

SENATE EXECUTIVE COMMITTEE

Minutes of April 18, 2016

Present: T. Isekenegbe, N. Asamoah, R. Ben-Nun, H. Clampman, M. Fein, D. Gonsher, J. Katz, F. Moore, C. Schrader, H. Skinner, S. Utakis

Excused: A. Alvarez, K. Ellis, L. Lawton, K. Matos

1. **Meeting called to order** at 2:20pm by F. Moore.
2. **Approval of April 18, 2016 SEC agenda:** Approved with an amendment by unanimous voice vote.
3. **Approval of March 21, 2016 SEC Minutes:** Approved with an amendment by voice vote. T. Isekenegbe abstained from voting because he was not present at the March meeting.
4. **Report of the Chair:**
 - a. **Adjunct Vacancy:** F. Moore discussed the vacant adjunct seat and his desire to also seat an alternate adjunct Senator.
 - b. **Faculty Athletic Representative:** (see report) F. Moore provided a brief history of the position and referred to his report. Discussion ensued. C. Schrader asked about the requirements for the person holding the position, and F. Moore stated that the Faculty Athletic Representative (FAR) was to be a tenured senior faculty member who did not coach an athletic team or have any other conflict of interest. H. Clampman asked about the appointment process; F. Moore said that the FAR could be appointed by the President or elected by faculty. C. Schrader, referring to the description of the position, pointed out the time commitment the position would require. D. Gonsher discussed the idea of narrowing the scope of the position to focus on academic advisement. H. Skinner and M. Fein questioned whether the present system of advisement was not sufficient. T. Isekenegbe spoke against making the FAR a release time position. C. Schrader stated that while she believed a FAR was necessary, the advisor from Health and Wellness would be playing a role in advising student athletes.
5. **President's Report:** T. Isekenegbe referred to the report he would deliver at the next Senate meeting.
6. **Report from SGA:** N. Asamoah provided an update on SGA elections.
7. **Report from the Faculty Council:** R. Ben-Nun relayed the council's ongoing discussion of the COACHE survey and issues related to women faculty and faculty of color. D. Gonsher stated that before there was discussion on the matter of dissatisfaction of women faculty and faculty of color, she felt there needed to be more data provided. C. Schrader stated that she had provided data to R. Ben-Nun, but that she would provide more. H. Skinner spoke about the function of Unity and Strength.
8. **Approval of April 21, 2016 Senate agenda:** Approved with amendments by unanimous voice vote.

9. **New Business:** C. Schrader discussed the Spring Break Study Slam and a memo she would be sending out regarding the rescheduling of final exams. N. Asamoah spoke about the FYS requirement and the possibility of offering FYS for free.

Adjournment at 3:30pm by F. Moore.

Respectfully Submitted,

Jon Katz, Secretary

Attachment(s):

- Senate Agenda
- Faculty Athletic Representative report

[Proposed]
AGENDA OF THE MEETING OF THE
BRONX COMMUNITY COLLEGE SENATE
April 21, 2016 12:15 - 1:45 P.M.
Nichols Hall 104

1. Call to Order
2. Seating of Alternates
3. Approval of the Agenda
4. Approval of Minutes of March 24, 2016
5. Action Items:
 - a. Curriculum Committee – **(15 Minutes)**
 - b. Election of faculty representatives to the CUNY Common Core Course Review Committee (CCCRC)
(5 minutes)
 - c. Governance and Elections Committee **(5 minutes)**
 - d. Executive Committee - Resolution on Veteran's Day **(5 minutes)**
 - e. Election of nominees to the Campus Security Advisory Committee **(5 minutes)**
 - f. Committee on Academic Standing **(5 Minutes)**
 - g. Committee on Instruction and Professional Development **(5 Minutes)**
6. President's Report **(15 minutes)**
7. Committee Reports **(2 minutes each unless otherwise noted)**
 - a. Academic Standing
 - b. Curriculum **(included in action items above)**
 - c. Governance and Elections **(included in action items)**
 - d. Instruction and Professional Development
 - e. Space, Facilities, and Physical Plant
 - f. Student Activities
 - g. Student Government Association
 - h. University Faculty Senate
 - i. University Student Senate
 - j. Vice-Presidents and Deans
 - k. Community Relations and Special Events

8. Announcements and Reports **(2 minutes each)**
 - a. Chairperson, Vice-Chairperson, and Faculty Council Chairperson
 - b. Vice Presidents and Deans
9. Auxiliary Enterprises **(2 minutes)**
10. BCC, Inc. **(2 minutes)**
11. New Business **(time remaining)**
12. Adjournment

CUNY Athletic Conference

Faculty Athletic Representative (FAR)

Guiding Principles

Suggested Responsibilities

1. Meet on a regular basis with your Athletic Director.
2. Attend meetings of the athletic department.
3. Attend select coaches meetings.
4. Get to know your student-athletes and for them to get to know you through interactions that may include:
 - a. Attendance at Student-Athlete Advisory Committee (SAAC) meetings
 - b. Pre-season meetings with team captains
 - c. Attendance at the initial team meeting after rosters are finalized
5. Meet with individual student-athletes that may be self-referred or referred by coaches or athletic department staff.
6. Identify and work with counselors, advisors and other student support staff that are sensitive to the needs of student-athletes.
7. Meet annually with your faculty governing body to talk about the athletic program. May include reports delivered by select student-athletes.
8. Attend as many athletic contests as possible as a means of showing your support for the athletic program and enhancing your visibility.
9. Assist in finding ways to gain greater faculty/staff support for the athletic program. This may include increased faculty attendance at home athletic contests and/or the identification of faculty who may be willing to offer unique contributions such as academic review sessions or special presentations for athletes. (These are all steps towards developing a Faculty Mentor Program).
10. Administer NCAA/NJCAA Research studies with designated athletic teams.
11. Assist in promoting NCAA/NJCAA post-secondary scholarship opportunities.
12. Attend the FARA National Conference or NCAA/NJCAA National Conference.
13. Meet with your college President once an academic year.

**Role and Responsibilities of the Faculty Athletic Representative (FAR)
College of Staten Island DRAFT**

QUALIFICATIONS

To fulfill this NCAA-required position, a person must be a tenured senior faculty member.

DUTIES

ACADEMIC INTEGRITY OF THE PROGRAM

- Assure the academic integrity of the athletics program and assist in maintaining the welfare of the student-athlete;
- Develop, or arrange to have developed, periodic statistical reports on the academic preparation and performance of student-athletes for each sports team;
- Review the results of exit interviews with student-athletes as they depart the athletics program.
- Ensure, either directly or indirectly, that student-athletes meet all NCAA, conference and institutional requirements for eligibility for practice, financial aid and intercollegiate competition;
- Ensure institutional compliance outside the athletics department, including, but not limited to: (a) office of student financial aid, (b) office of undergraduate admissions, (c) office of the registrar and (d) offices of the academic vice-president and the deans;
- Report all secondary and major violations to the NCAA or conference.

ACADEMIC PERFORMANCE OF STUDENT-ATHLETES

- Review information that relates to the academic well-being of the student-athlete to ensure that the athletes thrive academically; be aware of the academic credentials of entering student-athletes, the academic attainment of continuing students and the rates at which student-athletes graduate from the institution;
- Have a role in reporting to the faculty and administration on the academic wellbeing of the student-athletes;
- Coordinate the nominations process for NCAA postgraduate scholarships;
- Meet with individual student athletes who may be self-referred or referred by coaches or athletic department staff; interact frequently with student-athlete advisory committee; identify and work with counselors, advisors and other student support staff who are sensitive to the needs of student athletes.

DELIVERY OF ACADEMIC SERVICES TO STUDENT-ATHLETES

Ensure that academic services are available to student-athletes;

- Influence the delivery of services, such as tutorials, study table, academic advising and other services designed for the academic enhancement of student-athletes.

SENIOR FACULTY ADVISOR ON ATHLETICS TO THE CHIEF EXECUTIVE OFFICER

- Provide advice to the President that reflects the traditional values of the faculty and which is rooted in the academic ethic of the institution;
- Together, with the director of athletics, formulate and recommend institutional positions on NCAA legislation and other matters affecting, or related to, intercollegiate athletics on the campus.

OTHER DUTIES

- Learn and maintain familiarity with NCAA rules and regulations for Division III;
- Meet regularly with the Director of Athletics;
- Periodically attend meetings of the athletic department;
- Attend select coaches meetings; periodically attend student athlete advisory committee (SAAC) meetings;
- Serve on Intercollegiate Athletics Compliance Team
- Participate on search committees for senior athletics department administrators and head coaches;
- Attend athletic contests when possible as a means of showing support for the athletic program and enhancing FAR visibility.

FAR POLICIES AND PROCEDURES

EXPENSES

POLICY: "The faculty athletics representative will incur expenses in the areas of travel, communications and supplies. Financial support for the activities of the faculty athletics representative should come from sources outside the athletics department." (Hagwell, S. (Ed.). (1998) *Faculty Athletics Representative Handbook*. Overland Park, KS: The National Collegiate Athletics Association)

PROCEDURE: Reasonable costs for travel and attendance at FARA conventions, NCAA conventions, athletic events, and other events directly related to FAR responsibilities will be reimbursed by the Provost's Office in response to the FAR submitting reimbursement requests within 10 business days of incurring the expenses.

NCAA-FAR INTERACTIONS

POLICY: As requested by the President, the FAR will sign requests for waivers of initial-eligibility requirements. [Bylaw 14.3.1.7]

PROCEDURE: The President's Office will notify the FAR when signature of waiver of initial eligibility is needed.

POLICY: Any appeal to restore the eligibility of a student-athlete shall be submitted in the name of the institution by the faculty athletics representative (or chief executive officer or director of athletics). [Bylaw 14.14.2]

PROCEDURE: The President's Office will notify the FAR when FAR is expected to prepare and submit appeal to restore the eligibility of a student-athlete.

POLICY: The faculty athletics representative (along with the chief executive officer and director of athletics) must be a signatory of institutional appeals to the NCAA Administrative Review Panel. In addition, the faculty athletics representative must be part of any telephonic call regarding the Administrative Review Panel. [Bylaw 21.3.3.2]

PROCEDURE: The President's Office will notify the FAR when institutional appeals that require the FAR's signature will be submitted to the NCAA Administrative Review Panel; and when the FAR is needed to participate in a phone call or a meeting with the NCAA Administrative Review Panel.

POLICY: The faculty athletics representative must be apprised of any institutional request for waiver of divisional membership requirements. [Bylaws 20.3.5.2 and 20.9.6.3.6]

PROCEDURE: The President's Office will notify the FAR of any institutional request for waiver of divisional membership requirements.

POLICY: The faculty athletics representative (or chief executive officer, director of athletics or senior woman administrator) must appear before the membership of the appropriate division to defend a request for waiver of divisional membership criteria. [Bylaw 20.5.3.2.2]

PROCEDURE: The President's Office will notify the FAR if the FAR is needed to appear to defend a request for waiver of divisional membership criteria.

POLICY: Faculty athletics representatives are to be included in official notifications from the NCAA that an official inquiry is being initiated to determine if rules violations have occurred

PROCEDURE: The President's Office will notify the FAR of any official notifications from the NCAA that an official inquiry is being initiated to determine if rules violations have occurred.

POLICY: The faculty athletics representative (along with the director of athletics) is to receive a copy of the letter from the NCAA enforcement staff to the chief executive officer informing the chief executive officer that the enforcement staff has determined that an official inquiry is justified in the investigation of an alleged violation. [Bylaw 32.5.1]

PROCEDURE: The President's Office will forward to the FAR a copy of any letter from the NCAA enforcement staff indicating that the enforcement staff has determined that an official inquiry is justified in the investigation of an alleged violation.