

Eugenio María de Hostos Community College
City University of New York

Archived

CHARTER OF GOVERNANCE

&

Inactive

As approved by the board of Trustees of CUNY on September 30, 1992
Amendments April 1995

Eugenio María de Hostos Community College
City University of New York

Charter Of Governance

As approved by the Board of Trustees of CUNY on 9/30/92

ARTICLE I: FUNCTIONS OF THE COLLEGE SENATE

SECTION 1

The College Senate will, in consultation with the administration and other groups in the College, recommend policy on all College matters, except for those within the domain of the President or any other Officer of the College or The City University of New York, as set forth in the By-Laws of the Board of Trustees. The Senate shall be specifically responsible for the formulation of academic policy and for, consultative and advisory functions related to the programs, standards and goals of the College.

The College Senate shall undertake any course of action within its authority, to help achieve the mission of the College within the College community and the City University.

The College Senate shall serve in an advisory capacity and have representation on all committees established by the President or the Deans to further the mission of the College.

It shall have the power to formulate new policy recommendations and to review already existing ones areas including but not limited to the following:

- (a) College admission procedures and requirements
- (b) Affirmative Action/504 compliance
- (c) Awarding of degrees, honors and credits
- (d) College Library
- (e) Degree requirements
- (f) Development of academic calendar and College schedule
- (g) Development of curricula
- (h) Development of new academic and student services programs and review of existing ones
- (i) Evaluation of faculty
- (j) Facilities
- (k) Grading practices and standards
- (l) Grants
- (m) Interdisciplinary and exchange programs
- (n) Budget and Finance

Other functions of the Senate will include but not be limited to the following:

- (a) Participation in the Search Committees for Vice President and- all Deans
- (b) Proposing amendments to, and revisions of, the By-laws of the Board of Trustees
- (c) Recommending any other actions that the Senate may deem appropriate.

SECTION 2

The College Senate shall have the power to create any standing, ad-hoc and special committees it deems necessary.

All Senate and Senate Committee meetings shall be conducted according to the newest edition of Robert's Rules of Order Newly Revised.

ARTICLE II: MEMBERSHIP IN THE COLLEGE SENATE

SECTION 1

CONSTITUENCIES

The Senate membership shall consist of representatives from the full-time faculty, non-teaching instructional staff, students, classified staff, and the President and Deans of the College.

SECTION 2

ATTENDANCE

Every member of the Senate undertakes the responsibility of attending Senate sessions. Members, who are absent more than three times per year without a reasonable explanation sent in writing to the Chairperson of the College Senate, will be removed from office and another representative shall be elected in their place.

SECTION 3

FACULTY MEMBERSHIP

- (a) To be a member of the Senate representing faculty, a person must hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer or Instructor.
- (b) When a Department of the College is organized into Units, each Academic Unit of the College shall be represented by one (1) representative. The Unit representative shall be nominated and elected at Unit meetings called for that purpose.
- (c) Departments without Units (which for the purpose of representation on the Senate will include Counseling) shall be represented in proportion to their faculty members: one representative per every ten (10) faculty members or fraction thereof. These representatives shall be elected at departmental meetings called for that expressed purpose.
- (d) There shall be faculty member's At Large to be elected by general ballot according to the following ratio: one faculty member/alternate per every 20 faculty members or fraction thereof. These shall be elected at the Stated Meeting of the Faculty at the beginning of the academic year.
- (e) Full-time faculty who are College representatives to the UFS are automatically members of the College Senate. They shall be elected according to the same procedures and criteria that apply to all other Senators.
- (f) The PSC Chapter Chairperson shall automatically be a member with full senatorial rights.

SECTION 4

NON-TEACHING INSTRUCTIONAL STAFF

- (a) To be a member of the Senate representing the non-teaching instructional staff a person must be in one of the following non-instructional titles: CL T, Research Assistant, HEO, or Registrar Series.
- (b) Each category mentioned above shall be represented in proportion to its membership: one representative per every fifteen (15) members or fraction thereof.

SECTION 5

CLASSIFIED STAFF

Gittlesons shall have one (1) representative to the College Senate. All other classified staff shall have one (1) representative to the College Senate.

SECTION 6

STUDENT REPRESENTATIVES

- (a) Student representation will constitute one (1) student for every four (4), or major fraction thereof, of the non student voting members of the Senate. Student representatives will be elected as provided by the Student Government Organization Constitution. Additional representatives shall be elected according to procedures for the election of officers stipulated in the Student Government Organization Constitution.
- (b) Every Student representative to the Senate must be certified by the Registrar's Office as being full time and in good academic standing.
- (c) Student representatives shall serve for a period of one year.

SECTION 7

EX-OFFICIO

Ex-Officio membership without vote shall be:

- A. The College Administration
 - 1. President or designee
 - 2. Deans or designees
- B. A Parliamentarian designated by the Executive Committee of the Senate, not a member of the Senate, but who will attend its meetings and rule on questions of procedure.

SECTION 8

ELECTION PROCEDURES AND TERMS OF OFFICE

- (a) All elected faculty and staff members shall serve for a period of three years.
- (b) Student representatives shall serve for a period of one year.
- (c) The election committee shall carry out all the necessary elections for the Senate.
- (d) All election results shall be determined by a majority of those voting. If necessary additional ballots will be held with the lowest candidate(s) eliminated to the point of having twice as many candidates as positions until the vacant positions are filled.

Notification of the election results must be promulgated no later than one week after the close of elections.

SECTION 9

TIME TABLE

- (a) All elections shall be conducted during the second week of classes following the Spring Recess of the second year of the current Senate.
- (b) On the last meeting of the Spring semester the Senate shall hold annual elections to nominate a pool of faculty representatives to serve on the Hostos Association, Auxiliary Services, and Discipline Committee. These names will be forwarded to the President, who will appoint members to the Committees/bodies from the list.

SECTION 10

ELECTIONS OF OFFICERS AND THE COMMITTEE ON COMMITTEES

The Senate Chairperson, and all members of the Executive Committee and the Committee on Committees shall be nominated and elected by simple majority at the first meeting of the newly elected Senate to be called by the outgoing chairperson.

SECTION 11

THE EXECUTIVE COMMITTEE

A. Membership:

- (a) The Executive Committee shall be composed of nine voting Senators: six (6) faculty, two (2) students, and one (1) member of the non instructional staff.
- (b) The Chairperson of the Senate will be the Chair of the Executive Committee and one of its nine members.
- (c) Non Student members shall serve for two (2) years. Student members shall serve for one (1) year.
- (d) The Committee will elect a Vice Chairperson, Recording Secretary, and Corresponding Secretary from among its members.

B. Functions of the Executive Committee:

1. To schedule regular and special Senate meetings, to determine what is appropriate Senate business, and to prepare agendas for such meetings.
2. To meet at least once a month during the academic year to coordinate and expedite Senate business.
3. To transact such business as may be necessary between meetings of the Senate.
4. To serve as liaison between the President of the College and the Senate.
5. To create ad-hoc Committees after consultation with the Senate.
6. To develop any procedures needed to implement any charge given to it and to review existing procedures when needed.
7. To exercise any further powers and duties that may be conferred upon it by the Senate.

C. Functions of the Office:

1. Duties of the Chairperson shall include but not be limited to:

- a. To conduct elections for the membership of the Executive Committee and Committee on Committees.
 - b. To preside at all meetings of the Senate and the Executive Committee.
 - c. To initiate election procedures to fill all vacancies of the Senate.
 - d. To make pro-temp appointments in the event of any Officer's absence.
 - e. To represent the Senate at all academic and official functions.
 - f. After consultation with the Executive Committee, to appoint Senators to represent the Senate in non-Senate Committees.
- 2. The Vice-Chair shall serve as Acting Chairperson in the absence of the Chairperson.
 - 3. Duties of the Recording Secretary shall include:
 - a. The taking of minutes of Senate and Executive Committee meetings and submitting them to the Chairperson and the Committee on Committees.
 - b. Taking attendance at Executive Committee and Senate meetings.
 - c. Maintaining records of all Senate Executive Committee proceedings.
 - d. Sending copies of all Senate proceedings to the College Library.
 - 4. Duties of the Corresponding Secretary shall include the distribution of minutes and agendas to appropriate committees or individuals.

ARTICLE III: SENATE MEETINGS

SECTION 1

REGULAR MEETINGS

- (a) The Senate shall hold regular meetings once a month during the academic year on the third Thursday of the month.
- (b) The notice of each monthly meeting shall include the agenda, together with a written statement regarding any policy matter to be presented at the meeting.
- (c) Such documents shall be distributed to each Senator during the week prior to the meeting.

SECTION 2

PROCEDURES

- (a) The order of business at all meetings shall conform to the newest edition of Robert's Rules of Order Newly Revised.
- (b) The Chairperson, in consultation with the Parliamentarian, shall decide on all questions of quorum and parliamentary procedure, unless it is otherwise stipulated in this Charter.
- (c) The hour of adjournment shall be specified on the agenda and adhered to and no binding resolutions, motions or general discussions shall be considered beyond that hour without the approval of 2/3 of the voting members present.
- (d) All votes shall be by secret ballot except for routine matters by unanimous consent.
- (e) All meetings of the Senate shall be open.

- (f) Upon recognition by the Chair, all who attend the Senate meeting shall have the right to speak.

SECTION 3

MINUTES OF SENATE MEETINGS

A copy of the minutes of each meeting of the Senate shall be distributed to each of the members of the Senate at the same time that the notice of agenda of the meeting is distributed.

SECTION 4

SPECIAL MEETINGS

- (a) Agenda for special meetings shall be distributed with the notice of such meetings. (b) These meetings may be called by the Executive Committee of the Senate or by any ten
- (b) Senators upon presentation to the Chairperson of a written and signed request for the meeting.

ARTICLE IV: ACADEMIC STRUCTURE: DEPARTMENTS/DISCIPLINES

SECTION 1

The structure of Hostos Community College shall be composed of Divisions, each headed by a Dean. At present, the College consists of the Divisions of 1. Academic Affairs 2. Administration, 3. Planning, Development, and Community and Continuing Education, and 4. Student Services. When adding to, or altering these Divisions, the President of the College shall first consult with the Senate.

The Division of Academic Affairs shall be comprised of Departments, Units and Programs of Study.

Within the context of the academic structure, a Department is an administrative entity composed of a single discipline or related disciplines or Programs of Study grouped together to represent the shared interests of the represented Units. A Department may not have Units.

An Academic Unit is an administrative entity within an Academic Department; the Unit is responsible for instruction in a particular program, discipline, or related disciplines.

A Program of Study is an organized body of courses that lead to a Certificate or degree or another defined academic goal.

SECTION 2

The Senate shall have the power to review proposals for, and recommend, the creation of new Academic Units and/or Programs of Study, the elimination of existing Academic Units or Programs of Study, and the transfer of Academic Units and/or Program of Study from one Department to another.

The process to be followed for the implementation of such a proposal will be:

- (i) Presentation of proposal to the Department(s) that houses (and/or will house) the Academic Unit or Program, followed by a Departmental vote.
- (ii) Presentation of the proposal for review to the appropriate Dean(s).
- (iii) Presentation of the proposal to the Senate
- (iv) Senate vote and recommendation to the President of the College
- (v) Approval by the President.
- (vi) Transmission of the proposal by the President's Office to the Board of Trustees, and the Board's approval.

When a transfer of an Academic Unit or Program of Study or faculty is intended from one Department to another, both Departments must approve the transfer.

ARTICLE V: COLLEGE-WIDE P & B

SECTION 1

The College-Wide Committee on Personnel and Budget shall be composed of the following members:

- (a) All Department Chairpersons
- (b) The Dean of Students
- (c) Four At-Large Faculty Members elected from and by qualified faculty, no two (2) coming from the same Department and no At-Large representative coming from a Unit already represented by the Departmental Chairperson.
- (d) The President of the College
- (e) The Dean of Academic Affairs

SECTION 2

The President of the College shall serve as Chairperson of the College-Wide P & B; in his/her absence, the Dean of Academic Affairs shall serve as Chair. The Labor Designee and a senior member of the administration designated by the President of the College shall sit with the College-Wide P&B at the invitation of the President.

SECTION 3

Teaching Faculty members holding or released to serve in an administrative position within the College and not teaching at least one course of their regular load are not eligible to serve as At-Large representatives to the College-Wide P & B. Deans and senior administrators cannot serve as At-Large representatives to the P&B.

SECTION 4

The selection and election of the four At-Large faculty representative to the College-Wide P & B shall proceed as follows:

- (a) Each academic Department and Student Services shall nominate one candidate.
- (b) Such nomination shall occur at the time of Departmental elections.
- (c) All nominees must be tenured and hold professorial rank.
- (d) The names of all nominees will be submitted to the Election Committee of the Senate, which will conduct the election with the assistance of the office of Academic Affairs.
- (e) All faculty members with professorial ranks, lecturers (full-time) and Instructors who have been reappointed on an annual salary basis for a third or later year of continuous full-time service, and Tenured CLT's shall be eligible to vote in College-Wide At-Large Faculty P & B elections.
- (f) All eligible voting members shall elect by simple majority vote the four representatives.
- (g) In the event no candidates obtain a simple majority, a run-off election will be held. The two candidates with the lowest votes will be dropped.
- (h) These procedures shall be repeated until all four (4) At-Large candidates are elected.
- (i) There shall only be one (1) At-Large representative from any given Department at any time.

ARTICLE VI: ACADEMIC DEPARTMENTAL STRUCTURE

SECTION 1

The following shall constitute the College's Departments and Units (disciplines or programs) within Departments:

- (a) **Allied Health Sciences Department**
Dental Hygiene Unit
Radiologic Technology Unit
Medical Laboratory Technology Unit
Nursing Unit
- (b) **Behavioral and Social Sciences Department**
Behavioral Sciences Unit
Social Sciences Unit
Public Administration Unit
- (c) **Business Department**
Business Administration/Accounting Unit
Secretarial Sciences Unit
Data Processing Unit
- (d) **English Department**
- (e) **Health and Human Services Department**
Early Childhood Education Unit
Gerontology Unit

- Physical Education Unit
Urban Health Unit
- (f) **Humanities Department**
Africana Studies Unit
Latin American and Caribbean Studies Unit
Modern Languages Unit
Visual and Performing Arts Unit
- (g) **Mathematics Department**
- (h) **Natural Sciences Department**
Biology Unit
Physical Sciences Unit
- (i) **Library Department**

SECTION 2

DEPARTMENTAL CHAIRPERSONS

- (a) Each Department shall have a Chairperson (who may also serve as Unit Coordinator).
- (b) All Chairpersons, except the Chairperson of the Library Department, shall be elected by secret ballot for a term of three years by a majority vote of all eligible voting members of the instructional staff in the Department.
- (c) In accordance with the By Laws, the Chairperson of the Library Department will be appointed by the President of the College.
- (d) Voting shall take place during the first full week in May. There shall be discussion prior to the vote.
- (e) All professorial ranks (Professors, Associate Professors and Assistant Professors), Lecturers (full-time) and Instructors who have been reappointed on an annual salary basis for a third or later year of continuous full service, and Tenured CLT's are eligible to vote in departmental elections.
- (f) In Departments other than the Library, all professorial ranks with tenure shall be eligible to run for departmental Chairperson. Exception may be made only when a Chairperson is recruited from outside the College without tenure.
- (g) Members of the Department who are eligible to vote in P & B elections will be eligible to vote in this election.
- (h) The duties of a Chairperson shall follow CUNY By-Laws definition, except as amended by this governance plan.

DUTIES OF DEPARTMENT CHAIRPERSON

The Department chairperson shall be the executive officer of his /her Department and shall carry out the Department's policies as well as those of the faculty and the board which are related to it. He/she shall:

1. Be responsible for departmental records.
2. Assign courses to and arrange programs of instructional staff members of the Department. (The execution of this duty has been delegated to the Unit coordinators. See item 4 under duties of the Unit coordinator.)

3. Initiate departmental policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by these by-laws to the staff of the Department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions.
4. Represent the Department before the faculty and the board.
5. Preside at meetings of the Department.
6. Be responsible for the work of the Department's committee on appointments or the Department's committee on personnel and budget which he/she chairs.
7. After receiving the tentative Unit budgets, prepare the tentative departmental budget, subject to the approval by the Department's committee in appointments or the Department's committee in personnel and budget.
8. Transmit the tentative departmental budget to the Dean of Academic Affairs with his / her own recommendations.
9. Arrange for careful observation and guidance of the Department's instructional staff members. This duty may be delegated by the Department Chairperson to the Unit coordinator, to the extent permitted by the collective bargaining agreement.
10. Make a full report to the President and to the College Committee on Faculty Personnel and Budget of the action taken by the Department committee on personnel and budget when recommending an appointee for tenure on the following:
 - a. Teaching qualifications and classroom work.
 - b. Relationship of the appointee with his/her students and colleague.
 - c. Appointee's professional and creative work
11. Hold an annual evaluation conference with every member of the Department, other than Full Professors, after observation and prepare a memorandum thereof. This duty may be assigned to a qualified member of the Departmental Committee on Personnel and Budget, to the extent permitted by the collective bargaining agreement. Tenured Full Professors may be evaluated.
12. Generally supervise and administer the Department. The Chairperson may delegate some specific duties to the Unit coordinators. (See item I under Duties of Unit Coordinator).
13. Hold departmental meetings at least once during a semester.
14. Promote collegial relations and intradepartmental collaboration.
15. Represent all Units within the Department and act as liaison for the Department and its; Units to other Departments and Units.

- (i) Acting Chairpersons:
- a. In case of a temporary vacancy, the Department whose chairperson is leaving will meet in an assembly and nominate candidates from a list of eligible faculty members coming from the Departmental P & B.
 - b. The name of the departmental candidate for Acting Chairperson, voted upon by the Department shall be submitted to the President.
 - c. If the President should reject the candidate, the process will be repeated until a suitable candidate is selected.

SECTION 3

UNIT COORDINATORS

- (a) Each Department shall have a Coordinator for each of the existing Units.
- (b) The election of Unit Coordinators shall take place following that of Department Chairperson during the first full week of May.
- (c) All professorial ranks, tenured and untenured, and lecturers with the Certificate of Continuous Employment shall be eligible to run for Unit Coordinators. There can only be one (1) coordinator who is untenured in any given Department. Tenured CL T's can vote in this election.
- (d) Unit Coordinators shall be elected by their own Units.
- (e) Unit Coordinators shall serve for a term of three years. Each Unit elects a coordinator. The Department chairperson may also be elected as a coordinator.

DUTIES OF UNIT COORDINATORS

- (1) In Departments with Units, Unit Coordinators shall serve as the primary administrators for matters pertaining to their respective Units.
- (2) Supervise the unit's curriculum.
- (3) Be responsible for the unit's records.
- (4) Assign courses to and arrange programs of instructional staff members of the Unit in consultation with the Department chairperson.
- (5) Initiate action concerning the recruitment of Unit faculty in consultation with the Department chairperson.
- (6) Prepare the tentative Unit budget.
- (7) Arrange for careful observation and guidance of the Unit instructional staff members in consultation with the Department chairperson.
- (8) Coordinate program accreditation (where applicable).
- (9) Disseminate information to and from staff members within the unit
- (10) Represent the Unit in the Departmental P & B.

DEPARTMENTAL P&B's

- (a) All constituted Departments shall have Departmental P&B's to review matters pertaining to these areas.
- (b) The membership of Departmental P & B's shall be constituted of
 1. The Chairperson
 2. Unit Coordinators
 3. In Department with-fewer than five (5) or no Units, there shall be five (5) members, except where the total full and part-time faculty exceed fifty (50), in which case there shall be seven (7) members. At-Large faculty members shall be elected as needed in order to reach the required membership; only one of these may be untenured, which person may be a lecturer with a certificate of continuous employment.
 4. In Departments with five (5) or more Units the total membership of the P & B shall be to the nearest odd number, the remaining positions to be

- elected At-Large. An untenured faculty member, who may be a lecturer with a certificate of continuous employment, can only be elected to this position if there are no untenured coordinators.
5. In Departments with more than one unit, no more than 60% of the membership of the Departmental P & B should come from one Unit.
 6. Tenured CL T's within a Department are eligible to vote in Departmental P & B elections but not to be candidates.
 7. All members of the Departmental P & B shall be elected at the same time as all other departmental elections are held.
- (c) The functions of the Personnel and Budget Committee shall include but not be limited to:
1. Recommendations of all actions concerning initial appointments, reappointments, tenure, CCE, and promotions (except full professor).
 2. Interviewing of all prospective faculty and instructional staff candidates for employment.
 3. Approval of all actions concerning travel money allocations, departmental budget, the departmental plan for the year and budget allocations to Units within the Department.
- (d) The term of office of the members of the Departmental P & B shall be three (3) years.
- (e) New Units will get automatic representation in Departmental P & B'S as soon as they have been formally approved by all appropriate governance structures.

ARTICLE VII: SENATE COMMITTEES

SECTION 1

STANDING COMMITTEES OF THE SENATE

The Standing Committees of the Senate shall include but not be limited to the following:

- (a) The Executive Committee
- (b) The Committee on Committees
- (c) Academic Standards Committee
- (d) Admissions Committee
- (e) Affirmative Action Committee
- (f) Curriculum Committee
- (g) Facilities Committee
- (h) Grants Committee
- (i) Committee on the Disabled
- (j) Instructional Evaluations Committee
- (k) Institutional Research Committee
- (l) Library Committee
- (m) Scholarships and Awards Committee
- (n) Budget and Finance Committee
- (o) Elections Committee

SECTION 2

RULES CONCERNING SENATE STANDING COMMITTEES

- (a) All Senate Committees shall keep minutes of their meetings and submit them to the Executive Committee and the Committee on Committees.
- (b) All Senate Standing Committees shall follow the Charter as to their functions.
- (c) All Senate Standing Committees shall prepare annual summaries of their activities to be submitted to the Executive Committee no later than the last scheduled meeting of the Senate each academic year.
- (d) All Senate Committees shall elect their own officers, with the understanding that ex-officio members shall not be eligible to run for office of any Standing, ad-hoc or Special Committee.
- (e) All Senate Committee shall submit a schedule of proposed meetings and tentative business to be conducted to the Executive Committee at the beginning of each academic semester. Committees will create their own rules for internal functioning; these rules must be submitted to the Committee on Committees and approved by the Senate.
- (f) Unless otherwise stipulated in the Charter or sanctioned by the Senate, each of the Standing Committees shall consist of not less than six (6) and not more than twelve (12) members.
- (g) Unless otherwise stipulated, on the Standing Committee there will be two (2) student members and one member representing the non instructional staff. Student members will serve for a term of one (1) year.

SECTION 3

ATTENDANCE AT STANDING COMMITTEES MEETINGS

- (a) Members of Standing Committees are expected to attend scheduled meetings.
- (b) Any member who is absent three (3) meetings without written notification shall be asked to resign and will be replaced by the Committee on Committees.

SECTION 4

THE COMMITTEE ON COMMITTEES

1. Membership:
The Committee on Committees shall be composed of nine (9) Senate members, including two (2) student members and one member from the non instructional staff, elected by the members of the Senate. Student members will be elected every year at the first meeting of the Senate. Other members will be elected at the first meeting of each newly formed Senate.

2. Function:

- a. To assign members of the different College constituencies to specific Senate Standing Committees before the second meeting of the Senate for the Academic year.
- b. To determine the number of members to be assigned to each committee, unless otherwise specified in the Charter of Governance.
- c. To advise all Senate Committees in the development of internal operating procedures and to submit these procedures to the Senate for approval.
- d. To consider and resolve issues relating to membership status and replacement of any' committee member.
- e. To disseminate information about opportunities for service on all standing and ad-hoc; committees.
- f. To maintain current lists of membership in all Senate Committees.
- g. To maintain a file of the minutes of all Standing Committee meetings.
- h. To elect its own officers

SECTION 5

ACADEMIC STANDARDS COMMITTEE

A. Membership:

The membership of the Academic Standards Committee will be assigned by the Committee on Committees.

B. Function:

The Academic Standards Committee shall recommend to the Senate policy regarding:

- (a) Maintenance of matriculation
- (b) Academic Index
- (c) Grading structure and grade appeals
- (d) Attendance
- (e) Student appeals related to the above matters.

SECTION 6

ADMISSIONS COMMITTEE

A. Membership:

Membership shall be determined by the Committee on Committees to include both regular faculty and the following:

Director of Admissions
Director of Recruitment
Office of the Registrar
Dean of Student Services
One Counselor
One Student representative

B. Function:

- 1) a) To review and recommend to the Senate College-Wide policies regarding freshmen and

- Transfer admissions procedures and requirements.
- b) To review and recommend to the Senate policies regarding the matriculation of non-degree students.
 - c) To review and recommend to the Senate College-wide policies on the acceptance of external course work towards a Hostos Community College Associate Degree.
- 2) In consultation with all appropriate parties to hear and act upon those student appeals which result from the policies set forth in the above areas.
 - 3) To maintain liaison with University personnel responsible for developing or changing admission, matriculation, and transfer credit criteria on a University-wide basis, and to report any proposals for such changes to the Senate.
 - 4) To maintain liaison with College and University personnel responsible for developing special programs which might affect admission and external course work policies.

SECTION 7

AFFIRMATIVE ACTION COMMITTEE

A. Membership:

Membership shall be determined by the Committee on Committees the Affirmative Action Officer shall serve as an ex-officio member.

B. Functions

- a. To advise and assist the College Affirmative Action Officer in the implementation of Affirmative Action regulations and policies at the College, including hiring, tenure and termination of employment.
- b. To meet regularly with the President in matters concerning the progress of affirmative action.

SECTION 8

CURRICULUM COMMITTEE

A. Membership:

The membership of the Curriculum Committee shall be composed of one tenured or CCE representative from each academic Department of the College, one (1) from Student Services, and an elected Student Senate representative duly certified by the Dean of Students. The representatives shall be elected by each Department from its Curriculum Committee and by the Student Services Division and their names submitted to the Committee on Committees for final approval. The Dean of Academic Affairs or his/her designee and the Registrar shall serve as ex-officio members.

B. Function

The Curriculum Committee shall have the following duties:

- a. To evaluate and recommend new courses-in accordance with Board of Trustees guidelines.
- b. To evaluate and recommend any modifications of current courses in the curriculum, including credits, hours, titles, course descriptions, language of instruction, prerequisites, co-requisites, etc.

- c. To review and recommend approval of degree requirements and distribution requirements for existing Departments.
- d. To review Letters of Warning and appraise the Senate.
- e. To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
- f. To recommend to the College Senate the creation of subcommittees as the need arises, to cover such areas as skills across the curriculum, program review, etc.
- g. To present to the College Senate, for its approval, any items voted upon and recommended by the committee.

SECTION 9

COMMITTEE ON THE DISABLED

A. Membership:

Membership shall be determined by the Committee on Committees. The Coordinator of Services for Disabled Students shall serve as an ex-officio member

B. Function:

Develop and recommend a cohesive institutional program of policies, procedures and modifications which enable the College to:

- (1) Comply with federal and local regulations concerning non-discrimination and educational opportunity for the disabled and;
- (2) Appropriately respond to the needs of the disabled students.

SECTION 10

FACILITIES COMMITTEE

A. Membership:

Membership to be determined by Committee on Committees. The Director of Campus Facilities shall serve as an ex-officio member of this committee.

B. Function:

- (1) To assess and consult on whether existing College facilities are being utilized to optimal, capacity.
- (2) To forecast future College needs in regard to facilities.
- (3) To recommend policy regarding utilization and allocation of existing space.
- (4) To make recommendations regarding acquisition of new space.
- (5) To investigate complaints regarding the improper use of facilities.
- (6) To report to the Senate on its findings.

SECTION 11

GRANTS COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees. The Grants Officer shall serve as an ex-officio member of this committee.

B. Function:

- (1) To review grant proposals at their initial stages.
- (2) To recommend that grants be initiated in specific areas.
- (3) To inform the Senate as to the purpose and nature of all grants awarded to the College.
- (4) The appropriate Deans shall report twice a year to the Committee and the full Senate on the status of existing grants.

SECTION 12

INSTRUCTIONAL EVALUATIONS COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees.

B. Function

- (1) To develop procedures and instruments for the evaluation of faculty members by peers and by students.
- (2) To recommend such procedures and instruments.
- (3) To review the student evaluation process and the tabulation of results and make recommendations thereon.
- (4) To report to the Senate on the procedures and instruments.

SECTION 13

LIBRARY COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees. One of its members must be from the Library. The Chief Librarian shall serve as an ex-officio member of this committee.

B. Function:

- (1) To evaluate current Library holdings and Media Services as they relate to tile current and future needs of each Department, Unit and program.
- (2) To make recommendations
- (3) To report to the Senate on the recommendations

SECTION 14

SCHOLARSHIPS AND AWARDS COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees.

B. Function:

- a. To serve as an in-house resource to individuals or groups.
- b. To develop standard criteria for selection of candidates and recipients of scholarships and awards.
- c. To determine the recipients of Hostos Scholarships and prizes in accordance to established criteria.

SECTION 15

EDUCATIONAL RESEARCH COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees. The committee will include an equal number of faculty members from Liberal Arts and Career Programs and one (1) faculty member from the Student Services division. A representative from the Office of Institutional Research will be an ex-officio member without vote.

B. Function:

- (1) The committee will facilitate research bearing on College educational programs and retention. To that end it will assist research conducted in the College in compliance with the provisions of the Committee on Human Subjects, request data on behalf of research projects, recommend that studies be undertaken, submit all recommendations for research to the full Senate for approval, and disseminate results to the College community.
- (2) The committee will collaborate with and serve as a resource for other committees.
- (3) The committee will regularly report its findings to the Senate.

SECTION 16

FINANCE AND BUDGET COMMITTEE

A. Membership:

Membership will be chosen by the Committee on Committees.

B. Function:

- (1) To research, inform, and make recommendations to the Senate and the College community on financial and budgetary matters.

SECTION 17

ELECTION COMMITTEE

A. Membership:

Membership will be chosen by the Committee on Committees

B. Function:

- (1) To develop and recommend procedures for elections pertaining to the Senate that are otherwise not described in this Charter.
- (2) To implement those election procedures approved by the Senate.

SECTION 18

AD-HOC COMMITTEES

The Executive Committee of the Senate shall create ad-hoc committees as the need arises and shall delineate their functions and membership.

**ARTICLE VIII:
REVISION AND AMENDMENT PROCEDURES**

Any modification of this Charter as presently accepted shall be made according to the following procedures:

SECTION 1

Motions to amend this Charter may be proposed only by a member of the Executive Committee or by the written petition of no less than ten (10) Senators.

SECTION 2

Such motions to amend must be discussed at two (2) consecutive meetings of the Senate before being brought to a vote.

SECTION 3

Such motions must be approved by two-thirds (2/3) of the total membership of the Senate.

SECTION 4

Within thirty (30) calendar days following one vote of the Senate, ten percent (10%) of either faculty or students may request a referendum of their constituent body on the proposed amendment. A majority vote of faculty or students participating in the referendum supersedes the vote of the Senate.

SECTION 5

Approved amendments shall be submitted to the President for approval and recommendation to the Board of Trustees.

Amendments to Article II -Section 8 - subdivision "a" and Article VI -Section 4 - subdivision "b" approved by the Board of Trustees at April meeting 1995.