

Eugenio María de Hostos Community College
The City University of New York

Archived
CHARTER OF GOVERNANCE
&
Inactive

Amendments were adopted by the CUNY Board of Trustees on June 30, 2014, effective July 1, 2014. Past amendments were approved in April 1995. The Charter of Governance was originally approved on September 30, 1992.

CHARTER OF GOVERNANCE

Effective July 1, 2014*

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:

- A. Undertake any course of action within its authority, to help achieve the mission of the College within the College community and The City University.
- B. Serve in an advisory capacity and have representation on all committees established by the President, the Vice Presidents, and/or the Deans to further the mission of the College, especially Search Committees established by the College.
- C. Have the power to formulate new policy recommendations and to review already existing ones in areas including but not limited to the following:
 1. Awarding of degrees, honors and credits
 2. Degree requirements
 3. Development of curricula

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4. Development of new academic and student services programs (including interdisciplinary and exchange programs) and review of existing ones, as well as developing, reviewing, and implementing policies related to disabled students
5. Grading practices and standards
6. College Library
7. College admission procedures and requirements
8. Evaluation of faculty
9. Affirmative Action/504 compliance
10. Budget and Finance
11. Grants
12. Facilities
13. Creating any standing, ad hoc, and special committees as it deems necessary
14. Proposing amendments to, and revisions of, the By-laws of the Board of Trustees
15. Recommending any other actions that the Senate may deem appropriate

D. Perform other functions including but not limited to participation in the search committees for Vice Presidents and all Deans.

SECTION 2 ATTENDANCE

- A. Every member of the Senate undertakes the responsibility of attending Senate sessions. Members, who are absent more than three times per academic 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.
- B. All Senate and Senate committee meetings shall be conducted according to the latest edition of Robert's Rules of Order Newly Revised to the extent the same does not conflict with the Open Meetings Law.

ARTICLE II: MEMBERSHIP IN THE COLLEGE SENATE

SECTION 1 SENATE MEMBERSHIP

- A. The Senate membership shall consist of representatives from the full-time faculty, non-teaching instructional staff, students, classified staff (Gittleasons, campus peace officers, and maintenance), and the President, Vice Presidents, and Deans of the College.
- B. In addition, there shall be ex-officio and non-voting members as specified herein.

SECTION 2 FACULTY MEMBERSHIP

- A. Senate members representing faculty must hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer, or Instructor.
- B. College departments shall be represented by one representative for each academic unit (where such units exist), who shall be nominated and elected by members of their units.
- 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, who shall be elected by the members of their department.
- D. There shall be faculty members At-large elected by general ballot according to the following ratio: one faculty member/alternate per every twenty (20) faculty members or fraction thereof. These shall be elected by the faculty in attendance at the Stated Meeting of the Faculty and Staff at the beginning of the academic year. Absent the scheduling of such meeting by the Office of the President by September 1st, the Executive Committee shall schedule said meeting during the month of September for the sole purpose of conducting this election.
- 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 3 NON-TEACHING INSTRUCTIONAL STAFF MEMBERSHIP

- A. To be a member of the Senate representing the non-teaching instructional staff, a person must be in one of the following non-teaching instructional titles: College Laboratory Technician (CLT) or Higher Education Officer (HEO).
- B. Each category mentioned above shall be represented in proportion to its membership: one representative per every fifteen (15) members or fraction thereof.

SECTION 4 CLASSIFIED STAFF

- A. Gittlesons (civil service staff) shall have one (1) representative to the College Senate.
- B. All other classified staff shall have one (1) representative to the College Senate.

SECTION 5 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 a Hostos Community College student in good academic standing.
- C. Student representatives shall serve for a period of one year.

SECTION 6 EX-OFFICIO

Ex-Officio membership without a vote shall be:

- A. The College Administration including:
 - 1. The President or designee, and
 - 2. The Vice Presidents, Deans, or designees;
- B. The Chair of the HEO Organization; and
- C. A Parliamentarian designated by the Executive Committee of the Senate, who is not a member of the Senate, but who will attend its meetings and rule on questions of procedure.

SECTION 7 ADJUNCT FACULTY MEMBERSHIP

- A. To be a member of the Senate representing the adjunct faculty, a person must be an adjunct faculty member in either the Liberal Arts or the Career programs.
- B. These individuals should be elected by general ballot according to the following criteria: one (1) representative from the Liberal Arts program and one (1) representative from the Career programs. This membership should be for one (1) semester.

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 Elections 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 balloting will be conducted with the name(s) of candidate(s) having the fewest votes 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.
- E. The Chair and the Senate Executive Committee (together and none individually) may be removed from office by means of a petition signed by two-thirds of the members eligible to vote. Said petition is to be presented in a sealed envelope during a regularly scheduled meeting of the Senate to the Vice Chair or Secretary of the Executive Committee and turned over unread to the Senate Elections Committee meeting in emergency session and must be recorded in the official records of the Senate. Furthermore, it is to be verified by said committee at said meeting, and the committee is to provide for elections at the next regularly scheduled meeting of the (now) suspended Senate.

SECTION 9 TIME TABLE

- A. All elections shall be conducted during the second week of classes following the Spring Recess of the third 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 committees. 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

- A. The Senate Chairperson shall have faculty rank or faculty status.
- B. The Senate Chairperson and all members of both 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:
 - 1. The Executive Committee shall be composed of nine voting Senators: six (6) faculty, two (2) students, and one (1) member of the non-teaching instructional staff (HEOs or CLTs).

2. The Chairperson of the Senate will be the Chair of the Executive Committee and one of its nine members.
3. The Committee will elect a Vice Chairperson, a Recording Secretary, and a Corresponding Secretary from among its members. The term of the Recording Secretary shall be one year.
4. Non-student members shall serve for three (3) years. Student members shall serve for one (1) year.

B. Functions of the Executive Committee:

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

C. Functions of the Officers:

1. Duties of the Chairperson shall include but not be limited to the following:
 - (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 I 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. Such documents shall be distributed to each Senator during the week prior to the meeting. Announcements of all Senate meetings shall be sent to the College-wide community and to the general public by press release one 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. The ballots shall be recorded and available to the public upon request.

- E. All senate meetings shall be open. Upon recognition by the Chair, all who attend the Senate meeting shall have the right to speak.

SECTION 3 MINUTES OF SENATE MEETINGS

The Recording Secretary will take and maintain minutes, which shall include attendance. 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. These meetings may be called by the Executive Committee of the Senate or by any ten (10) Senators upon presentation to the Chairperson of a written and signed request for the meeting.
- B. Agendas for special meetings shall be distributed with the notice of such meetings.

ARTICLE IV: COLLEGE STRUCTURE

SECTION 1 DEPARTMENTS/DISCIPLINES

- A. The structure of Hostos Community College shall be composed of divisions, each headed by a Vice President. At present, the College consists of the divisions of:
 1. Academic Affairs,
 2. Administration and Finance,
 3. Continuing Education and Workforce Development,
 4. Institutional Advancement, and
 5. Student Development and Enrollment Management.

When altering the function of these divisions, the President of the College shall first consult with the Senate.

- B. The Division of Academic Affairs shall be comprised of Departments, Units, and Programs of Study.
- C. 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 or may not have Units.

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

SECTION 2 RESPONSIBILITIES OF THE SENATE

- A. 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 Programs of Study from one Department to another.
- B. The process to be followed for the implementation of such a proposal will be:
 - 1. Presentation of proposal to the Department(s) that houses (and/or will house) the Academic Unit or Program, followed by a Departmental vote.
 - 2. Presentation of the proposal for review to the appropriate Vice Presidents(s).
 - 3. Presentation of the proposal to the Senate.
 - 4. Senate vote and recommendation to the President of the College.
 - 5. Approval by the President.
 - 6. Transmission of the proposal by the President's Office to the Board of Trustees, and the Board's approval.
 - 7. When a transfer of an Academic Unit or Program of Study or faculty is from one Department to another, both Departments must approve the transfer.

ARTICLE V: COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE

SECTION 1 MEMBERSHIP OF PERSONNEL AND BUDGET COMMITTEE

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

- A. The President of the College;
- B. The Provost and Vice President for Academic Affairs;
- C. All Department Chairpersons;

- D. Four At-Large faculty members elected from and by qualified faculty. No At-Large representative shall be from the same unit as the Departmental Chairperson; and
- E. The Vice President for Student Development and Enrollment Management.

SECTION 2 CHAIRPERSON

- A. The President of the College shall serve as Chairperson of the College-Wide P & B; in his/her absence, the Vice President for Academic Affairs shall serve as Chair.
- B. 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 EXCEPTIONS

- A. 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.
- B. Vice Presidents, Deans, and senior administrators cannot serve as At-Large representatives to the P & B.

SECTION 4 ELECTION OF AT-LARGE FACULTY

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

- A. Each academic Department and the Division of Student Development and Enrollment Management 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 Elections Committee of the Senate, which will conduct the election with the assistance of the Division 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 the four representatives by simple majority of valid votes cast.

- G. In the event no candidates obtain a simple majority, a run-off election will be held. The two candidates with the fewest 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 DEPARTMENT AND UNITS

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

- A. Allied Health Sciences Department
 - 1. Dental Hygiene Unit
 - 2. Radiologic Technology Unit
 - 3. Nursing Unit
- B. Behavioral and Social Sciences Department
 - 1. Behavioral Sciences Unit
 - 2. Social Sciences Unit
 - 3. Public Administration Unit
- C. Business Department
 - 1. Business Management/Accounting Unit
 - 2. Office Technology Unit
- D. English Department
- E. Education Department
 - 1. Early Childhood Education Unit
 - 2. Gerontology Unit
 - 3. Physical Education Unit

- 4. Health Unit
- F. Humanities Department
 - 1. Black Studies Unit
 - 2. Latin American and Caribbean Studies Unit
 - 3. Modern Languages Unit
 - 4. Visual and Performing Arts Unit
- G. Language and Cognition Department
- H. Library Department
- I. Mathematics Department
- J. Natural Sciences Department
 - 1. Biology Unit
 - 2. Physical Sciences Unit

SECTION 2 DEPARTMENTAL CHAIRPERSONS

- A. Each Department shall have a Chairperson (who may also serve as Unit Coordinator). In accordance with the By-laws, the Chairperson of the Library Department will be appointed by the President of the College.
- 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 Departments other than the Library, all professorial ranks with tenure shall be eligible to run for Departmental Chairperson. Exceptions may be made only when a Chairperson without tenure is recruited from outside 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. The duties of a Chairperson shall follow CUNY By-Laws definition, except as amended by this governance plan.

G. 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 that are related to it. He/she shall:

1. Be responsible for Departmental records and preside at meetings of the Department.
2. Assign courses to and arrange programs of instructional staff members of the Department. (The execution of this duty may be delegated to the Unit Coordinators.)
3. Initiate Departmental policy and actions 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. Serve as chair of the Department's Committee on Personnel and Budget.
6. After receiving the tentative unit budgets, prepare the tentative Departmental budget, subject to the approval by the Department's Committee on Personnel and Budget. Transmit the tentative Departmental budget to the Vice President for Academic Affairs with his/her own recommendations.
7. 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 or to a tenured professorial member in accordance with the collective bargaining agreement.
8. Make a full report to the President and to the College-Wide Personnel and Budget Committee of the action taken by the Department Committee on Personnel and Budget when recommending an appointee for tenure.
9. 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 in accordance with the collective bargaining agreement. Tenured full professors may be evaluated.
10. Generally supervise and administer the department. The Chairperson may delegate some specific duties to the Unit Coordinators.

11. Hold Departmental meetings at least once a month.
12. Promote collegial relations and intradepartmental collaboration.
13. Represent all units within the Department and act as liaison for the Department and its units to other departments and units.

H. Acting Chairpersons

1. In case of a temporary vacancy, the Department will nominate candidates from a list of eligible faculty members coming from the Departmental P & B.
2. The name of the Departmental candidate for Acting Chairperson, voted on by the Department, shall be submitted to the President.
3. If the President should reject the candidate, the process will be repeated until a suitable candidate is selected.

SECTION 3 UNIT COORDINATORS

- A. Each Unit shall have a Coordinator who shall be elected by that Unit for a three-year term.
- B. The election of Unit Coordinators shall take place following that of the Department Chairperson during the first full week of May.
- C. All professorial ranks, tenured and untenured, and lecturers with Certificates of Continuous Employment shall be eligible to run for Unit Coordinators. The Department Chairperson may also be elected as a Coordinator. There can only be one (1) Coordinator who is untenured in any given department. Tenured CLT's can vote in this election.
- D. Duties of Unit Coordinators
 1. Unit Coordinators shall serve as the primary administrators for matters pertaining to their respective units.
 2. Supervise the Unit's curriculum.
 3. Assign courses to and arrange programs of instructional staff members of the Unit as delegated by the Department Chairperson.
 4. Arrange for careful observation and guidance of the Unit instructional staff members in consultation with the Department Chairperson.
 5. Prepare the tentative Unit budget.
 6. Be responsible for the Unit's records.

7. Disseminate information to and from staff members within the Unit.
8. Initiate action concerning the recruitment of Unit faculty as assigned by the Department Chairperson.
9. Represent the Unit in the Departmental P & B Committee.
10. Coordinate program accreditation (where applicable).

SECTION 4 DEPARTMENTAL PERSONNEL AND BUDGET COMMITTEE

- A. All constituted Departments shall have a Departmental Personnel and Budget Committee (P & B) to review matters in their purview.
- B. The membership of Departmental P & B shall consist of:
 1. The Chairperson;
 2. Unit Coordinators, where applicable;
 3. In Departments with fewer than five (5) Units, where possible, there shall be five (5) members, except where the total full and part-time faculty exceeds 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, with 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 all coordinators are tenured; and
 5. In Departments with two or more Units, no more than 60% of the membership of the Departmental P & B should come from one Unit.
- C. Tenured CLT's within a Department are eligible to vote in Departmental P & B elections but cannot be candidates.
- D. All At-Large members of the Departmental P & B shall be elected at the same time as all other Departmental elections are held, for a term of office of (3) years.
- E. The functions of the Departmental 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.
- F. New units will get automatic representation in Departmental P & B Committees 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 Committee on Committees
- B. Academic Standards Committee
- C. Admission and Retention Committee
- D. Affirmative Action Committee
- E. Budget and Finance Committee
- F. Committee on Disability Issues
- G. Curriculum Committee
- H. Elections Committee
- I. Executive Committee
- J. Facilities
- K. Grants Committee
- L. Institutional Research Committee
- M. Instructional Evaluations Committee
- N. Library Committee
- O. Scholarship and Awards Committee

SECTION 2 RULES CONCERNING SENATE STANDING COMMITTEES

- A. All Senate committees shall record and maintain minutes of their meetings and submit copies of 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. 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.
- F. Unless otherwise stipulated, on each standing committee there will be two (2) student members and two (2) members representing the non-teaching instructional staff. Student members will serve for a term of one (1) year.

SECTION 3 ATTENDANCE AT STANDING COMMITTEES MEETINGS

Any member who is absent from 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

- A. Membership:
 - 1. The Committee on Committees shall be composed of nine (9) Senate members, including two (2) student members and one (1) member from the non-teaching instructional staff, elected by the members of the Senate.
 - 2. 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.
- B. Function:
 - 1. To assign members from different College constituencies to the specific Senate standing committees before the second meeting of the Senate for the academic year.
 - 2. To determine the number of members to be assigned to each committee, unless otherwise specified in the Charter of Governance.

3. To advise all Senate Committees in the development of internal operating procedures and to submit these procedures to the Senate for approval.
4. To consider and resolve issues relating to membership status and replacement of any committee member.
5. To disseminate information about opportunities for service on all standing and ad-hoc committees.
6. To maintain current lists of membership in all Senate Committees.
7. To maintain a file of the minutes of all Standing Committee meetings.

SECTION 5 ACADEMIC STANDARDS COMMITTEE

A. Membership:

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

B. Function:

It is the charge of the Academic Standards Committee to preserve and maintain the academic policy and procedures of the College. The Academic Standards Committee shall:

1. Recommend to the Senate policy regarding academic probation, attendance, graduation, honors, grading, and other issues related to academic standards.
2. Hold hearings on student appeals regarding academic dismissal. Appeals of dismissal shall be processed by the Office of the Dean of Students in collaboration with the Chairperson of the Academic Standards Committee. Specific procedures are outlined in detail in the Hostos Community College Catalog.

SECTION 6 ADMISSIONS AND RETENTION COMMITTEE

A. Membership:

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

1. Director of Admissions and Recruitment
2. Office of the Registrar
3. Vice President for Student Development and Enrollment Management

4. One Counselor
5. One Student representative
6. Two HEOs

B. Function:

1. (a) To review and recommend to the Senate College-wide policies regarding admission and retention.

(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's Degree.
2. In consultation with all appropriate parties, to hear and act upon those student appeals that 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 that might affect admission and external course work policies.
5. To make recommendations to the Hostos Senate on ways to increase the recruitment of students and maximize the retention of students.

SECTION 7 AFFIRMATIVE ACTION COMMITTEE

A. Membership:

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

B. Function:

1. 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.
2. To meet regularly with the President in matters concerning the progress of affirmative action.

SECTION 8 BUDGET AND FINANCE COMMITTEE

A. Membership:

Membership will be chosen by the Committee on Committees.

B. Function:

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

SECTION 9 COMMITTEE ON DISABILITY ISSUES

A. Membership:

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

B. Function:

1. To review existing college policies and procedures related to disability and to recommend to appropriate college offices and governance entities changes in such policies and procedures for the purposes of:
 - (a) achieving institutional compliance with federal, state, and local laws regarding non-discrimination on the basis of disability; and
 - (b) recommending ways of eliminating all barriers that might hinder or even prevent the fullest functioning of individuals who are students and/or employees of the College.
2. To collaborate in the development and provision of educational activities regarding disability issues of importance to the College community.

SECTION 10 CURRICULUM COMMITTEE

A. Membership:

1. The membership of the Curriculum Committee shall be composed of one tenured or CCE representative from each academic Department of the College, one (1) 13.3B HEO, and two (2) elected Student Senate representatives duly certified by the Vice President for Student Development and Enrollment Management
2. The representatives shall be elected by each Department from its Curriculum Committee and by the Division of Student Development and Enrollment

Management, and their names submitted to the Committee on Committees for final approval.

3. The Vice President for 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:

1. To evaluate and recommend new courses in accordance with Board of Trustees guidelines.
2. 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.
3. To review and recommend approval of degree requirements and distribution requirements for existing departments.
4. To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
5. To review Letters of Warning and apprise the Senate.
6. 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.
7. To present to the College Senate, for its approval, any items voted upon and recommended by the committee.

C. Charges of the College-Wide Curriculum Committee:

1. To establish and maintain the standards and integrity of the College curricula.
2. To review existing curricula periodically and recommend changes where appropriate.
3. To encourage the development of new courses, concentrations, and programs consistent with the mission of the College by providing a College-wide forum for consideration of all new courses and program proposals.
4. To review all curriculum proposals for their conformity to the College mission and objectives of the Department.
5. To review and approve the final draft of the curricular offerings in the College Catalog.

6. To preserve the institutional history of the Committee by yearly submitting the minutes, records, and reports to the College Archives housed in the Library.
7. To make recommendations regarding all curriculum proposals, and to transmit all such recommendations to the Executive Committee of the College Senate and the College Senate at large.

SECTION 11 ELECTIONS 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 12 EXECUTIVE COMMITTEE

(For membership and functions, see Article II, Section 11.)

SECTION 13 FACILITIES COMMITTEE

A. Membership:

1. Membership to be determined by Committee on Committees.
2. The Director of Campus Facilities serves 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 14 GRANTS COMMITTEE

A. Membership:

1. Membership to be determined by Committee on Committees.
2. 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. To provide a forum for discussion, the appropriate Vice Presidents shall report twice a year both to the Committee and at the full Senate on the status of existing grants.

SECTION 15 INSTITUTIONAL RESEARCH COMMITTEE

A. Membership:

1. Membership to be determined by the Committee on Committees.
2. The committee will include an equal number of faculty members from Liberal Arts and Career Programs and one (1) faculty member from the Division of Student Development and Enrollment Management.
3. A representative from the Office of Institutional Research will be an ex-officio member.

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 INSTRUCTIONAL EVALUATIONS COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees.

B. Function:

1. To develop procedures and instruments for the classroom observation of faculty members by peers.
2. To develop procedures and instruments for the student evaluation of faculty.
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 17 LIBRARY COMMITTEE

A. Membership:

1. Every academic Department shall select one of its members to serve on this committee. That member will then function as the liaison between his or her Department and the Library. One of the members must be a member of the Library faculty.
2. 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 the current and future needs of each Department, Unit, and Program.
2. To make recommendations.
3. To report to the Senate on the recommendations.

SECTION 18 SCHOLARSHIPS AND AWARDS COMMITTEE

A. Membership:

Membership to be determined by the Committee on Committees.

B. Function:

1. To serve as an in-house resource to individuals or groups.
2. To develop standard criteria for selection of candidates and recipients of scholarships and awards.

3. To determine the recipients of Hostos scholarships and prizes in accordance with established criteria.
4. To locate and obtain additional resources for scholarships and awards.

SECTION 19 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 by the Executive Committee or by the written petition of no fewer 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

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