










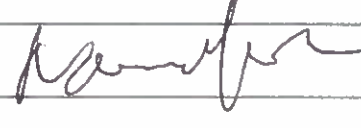
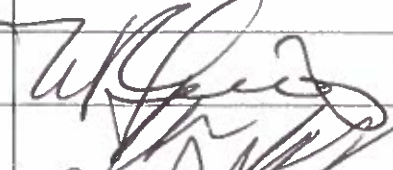
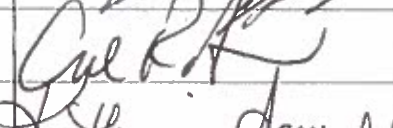
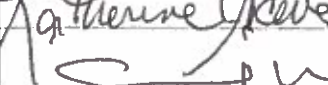




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(CR)

BRONX COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
COMMITTEE ON INSTRUCTION & PROFESSIONAL DEVELOPMENT

October 2, 2018

AGENDA

- I. Call to order (2 minutes)
- II. Approval of the Minutes (5 minutes)
- III. Update on BCC policy on academic integrity changes. (Dean Alex Ott) (15 minutes)
- IV. Possible change in meeting time Doodle poll results
- V. Department Announcements (5 minutes)
- VI. Faculty Day Spring 2019 Updates (Mara Lazda)
 - Confirm Faculty Day Theme
 - Faculty Day Keynote Speaker
 - Draft for Call for Proposals
 - Funding and Catering Requests
 - Other issues
- VII. Updates – Time permitting
 - Faculty Showcase Celebration Fall 2019 (Mara Lazda)
- VIII. New Business – Time permitting
 - The First Year Seminar 2019 program call for faculty applications (Mara Lazda)
 - Committee on Academic Freedom request to assess faculty's perceptions of academic freedom at BCC on the BCC annual faculty and staff survey (John Ziegler)
 - Report from 9/28/2018 CUNY Faculty Affairs Advisory Board (Rebeca Araya)

Next meeting: November 6th, 2018, 4:00 – 6:00PM, Faculty Lounge, Language Hall

Bronx Community College
of The City University of New York
Committee on Instruction and Professional Development Meeting
Minutes
September 4, 2018

PRESENT: Grisel Y. Acosta; Rebeca Araya; Frank Blanchard; Kelvin Cooper; Angel Falcón; Zaida Godoy-Navarro; Yunchun Hu; Howard Irby, Jr.; Elise Langan; Mara Lazda; Bob Lupo; Joël Magloire; Luis Montenegro; Jawied Nawabi; John Ziegler; Nancy Ritze; Clarence Hodge

I. Call to Order—Bob Lupo—4:10 p.m.

II. Introductions—CIPD Members

- New members were welcomed to the committee with introductions all around

III. Minutes—Grisel Y. Acosta

- Members approved the minutes for May 8, 2018, without changes

IV. Elections—CIPD Members

- Chair: Rebeca Araya, unanimous vote
- Vice-Chair: Joël Magloire, unanimous vote
- Secretary: Angel Falcón, unanimous vote

V. Faculty Survey—Nancy Ritze

- Results distributed; the 2018 survey had the highest response rate since its conception
- Student Survey pilot is ready; Dean Ritze asked that the subcommittee reach out to her to implement the pilot

VI. Faculty Day—Mara Lazda

- Tentative work schedule distributed
- Several members discussed how to implement the Faculty Showcase and/or if it should be absorbed within Faculty Day events

VII. Student Survey—Grisel Y. Acosta

- Prof. Acosta agreed to help the subcommittee and Dean Ritze with the implementation of the pilot

VIII. Announcements—CIPD Members

- English Department Faculty Lecture Series, "The Bronx Isn't Burning, Is It?" by Joseph Donica, 9/6, 2 p.m., in NL 314, the Thurgood Marshall Law Library

- Library bookmarks with fall and spring hours were distributed
- Constitution/Citizenship Day, Meister Lobby, 9/21, 12-2 p.m.
- One Book Bronx Reads text is *Why the Cocks Fight: Dominicans, Haitians, and the Struggle for Hispaniola*; interested faculty can reach out to Mara Lazda, Monique Guishard, or Jillian Hess



Office of Academic Affairs
Language Hall - 11
P: 718.289.5141
F: 718.289.6015

Bronx Community College
of The City University of New York
2155 University Avenue
Bronx, New York 10453

MEMORANDUM

TO: College Senate

FROM: Alexander Ott, Ed.D., Associate Dean, Curriculum Matters and Academic Programs

DATE: May 3, 2018

RE: Two Academic Integrity Policies: the College Senate Version and the CUNY Version

The Context:

Since 2000, the BCC college catalog has included the "College Senate Policy" on academic integrity. According to a review of archived Senate minutes, this policy was developed through the Committee on Instructional and Professional Development (CIPD) in 1998-1999 and was approved by the College Senate on February 18, 1999.

Since 2005, the BCC catalog has included the "CUNY Policy" on academic integrity in addition to the BCC College Senate Policy (see pp. 72-74 in the current catalog). That is, we have had two policies on academic integrity in the catalog since 2005. This would not be a problem if the two policies were complementary, which, at one time, the two policies likely were.

The Issue:

However, we have become aware recently that there is an updated version of the CUNY Policy that differs significantly from the one currently in the catalog. This updated CUNY Policy appears to conflict with elements in the College Senate Policy. For example, the CUNY Policy empowers an Academic Integrity Officer to make key decisions; the College Senate Policy makes no mention of an Academic Integrity Officer and gives key decision-making authority to the VP of Academic Affairs and the VP of Student Development. The College Senate Policy also seems confusingly redundant in places with the CUNY Policy. For example, both policies list samples of cheating and plagiarism, seemingly addressing the same integrity violations but in different ways.

As is clear for all CUNY policies, local implementation policies and procedures must be consistent with the CUNY policy. The following is section 5 from the CUNY Policy on academic integrity: "Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy."

The Solution:

It is clear that we will need to include the updated CUNY Policy in the catalog, replacing the outdated version. But we cannot logically do so and place it next to a College Senate Policy with which it seems to conflict and with which it seems confusingly redundant. Therefore, immediate action is needed to address this issue for the 2018-2019 catalog, which will be finalized in late August.

Unfortunately, the above issue became apparent only recently, not allowing for Senate processes to review and reconcile, as needed, the College Senate Policy with the CUNY Policy on academic integrity. Given this, I plan to work over the summer with appropriate parties (e.g., academic integrity officer, legal counsel) to revise and/or eliminate sections of the College Senate Policy as it appears in the catalog when they duplicate and/or conflict with the CUNY Policy.

Please note that I have consulted with the chair of CIPD on this issue and will be updating the full committee at their next meeting on May 8, 2018. Further, a report will be made to CIPD and the College Senate in Fall 2018 as to what administrative actions were taken over the summer in regard to the College Senate Policy. CIPD and the Senate can then determine whether to take further action (e.g., write an updated College Senate policy in the context of the most recent CUNY Policy).

If you have any feedback, questions, or observations, please contact me at alexander.ott@bcc.cuny.edu or 718.289.5497

old as of was outdated AS IN. → NEED TO reflect current policy. Document #2 (2017-2018 Catalog)

To Apply for Graduation 9/18

Students are required to apply for graduation via the CUNYfirst Self-Service at the beginning of their final semester. Applying for graduation is not a guarantee that degree or certificate requirements are met. Students who fail to apply for graduation may not be evaluated for graduation purposes.

If all requirements are not met by the end of the final semester of attendance, the student must reapply for graduation in order to be considered for a subsequent semester.

In addition, the diploma will be dated the semester that the degree is conferred, not necessarily the semester that the coursework was completed.

It is strongly recommended that students periodically review their DegreeWorks - Online Advisement System degree audit (available on the CUNY Portal) and meet with their Advisors regarding degree requirements and academic progress.

Multiple Degrees

An applicant for a second degree must complete a minimum of fifteen (15) additional credits required by the second degree at BCC. The 15 additional credits required by the second degree can be completed either before or after the awarding of the first degree. A student may earn only one Associate in Arts (AA) degrees. However, a student may earn multiple Associate in Science (AS) degrees, or multiple Associate in Applied Sciences (AAS) degrees where the curricula is distinct.

Course requirements for the second degree are those curriculum requirements in effect when application for the second degree is approved. For more information, consult the Codification of Academic Rules and Regulations available on the College website.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic dishonesty is prohibited at The City University of New York and is punishable by penalties, including failing grades, dismissal and expulsion, as provided herein.

I. Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids and devices of communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.

- Unauthorized collaboration on a take-home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination. Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own.

The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source and "cutting and pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

COLLEGE SENATE POLICY ON ACADEMIC INTEGRITY

I. Introduction

Faculty members at Bronx Community College believe that developing students' abilities to think through issues and problems by themselves is central to the educational process. Since academic integrity is vital to BCC as an institution of learning, faculty members will make every effort to uphold this "Policy on Academic Integrity" (hereinafter the "Policy"). Faculty will act in accordance with this Policy and all other University policies and applicable bylaws.

II. Definitions

The two most common violations of academic integrity are cheating and plagiarism.

A. Cheating

Cheating is defined as (a) taking or giving help on a test; (b) using unauthorized books, papers, notes or unauthorized pre-prepared materials during an

examination; (c) passing off another person's work as one's own in the case of projects, papers, portfolios, lab reports; or (d) falsifying reports that clinical procedures were completed and fabricating data such as vital signs, lab reports, etc. Examples of cheating include, but are not limited to, the following:

- Copying an examination or assignment that will be submitted as an individual's own work;
- Procuring and distributing answers to examinations in advance;
- Using answers on examinations that have been obtained in advance;
- Unauthorized collaboration on work submitted as one's own;
- Having another person take an examination or write a paper that will be submitted as one's own;
- Submitting work which has been previously or is currently being used in another course without the knowledge or consent of the instructor.

B. Plagiarism

Plagiarism is a form of academic dishonesty which occurs when individuals attempt to present as their own, ideas or statements that have come from another source. Examples of plagiarism include, but are not limited to, the following:

- Failing to acknowledge (give a citation for) the ideas of another person, whether or not such ideas are paraphrased;
- Attempting to rewrite borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences;
- Failing to place quotation marks around borrowed material in the approved style (it is no defense to claim that one has "forgotten" to do so); and/or
- Presenting as one's own work a paper or computer program prepared by another person, whether by another student, friend, or family member, or by a business that sells such papers or programs to students.

III. Faculty Responsibilities

- A. Allegations of cheating may be referred to the Vice President for Student Affairs (VPSA) to be handled under the Student Disciplinary Procedures in Article 15 of the Bylaws of The City University of New York, as amended by the Board of Trustees on February 24, 1992 ("bylaws").

B. Allegations of plagiarism may be referred to the Vice President of Academic Affairs (VPAA) to determine whether the matter involves an academic question or a disciplinary matter. If the Vice President of Academic Affairs determines that the matter is academic, the College's regular procedures in terms of grading and appeals, as contained in the Committee on Academic Standing's Codification dated May 16, 1996 ("CAS Codification"), shall be followed. If the VPAA determines that the matter is disciplinary, then it shall be handled as a disciplinary violation in accordance with Article 15 of the bylaws.

The VPAA and VPSA will keep a record of any reported incident completely separate from the student's other College records. Only the VPAA shall have access to records concerning academic violations, but she/he may supply them to the VPSA or the Student Disciplinary Committee when and if it is appropriate to do so. Records concerning a student's academic integrity shall be destroyed six years after an individual student's graduation or other separation from the College. If the VPAA sees a pattern of reports about a particular student, the VPSA will be consulted and the faculty member informed so that the seriousness of the problem is addressed by further grade penalties, disciplinary action, appropriate counseling or other measures consistent with the CAS Codification in cases of academic violations and by reference to Article 15 of the bylaws in cases of disciplinary violations. (See also Students Rights below.)

C. Allegations of cheating or plagiarism, if proven, may result in disciplinary action pursuant to Article 15 of the bylaws, with penalty ranging from failure in the course to dismissal from the College.

IV. Student Responsibilities

- A. All students' work shall be the result of their own efforts unless teamwork or other collaborative efforts are being clearly encouraged by the instructor.
- B. Students are required to appropriately identify direct quotations and paraphrased opinions, ideas and data when they are incorporated into the writing of papers, examinations, class projects, etc.
- C. Students shall follow the directions of the course proctor regarding permissible materials in the classroom at the time of examinations.
- D. No student shall give or receive any assistance or communicate in any way with another student while an examination is in progress.

E. No student shall attempt to obtain or disseminate the content of any examination prior to its distribution by the proctor.

F. No student shall submit the same work to more than one instructor without the prior approval of the course instructor.

G. All students are expected to help insure academic integrity. Students should inform the professor if they suspect cheating or plagiarism. Student assistance in this matter is confidential.

V. Students' Rights and Appeals

In cases in which a matter is treated as an academic violation, the College's regular procedures in terms of grading and appeals, as contained in the CAS Codification, should be followed.

In cases in which the matter is referred to the Vice President for Student Development to be treated as a disciplinary violation, Article 15 of the bylaws fully describes the students' rights and the procedures to be followed.

RELIGIOUS BELIEFS AND CLASS ATTENDANCE

Education Law Section 224-a.

No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination, any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on a Saturday, similar or make-up classes, examinations,

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Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

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See the following webpage for the full CUNY Policy on Academic Integrity, which includes procedures for imposition of sanctions as well as student rights to contest charges of academic dishonestly:
<http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

For questions about the BCC implementation of the CUNY Policy on Academic Integrity, please contact the BCC Academic Integrity Officer:

Michael Miller
Chief Librarian
Location: North Hall and Library [NL], Room 252
718.289.5548
michael.miller@bcc.cuny.edu

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If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on a Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administration officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

Cut off from ~~coll~~ UNIV. Policy.

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- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

Survey Results: Faculty Experience with AF Issues

- **Q6.** 82.9% of Faculty surveyed indicated that they have never experienced any pressure from administrators to teach or not to teach certain topics.
- **Q7.** 82.9% of Faculty surveyed indicated that they have never experienced any pressure from colleagues to teach or not to teach certain topics.
- **Q8.** 87.1% of survey participants indicated that they never experienced any pressure from administrators to avoid doing research on certain topics.
- **Q9.** 87.1% of survey participants indicated that they never experienced any pressure from colleagues to avoid doing research on certain topics.
- **Q10.** 98.6% of survey respondents indicated that their professional growth has never been affected by pressure to avoid research on certain topics.
- **Q11.** 99.0% of Faculty survey indicated that their professional growth has never been affected by pressure to avoid the teaching of certain topics.

Survey Results: Faculty Perceptions about AF at Lehman

- **Q12.** 70% of Faculty surveyed indicated that Lehman administrators foster a climate that is supportive of Academic Freedom.
- **Q13.** 41.4% of Faculty surveyed indicated that Lehman has established mechanisms in place to express concerns related to Academic Freedom.
- **Q14.** 94.3% of survey participants do not believe that the methods and criteria used for promotion and tenure decisions restrict Academic Freedom.
- **Q15.** 77% of survey participants indicated that they understand their Academic Freedom protections.
- **Q16.** 94.3% of survey respondents indicated that their Academic Freedom has never been violated at Lehman.

For

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More

Call for Proposals for the Fifth Annual BCC

FACULTY DAY

Sharing Scholarship, Performance, and Teaching

Theme for 2017: Diversity Inside and Outside the Classroom

We invite members of the BCC community to reflect on diversity, inclusion, equity, and intersectionality as they impact and inform our research, service and teaching. How do these factors play a role in decision making from the placement exam, remediation, and curriculum to faculty hiring, promotion, and tenure decisions? How have these issues affected grant proposals and funding? How do faculty address these topics in their research and course design? How do they affect our ability to provide paths for student success?

Friday, April 21 2017

9 am to 3:30 pm

Deadline for proposals: March 1, 2017

Use this link to submit: <https://goo.gl/forms/OTeKqpplbzSSLUs63>

Keynote speaker:

Prof. Eboni Zamani-Gallaher

University of Illinois at Urbana-Champaign, Department of Education Policy, Organization and Leadership

Dr. Zamani Gallaher examines the experience of marginalized collegians and diversity in community colleges and academic leadership. She is co-editor of *African American Females: Addressing Challenges and Nurturing the Future* (2014), co-editor of *Working with Students in Community Colleges: Contemporary Strategies for Bridging Theory, Research, and Practice* (2014) and numerous other publications.

Proposal process:

Research presentations and posters, creative works (e.g., art, poetry, dance, scientific), and **workshop** proposals are all welcome.

General format and time guidelines:

Individual presentations: 20-25 minutes

Posters: May be digital or physical. Authors will have opportunity to answer questions.

Panels and roundtables (3-4 presenters): 75 minutes

Workshops (includes hands-on interactive component): 60 minutes

Please note that proposals that speak to an interdisciplinary audience are preferred.

Please indicate how your work contributes to the theme of this year's Faculty Day.

Your proposal must include:

- Name, department, and position
- Title and type of presentation (individual, workshop, panel, poster)
- Abstract of no more than 250 words
- Names of collaborators/co-presenters if applicable

Faculty Day is organized by the Committee on Instruction and Professional Development (CIPD) with the support of the Division of Academic and Student Success and the Center for Teaching, Learning, and Technology.

Contact your department's CIPD representative or CIPD Vice Chair Mara Lazda (History Department) mara.lazda@bcc.cuny.edu with any questions.

Sixth Annual BCC Faculty Day
Sharing Scholarship, Performance, and Teaching
Friday, April 20, 2018
9:00 am to 4 pm

Deadline for proposals: February 28, 2018

Theme: Reflections on Diversity

"Sharing Scholarship, Teaching, and Creative Works"

Keynote address by Dr. Arlene Torres

(Director of the Chancellor's Latino Faculty Initiative in Academic Affairs at CUNY, a tenured Associate Professor in the Department of Africana and Puerto Rican/Latino Studies at Hunter College, and Vice-President/President-Elect of the Puerto Rican Studies Association)

What is Faculty Day?

Faculty Day is an opportunity for members of all departments to come together to share research, creative works, and pedagogical ideas to build interdisciplinary cooperation at BCC. Recognizing diversity broadly defined has helped us think "outside the box" in our scholarship, performance, and teaching. Faculty Day is organized by the Committee on Instruction and Professional Development (CIPD) with the support of the Office of Academic Affairs and the Center for Teaching, Learning, and Technology (CTLT).

Proposal Process: Research presentations/posters, creative works (e.g. art, poetry, dance), sabbatical experiences, and workshop proposals are all welcome. Individual proposals and formed panels are accepted.

Please note that proposals that speak to an interdisciplinary audience are preferred
Individual presentations will generally be limited to 20 minutes; panel presentations to 75 minutes, though all presentation forms will be considered.

We also welcome suggestions for speakers to bring to campus

Proposals must include:

1. Name, Department, and position
2. Title of presentation
3. A 250-300 word abstract. Please consult rubric for proposal requirements.
4. Names of collaborators/co-presenters if applicable

Submit your proposal by February 28th at:

<https://goo.gl/forms/z1HgtUv0JvNuyOog1>

Please consult the evaluation rubric available here:

<http://www.bcc.cuny.edu/Broadcasts/2018/03/RubricFD2017.pdf>

Note: Possible topics could include but are not limited to

- Recent research or creative projects
- Interdisciplinary projects at BCC
- Navigating Professional Development
- The nexus between research and teaching
- The politics of education and the future of the community college

Please contact your department's CIPD representative with any questions.

Committee on Instruction and Professional Development Subcommittee List—2017-2018

***Professional Development Portal Subcommittee:** Gathers information (BCC program deadlines, workshop info., etc.) that will become the content for the Professional Development Portal; in consultation with CTLT; all CIPD should contribute gathering information (ongoing)

1. Bob Lupo (robert.lupo@bcc.cuny.edu)
2. Luis Montenegro (luis.montenegro@bcc.cuny.edu)
3. Joël Magloire (joel.magloire@bcc.cuny.edu)
4. Yasmin Edwards (yasmin.edwards@bcc.cuny.edu)
5. Angel Falcón (angel.falcon@bcc.cuny.edu)
6. Mark Lennerton (mark.lennerton@bcc.cuny.edu)
7. Vincent Walker (vincent.walker@bcc.cuny.edu)

*** Faculty/Staff Survey Subcommittee:** Reviews survey format, facilitates distribution, calculates results; in contact with Office of Institutional Research (ongoing)

1. Jawied Nawabi (jawied.nawabi@bcc.cuny.edu)
2. Bob Lupo
3. Yasmin Edwards
4. Kelvin Cooper (kelvin.cooper@bcc.cuny.edu)

***Student Survey Committee:** Reviews/revises student evaluation forms (ongoing)

1. Howard Irby (howard.irby-jr@bcc.cuny.edu)
2. Frank Blanchard (frank.blanchard@bcc.cuny.edu)
3. Grisel Y. Acosta (grisel.acosta@bcc.cuny.edu)
4. Helen Harrison (helen.harrison@bcc.cuny.edu)
5. Zhe Wang (zhe.wang@bcc.cuny.edu)
6. Mark Lennerton
7. Dion Quamina (Dion.quamina@stu.bcc.cuny.edu)

FACULTY DAY SUBCOMMITTEES

***Keynote Subcommittee:** Identifies keynote speaker for Faculty Day; makes arrangements

1. Cheyenne Seymour (cheyenne.seymour@bcc.cuny.edu)
2. Bob Lupo
3. Joel Magloire
4. Mara Lazda (mara.lazda@bcc.cuny.edu)
5. Carl Andrews (carl.andrews@bcc.cuny.edu)
6. Kwame Nyarko (kwame.nyarko@bcc.cuny.edu)

*** CFP Subcommittee:** Designs and distributes CFPs (Drafts late October)

1. Bob Lupo
2. Mara Lazda
3. Adam Shale (adam.shale@bcc.cuny.edu)
4. Rebeca Araya (rebeca.araya@bcc.cuny.edu)
5. John Ziegler (john.ziegler@bcc.cuny.edu)

***Program Content Subcommittee:** Reviews proposals; drafts initial program; consults with CTLT on program printing (Mar.-April 2018)

1. Frank Blanchard
2. Jawied Nawabi
3. Yasmin Edwards

*** Faculty Day Communication Subcommittee:** Communicates with proposal authors regarding acceptance/rejection; abstracts; q&a (Mar.-Apr. 2018)

1. Bob Lupo
2. Grisel Y. Acosta
3. Adam Shale
4. Rebeca Araya

***Marketing Subcommittee**

1. Bob Lupo
2. Kelvin Cooper
3. Dion Quamina
4. Rebeca Araya
- 5.

ETHICS REMINDER

Accepting Free Textbooks from Publishers: Specific gift rules for CUNY and SUNY educators

Overview

Instructors at both the SUNY and CUNY systems are usually responsible for selecting the required textbooks for their courses. So, what does a teacher or professor do if he or she receives a complimentary copy of a textbook from a publisher hoping the educator will select its volume for use in the classroom? Providing free textbooks to instructors who, in turn, decide what book their students must purchase for required reading happens all the time. Teaching faculty need to consider what the Public Officers Law says about accepting such complimentary textbooks from publishers.

Section 73(5) of the Public Officers Law prohibits State employees from accepting any gift having more than a nominal value, regardless of the form of that gift, when one can reasonably infer that the gift was offered in an attempt to influence—or would have that effect on—someone in the performance of their official duties. Even a “complimentary” textbook could, under some circumstances, be considered an unlawful gift for purposes of the statutory gift ban.

It is important to remember that the fundamental purpose of the gift restriction is to remove improper influences from State government (including public universities and colleges) decision making. A textbook publisher that simply provides a sample of its product is not exerting improper influence, nor could it be expected to have that effect. Educators must evaluate a textbook before selecting it for classroom use; the textbook, even if not selected for course work, may serve as an informational resource and contribute to the performance of that educator's official duties.

Therefore, a complimentary copy of a textbook provided to a State educator does not constitute a prohibited gift, so long as the following conditions are met:

- The textbook's subject matter is directly related to the recipient's duties or field of study;
- The textbook is used solely in connection with the recipient's official duties;
- The recipient does not resell or trade the textbook for money or any other thing of monetary value;
- The recipient does not request or receive multiple copies of the same textbook; and
- The recipient does not ask a publisher for copies of textbooks for personal interests, or for the personal or professional interest of others.

A complimentary textbook that does not meet these conditions could be a prohibited gift. If in doubt, please contact your agency Ethics Officer or JCOPE for guidance.

Violating Public Officers Law § 73, including the gift ban provisions, can result in a maximum fine of \$40,000 and the value of any gift, compensation, or benefit received in connection with such violation, and is punishable as a class A misdemeanor.



Remember:

The Joint Commission on Public Ethics periodically releases Ethics Reminders. Each reminder is a brief and easy to understand synopsis of the laws and rules under the Commission's jurisdiction. Ethics Reminders are issued to assist those subject to the Commission's jurisdiction in understanding and complying with their obligations under the law.

CUNY Faculty Affairs Advisory Board Meeting Report

September 28, 2018

205 East 42nd Street, Rooms 818/819 (8th floor)

2:00 – 4:00 pm

1. You may access the **Faculty Affairs site** on CUNY's main website. Dr. Annemarie Nichols-Grinenko would like us to send **news of faculty accomplishments** that she may post on this website.
2. **CUNY Grants** are available for **Assistant and Associate Professors** who seek promotion. Please share this with your departments.
3. **Diversifying CUNY's leadership program** in cooperation with Harvard University. This program is for training mid-level administrators or faculty with previous administrative experience to continue onto higher level administration.
4. **Ethics Reminder:** There are strict rules regarding accepting gifts and free textbooks from publishers. A copy of this reminder has been posted on our CIPD Blackboard site.
5. A new **COACHE survey** will be administered this **Spring 2019**. There are COACHE reps in the offices of Academic Affairs and Institutional Research at each campus. Currently COACHE is only for full-time faculty, but Dr. Nichols-Grinenko will reach out to COACHE for including part-time faculty. The COACHE survey can include **15 more questions**; 5 of these will be designed by CUNY, but the other 10 can be up to the specific college. There is an **additional fee** to implement these additional questions.
6. CUNY has received complaints from the Department of Education and ACLU, that **CUNY web material including Blackboard courses are not ADA (American Disabilities Act) compliant**. Please see and take the **"Accessibility Training" Workshop** tab on Blackboard to make your courses accessible for students with disabilities.
7. CUNY is working on their **Intellectual Property Policy**. A copy of this document has been posted on our CIPD Blackboard site. CUNY seeks to copyright online courses, but must delineate what belongs to CUNY and what belongs to the course "Creator". CUNY owns the course, but the "Creator" owns the particular instantiation of the course. This issue is further complicated by determining the authenticity of the course material and the use of OER (open educational resources). CUNY currently pays faculty \$3000 for designing/re-designing a deliverable on-line course.
8. Dr. Nichols-Grinenko requested topics that we may discuss at our next meeting including Faculty Best Practices, etc.

Respectfully submitted by Rebeca Araya, chairperson of Committee on Instruction and Professional Development

