

**SENATE COMMITTEE CHAIRS MEETING**

**Wednesday, September 20, 2023, via Zoom**

**3:30-5:00**

**Minutes**

**Present**: Ernest Ialongo (Senate Chair, Budget and Finance), Hector Soto (Executive Committee, Senate Vice Chair), Julie Trachman (Committee on Committees), Michael Gosset (Committee on Committees), Anne Rounds (Committee on Disability Issues), Carlos Rivera (Admissions and Retention), Nancy Genova (Committee on Affirmative Action, Equity, Diversity, and Inclusion), Christine Hutchins (College-Wide Curriculum Committee), Edme Soho (Elections), Jason Buchanan (Institutional Research), Allison Franzese (Instructional Evaluations), Aaron Botwick (Library), Ronnette Shaw (Scholarship and Awards), Marcella Bencivenni (Facilities), Marsha Milan-Bethel (Senate Ad Hoc JUSTICE Committee).

**Absent**: Elyse Zucker (Disability Committee), Sara Rodberg (Academic Standards, on leave), Thomas Beachdel (Grants, on sabbatical)

1. Call to Order
   1. Meeting called to order at 3:35
2. Acceptance of the agenda
   1. Agenda accepted without additions
3. Opening Remarks
   1. Ernest Ialongo, Chair, Hostos College-Wide Senate
      1. Committees require quorum to conduct business--confirm with CoC who are the official members, and request that vacancies are filled
      2. Guests are welcome at committee meetings, but cannot vote and are not counted toward quorum
      3. Ex-officio members of committees are full members, with voting rights, and counted towards quorum; they do not serve as Chairs
      4. Each meeting should have a pre-circulated agenda (with relevant documents), and minutes; both are approved by the committee and sent to Ernest Ialongo, Julie Trachman, and Michael Gosset as official records and to be posted on committee’s website
      5. If there is any confusion of the role of a committee in its dealings with members of the administration, refer to the committee mandate in the Charter, and/or reach out to the Chair of the Senate
   2. Julie Trachman and Michael Gosset, Co-Chairs, Senate Committee on Committees
      1. Will suspend call outs, and depend on the end of year reports for recruitment
      2. Problems with finding student members of committees continue, and their attendance at meetings
      3. They are addressing remaining vacancies and working with Carlos Rivera on HEO members.
4. Reports of the Senate Committee Chairs
   1. Academic Standards Committee
      1. No one present, no report submitted.
   2. Admission and Retention Committee
      1. These points illustrate how the CUNY Reconnect Initiative has positively impacted the work of the Senate Committee on Admissions and Retention by removing barriers, offering financial support, and providing tailored services to returning adult learners, ultimately resulting in increased enrollment.
      2. Targeted Outreach: CUNY Reconnect has enabled Hostos Community College to engage in targeted outreach efforts to reach individuals who have previously attended college but did not complete their degree. This outreach has reconnected many potential students with the college.
      3. Impact on College Enrollment: The CUNY Reconnect Initiative has played a crucial role in boosting college enrollment at Hostos Community College, contributing to the college's overall growth in student enrollment.
      4. Financial Support: The initiative offers financial support by covering tuition and fees for eligible students, making higher education more affordable and accessible.
      5. Improve Retention Rates: As a result of the tireless efforts of our academic advisement units (SSCU, ASAP, and CD) coupled with the comprehensive support provided by CUNY Reconnect, we anticipate improved retention rates among returning students.
      6. **Note**: The committee has two members who no longer work at Hostos Community College.
   3. Committee on Affirmative Action, Equity, Diversity, and Inclusion
      1. Prof. Genova discussed that the Affirmative Action Diversity Equity and Inclusion has had 3 members resign who have numerous responsibilities in the school. They serve on numerous committees and are developing different programing. In addition she mentioned that the AADEI committee  will be sponsoring an activity along with Public Administration that will focus on; infant and maternal mortality in the Bronx, since the outcomes in the Bronx are similar to developing nations. This received a lot of support.
   4. Budget and Finance Committee
      1. Met with SVP on August 30 on state of the budget.
   5. Committee on Disability Issues
      1. Committee on Disability Issues seeks to continue finding ways to bring awareness to disability-related topics among campus stakeholders, through faculty workshops, messaging campaigns, etc.
      2. Committee seeks to strengthen connections with committees and offices whose scope intersects with disabilities issues, including facilities committee and ARC.
      3. Committee wants to continue developing relationships with campus leaders and/or admins who will listen to and work to implement committee recommendations in a meaningful way.
   6. Curriculum Committee
      1. Prof. Hutchins reported they nearly have a full membership, listed below. We are awaiting one member from the Business Department and two members from Student Government.
      2. We have a schedule of meetings planned for CWCC all hyflex online or in B502 and posted on the CWCC website.
      3. Our first meeting will be on 9/26, at which we will hold elections for Chair and Recording Secretary. As soon as elections are complete, we will send results to Catherine Lewis so as to update the CWCC website.
      4. Our second meeting will be on 10/17, and we already have a full agenda of voting items sent to us by Department Curriculum Committees.
      5. In addition, we are in the process of updating procedures for cross-listing courses in different departments.
   7. Elections Committee
      1. Elections Committee has a number of important ongoing elections, including the re-constituting of the At-Large Senator Cohorts.
      2. The elections committee has met and has re-elected me as Chair (quorum established).
      3. The committee is still waiting to be fully constituted. Need for a HEO and student members.
      4. The committee is doing great collaborative work for balloting on the senate floor.
      5. Looking to 2024 as period for finalizing updating of Elections' manual.
   8. Grants Committee
      1. No one present, no report submitted.
   9. Facilities
      1. The committee asked me to run for a second term and I agreed to do so. Prof. Bencivenni also established a working relationship with Robert Lev, the new director of Facilities and Planning who replaced Elizabeth Friedman last April. Some progress has been made with updating the facilities webpage, but some problems remain with timely communication regarding planned construction/capital projects, and emergency repairs. Our plan is to continue to build working relationships with Lev and further the Committee’s mandate. We will need new student representatives and she plans to continue meetings on zoom.
   10. Institutional Research Committee
       1. Prof. Buchanan is not running for re-election though he will be present for the first meeting of the Institutional Research Committee
       2. The focus of the Institutional Research Committee has been to attempt to create a stronger line of communication between OIR and the departments on the use of data
       3. The 2023-2024 plan was to reach out to Chairs and Coordinators to see how they feel the data could be better received, managed, and distributed to their department
   11. Instructional Evaluations
       1. Prof. Franzese will run for chair if her committee wants her to. If someone else steps up, that’s great too.
       2. The committee plans to start working on a complete overhaul of the student evaluations, for which we have buy-in from Academic Affairs.
       3. The committee would also like to work on ways to improve the completion rates of the current survey.
   12. Library Committee
       1. We’ll be holding elections at our next meeting, I will run again if the committee wants me to, and our current project is a survey of student needs from the library.
   13. Scholarship and Awards Committee
       1. Senate scholarship and awards committee met several times last year to work on the following:
          1. Committee members worked on scholarships and awards including planning sessions to inform student of available scholarships.
          2. Obtained departmental award names and awards distributions throughout the college
          3. Secured student names of award recipients in collaboration with Sarah Brennan for Honors convocation preparations
   14. Senate Ad Hoc JUSTICE Committee
       1. The Hostos JUSTICE Committee Spring/Summer 2023:
       2. Welcome Home Resource Fair with Bronx DA (April). The event allowed us to readmit former students who are justice-involved. It also allowed us to expand partnerships with community organizations that support this population.
       3. Visited Otisville Correctional Facility with Prof. Hoiland this summer with John Jay’s Prison to College Pipeline program. We were able to discuss a potential transfer to Hostos Community College. We will have a professor teaching there this semester and a second Professor starting in January.
       4. The committee is currently seeking membership since we lost 2 faculty members at the beginning of the semester. We have an increase in justice-impacted students and will ensure they are represented on the committee.
       5. Once the committee is established and has its first meeting, we can vote on roles (Chair, Co-Chair, Secretary) and if we will continue as an Ad-Hoc Committee.
       6. This semester we hope to hold events that will support our diverse student population and educate staff and faculty.
5. Closing Remarks – Prof. Soto, Senate Vice-Chair
   * 1. Thanked everyone for their work and their commitment to shared governance at the college.
6. Next meeting
   1. February 14, 2024, 3:30-5
7. New Business
   1. None
8. Adjournment
   1. Meeting adjourned at 5 pm.

Prepared by Ernest Ialongo, with reports submitted by Committee Chairs.