulsung Kim		Claire King	
	Larian Angelo		Joseph Capobianco		Elisa Hertz	
	Stuart Cochran				Derek Tesser	
	Linda Merians				Marcus Allen	
	Nicola Blake					
	Tracy Daraviras					
	Karla Smith Fuller					
	Ariana Gonzales-Stokas					
	Jan Green					
	Caitlin Irish					
	Charles Jordan					
	Parviz Kermani					
	Nate Mickelson					
	Andrea Morrell					
	Nicole Saint-Louis					
	Naveen Seth					
	Alia Tyner-Mullings					
	Rebecca Walker					
	Alfajo Jallow					
	Angie Urena					

- xi. Resolved: the Council approves the program outcomes dated April 29, 2014 for Business Administration, Human Services, Information Technology, Liberal Arts & Sciences, and Urban Studies. (Passed unanimously by acclamation).
- xii. Resolved: The Council approves an articulation agreement between the Associate of Arts degree in Business Administration at Guttman Community College and the Bachelor of Business Administration at Metropolitan College of New York. (Passed unanimously by acclamation).

**C. Matters referred from the Assessment & PD Committee**

- i. Resolved: The Council approves timelines for Guttman Learning Outcomes assessment and Periodic Program Reviews. (Passed unanimously by acclamation).

**2. Other Business:**

- a) Deferral of election for full-time non-teaching staff: Resolved to have an election for 4 non-teaching staff to be on the Council over the summer. **A motion was entered and seconded to hold an election before the next Council meeting to fill the seats of 4 full-time non-teaching staff as members of the Council.**

Passed unanimously by acclamation

**3. New Business:** None

Announcements/Discussion

- a) Proposed dates for FY 2015 Council meetings
  - Tuesday, October 21, 2014
  - Tuesday, December 9, 2014
  - Tuesday, March 3, 2015
  - Tuesday, April 21, 2015: tentative
- b) Alfajo Jallow: There is a need to articulate better the courses so that when students are graduating, the institutions they are applying to will award them transfer credits. We are looking into this.

Scott asked all present to thank Alfajo for his service as the Student Government President.

Adjourn at 1:07