BRONX COMMUNITY COLLEGE
of the City University of New York
College Senate

Minutes of September 26, 2013

Excused: M. Coleman, R. Shane

1. Call to Order: 12:29 P.M., A. McInerney

2. Greetings and Introductions:
   a. A. McInerney asked all persons in the room to introduce themselves.

3. Approval of the Agenda of September 26, 2013: Motion to put Chairperson’s report before elections passed unanimously by voice vote. Agenda approved as amended by unanimous voice vote.

4. Approval of the Minutes of May 16, 2013: Approved by unanimous voice vote. A motion of acclamation for Laura Broughton’s service as Secretary was approved unanimously voice vote.

5. Action Items: None

6. Announcements and Reports – Chairperson:
   a. A. McInerney apprised the body of the rules of quorum for meeting and voting. 30 votes are required for quorum and for carrying any motion that requires a majority. 39 votes are required for any vote requiring two-thirds majority. All votes must be attributed to individual senators because of the Perez decision. Robert’s Rules of Order requires two meetings to approved action items. L. Brenner is serving as the Senate Parliamentarian.
   b. A. McInerney reported on the items discussed in the Senate Executive Committee, including the Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate 2012-2013 (see attachment).
c. Nominations for several committees from the last Senate meeting were forward to the President and she chose representatives for those committees. The complete list will be in the SEC minutes for September. A call for nominees for a few more committees will be coming soon, as well, which the SEC will vote on.

d. The Senate calendar this year places the December meeting on December 19, which is during the final exam period. The Senate Executive committee proposed that the Faculty Council cancel their meeting time on December 12 so that the Senate may meet that day.

e. A. McInerney noted the potential change in election procedures going forward (see Governance and Elections report below and attachment). The elections today will be conducted using the previous model, where nominations and elections occur in the same meeting.

f. A. McInerney will not stand for re-election for Chair of the Senate. He thanked everyone for their support during his tenure as Chair.

7. Nominations and elections of Senate officers:

a. The motion to have positions with more than one nomination per seat be voted on the October meeting approved unanimously by voice vote.

b. Chair:

i. **Nominations:** T. Brennen (declined), S. Davis (declined), M. Fein (declined), J. Freeman (declined), A. McInerney (declined), F. Moore

ii. Motion to close the floor to nominations passed by unanimous voice vote.

iii. F. Moore led a round of applause for A. McInerney and he thanked the body for their support.

c. Vice-Chair:

i. **Nominations:** G. Salgado

ii. Motion to close the floor to nominations passed by unanimous voice vote.

Motion to confirm G. Salgado as Vice-Chair passed unanimously by voice vote.

d. Secretary:

i. **Nominations:** D. Gonshor, S. Khan (declined), M. Kirk (decline), P. Koloz (declined), I. Mirsky (declined)

ii. Motion to close the floor to nominations passed by unanimous voice vote.

Motion to confirm D. Gonshor as Secretary passed unanimously by voice vote.

8. Nominations and elections: Committee for Academic Review (*members must be full professors who do not serve on the College P&G and do not have titles of VP, dean, or director*):

a. **Nominations:** M. Bates, T. Brennan, H. Clampman, G. Guarnieri, I. Mirsky, H. Papas-Kavalis, A. McInerney (declined), M. Pita

b. Motion to close the floor to nominations passed by unanimous voice vote.

Pursuant to the motion that passed earlier, the vote will be held at the next Senate meeting (in October). Nominees were asked to provide a short statement to F. Moore for electronic distribution prior to the next meeting.

9. Nominations and election: College Ombudsperson (*student members have three votes each*):

a. **Nominations:** M. Kirk (not eligible), R. Shane
b. Motion to close the floor to nominations passed by unanimous voice vote. Pursuant to the motion that passed earlier, the vote will be held at the next Senate meeting (in October). Nominees were asked to provide a short statement to F. Moore for electronic distribution prior to the next meeting.

10. Committee Reports
   a. Academic Standing: I. Mirsky was re-elected chair and G. Campaign was elected secretary.
   b. Curriculum: (see attached report) J. Freeman reported that H. Clampman was re-elected chair. The items on the curriculum committee report will be reported at the next Senate meeting.
   c. Governance and Elections: (see attached report) F. Moore postponed the report.
   d. Instruction and Professional Development: No Report
   e. Space, Facilities, and Physical Plant: No Report
   f. Student Activities: M. Kirk noted they have not yet convened for this semester, but she presented the annual report for 2012-2013 (see attachment).
   g. Student Government Association: G. Salgado announced that the SGA purchase laptops and USB flash drives to give to students. They created subcommittees for special programming and cultural affairs and the bylaws review. They are cosponsoring a breast cancer walk on Sunday, October 20. They are sponsoring a welcome-back party on Friday, September 27, and weekend coffee hours. They have met with the Senate Executive Committee regarding registration matters.
   h. University Faculty Senate: No Report
   i. University Student Senate: No Report
   j. Vice-Presidents and Deans: No Report

11. President’s Report: President Berotte-Joseph welcomed everyone back. She introduced the new members of the campus community, including Dr. Claudia Schrader, the new provost. There are new organizational charts (see attachment). The Division of Institutional Advancement has been changed to the Division for Strategic Initiatives. They have been consolidating GED programs under a single leadership. There will be a major faculty development effort this year with a group called West Ed (http://www.wested.org/) to focus on what we do and how we do it. As a College, we are focused on student outcomes. The President signed a memorandum of agreement with Romania this summer. She continues to expand our educational opportunities abroad. In February, she traveled to India and BCC has followed up with the Wadhwani Foundation (http://www.wadhwani-foundation.org/), in order to fund and collaborate with us on several programs. The President has also met with the AACC with the Khan Academy. The President announced that we had a wonderful Faculty and Staff Convocation. BCC has been fortunate to receive some additional monies from the Central Office to plan for a Haitian Studies Institute. She thanked Professor Beuka for his work toward the Institute.

12. Announcements and Reports
   a. Chairperson, Vice-Chairperson, and Faculty Council Chairperson
      i. F. Moore reported that he was elected Chair of Faculty Council. He acknowledged Marianne Pita’s service as Chair of Faculty Council. The Faculty Council elected individuals to a number of committees (see the Faculty Council and Senate Executive Committee minutes for details).
b. Vice-Presidents and Deans
   i. C. Schrader thanked everyone for the warm welcome. We are up to about 95% complete for CoA reports. Stay tuned for an email about Early Progress reports soon. They will start scheduling for Spring semester early. Students who start remediation must continue until they pass (new CUNY policy).
   ii. A. Brewer announced he looked forward to working with all of us this year.
   iii. M. Coleman announced she will be talking about the budget next month.
   iv. E. Bayardelle announced that we were approved for 1.3 million dollars for Perkins. Our contract with the regional health system is for $475,000 this year. The BCC CUNY 2020 proposal was submitted for 9.2 million dollars; we will hear in December.
   v. D. Hadaller introduced Marie Lourdes Elgirus, who is the new director of international programs. In addition, please send calendar items to D. Hadaller.
   vi. L. Montengro will be finalizing the opt-in process for Pathways, which will be distributed soon.

13. Auxiliary Enterprises: postponed

14. BCC, Inc.: postponed

15. New Business:
   a. New policy on refreshments at committee meetings - postponed

16. Adjournment: 1:54 P.M.

Respectfully Submitted,

[Signature]

Laura C. Broughton, Secretary

Handouts:
- Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate 2012-2013
- Faculty Eligible to Serve on Academic Review Committee
- Report on Action by the Curriculum Committee through 9/17/13
- Governance and Elections Recommendations
- Bronx Community College – Organization Chart
- Bronx Community College First Year Program & Findings
- Student Affairs Committee Annual Report
BRONX COMMUNITY COLLEGE of the City University of New York
Senate Executive Committee

Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate: 2012-2013
Laura Broughton, Secretary

According to the BCC Governance Plan, the Senate Executive Committee must “Prepare an annual evaluation of the performance and accomplishments of each standing committee of the Senate” (function #10). Prior to 2012, this function does not seem to have ever been performed.

According to the BCC Governance Plan, standing committees of the Senate are required to submit an annual report at the last meeting of the Senate during the academic year. The table below shows which committees submitted reports for the academic years 2009-2010, 2010-2011, 2011-2012, and 2012-2013. These reports are attached to the Senate minutes from the May meetings of each year unless otherwise noted and further information on the accomplishments of these standing committees can be found there. Prior to 2008, annual reports were rarely, if ever, submitted.

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<tr>
<th>Committee</th>
<th>Chair (2012-13)</th>
<th>Submitted Annual Report</th>
<th>Accomplishments (2012-2013)</th>
<th>Performance</th>
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| Executive               | Andrew McInerney       |                         | • The executive committee met one Monday each month during the fall 2012 and spring 2013 semesters, for a total of 8 times.  
|                         |                       |                         | • In addition to determining each month’s Senate agenda, the committee elected representatives to the Committee on Vice Presidents and Deans; forwarded slates of nominees to the President for BCC, Inc., Auxiliary Enterprises, the Student-Faculty Disciplinary Committee and the Student Election Review Committee; and discussed issues including the budget and the Pathways initiative. | Has never submitted an annual report to Senate.                      |
| Governance and Elections| Franklin Moore         | √                       | • The committee successfully ran elections for representatives to the Senate.  
|                         |                       | √                       | • The committee proposed 3 amendments to the Governance Plan relating to 1) voting parity for CLTs in departments, 2) membership of the Governance and Elections Committee, and 3) membership of the Academic Review Committee, which were approved by the Senate and must now be voted on by the College community. | Routinely performs all required functions except #2; “Prepare and present to the Senate a biennial evaluation of the governance of the College”  
|                         |                       |                         | • Did not submit an annual report in 2013.                                                                                                               |
### BRONX COMMUNITY COLLEGE of the City University of New York
### Senate Executive Committee
### Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate: 2012-2013

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| Academic Standing                      | Isabel Mirsky   | √ √ √                   | • Several items were brought by CAS to the Senate and approved by the Senate in 2012-1013, including the note that CUNY has changed the word suspension to dismissal and the modified codification to bring the dismissal process at BCC more in line with other CUNY schools. | • Performs both required functions (formulating policy and adjudicating student appeals) consistently and well  
• Did not submit an annual report in 2013                                                                                      |
| Student Activities                     | Melissa Kirk, secretary; 2011-2012: Eric Sutton, chair | September √ √ √              | • The committee met twice during the academic year, in November and March.  
• The committee approved charters and re-certification applications for: 4 honor societies, 6 college-wide organizations, 24 clubs.  
• The committee has been working diligently to contribute to increased student engagement in student organizations. The committee has also been focused on student learning outcomes and assessment of the club and co-curricular experience.  
• Going forward it is recommended that students co-chair the committee and/or serve as co-secretary with a faculty or administrator to ensure that there is consistent committee leadership and follow-through with respect to meeting organization, committee communication and the taking of minutes. | • Did not submit an annual report in 2013  
• Seems to fulfill functions 1, 3, & 4, but not #2: “Serve as the agency through which the College establishes and reviews rules of conduct & regulations in conformity with general requirements of Article XV of the Board of Trustees Bylaws.”                                                                 |
| Space, Facilities, and Physical Plant  | James Freeman   | √ Oral only √ √          | • The committee met twice, once in September and once in March, and reported to the Senate once in March. Minutes for both meetings were provided at the May Senate meeting.  
• The committee discussed the mission statement, Master Plan, Governance Plan, State of Good Repair report, campus construction projects, Health and Safety report, and Resource 25. | • The committee is required to report to the Senate at least once per semester according to function #3.                                                                                                                         |
BRONX COMMUNITY COLLEGE of the City University of New York  
Senate Executive Committee  

Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate: 2012-2013

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| Curriculum                       | Howard Clampman                  | ✓ ✓ ✓ ✓                  | • The Curriculum Committee met 26 times during the academic year. The majority of agenda items pertained to the Pathways Initiative and BCC’s Common Core. The committee approved the following numbers of both new and existing courses for the Common Core: 6 in Required Core A, 4 in Required Core B, 17 in Required Core C, 33 in Flexible Core A, 16 in Flexible Core B, 19 in Flexible Core C, 21 in Flexible Core D, and 22 in Flexible Core E. All degree programs were reviewed and 39 were modified to comply with the Pathways Initiative.  
  • The committee approved the creation of the Biotechnology Joint AS/BS Degree Program with City College and the change of the Media Technology AAS Degree Program to a Pathways-compliant Media and Digital Film Production AS Degree Program.  
  • The committee modified 14 existing courses, approved 4 new courses and 11 experimental courses, modified 3 non-Pathways certificate programs.                                                                                     | • Has been performing well, despite the additional pressure of Pathways.  
  • Do not see evidence of performing the second part of function #4: ”Assemble information on all courses, both non-credit (remediation) and credit and develop procedures for the evaluation of effectiveness of these courses.”                                                   |
| Instruction and Professional Development (advisory) | Vincent Walker                   | ✓ ✓ ✓                    | • The Committee organized the BCC Faculty Day on May 29, 2013, which featured a keynote speaker, Sarah Goldrick-Rab, and scholarship by BCC faculty members.  
  • The committee administered the faculty and staff survey.                                                                                                                                                 | • Did not submit an annual report in 2013  
  • The committee has not carried out most of its functions in the last few years, although the committee is working to redefine its role.                                                                         |
### BRONX COMMUNITY COLLEGE of the City University of New York  
Senate Executive Committee  

**Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate: 2012-2013**

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<td>Community Relations and Special Events (advisory)</td>
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<td>• There is no record of this committee in the last 5 years of Senate meetings.</td>
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<td>• Has one function: “Consult with and advise appropriate administrative officers on ongoing and proposed community projects and special events.”</td>
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<td>Vice Presidents and Deans (advisory)</td>
<td>Andrew McInerney</td>
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<td>• The committee met twice in the academic year, in November and December.</td>
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<td>• The committee forwarded a slate of names to the President for the search committee for the new Vice-President of Academic Affairs.</td>
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<td>• The committee has continued discussion of implementing the prior recommendations for evaluation of VPs and deans.</td>
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<td>Social Science</td>
<td>Marjorie</td>
<td>Garrido</td>
<td>Professor</td>
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<tr>
<td>Education &amp; Reading</td>
<td>George</td>
<td>Sanchez</td>
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<td>Education &amp; Reading</td>
<td>Grace</td>
<td>Cukras</td>
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<td>Stephen</td>
<td>Powers</td>
<td>Professor</td>
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<td>Library Resources Center</td>
<td>David</td>
<td>Koenigstein</td>
<td>Professor</td>
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<td>Library Resources Center</td>
<td>Juliann</td>
<td>Skurdenis</td>
<td>Professor</td>
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<td>Library Resources Center</td>
<td>Teresa</td>
<td>Mc Manus</td>
<td>Professor</td>
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To: Members of the College Senate
From: Professor Howard A. Clampman, Chairperson Curriculum Committee
Date: September 26, 2013
Subject: Report of Actions by the Curriculum Committee through 09/17/2013

1. Actions previously reported to the Senate
   (a) Existing Degree Program Changes to Accommodate Pathways Common Core

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Date approved by Curriculum Committee</th>
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</thead>
<tbody>
<tr>
<td>1. Environmental Technology AAS Degree (13-4-4)</td>
<td>05-14-13</td>
</tr>
<tr>
<td>2. Pharmaceutical Manufacturing Technology AAS Degree (15-3-3)</td>
<td>05-14-13</td>
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</tbody>
</table>

The Chemistry & Chemical Technology Department has requested that these two items be tabled for this meeting.

2. Actions reported to the Senate for the first time
   (a) Election of Chairperson & Secretary
       Chairperson: Prof. Howard Clampman (Business and Information Systems)
       Approved 09/03/2013
       Unanimous Voice Vote

   Secretary: VACANT – duties to be shared by Committee Members
Bronx Community College
of the City University of New York
Committee of Governance and Elections

On September 26, 2011 Laura Broughton, Secretary of the Senate Executive Committee forwarded to
the Committee on Governance and Elections the question of Changes to the Election Procedures for the
Senate. More particularly the following suggestions were made:

1. Keep voting procedures as is. Senators who feel they do not have enough information may
   choose to abstain from voting. This will affect the voting process and quorum.
2. Split the elections into two groups: A) time sensitive positions and B) positions that would
   benefit from more information about the nominees. The time sensitive positions would be
   nominated and elected in the first meeting of the semester. The second group of positions (like
   Academic Review Committee) would have nominations (and Discussion) in the first meeting and
   elections in the second meeting of the semester. This would require the elections process be
   tied closely to the College calendar.
3. Take nominations for some or all positions in the first Senate meeting. Require nominees to
   provide a policy statement and background. Conduct the elections online before the second
   meeting. Report the results in the second meeting.

At its November 18th meeting, the Committee on Governance and Elections reviewed the referral and
concluded the following

Whereas, all Senators would benefit from more information regarding candidates for (1) office in the
Senate and (2) representatives elected by the Senate to various Committees, and

Whereas, such additional information is equally beneficial for all such officers and committee members,
and,

Whereas, online voting by the Senate is violative of the N.Y. Open Meetings Law, it is hereby,

Resolved that the Committee on Governance and Elections recommends:

1) The term of office of all Senate Officers and members of committees elected by the Senate
   shall not expire until a newly constituted Senate shall have conducted an election either
   reelecting or replacing such officer and/or member of such Committee, provided that if an
   Officer of the Senate shall no longer be a member of the Senate at the time of new election,
   his/ her term of office as an Officer shall continue but he or she shall not be entitled to vote
   on any matter before the Senate;
2) That at the first meeting of each new Senate, nominations shall be sought for Officers of the Senate and such other positions as shall be required by the Governance Plan. The nominations may be discussed and candidates shall be given the opportunity to provide a policy statement background information; and

3) That elections for all such officers shall take place at the second meeting of the semester.

Adopted 6-0-0 on 11/18/2011
Bronx Community College First Year Program & Findings
Nancy Ritze, Chris Efthimiou, Handan Hizmetli
Office of Institutional Research, Planning & Assessment

Bronx Community College (BCC) is spearheading a college-wide First Year Initiative which is designed to impact the success of all first year students at the College. The program design was informed by an institutional self-study and improvement plan conducted in 2010-11, undertaken through the auspices of the John Gardner Foundations of Excellence in the First Year. Central to this Initiative is the First Year Seminar (FYS), a two-hour, one credit course, which includes several high impact practices designed to enhance student engagement and success in the first semester. BCC’s First Year Seminar builds on a growing body of evidence that such first-year courses can improve student success. A study of the Fall 2012 entering freshman class demonstrated higher retention rates, GPA’s and credit accumulation for FYS students compared to all others.

Overview:
BCC’s First Year Program (FYP) is a holistic introduction to college life combining orientation to college activities with an introduction to academic content using integrative learning strategies. All of the features of the program are empirically based, using a recent review of literature as well as internal studies conducted on campus. Each section of the First Year Seminar (FYS) class has embedded peer mentors and dedicated academic advisors. FYS faculty members participate in a comprehensive development program that prepares them to engage students in applied learning techniques that help students develop the disposition, academic habits, and general education skills that prepare them to succeed in all college classes.

The Program continues to grow, with 30 sections planned for the Fall 2013 semester. Faculty from almost every academic department have participated in the effort.

Program Components
(Theoretically & Empirically Based)

1. Academic Topic: Student engagement is higher in those courses with topics that students can directly relate to.

2. Embedded General Education Proficiencies: Engaging students in a structured series of activities based on Bloom’s Taxonomy supports the development of students’ confidence, personal accountability, informed decision-making and proactivity.

3. Student-Centered Teaching/Learning Model: Student centered methods have been repeatedly shown to enhance student learning.

4. Use of e-portfolio: Use of e-portfolio enhances academic engagement, acquisition of academic technology skills, development of an academic identity, and the students’ ability to integrate discrete learning experiences.

5. Peer Mentors: interaction with peer mentors in the first semester is associated with first semester academic and social integration.

First Year Program Model:

Strengthen student engagement, Retention, Academic Progress and Graduation Rates
CUNY Student Success Research Grant with Community College Research Center (CCRC):

The College recently received a $150,000 Student Success Research Grant from the City University of New York to further study the BCC FYS. This grant will be used to build upon initial research and implementation activities to develop a more formal and rigorous evaluation of BCC’s First Year Seminar. Grant funds will allow for an external formative evaluation, as well as the facilitation of a continuous-improvement process, conducted by an objective, third-party evaluator, the Community College Research Center (CCRC), Teachers College, Columbia University. This work will provide feedback to BCC on implementation fidelity; identification of areas for improvement; and a real-time, data-driven program refinement process.

Summary of Outcomes:

Fall 2012 FYS students had higher end-term GPA’s and credits earned (as well as 1 semester retention rates) compared to those in the traditional seminar (OCD) or in no seminar. In addition, those gains persisted over 1 year.

**First Semester Outcomes for Fall 2012 Freshmen**

- **Fall 2012 GPA**
  - FYS: Average GPA 2.40
  - Traditional (OCD): Average GPA 2.36
  - No Seminar: Average GPA 2.03

- **Fall 2012 Credits Earned**
  - FYS: Average Credits Earned 15
  - Traditional (OCD): Average Credits Earned 12
  - No Seminar: Average Credits Earned 10

One - semester retention rates were higher for FYS students (85%) compared to those in OCD (79%) or in no seminar (75%)

One - Year GPA Outcomes for Fall 2012 Freshmen

- **One-Year Outcomes for Fall 2012 Entering Freshmen - Average GPA**
  - FYS: Average GPA 2.00
  - Traditional (OCD): Average GPA 2.03
  - No Seminar: Average GPA 2.36

After one - year, the average GPA for FYS students (2.36) was higher than for those in OCD (2.00) or no seminar (2.03)

One - Year Outcomes for Fall 2012 Entering Freshmen - Credits Earned

- **One-Year Outcomes for Fall 2012 Entering Freshmen - Credits Earned**
  - FYS: Average Credits Earned 10
  - Traditional (OCD): Average Credits Earned 12
  - No Seminar: Average Credits Earned 15

After one - year, FYS students earned more credits on average (15.31) than those in OCD (10.43) or no seminar (12.25)
Committee Membership: Sachiel Mondesir, Student Affairs Designee; Melissa Kirk, Director of Student Life & Secretary; Dr. Charles Maliti, Prof. Karen Taylor, Michael Belfiore, Athletic Director; Ruqayah Zuhair, SGA President; Cory Vendryes, SGA Vice President & Chairperson; Natasha Afranie, SGA Legal Legislator; Miguel Allen, Student; Shedane Latty, Student

Committee Meeting Dates:
- November 4, 2012
- April 11, 2013

Committee Charge:
- The committee approved charters and re-certification applications for: 4 honor societies, 6 college-wide organizations, 24 clubs.
- In previous years, this committee concerned itself mostly with the review of club and college-wide organization charter and re-certification paperwork as this is the most time consuming work of the committee. In recent years however, the committee has been working diligently to contribute to increased student engagement in student organizations. The committee has also been focused on student learning outcomes and assessment of the club and co-curricular experience.

Committee Challenges:
- In the last two years, members of the SGA have been interested in assuming committee leadership roles (Chair, Secretary). While this is a great opportunity for students, going forward it is recommended that students co-chair the committee and/or serve as co-secretary with a faculty or administrator to ensure that there is consistent committee leadership and follow-through with respect to meeting organization, committee communication and the taking of minutes. This year, Cory Vendryes, SGA Vice President served as Chairperson but he transferred to Brooklyn College in the spring, leaving a gap that was hard to fill.
- It has been very challenging for this 10 member committee to find times to meet that were convenient for all members. Typically this committee meets twice in the fall and twice in spring, near the time of the deadline of club paperwork submission but our conflicting schedules limited the committee to just 2 overall meeting dates. Limited committee business will be conducted via email in the future to avoid committee meeting conflicts.

Prepared by:
Melissa Kirk, Secretary