|  |  |  |
| --- | --- | --- |
|  |  |  |

Minutes for the Senate Executive Committee

Date and Time: March 13, 2024, 3:30 p.m. – 5:00 p.m.

Location: Zoom Virtual Meeting

Presiding: Ernest Ialongo, Chair of Senate

Present: Vice-Chair of Senate Hector Soto; SEC Senators Christine Hutchins; Ansumana Jammeh; Jewel Jones; Diana Macri; Dainma Martinez; Alexandra Milsom; Tram Nguyen; guest Hostos delegate to PSC CUNY Craig Bernardini.

Excused Absence: 0

Unexcused Absence: 0

Minutes Prepared by: Christine Hutchins

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | – Chair Professor Ialongo called the meeting to order at 3:36 pm |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Acceptance of Agenda | – Motion to accept SEC Agenda | – Accepted as pre-circulated |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of Minutes SEC Minutes February 7, 2024 meetingSenate MinutesFebruary 15, 2024 meeting |  | – Accepted as pre-circulated– Accepted with minor corrections |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Chair’s Report | Chair Professor Ialongo shared updates and information on:– Proposed changes to the Hostos Senate members list, sign-in sheet, and minutes. Hostos Senate might remove salutations from the sign-in sheet and instead encourage attendees to state their preferred salutations. Senate could add a column to the right where attendees sign in. An asterisk in that column could direct attendees to the bottom of the sign-in sheet. A note there could request that attendees clarify for the minutes what they prefer as a salutation (for example Prof., Dr., Mr., Ms., Mx., or some other salutation);– CUNY’s proposed revisions to the Bylaws and Manual of General Policy. Drafts of these changes are at this [link](https://www.dropbox.com/scl/fo/awfjx2vggc6sugn64cuui/h?rlkey=srgv1o2gqph4y7915kdfme9v2&dl=0). Discussion of the changes are proposed as part of the agenda for Hostos Senate on March 21, 2024;– Also proposed for the March 21, 2024 Hostos Senate agenda are [9 slides on “CUNY-Wide Austerity and ‘Savings Targets’”](https://drive.google.com/file/d/10TLeXIvOpd0H0BhuItPtMeSXgftB2rDl/view?usp=sharing) presented by Hostos delegate to PSC CUNY Craig Bernardini. SEC members discussed selecting and editing slides down to 3-4 slides for presentation. SEC members especially selected the first slide showing “Management Cuts to CUNY Colleges,” the eighth slide illustrating “Staffing Crisis,” and the ninth slide detailing “Raises for Upper Management.” SEC members agreed that Prof. Bernardini might bring hard copies to hand out to attendees. Prof. Soto noted that the slides would benefit from the addition of information showing impact on students;– Among curricular items being presented the March 21, 2024 Hostos Senate, the change to the AA Liberal Arts Option in WGS has raised some issues that will need resolution. Because they are interdisciplinary, [Liberal Arts Options](https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Departments/Liberal-Arts-AA/Options-Intro) are housed in the Office of Academic Affairs. It is currently unclear who initiates and governs new and changed curricula on their way to College Wide Curriculum Committee and Senate, whether Liberal Arts Advisory Committee, or Departmental Curriculum Committees affiliated with particular options, or some combination of these.[Note-After this meeting Chair Ialongo drafted a memo to OAA, Curriculum Office, CWCC, and Liberal Arts Advisory Committee, stating Options reside in the department of the originating professor, and changes to such begin in those departments, though the Lib. Arts Advisory Committee needs to be consulted at the beginning of the process to ensure accuracy of record-keeping and to be able to offer recommendations on best practices for the Options]. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Curricular Items | – AA Liberal Arts Option in WGS. Adding to the Liberal Arts WGS Option the course HIS 212 Major Themes in U.S. Women’s History (see link to [form](https://docs.google.com/document/d/1z-XWsdKPwFdOS67UsGmw_2qU5ESy99bSNugOyjQ9zZc/edit?usp=sharing)); Professors Elizabeth Porter and Marcella Bencivenni (WGS, Behavioral and Social Sciences) presenting– PHY 299 Independent Studies in Physics. Changing pre-requisite from CHE 220 and PHY 220 with a minimum grade of B and co-requisite MAT 310 to CHE 220 and PHY 220 and co-requisite MAT 310 (see link to [form](https://docs.google.com/document/d/1WV3Xza3M1gXaTBQaKjK-nuL1w5JPdwtm_3tnu3fhkl0/edit?usp=sharing)); Professor Anna Ivanova (Natural Sciences) presenting– DD 108 Visual Narrative. Changing pre-requisite from VPA 121 to DD 100 (see link to [form](https://docs.google.com/document/d/18Pck3w8n3pmlPOXWrzYl_bL0uIive9B2sgjx_Pz4vWQ/edit?usp=sharing)); Professor Andrew London (Humanities) presenting– CST 140 Introduction to Computer Hardware. Creating a course for part of the new Cybersecurity program (see link to [form](https://docs.google.com/document/d/1zHpg23dz_G4Rw7AtQlSFVaUCb0R1DMR8ZOxdzerPxHw/edit?usp=sharing) and [syllabus](https://docs.google.com/document/d/1ZTHof-9SCh3QxCX0_0KkZ0LMcAdFDHT2fbcjzy3wg-o/edit?usp=sharing)); Professor Junghang Lee (Mathematics) presenting– CST 160 Introduction to Computer Software and Operating Systems. Changing course description and pre-requisite from CSC 140 to CST 140 for the new Cybersecurity program (see link to [form](https://docs.google.com/document/d/1NIJ0UbDwqPZi4MyabZnlscYXYdlggRQHPhU_3sbOa00/edit?usp=sharing)); Professor Junghang Lee (Mathematics) presentingInformational Items – Not voted on– Public Policy and Administration program – NYSED Change. Adding to the program a distance education format (see link to [form](https://drive.google.com/file/d/17Ibek5ASvCK3jhOWIyD33lw4_5AYp8PU/view?usp=sharing)); Professor Nancy Genova (Behavioral and Social Sciences) presenting– Criminal Justice program – NYSED Change. Adding to the program a distance education format (see link to [form](https://drive.google.com/file/d/12rFD0aIbho2HTyFHDSHZyYSmD8kXvktb/view?usp=sharing)); Professor Nancy Genova (Behavioral and Social Sciences) presenting– Public Interest Paralegal Studies program – NYSED Change. Adding to the program a distance education format (see link to [form](https://drive.google.com/file/d/1y_lOc6pSASkQJLTen2AF7kuKSv_xyEqz/view?usp=sharing)); Professor Nancy Genova (Behavioral and Social Sciences) presenting | – Accepted as pre-circulated |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of March 21, 2024 Senate agenda |  | – Accepted with minor corrections |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| New Business & Announcements | – SGA President Dainma Martinez drew attention to issues with inappropriate instructor behavior that students have been facing in classes. SEC members collected information on resources available to help students in addition to contacting departmental chairs, deans, and provosts, including the [Hostos procedures for student complaints](https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Hostos-Online/Student-Complaints); [Hostos complaint form for students experiencing discriminatory behavior](https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Online-Complaint-Form); [CUNY complaint form for students experiencing discriminatory behavior](https://www.cuny.edu/about/administration/offices/hr/discrimination-and-retaliation-report-form/); [CUNY contact info for Hostos students experiencing sexual harassment](https://www1.cuny.edu/sites/title-ix/?post_type=campus_profile&p=145); [Hostos Office of Compliance and Diversity’s Policies and Procedures](https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Policies-and-Procedures); and [CUNY Workplace Violence Policy](https://www.hostos.cuny.edu/Administrative-Offices/SD-EM/Student-Life/Student-Codes-of-Conduct/Work-Force-Violence-Policy). |  |
| Adjournment |  – 5:16 pm |  |