Present: President Morris Moester, Chairman; Deans Tauber, Thompson, Professors Buckley, Caffrey, Colwell, Corbman, Doroshkin, Griffin, Hirsch, Hirshfield, Just, Loughlin, Mandelbaum, May, McCulloch, McGrath, McLaughlin, Minkin, Monticone, Pitman, Prestwidge, Reynolds, Rosenstock, Stein, Stillerman, White, Mrs. Rabnis, Mr. Berman, Mr. Casais, Mr. Clarke, Mr. Finnegan, Mrs. Griffin, Miss Pomeranz, Mr. Stambler, Miss Stringham.

Absent: Dean Silverman, Professors D’Andrea, Joseph

Guests: Professors Rosenfield, Sharot, Steuerman, Sztacho, Mr. Erdsneker, Mr. Wong.

I. Meeting called to order at 12:40 P.M. by Dr. Meister.

II. Action on Minutes of May 21, 1964.

Page 2, Item B, paragraph 3, line 2: Change the word "appoint" to "suggest."

Minutes accepted as corrected.

III. Communications and Announcements.

A. From President Meister.


2. College P & B Committee: The President paid special tribute to the sincerity and professional spirit of the College P & B Committee which has labored hard and long in its deliberations regarding appointments, reappointments, tenure and promotions.

There were 19 applications for promotion this year, of which 8 were approved. Adherence to "Guidelines" in the matter of promotions accounts for most of the rejected applications.

The Committee voted not to consider three applications to the rank of full professor in view of the fact that the two unfilled lines for that rank are considered to be reserved for the Nursing Department and the Director of the Evening Session and the applicants were not applying in those areas.

President Meister is working to get percentage allotment of full professorial ranks in community colleges, in keeping with the 4-year college allowance. Until additional lines are obtained, he sees no way of changing the interpretation of one full professorial rank to a department which the Budget Bureau had previously agreed to assign.
3. Allowances for supervision and administration by Department Chairmen.

There has been continuing study of the allowances for released time for Department Chairmen. The policy takes into account the number of people in a department, number of laboratories and/or shops, the number of disciplines within the department. The extension of the use of deputees more extensively from among the tenures in the department is indicated. A recommended minimum required teaching quota for the Chairmen will be reviewed again in the Fall.

4. First Election of Department Chairmen.

After careful preparations, including a letter setting forth qualifications and adherence to Bronx Community College Bylaws, the elections were held uniformly during the first week of May.

After consideration and consultation, the President decided to separate the disciplines in two departments: Mathematics and Physics, English and Speech. He met with the Departments concerned, explained his reasons and directed them to conduct new elections in the newly created departments. The President declined to answer questions from the floor concerning the splitting of the Departments, but said he would be glad to discuss the matter at another time, if it was placed on the agenda.


The new salary schedule is expected momentarily. There is optimism that the new scale succeeded in raising salaries of the Community College staffs somewhat toward the principle of parity. (Note: It is out and is being distributed separately.)

6. Community College Bylaws.

It is expected that they will come up for adoption by the Board of Higher Education by June 15. (Note: They have been adopted.)


Departments have been requested to file with Dr. Meister or Dean Silverman any special requests for the operating budget before leaving for vacation.

IV. Committee Reports

A. Curriculum Committee - Dr. Monticone, Chairman

1. Business Statistics - When new curricula in Business Administration were adopted, it was agreed that this course would be approved later. The course description of the new course has been accepted unanimously by the Curriculum Committee. It is being offered by the Business and Commerce Department rather than Mathematics, because it was desired to orient the material to business and this can best be done by a specialist within the curriculum. There will be a continuing relationship and discussion of course content between the departments of Business and Commerce and Mathematics.
Course Description:

Business Statistics - 3 rec., 1 lab., 3 cr.
An introduction to statistical methods as a basis for sound
decision-making and operations control in business utilizing
the principles of probability, sampling error, estimation and
the descriptive methods of frequency distribution, correlation,
index numbers and time series analysis. Application to data
pertinent to business and economic problems in such areas
as accounting controls, production and marketing.

Required of all students for the A.A. degree in Business Admin-
istration Curriculum transfer program in the third semester.

Unanimously approved.

2. Technical Writing - To be given as an English Department elective
in the Evening hours, available to matric and non-matric students. Course content
has been worked out by the English and Engineering Technologies Departments.
This is to be an elective available for all who wish to take it. It is offered in the
Evening hours because it will be taught by a specialist who is available only in the
evening and is employed as a "technical writer" during the day. He has taught a
similar course at The New School and is taking his doctorate in an allied field.

Course Description:

Technical Writing - 3 rec., 3 cr.
An introduction to the practical aspects of preparing reports
and other types of written communication within technical and
non-technical groups, using basic writing skills previously
acquired.

The emphasis will be on the effective organization and clear
presentation of information for the scientist, the technician,
and the engineer. Special consideration will be given to
technical writing tools and methods, technical articles, informal
and formal reports, laboratory reports, technical proposals,
and technical manuals.
Pre-requisites: GE 1 and 2 (or special permission of instructor
for non-matric).

Unanimously approved.

3. New Requirements for the A.A.S. degree in the MLT Curriculum

In line with the new requirements of the National Registry of
Medical Technologists, the New York City Board of Health certification, and the
anticipated new state legislation for state license, the following changes were
recommended by the Department of Medical Laboratory Technology:

1. That a choice between GA 1 and GM 1 be offered to the student
   in MLT instead of the present requirement that they take both,
   (minus 1 cr.)
2. That a choice between GS 5 and GS 6 be offered to the student in MLT instead of the requirements that they take both GS 5 and GS 6 (minus 3 cr.)

3. That the following new course in Organic Chemistry be required of MLT students in the third semester:

SC 5 - Fundamentals of Organic Chemistry - 1 rec., 2 lec., 3 lab., 4 cr.
Course Description: A short course designed to present the nomenclature, structure, properties and reactions of typical organic molecules. Laboratory: preparation, properties and identification of typical organic compounds.
Prerequisites: SC 1 and 2
There would be no change in total credits required for the degree.

Approved with one negative vote.

4. English Literature 1 and 2

This has been recommended unanimously by the Curriculum Committee as alternate required offerings for present GE 5 and 6 for L.A. students. One of the reasons given for offering this course is that Hunter accepts our present literature courses for elective credit only, requiring all baccalaureate students to take English Literature there. After some discussion, it was decided to proceed on the same basis as the Curriculum Committee.

Motion 1: Accept English Literature 1 and 2 as courses.
Vote: For 20, Opposed 5

Motion 2: Accept English Literature 1 and 2 as alternate courses to present GE 5 and 6 for L.A. students
Vote: For 17, Opposed 8

It was suggested that this alternative go into effect immediately for the benefit of students planning to go to Hunter next year.

It was further suggested that the Curriculum Committee review the Liberal Arts curriculum carefully to determine the suitability of the courses as well as their transferability to senior colleges.

5. Revisions in the Executive Secretarial Curriculum

Drop TB 10 - Legal Office Practice, 3 hrs. 3 cr.
Take TB 54 - Secretarial Practice, 4 hrs. 2 cr.
Reduce TB 42, Legal Stenography from 8 hrs. 6 cr. to 6 hrs. 4 cr.
Drop GE 4 - Advanced Speech from all Secretarial specializations
Broaden elective requirement to read as follows:
"elective (one course) to be chosen from an appropriate English, Foreign Language, Mathematics, Physical Education, Science, Social Studies or Speech area - Credits 1-4"
Result: Credits in Executive Secretarial Curriculum - 67 (from 69)
Credits in Executive Sec'1 (Legal) Curriculum - 69 (from 73)

Recommended that these revisions be implemented starting September 1, 1964.

Vote: For 24, Opposed 1

6. Presentations to Curriculum Committee

The Curriculum Committee announced that presentations for new courses or changes in curriculum must be made in writing to the Curriculum Committee prior to March 1, if the matter is to be implemented the following September. Only in exceptional circumstances should there be deviations from this general practice.

V. New Business

1. Academic Achievement of Transferees and "Slippage."

In view of new material presented by Dr. Reynolds, reproducing a City College AAUP Committee on Community College Transfers Report of May, 1963, the Chairman postponed further discussion until there was a chance to consider this material.

2. Collective Bargaining in City University - Prof. McLaughlin

President Meister presented Professor May, as Chairman of the Faculty Welfare Committee, his file of returns from each department for review, asking Professor May's Committee to make its own summary statement, if necessary.

"Dr. Meister's Summary Statement of Departmental Discussions on the Question of Formal Collective Bargaining.

1. 14 departmental and small group discussions were held on the statement distributed by the Administrative Council (February 22, 1964) on the subject of collective bargaining. In all, 111 members of the faculty participated.

2. Analyzing the statements filed with the President, it would seem that 75 faculty members in 8 different departments and groups voted 57 to 8 in favor of formal collective bargaining.

3. The remaining 36 faculty members in 4 different departments felt strongly that the faculty as a whole should vote on the question, and would not indicate their own sentiments. On the other hand, a perusal of the minutes of these departmental conferences indicates that about as large a majority as in the rest of the college favor formal collective bargaining."
4. In the case of one of the departments, the opinion was expressed that the important question is not whether or not to have formal collective bargaining, but rather which group or agent would be more effective in removing the inequities that now exist in salaries for community college faculty.

5. In practically all of the departments consideration was given to both the Legislative Conference and the UFCT as bargaining agents. The faculty was about evenly divided on the question of favoring the one group or the other. Strong fears were registered in many cases on the matter of 'unionizing' a profession. There was general fear expressed as to a possible commitment of a professional person to 'strikes' of one kind or another."

Professor McLaughlin offered reasons for approving collective bargaining, reminding us that as City University becomes larger, it is harder to make our voices heard. It was proposed that a full forum discussion on whether or not to have collective bargaining be held next fall. - For 21, Against 2, Abstaining 1.

Professor McLaughlin is to be in charge of arrangements and will invite representatives of all sides so that we may all hear the opposing points of view.

3. Observation of Tenurees - Dr. Reynolds

The following chronological report on the subject of observation of tenurees was read by Dr. Reynolds:

"a) January 9, 1964: Professor Colwell's report to the Faculty Association last year in reference to observation of tenurees was discussed at length in the Faculty Council meeting. Dr. Meister suggested that the Faculty Committee on Improvement of Instruction frame a statement which might be offered as a final proposal for action at a future Council meeting.

b) February 29, 1964: Minutes of the meeting of the Committee on Improvement of Instruction: item (4)

'A letter from President Meister dated January 14, 1964 concerning a reconsideration of the subject of observation of tenurees. It was felt that many of the questions on this subject have already been resolved in the new Guidelines recently distributed to all members of the Faculty.'

(When this latter item appeared, several people were concerned that the Committee on Improvement of Instruction had not carried out the President's January 9 directive. Dr. Reynolds spoke to members of the Faculty Council Agenda Committee to have this made an agenda item. Subsequent to this action, the following occurred:)
c) April 16, 1964: Minutes of the meeting of the Committee on Improvement of Instruction: 'The minutes of the two previous meetings (Dec. 5, 1963 and Feb. 20, 1964) were approved with the following correction in the Feb. 20, 1964 minutes. On Item 4, the last sentence "It was felt that many of the questions on this subject have already been resolved in the new Guidelines recently distributed to all members of the Faculty" should be deleted and the sentence "The Committee will take the matter again under consideration" inserted instead.

'On the subject of observation of tenures, it was decided that the Committee would continue to work toward a policy recommendation concerning the matter.'

d) May 14, 1964: Minutes of the meeting of the Committee on Improvement of Instruction: 'After some discussion on the various aspects of the problem, the Committee recommended that observation of tenures (other than for the purpose of promotion) be left to the discretion of the Departmental Chairman in conjunction with the Departmental P & B.'"

The President pointed out that in essence the May 14 recommendation is the same as that presented by Professor Colwell's committee last year and still excludes the President and Dean.

Since the exact procedure to be followed was not included in the recommendations of the Committee on Improvement of Instruction, it was moved to refer the matter back to the Committee with the request that it come back with a more complete report and specific recommendations.

This motion to refer was defeated - For 6, Against 17

Further discussion: The President and Dean have the right to observe, not merely to speak to the Head of Department about it.

Faculty not concerned about observation by the Chairman; concerned about observation of the President or Dean without a written report. If it can be included that such a report be required, it would be acceptable.

Motion: Observation of tenures (other than for the purpose of promotion) be left to the discretion of the Departmental Chairman in conjunction with the Departmental P & B and to include the President and Dean.

Vote: For 20, against 3

At this point, the President observed that there are areas in which the Council recommends and others (such as curriculum, discipline, etc.) in which it is authorized to act for the Faculty. In the area of observation of tenures, it is serving as an advisory group making recommendations. The President will prepare a statement on whether or not he accepts the recommendation after he has had an opportunity to deliberate.
4. Rates for Summer Session Faculty - Professor Colwell

It was explained that nothing can be done about new salary for this summer. Summer Session will follow Evening Session rates. There is hope that in time the schedule will approach 4-year college rates, but so far nothing concrete is happening. It all goes back to the basic problem of parity. If this gets settled, other will be taken care of. $2.4 million appropriated to take care of up-grading all salary scales. Hope Evening Session and Summer Session will be included.

5. Observation of Classes by Deans - Dr. Reynolds

Dr. Reynolds read the following communication which was the AAUP recommendation to the Faculty Council:
"It is moved that the Faculty Council recommend to the College Personnel and Budget Committee that Deans be required to put the results of classroom observations in writing so that the faculty member affected has the opportunity to respond in writing."

It was noted that only the Dean of Faculty observed classes; neither the Dean of Administration nor the Dean of Students was so involved. It was also suggested that perhaps "significant" observations be required to be put in writing.

An amended motion was made: The Faculty Council recommends to the College P & B that the Dean (and President) be required to put results of significant classroom observation in writing.
Vote: For 9, Against 11
Motion to table - Defeated
Further discussion brought out the following point:
where a Dean visits a classroom for the purpose of observing a lesson, he should place this observation in writing.

Improvement of instruction by way of observation is delicate; can stay a minute, five minutes, whole period. Where there is a "full-blown" observation for a protracted period, a written report is indicated, but to say that a President or Dean can't poke his head in to observe for any period of time without writing it up, is an untenable restriction.

If a report is to be placed in the record or if there is a report on a significant observation, it should be put in writing and the individual concerned should have an opportunity to respond.

Some write-ups can be more damaging than no written statement. Sometimes an understanding and an unwritten statement can be more valuable.

The President will raise the question in the College P & B and announce a decision on the subject to next year's Faculty Council.

Meeting adjourned at 3:45 P.M.

Respectfully submitted,

Vera F. Minkin
Secretary