

SENATE EXECUTIVE COMMITTEE

Minutes of November 5, 2012

Present: N. Afranie, C. Berotte Joseph, A. Brewer, L. Broughton, M. Coleman, M. Fein, J. Freeman, R. Gouraige, D. Hadaller, A. McInerney, M. Pita, R. Quinn, H. Skinner, T. Warren

Excused: C. Vendryes, W. Washington

Guests: E. Bayardelle

Meeting called to order at 2:24 p.m., A. McInerney

1. **Approval of November 5, 2012 SEC agenda:** Approved unanimously by voice vote.
2. **Approval of October 10, 2012 SEC Minutes:** Approved unanimously with two abstentions (J. Freeman, H. Skinner).
3. **Status of faculty, staff and students post-Hurricane:** D. Hadaller and A. McInerney noted that some members of the BCC community were severely affected by the hurricane. The administration is collecting information about anyone who could use help and ways that we can help. President Berotte Joseph noted that the shortages are mostly for housing, rather than clothing or food. BCC is considering setting up a special fund to support employees and students in need (from disasters). C. Berotte Joseph suggested that the Senate Community Outreach committee should be activated to pursue ways that BCC can help. Faculty and staff in need should approach Human Resources, while students should approach Student Affairs.
4. **Adjustments to Academic Calendar** (see attachments):
 - a. A. McInerney noted the memo from the Chancellor and the request by Michele Siegel to the chairs for how to change the academic calendar.
 - b. The body discussed plan A and plan B. The President must submit the final plan to both CUNY and the State by tomorrow afternoon.
5. **Report from Faculty Council**
 - a. Faculty Council was canceled since faculty were not on campus last Thursday.
6. **Approval of November 8, 2012 Senate Agenda:** Approved unanimously by voice vote.
7. **Other:**
 - a. N. Afranie noted that there is still a smoking area behind Meister. M. Coleman said she would take care of it.
 - b. C. Berotte Joseph visited the on-campus shelter last week and was impressed with the efforts of the BCC employees. She thanked M.

Coleman for her leadership during the emergency. They held the art exhibition on campus on Sunday; it was well-attended and very successful.

- c. A. McInerney noted that nominees for members of the committees for the searches, including the search for the VP of Academic Affairs, are still being collected and the searches will move forward soon.
- d. H. Skinner mentioned that the students are happy with the increased security measures in response to the recent violence outside campus. M. Coleman made a plea to get more students signed up for CUNY Alert.

Adjournment at 3:30 p.m., A. McInerney

Respectfully Submitted,




Laura C. Broughton
Secretary

Handouts:

- Memo from Chancellor: Academic Calendar
- Email: Proposed Revised Academic Fall 2012 Calendar

MEMORANDUM

Date: November 1, 2012
To: College Presidents
From: Executive Vice Chancellor Alexandra W. Logie 
Subject: Academic Calendar and Hurricane Sandy

Based on the messages that we have been receiving, all of you have already spent time focusing on how your college will make up the class time lost to the effects of Hurricane Sandy. At this time I would like to provide you with guidelines as you finalize your plans to complete the semester in a way that maintains our high academic standards. Each college is in a somewhat different situation in regard to when full operations might be restored. Therefore each college will be preparing its own specific plans. However, each campus must comply with the Regulations of the Commissioner of Education of the State of New York, which require that for a credit to be granted, a course must meet for 15 “hours” of 50 minutes each. By extension, a three-credit course must meet for 45 “hours” of 50 minutes each (or a total of 750 minutes). Among the options for your college to use in making up lost class time, and mindful of your faculty, students, and staff, are:

- Use of the currently scheduled reading day (December 13, for most colleges).
- Elimination of one of the currently scheduled final exam days (December 14-December 21, for most colleges), which includes two Fridays.
- Condensing the schedule for the final exam days.
- Utilizing on-line learning to augment face-to-face instruction or assignments.
- Adding time to each class meeting (changing the bell schedule).
- Scheduling additional classes at times during the week that are relatively less used.
- As a last resort, consider the use of the three work days during the week between Christmas and New Years, and/or days in January, as final exam days.

Your campus constituencies may have additional ideas about how to make up lost class time.

Please also note that it is our understanding that FEMA is expected to reimburse colleges for additional funds that you may need to pay adjuncts for the additional class time.

After the consultation that you will be doing with campus constituencies such as the registrar, deans, and department chairs, please submit by close of business on **Tuesday, November 6**, both a plan for completing the semester and a list of special circumstances or issues that your campus is facing. It is possible that we can help with some of these special situations, or help coordinate cooperation among campuses. The plan should be submitted to Senior Dean Robert Ptachik

(Robert.Ptachik@mail.cuny.edu) with copies to University Registrar AnnaMarie Bianco (AnnaMarie.Bianco@mail.cuny.edu) and to me (academicaffairs@mail.cuny.edu).

You have all done such great work over the last few days, as is the case every day. We look forward to receiving your plans, that will help our students finish their semesters successfully, allowing them to move seamlessly to their next semester's activities. Thank you for all of your superb efforts during these difficult times and beyond.

CC: Chancellor Matthew Goldstein
Chancellor's Cabinet
Chief Academic Officers
Chief Student Affairs Officers
Chief Administrative Officers
College Registrars

FW: Proposed Revised Academic Fall 2012 Calendar

Andrew McInerney

Sent: Monday, November 05, 2012 12:53 PM**To:** Andrew McInerney; Athos Brewer; Carole M. Berotte Joseph; Cory Vendryes [cory.vendryes@stu.bcc.cuny.edu]; David Hadaller; Henry Skinner; James Freeman; Laura Broughton; Marianne Pita; Martin Fein; Mary Coleman; Natasha Afranie [Whitashanorris@yahoo.com]; Rony Gouraige; Rosemary Quinn; Tricia Warren [triciawarren@ymail.com]; William Washington**Cc:** Carmen Vasquez; Eddy Bayardelle; Melissa Kirk; RUQAYAH.ZUHAIR@stu.bcc.cuny.edu; Michele Siegel

Dear Senate Executive Committee,

Below find a summary of several options under consideration for changes to the academic calendar. Michele Siegel has sent this to chairs asking for feedback.

Best,

Andy

From: Michele Siegel**Sent:** Monday, November 05, 2012 11:07 AM**To:** Ruth Bass; Martin Fein; Rosemary Quinn; Kamal Ismail; Debra Gonsler; Joan Wilson; Marianne Pita; Sue Moss; Tamar Rothenberg; Andrew McInerney; Laurel Cummins; Deborah Morris; Akhil Lal; James Freeman**Cc:** David Hadaller; Ayechia Perez; Liyeira Lopez; Leslie Aponte; Michele Siegel**Subject:** Proposed Revised Academic Fall 2012 Calendar

Good morning.

Per IVP Hadaller, please review two possible plans that the College is considering to make up the time missed due to Hurricane Sandy.

Please inform IVP Hadaller as to which of the two you feel would be more academically appropriate.

Your responses are needed by 4 PM this afternoon so that we may notify CUNY Central Office by Tuesday.

Thank you in advance,
Michele

Current Calendar

Last Day of Classes - Wednesday December 12, 2012

Reading Day-Thursday December 13, 2012

Final Examination- Friday December 14-Friday December 21, 2012 (six week-days plus week-end finals)

There are 458 classes that meet M/W and 376 classes that meet T/H during the Fall 2012 Semester.

Plan A

- Thursday, December 13 (originally scheduled as a Reading Day). All classes originally scheduled to meet on Thursday November 1, 2012 (Day and Evening) will NOW meet on Thursday, December 13, 2012. College will follow a Thursday Schedule on that day.

- Friday, December 14 (originally scheduled as the first day of Final Exams). All classes originally scheduled to meet on Wednesday, October 31, 2012 (Day and Evening) will NOW meet on Friday December 14, 2012. College will follow a Wednesday Schedule on that day.
- Saturday December 15, 2012- (originally scheduled for Saturday Finals) REMAINS as a Final Exam Day for Saturday Classes . There is also a plan to provide additional Conflict Rooms on this day to enable our students who have conflicts with their Final Exams (anytime throughout the Final Exam week) to take their exams at this time.
- Sunday December 16, 2012-(originally scheduled for Sunday Finals) REMAINS as a Final Exam Day for Sunday Classes.
- Monday, December 17 (Originally Final Exam Day)- All Classes originally scheduled to meet on Monday October 29, 2012 (Day and Evening) will NOW meet on Monday December 17, 2012. College will follow a Monday Schedule on that day.
- Faculty are requested to make up the material that was missed on **Tuesday October 30, 2012** (College closed) through the use of On-Line learning assignments to augment face to face instruction, assignments that utilize the College's Writing Center/ Tutorial Labs, or by arranging for individual conferences or meetings with their students.

Week-Day Final Examinations-Revised Dates For Fall 2012 - Plan A (4 days excluding week-ends)

Tuesday, December 18th (Originally 3rd day of week-day Finals) –Final Examinations for the Fall 2012 Semester WILL BEGIN. Uniform Exams will be administered

Wednesday, December 19th (Originally 4th day of week-day Finals) – Final Examinations for the Fall 2012 Semester. Uniform Exams will be administered

Thursday, December 20th (Originally 5th day of week-day Finals) - Final Examinations- Non-Uniform Exams will be administered

Friday, December 21st (Originally 6th and last day of Finals)- Final Examinations- Non-Uniform Exams- Fourth and Last day of Finals for Fall 2012 Semester.

Plan A- Pros and Cons

- Positive -Final Exams would end prior to Holidays (December 21, 2012).
- Positive- Grade submission due dates would provide ample time for students to know their grades in case they are planning to attend Spring Session I or January Workshops.
- Negative- Reducing the number of days for Final Exams from 6 to 4 may increase student conflicts.
- Negative-Courses that meet on Tuesday Only will not have a scheduled meeting time and will have to make up the missed class through On-Line Assignments, Conferences, etc.

Plan B

- Thursday, December 13 (Originally scheduled as a Reading Day). All classes originally scheduled to meet on Thursday November 1, 2012 (Day and Evening) will NOW meet on Thursday, December 13, 2012.

- Friday, December 14 (originally scheduled as the first day of Final Exams). All classes originally scheduled to meet on Wednesday, October 31, 2012 (Day and Evening) will NOW meet on Friday December 14, 2012.
- Saturday December 15, 2012- (Originally scheduled for Saturday Finals) REMAINS as a Final Exam Day for Saturday Classes .
- Sunday December 16, 2012- (Originally scheduled for Sunday Finals) REMAINS as a Final Exam Day for Sunday Classes.
- Monday, December 17 (Originally Final Exam Day)- All Classes scheduled to meet on Monday October 29, 2012 (Day and Evening) will NOW meet on Monday December 17, 2012
- Tuesday, December 18 (Originally Final Exam Day)- All classes scheduled to meet on Tuesday, October 30, 2012 (Day and Evening) will NOW meet on Tuesday, December 18, 2012.

Week-Day Final Examinations-Revised Fall 2012 Dates Plan B- (5 days excluding week-ends)

Wednesday, December 19th (originally 4th day of week-day Finals) Final Examinations for the Fall 2012 Semester **begin** (Uniforms Exams will be administered)

Thursday, December 20th (originally 5th day of week-day Finals) - Final Examinations for Fall 2012- (Uniform Exams will be administered)

Friday, December 21st (originally 6th and last day of Finals)- - Final Examinations for Fall 2012 (Uniform and Non-Uniform exams will be administered)

Saturday December 22- through Tuesday December 25- **no activity**

Wednesday December 26th(previously no activity) - Final Examinations **resume** - (Non-Uniform Exams will be administered)

Thursday December 27th (previously no activity) - Final Examinations- (Non-Uniform Exams will be administered) (**Last day of Finals Fall 2012**)

Plan B-Pros and Cons

- Positive- Students have the opportunity to make up all four days missed.
- Positive -5 days of Week-Day Finals rather than 4 as in Plan A- Reduces student conflicts
- Negative- Could have an impact on late grade submission for the Fall. Spring Session I begins on January 2, 2013. Workshops usually begin around that time as well.

Students might need their Fall 2012 Grades if they wish to register for courses or attend Workshops in January.

- Negative- Faculty and students might have plans confirmed for the week of the 12/23 which they cannot cancel.
- Negative- Adjunct Faculty (PI end date is December 21st) might not be available to administer exams. Full-time faculty as well.
- Negative- Increased number of INC Grades as students might not be available to take their Finals on the days not originally designated for exams

Thank you,
Michele