



Borough of Manhattan Community College  
The City University of New York  
Academic Senate

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Minutes  
January 29<sup>th</sup>, 2020  
Room N451

- I. CALL TO ORDER: 3:15pm
- II. ATTENDANCE: A quorum was achieved. The following senators were absent: Hussein Abdulla, Warren Benfield, Melissa Butler, Arthur Cain, Abraham Dasney, Noor Earpy, Judy Eng, Evelin Gamarra-Martinez, Deborah Gambs, Abdoul-Hanane Gbadamassi, Lane Glisson, Talibah Khwaja, Jun Liang Rice, Laurie Lomask, Kaddy Monoh, Atef Osamah, Emmanuel Paki, Mahatapa Palit, Thaddeus Radell, Rifat Salam, Brandee Simmons, Gilles Ghislain, Tanke Seulo, Kiberwossen Tesfagiorgis, Scott Tulloch, Eugenia Yau, Abubakar Yussif, Meryem Zaman, Emily Zheng, Tahir Zogaj
- III. APPROVAL OF MEETING MINUTES
- IV. STANDING COMMITTEE REPORTS FROM REPRESENTATIVES:
  - a. CURRICULUM COMMITTEE: The following items were unanimously approved by the Academic Senate, except where noted:
    - i. **New Course:** ENG 111 Creative Writing Foundations  
**Description:** Through a combination of reading and writing, this new course exposes students to the practice of writing fiction, poetry and plays.
    - ii. **Pathways Proposal:** ENG 111 Creative Writing Foundations  
**Description:** This proposal places ENG 111 in the Creative Expression Flexible Core Pathways bucket.
    - iii. **New Course:** HED 340 Global Nutrition and Disease  
**Description:** This new course explores global nutrition in relation to health and disease through examinations of nutrition epidemiology, chronic diseases, politics, hunger and malnutrition. Students will explore nutrition intervention and sustainable development.
    - iv. **New Course:** HED 341 Nutrition Across the Lifespan  
**Description:** This new course examines current concepts in human nutrition as applied to individual needs across the life span.
    - v. **Curriculum Revision:** Community Health Education  
**Description:** The major is revised to add four focus areas of which students will choose one, two new courses. These changes better align the program with BS

health degrees and professional requirements and allow students to better focus on and prepare for future career choices.

b. COMMITTEE ON STUDENT AFFAIRS

- i. Met with Rahana Belle-Jerome and Dean Chris Shults regarding supporting Panther Partners Program and also addressing retention. Discussed cohort programs in general and helping students prior to probation. Will develop short proposal for faculty driven cohort to submit to appropriate Design for Success committee. Current cohort programs have not been initiated by faculty.
- ii. MSA prayer room: continue to work on this issue.
- iii. Reviewing StarFish language. Will meet with Dean Zumo on this.
- iv. Discussed possible campus events committee can support/sponsor. Faculty encouraged to submit ideas to committee.

c. FACULTY DEVELOPMENT COMMITTEE

- i. C. Kronen will chair committee this semester.
- ii. Faculty Development Day a success. Chair thanked involved subcommittee.
- iii. Faculty Development Grant application is on the BMCC website. Applications opening December 8<sup>th</sup>, due February 15<sup>th</sup>, 2020. There will be three reviewers for each grant. Committee is requesting volunteers for reviewing grants – contact Chair.
- iv. FDG recipients from previous round will present their work at CETLS, 2/5/2020 12pm.
- v. The Joe Doctor colloquium guest speak will be Django Paris (University of Washington). Event on 03.10.2020, 2:00pm, Richard Harris Terrace. Information will be distributed college-wide soon.

d. INSTRUCTION COMMITTEE

- i. Committee prepared proposal for observation of online classes (below). Clarified that these are suggestions for departmental consideration, and Chair proposed sending them to departmental Chairs.
- ii. AS Chair reminded the body that there are already contractual guidelines.
- iii. Instruction committee will make clear which guidelines are contractual and which are new when sending the proposal to departmental Chairs.

e. ACADEMIC STANDING COMMITTEE

- i. Committee read 1710 appeals over the Winter intersession. Chair thanked committee members for their work.

f. ADMISSIONS COMMITTEE

- i. Committee met with Richard Hensen from admissions, regarding new remediation policy:
  1. 900 courses being programmed into Degree Works to meet new requirements. This created a bottleneck and approximately 2300 students were not able to register because everything was not in place in a timely manner, negatively impacting enrollment. Most of these students were international students who had no proficiency index.
  2. BMCC is dealing with the new policy as best as possible and is doing better than other CUNY colleges.

3. Data will be obtained on how students who previously took remedials perform in this new system.
- ii. Body was reminded by a senator that implementation of these remediation policy changes was rejected at the previous AS meeting (11.29.19). However, the vote was not rejected but failed because of a lack of quorum.

g. **ACADEMIC FREEDOM COMMITTEE**

- i. Discussed research on tape-recording of class lectures. Going to examine BMCC policy on tape-recording of lectures. Committee currently recommending that the Accessibility Office should handle tape-recording via the note-taker. This should be policy until further study and further recommendations.
- ii. Raises the bigger question of taping in general. Committee will lay out the basic legal information for the Academic Senate and discuss further at February AS meeting.

V. **CHAIR'S REPORT**

- a. Commented on the value of collaborative shared governance.
- b. Discussed class cancellations due to lower student enrollment which impacted everyone but especially adjunct faculty and faculty of color. Chair will try to get data on this for the body.
- c. Workload creep – faculty already have a heavy load, and this is increasing with new policies such as additional adjunct office hours.
- d. Productive meeting was held with AS Chair, H. Glaser, R. Isserles and IP Wilks regarding the President's Advisory on Student Learning and Success Research; when new committees are initiated, it will have liaison(s) from the appropriate Standing Committee.

VI. **NEW BUSINESS**

- a. Distinguished Teaching Award – committee will be chaired by Janice Walters. Committee has faculty and administrators. Motion from the floor: only faculty should have a vote on this committee. Vote passed with one abstention.

VII. **OLD BUSINESS**

VIII. **ADJOURNMENT: 4:02pm**

### **INSTRUCTION COMMITTEE PROPOSAL**

The newest PSC-CUNY contract now includes language concerning peer observation of online courses. (See Article 18.2 (b) 1-3.) The intent is to “replicate as closely as possible the longstanding teaching observation practices” that have existed in previous contracts. Consistent with these new contractual obligations, the Instruction Committee proposes the following guidelines for e-learning observation. Both the Observer and Observe should be made aware of these guidelines.

Proposed BMCC E-Learning Observation Guidelines

1. Online course observations should be as close as possible in structure to in-class observations. The same reporting form departments use for in-class peer observations should also be used for online class evaluations.

2. Absent specific instructions from a chairperson, program coordinator, or other designee, the Observer and the Observee should mutually agree on (i) which type of class should be observed, traditional face-to-face course OR online course, and (ii) should agree on the time of observation. If the observation is of an online class, the Observer must be trained in online teaching.
3. The Observer's primary responsibility is to provide feedback regarding teaching and learning, rather than course design.
4. In order to mirror the time frame of face-to-face course observations, the observation of online courses should be of a past class period's content, as defined by the Observee, and decided upon in advance. As per contractual obligations, (i) the Observer will be allocated a 48-hour (maximum) window of time to observe the lesson, and (ii) should not observe course activity that occurred more than 7 days prior to the observation.
5. As per contractual obligations, the Observer must be enrolled in student/guest access. The Observer's access to the class will be closed (unenrolled) by the Observee after the mutually decided upon 48-hour (maximum) window.
6. In the case that significant interactions between the Observee and students are not visible to the Observer through student/guest access, the Observee may choose to make this activity available to the Observer in some other way. This could mean meeting in person to review the material, emailing PDFs or screenshots, etc.
7. The Observee should inform the students enrolled in the online class of the observer's presence in the class prior to the observation.