

**SENATE COMMITTEE CHAIRS MEETING**

**Wednesday, February 17, 2021, via Zoom**

**3:30-5:00**

**Minutes**

**Present**: Professors Ernest Ialongo, Tram Nguyen, Thomas Beachdel, Clarence Robertson, Maria Subert, Eugena Griffin, Marcella Bencivenni, Sherese Mitchell, Nancy Genova, Jason Buchanan, Matt Moses; Mr. Carlos Guevara, Mr. Carlos Rivera, Ms. Jessica Powell

1. Call to Order
	1. Meeting was called to order at 3:30
2. Acceptance of the agenda
	1. Agenda accepted as pre-circulated
3. Opening Remarks
	1. Tram Nguyen, Chair, Senate Committee on Committees
		1. Prof. Nguyen thanked all the chairs for taking on the leadership of their committees, and encouraged them to reach out to the Committee on Committees for whatever they required
	2. Ernest Ialongo, Chair, Hostos College-Wide Senate
		1. Prof. Ialongo similarly thanked all the chairs for their efforts, reminded them of the end-of-year reports they will be producing, and that all the committees would be presenting at Senate
		2. He also emphasized building a productive relationship with their administrative partners, but keeping in mind that their constituents are the college community, who are to be represented in the process of shared governance between the Senate committees and the administration
4. Reports of the Senate Committee Chairs
	1. Ernest Ialongo, Budget and Finance
		1. The committee is in receipt of budget documents as they are published by CUNY, and awaits the budget allocations to be sent to Hostos so as to have their mandated consultation meeting with SVP Rodriguez-Chardavoyne
		2. Last semester the committee alerted the college as to the updated documents available on the Hostos site regarding the budget process at Hostos, which was a product of the collaborative work between the committee and the Division of Administration and Finance
	2. Thomas Beachdel, Grants
		1. Working on Research Day
		2. Expanding grants personship
		3. Researching new grants for faculty
	3. Clarence Robertson, Academic Standards
		1. Working to update policy for grade complaints, and getting them through governance
	4. Maria Subert, Scholarships and Awards
		1. Working on Honors Convocation and getting departments to send names/descriptions of awards and candidates
	5. Eugena Griffin, Library
		1. Working on an animation project that lays out the services available to students and faculty
		2. Monthly meetings with department liaisons
	6. Marcella Bencivenni, Facilities
		1. Scheduled first meeting with Elizabeth Friedman and Frank Virone
		2. Seeking to clarify organizational decision making on facilities issues and tracking accountability
	7. Carlos Rivera, Admissions and Retention
		1. Emphasized using the committee mandate to help steer conversation and direction of committee actions
		2. Emphasized the nuanced, though important, relationship one needs to build with a committee’s ex-officio member
	8. Sherese Mitchell, College-Wide Curriculum Committee
		1. Just elected new chair, and sent out due dates to college for curriculum submissions
		2. Curriculum is already making its way to the committee for the semester
	9. Jessica Powell, Disabilities Issues
		1. Setting up meetings for this semester, and will likely deal with the broken ramp on the 4th floor C building – a continuing issue for the college
	10. Nancy Genova, Affirmative Action
		1. Conducted a micro-aggression workshop recently
		2. Setting up meetings for this semester
	11. Jason Buchanan, Institutional Research
		1. Seeking to build a database for analyzing retention, to be shared with faculty
		2. Will work with Carlos Guevara of Instructional Evaluations
	12. Carlos Guevara, Instructional Evaluations
		1. Seeking to update the student evaluations of faculty form
		2. Will act as a bridge between the POINT Committee in OAA and the Instructional Evaluations Committee, and then will put through governance any procedural/form updates
	13. Matt Moses, Elections
		1. Recently elected chair
		2. Planning on completing Senate, CWPB, and UFS elections this semester
		3. Planning to complete update to Elections Manual
5. Discussion on Best Practices
	1. Committees as a means to share new policies with the college
	2. Chairs should work to create buy-in from their members; for instance, chairs may delegate work to members they want to run point on
	3. Work with the ex-officio member of your committee to build a clear line of communication to the administration, and to keep up to date on evolving policies as we move back towards eventual reopening
	4. The Senate Executive Committee, in its dealing with the administration, should update them on the work of Senate committees as necessary
6. Next meeting
	1. September 15, 2021, 3:30, via Zoom
7. New Business
	1. There was a question as to whether the email system would be altered in some fashion in the future; it was determined no such plan existed.
8. Adjournment
	1. The meeting adjourned at 5 pm

Prepared by Ernest Ialongo