

BRONX COMMUNITY COLLEGE
of The City University of New York

MINUTES OF FACULTY COUNCIL MEETING - JUNE 9, 1965

PRESENT: Dr. Morris Meister, presiding; Deans Tauber, Thompson, Silverman; Professors Atlas, Beringause, Caffrey, Chalapis, Clarke, Colwell, Corbman, D'Andrea, Hirshfeld, Just, Kissel, Krey, Lipsey, May, McCulloch, McGrath, Minkin, Monticone, Reynolds, Rosenstock, Sacher, Steuerman, Tyson, Wilkinson, White; Mr. Finnegan, Mr. Motola, Miss Scanlon.

GUEST: Professor Paul Rosenfeld

I. Minutes of May 20 meeting unanimously accepted.

II. Communications and Announcements

A. Report of the President

1. Dr. Meister reviewed the process by which the budget for the next academic year is prepared.

2. He announced that the Budget Bureau had allowed BCC only 20 additional faculty positions, which would have necessitated refusing admission to 450 students who had previously been accepted. The Chancellor, the Chairman of the Board, and Dr. Meister appeared and spoke at the public hearing on the Budget on May 26. This resulted in the allocation of additional funds so that no accepted student would be turned away.

3. Statistics for 1965-66:

New faculty members (inc. replacements and additions)	75
Leaves of absence	7
Promotions (subject to BHE approval)	13
Tenure granted	12
Tenure denied	2
Reappointments	129
Reappointments denied	4
Appeals for reappointment	4
Appeals granted	1

4. Honors to members of the faculty:

a) Professor Stillerman - selected for internship by American Council on Education.

b) Dr. Joseph - appointed head of Physics Department of the Police College.

c) Professor Griffin - appointed to head Associate Degree Program of the National League for Nursing.

5. Campus Site

The Site Selection Board of the city government recently voted 3-3 on a proposal for a site on 230 Street for the future BCC campus. Dr. Meister has called for positive action on the Bedford Park Boulevard site, having solicited and received support from the Bedford Park Neighborhood Civic Association, The Bronx Chamber of Commerce, and the Bronx Board of Trade. Resolutions in support of the Bedford Park Boulevard site, passed by these organizations were sent to Borough President Periconi, who is also in favor of the site. Dr. Meister is hoping for favorable action by the Site Selection Board in July.

6. Election of Heads of Department

The President has given his approval to all newly elected heads of department. In the Department of Nursing, Dr. Beatrice Perlmutter, formerly of New York University, is replacing Professor Griffin. In one department, the elected chairman has been approved as acting chairman for one year, subject to further discussions.

7. Proposals of the Committee on Utilization of Faculty Services have been reviewed by the Dean and all heads of department. The following changes in college organization are being effected as a result:

a) No changes were proposed by the Departments of Biology, Chemistry, Physics, Engineering Technologies and Nursing, except that they would continue to use the lecture with some resultant reduction in teaching load effectuated. (This reduction in teaching load in whatever department it occurs is to be distributed according to administrative arrangements within that department, whether to give greater credit and weight to someone who teaches larger classes, or is a lecturer, or whether newer teachers are given the benefit of reduction of work load, or whatever arrangement is arrived at.)

b) In the Departments of Modern Languages, Health and Physical Education, and Student Personnel, no changes at all were contemplated.

c) The Departments of English, Social Studies and Humanities, and Mathematics agreed to increase the size of recitation classes by an amount necessary to reduce the teaching load generally from 15 or 16 hours to 12.

d) The Department of Speech is requesting permission to experiment with the arrangement of 1 lecture hour and 2 recitation hours for 2 credits, to replace the present 3 recitation hours for 2 credits in GE 3 and GE 4.

e) The Department of Business and Commerce is planning to introduce the lecture in TB 1 (Accounting), where there will be 2 hours of lecture and 3 hours of recitation for 4 credits, in place of the previous 5 recitations for 4 credits. Similarly, in TB 25 (Business Organization and Management), the previous 3 recitation hours for 3 credits will be modified to 1 1/2 hours of lecture and 1 1/2 hours of recitation, for 3 credits. In the following classes, larger class sizes are proposed: TB 2, 3, 6, 7, 8, 11, 32, 33, 36, and 37. The above changes in Speech, and Business and Commerce, were reported to the Curriculum Committee, who

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approved in a poll, although their regulations do not require this when something is labeled experimental.

The committee will try to achieve a sensible way of evaluating the variety of approaches.

8. The Administrative Council is beginning a series of negotiations with the Bureau of the Budget to achieve greater flexibility, equity in salary scales for technical staff, librarians and assistants, registrars and their assistants, and an increase in promotional opportunities.

9. Our grant from the United States Public Health Service for closed circuit TV has been renewed.

10. Master Plan Amendments for 1965 were adopted yesterday.

B. Report of the Treasurer

<u>Revenue</u>	Total	\$682.76
<u>Expenditures</u>		
Reimbursement to Amy Bierman "Sunshine Fund"	\$50.00	
Coffee and Danish-Faculty Conference Day 4/14/65 175 @ \$.25	<u>43.75</u>	
Total Expenditures		93.75
Excess of Revenue over Expenditures		<u>\$589.01</u>

Dean Tauber moved that faculty funds be used to pay for the annual collation and/or lunch for new faculty members. Motion seconded and passed unanimously.

C. Report of the Dean of Faculty

Dr. Tauber reviewed the plans for accreditation of the City University, including the visits to its colleges, in the Fall of 1966. These plans are being developed by the various colleges, the Chancellor, and the Administrative Council which have appointed University Dean for Academic Development E. K. Fretwell Jr. to supervise their implementation. President Meister has designated Dean Tauber to head the BCC Committee and to begin work immediately. By October 1965 some preliminary documents must be prepared. It is planned that the duplication of all the accreditation materials will begin in May 1966. They will be mailed on Sept. 15, 1966, to the accreditation team. The Chairman of the City University accreditation team will be Dean Albert E. Meder, Jr. of Rutgers University, chairman of the Middle States Commission on Institutions of Higher Education. President Meister and the faculty have been invited to suggest names for other members of the team, especially those with community college background and interests.

D. Report of the Dean of Administration

1. Programs are now in the hands of chairmen of departments for comment.
2. Negotiations for office space are still being pursued. The college may purchase portable units and/or rent the Simon Ackerman loft.
3. Travel funds have been paid out as fully as requested. An order has been placed for a second station wagon.

E. Report of the Dean of Students

1. Dean Thompson reported that six discipline cases had been referred to him within the past two week period; one on a non-academic matter - five of an academic nature and related to the examination period. An ad hoc committee was convened in each case in keeping with faculty regulations.
2. The student election was a very heated but nevertheless successful one in a busy and thriving activity program.
3. The publications groups are having their end of the year party on the evening of June 9.
4. The BCC Association, Inc. is scheduled to meet to approve budget allocations for the 1965-66 school year on the evening of June 10.

F. Report of the Assistant Dean of Students

Dr. Minkin announced that a party would be held after commencement in honor of new tenurees.

The speaker at commencement will be State Controller Arthur Levitt.

G. Report of the Assistant Dean of Administration

Professor McGrath thanked the faculty for helping to make examination week a success.

Dr. Meister said that he hoped that a student convocation would be held next year.

III. Unfinished Business

A. Committee Meeting Dates

Professor McCulloch moved that committee meeting dates be scheduled at the end of the academic year for the next academic year. Although it was recognized that this procedure might cause some problems, the motion was passed by a vote of 19-3. Dr. Meister appointed the following committee to implement the motion: Professor Tyson, Chairman, Dr. McCulloch and Professor Caffrey.

B. Parliamentary Ruling on Bylaw Revision

Professor Caffrey reminded the Council that at the last meeting of the faculty, the Bylaws Revision Committee had recommended that the bylaws be amended to require that 10% of the faculty be the minimum needed to call a special faculty meeting rather than 10 members of the faculty as the BCC bylaws now read. More than two-thirds of the faculty members present, but less than two-thirds of the entire faculty, had voted for the amendment. It was not clear at that time whether two-thirds of the entire faculty was the minimum needed to amend the bylaws, or just two-thirds of the members present and voting. Therefore, President Meister had ruled that the amendment had been accepted, subject to parliamentary ruling.

Through consultation with those most closely associated with the writing of the bylaws, Professor Caffrey concluded that the intent of the framers of the bylaws was to require an affirmative vote of two-thirds of the entire faculty in order to amend the bylaws. He moved that the Faculty Council recommend that "two-thirds of the faculty" shall be interpreted to mean two-thirds of the entire faculty, not just those present and voting. The motion was seconded and passed by a vote of 19-11.

C. Curriculum Committee

1. Dr. Monticone moved to approve a new mathematics course: SM 24 (Vector Calculus and Linear Algebra). This course was designated as an elective for students specializing in physics, mathematics, and engineering. Motion seconded and passed unanimously.

2. Dr. Monticone moved to approve an Experimental Plastics Technology Curriculum that had been proposed by the Chemical Technology Department, subject to the following provisions:

The new curriculum should -

- a. Include GE 3
- b. Include Music or Art Appreciation
- c. Include SMT 10 with SMH 1 as prerequisite
- d. Include SPL 1 instead of SPT 1 and consider the possibility for a second physics course in the curriculum
- e. Be submitted for review by February 1, 1966.

Motion seconded and passed.

3. Dr. Monticone moved to change the hours of TB 18 (Stenography 2) from 5 hours to 4 hours. Motion seconded and passed unanimously.

4. Dr. Monticone moved to approve an elective Honors course to be offered by the English Department. Dr. Beringause explained that this course would enable honors students to undertake significant individual research under the guidance of an instructor in whose major field of concentration the student exhibits interest and knowledge. The student must have a "B" (or higher) average in his previous nine credits of English courses taken at BCC. He must also have the recommendation of an instructor in the Department of English. The student will be required to confer with his adviser at least once a week in order to determine readings and to test the quality of the research engaged in. The student will produce a major re-

search paper in which he will carefully analyze and critically evaluate both scholarship and work of a given author. Through individual conferences, the instructor will be able to evaluate the student's growth and periodically to submit to the Department chairman progress reports. The department will absorb in its work load the time given to individual students.

The English Department planned that for each honor student assigned to him, an instructor's teaching schedule will be credited with one hour. Motion seconded and passed by vote of 15-3.

5. Dr. Monticone moved that a new course, a Shakespeare elective, be approved. Motion seconded and passed.

(Dean Tauber in the chair)

6. Dr. Monticone proposed that College Language 3, now an elective course, be required for all Liberal Arts and Science students who continue their high school language, effective for students entering September 1966.

Objections were raised to this proposal on the grounds that it would be an undue hardship on some students. On a motion by Professor Just, the Council voted to send the proposal back to the committee for further study.

7. Dr. Monticone made a motion to approve a new option of the Business Transfer Program for students planning a teaching career in Bookkeeping and Accounting at the secondary level. This is still another option of the Business and Commerce curriculum intended for students who plan to go to Hunter College. There are no new courses involved in this curriculum.

The motion was passed with the following amendments:

- a) GE 4 or GE11 should be added to the list of elective substitutions, subject to approval by Hunter College;
- b) Students who have had Advanced Algebra in High School should substitute SM 11, Analytic Geometry and Calculus, if the Department of Mathematics approves.

8. Dr. Monticone presented a motion to approve two proposed changes in the Business Retail Management Curriculum:

- a) Eliminate GE 4 and change GE 3 from third to first semester.
- b) Split TB 33, 4 hours, 4 credits, into two semesters of:
TB 33 a. and TB 33 b. each three hours, three credits.

The overall number of credits for this curriculum is not changed. Motion passed unanimously.

9. Dr. Monticone moved to change TB 7 from a 3 hour per week course to a 4 hour per week course, with no change in credits. Motion passed.

10. Dr. Monticone presented a report of actions of the Curriculum Committee. The Council voted to accept the report, which made the following points:

a) A motion to change our present requirement in Liberal Arts and Sciences that the student take Government and Economics to one which would permit the students to choose from among Government, Economics, Psychology, Sociology, and Philosophy was defeated.

b) An alternate proposal that the students in the Liberal Arts and Sciences be permitted to choose one course from Government and Economics and one course from Psychology, Sociology, and Philosophy was defeated.

c) A motion that all television courses should have the approval of the Faculty and should be submitted to the Curriculum Committee was passed unanimously.

d) The following motion was unanimously passed:
"Whenever a proposal is made which affects the course offerings of a department or a curriculum the appropriate departments and curricula heads should be consulted. This consultation should take place prior to the consideration of the Curriculum Committee."

e) All course offerings, credit and non-credit, should be submitted to the Curriculum Committee for consideration and approval of the Faculty.

f) The Curriculum Committee is now in the process of reviewing all non-credit courses in order to determine which have been previously approved and which have not been approved. Action on those which have not been approved will be taken later.

IV. New Business (Dr. Meister in the chair)

A. Report of the Admissions Committee

Professor D'Andrea reminded the Council that minutes of the Admissions Committee are distributed to the entire faculty after each meeting. He reported that progress had been made in the centralization of processing of applications, and further progress is expected. The Committee had been working on health standards, having set up a sub-committee for that purpose. The committee has now undertaken a review of entrance requirements in Mathematics. The admission of foreign students has been a problem because of a CUNY ruling restricting their number.

B. Report of the Coordinator of the College Discovery Program

Dr. Rachel Wilkinson said that the Program began last summer in Bronx Community College and Queensborough Community College. It is an experimental five-year program supported by funds from the New York State Legislature. An advisory committee was appointed by CUNY to set up policies but each college was given freedom to implement these guidelines autonomously. The program has now been extended to all 5 community colleges and City College.

Special features of the program include: special matriculation status, free tuition, anonymity of students, an intensive counseling system, adherence to

normal college regulations and standards, full-time day-session attendance required, provisions for tutoring, and contact with parents.

Of 120 students admitted to the Program last summer, 112 registered for the fall semester and 104 continued in the spring semester. Their performance in mathematics is better than in subjects requiring language skills. The following recommendation was made to the Committee on Academic Standing and was approved:

"That status of each student to be evaluated at the end of the spring semester, that students currently in the program be permitted to continue another year unless improvement and effort, and other circumstances seem to indicate that the student is not capable of success in meeting college standards.

"a) The evaluation of students should include the:

- Number of credits taken
- Cumulative Scholastic Index
- Semester's Scholastic Index
- Remaining credits to be taken and
- Remaining Scholastic Index needed to earn the A. A. degree.

"b) The Coordinator may recommend such action as:

1. Continuation in program, obvious when scholastic index is above 2.0
2. Continuation in program even when scholastic index is below 2.0
3. Change of curriculum
4. To be evaluated at the end of the summer.
5. To be dropped from the program."

Information about the program has been disseminated through conversations and the mail. In addition, Dr. Meister spoke about the program of the State Education Department on Education for the Disadvantaged in Albany. Also, Dr. Wilkinson served as a panel member of the Higher Education Conference, New York State Teachers Association, in Albany on December 4, 1964, (copies of this talk are available) as a panel member of the New York City Personnel and Guidance Association, and as a consultant at a special conference called by the State Commission of Higher Education.

C. Report of the Committee on Scholarships and Financial Aid to Students

Dr. Wilkinson reported that during the year policies were reviewed with regard to scholarships, work aid programs, and procedures for grants. New forms were devised and some were revised. In view of these changes the brochure, "Financial Assistance Program for Students at Bronx Community College," has been revised and is in the hands of the printer.

This year two new government loan funds in addition to the National Defense Student Loan Program were possible for students:

1. The Student Nursing Loan became available in the Spring in the amount of \$2000.
2. The Cuban Loan program in the amount of \$1000.

Requests for government funds for the continuation of these programs will be made for 1965-66. The institution is required to furnish one-ninth of the amount granted, except for the loans to Cuban students.

The B. C. C. Student Loan Fund has available \$516.29. From this 20 loans were made to students and all of these have been repaid. New York State Higher Education Assistance Corporation Loans were received by 69 students, for amounts from \$100. to \$1000.

In view of the increasing demands by non-matriculants for deferred tuition loans, the Committee this year instituted the policy that such loans may be granted to students who have made application to the college or have completed 6 credits at the college during the past academic year, including summer session.

The student work program underwent many changes during the year, in view of the funds made available in the spring by the Economic Opportunity Act Work-Study Program and the Vocational Education Act of 1963. The funds available for the work program for the year were:

Scholarship Fund	\$1100.
College Budget	8695.
Economic Opportunity Act	15,524.
Vocational Education Act	2700.

In the fall 66 students were employed in 23 departments and offices of the college. In the spring 119 students were employed throughout the college, in the following categories:

1. College Funds	68 students
2. Economic Opportunity Act	57 students
3. Vocational Education Act	14 students

Application has been made for the summer and fall of 1965 for funds from the Economic Opportunity Act Work-Study Program. The allotment for the summer has been granted.

Three scholarships totaling \$250. were granted to students recommended by the Mayor's Committee on Scholarships. Other scholarships were awarded as follows:

Susan Wagner Fund	\$500.
Alexander's Dept. Store	100.
Bronx American Legion	200.
Soroptimist Club of the Bx.	325.

Grants for nursing students were awarded as follows:

1. Lucy Stone League from the Helen Sugar Estate assisted 15 students with a practical nursing background in amounts of from \$125. to \$750.	\$5,565.00
2. Lincoln Foundation assisted 24 students in amounts of from \$100. to \$600.	9,000.00
3. Mrs. Helen Garfunkel through individuals, the Essie Gammon Estate, the Hortense Libman Estate, and the Premier Investing Co. assisted 16 students	3,875.00
Total grants	<u>\$18,440.00</u>

The total raised for 1964-65 as of June 8, 1965 was \$3826.78, excluding the grants to nursing students. Charter Week was utilized as the avenue for seeking contributions from faculty, staff, and others. So far 73 faculty members have contributed \$350. as compared with the 117 who contributed \$488. last year.

The committee recommends

1. That faculty refer to the financial aids counselor students who are in need of financial assistance.
2. That funds in the scholarship account be designated only for the assistance to students.
3. That the various Departments of the College seek sources for scholarships and grants to worthy students in their departments.
4. That funds be sought to aid worthy and needy non-matriculants.

V. Meeting adjourned at 4:30 P.M.

Respectfully submitted,

Sally Lipsey
Secretary

mr
6/29/65