



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

Minutes

March 22nd, 2017

N651H

- I. CALL TO ORDER: 2.25pm
- II. HOMAGE: Senate held a moment of silence for James Tolan, followed by a tribute by P. Delano.
- III. ATTENDANCE: A quorum was achieved. The following senators were absent: Nur Ahamed, Joao Bila, Alejandro Binilla-Manjarrez, Arthur Cain, Hector Castellanos, Mahamadou Diawara, Kaoutar Elharchaoui, Toby Ginsberg, Joyce Harte, Joel Hernandez, Jae Ki Lee, Ousmane Mbodj, Michelle Murillo, Alicia Perdomo, Jonathan Ruiz, Jason Ruiz Quintero, Jason Silva, Brett Simms, Hao Tang, Cynthia Wiseman, Chiaki Yanagisawa, Ibrahim Zavery, Shengkun Zhang
- IV. APPROVAL OF MEETING MINUTES: Minutes from 2.22.2017 were unanimously approved.
- V. STANDING COMMITTEE REPORTS FROM REPRESENTATIVES
 - a. CURRICULUM COMMITTEE - The following items were unanimously approved by the Academic Senate:
 - i. Curriculum Revision: **ANI - Animation and Motion Graphics**
 - ii. Curriculum Revision: **MMD - Multimedia Programming and Design**
 - iii. Curriculum Revision: **VAT - Video Arts & Technology**
 - iv. New Course: **MEA 201 - Professional Development and Career Planning in Media Arts and Technology**
 - v. New Course: **MEA 371 - Media Arts and Technology Internship**
 - vi. New Course: **ACR 200 - Literary Practice: Birth through Adolescence**
 - vii. New Course: **LIN 120 - Introduction to Linguistics**
 - viii. New Course: **LIN 140 - World/Global Englishes**
 - ix. New Course: **LIN 150 - Language Race and Ethnicity in the US and its Territories**
 - x. Curriculum Revision: **Informatics Certificate Program**
 - xi. Pathways Submission: **GWS 100 - Introduction to Gender and Women's Studies**
 - xii. Curriculum Revision: **Nursing**
 - xiii. Course Revision: **SOC 350 - Sociology Capstone**
 - b. FACULTY DEVELOPMENT COMMITTEE
 - i. The committee and volunteers are reviewing faculty development grants. The results will be announced by mid-April.

- ii. The Joe Doctor colloquium will be held on April 26th, 2017, in Fiterman Hall (13th floor). The topic of the colloquium will be “Investigations and collaborations: research on the community college today”.
- c. INSTRUCTION COMMITTEE
 - i. C. Mata presented short results summary from survey of faculty who do not teach online/ hybrid classes. Committee also has qualitative responses, which M. Fitzgerald is compiling.
 - ii. Full report will be posted on the AS website.
- d. ACADEMIC STANDING COMMITTEE
 - i. Committee read and acted on appeals.
 - ii. Scheduled demonstration of the online appeals process has been delayed due to technical issues.
 - iii. Committee discussed advising protocol for dismissed students and those on academic probation.
- e. COMMITTEE ON STUDENT AFFAIRS
 - i. Committee still seeking faculty for mentoring first generation college attendees. Interested faculty should contact C. Kronen.
 - ii. New charge for the committee is to act as liaison with Student Affairs on the Early Alert System.
 - iii. Committee raised the issue of financing for student travel: BMCC currently requires that money for travel is fronted either by students or by sponsoring faculty, who are then repaid once travel is complete. This is a significant financial burden, especially as many faculty front the costs for all of their traveling students. Chair requested that this issue be addressed by the Administration.
- f. ADMISSIONS COMMITTEE
 - i. Committee is reviewing the faculty video vignettes previously produced, with the intent of having them publically showcased.
- g. ACADEMIC FREEDOM
 - i. Committee continued with distribution of Academic Freedom flyer and faculty departmental meeting visits.

VI. CHAIR’S REPORT

- a. P&B budget committee – the BMCC budget was made available to the committee, for which the Chair thanked President Perez. Committee met with E. Samuels to review the budget.
- b. Reassigned time for program coordinators – program coordinators are not given reassigned time for overseeing the programs, which is a significant amount of work. Faculty is feeling discouraged about designing new programs. Chair made a formal request to the Administration to provide reassigned time for these faculty.
- c. Governance plan – proposal has been made to combine College Council and Academic Senate into a single body. However, as currently outlined by VP Diaz, the AS would simply absorb CC, with loss of committees, which is not an acceptable proposal.

VII. NEW BUSINESS

- a. UFS update – K. Conway
 - i. Signup sheet was passed around for upcoming conference on shared governance to be held at John Jay on April 28th.
 - ii. Brief discussion on CUNY’s policy regarding ICE – Provost Wilks agreed to send out the Chancellor’s memo to the entire college (it was previously distributed to FGLs by Chair Conway).
 - iii. Next UFS plenary session: guest speaker will be Chairman of CUNY Board of Trustees, William Thompson.
 - iv. Discipline Council Chairs meeting was organized by the UFS. Approximately a dozen disciplines were represented; several discipline councils are inactive and only appear to meet in times of crisis (e.g. Pathways). The UFS would like to encourage both the formation of new councils as appropriate (e.g. Economics) and that existing councils meet at least annually. The Councils are a good opportunity for faculty across CUNY to be made aware of issues in their discipline. Modern Languages, Psychology and CIS were noted as being active councils and potential role models.
 - v. No further information is available on the NYS or NYC budgets.
 - vi. Enrollment management committee: R. Isserles announced that she has been serving on this committee but is stepping down, so a replacement is needed. First meeting: CUNY central, 03.24.2017 1.00-3.00pm. Faculty interested in serving on this committee should email Prof. Isserles.

- b. Training for online instructors – R. Rusmin discussed four aspects to training for online/ hybrid instructors
 - i. Current training: There are 3 paths to course development depending on faculty experience: (i) faculty new to e-learning can take the CUNY and/or BMCC training, (ii) faculty experienced in other institutions are assessed individually and offered support depending on their needs, and (iii) faculty previously trained at BMCC do not require additional training. With regards to new faculty, the 2-wk CUNY training focuses on pedagogy while the BMCC training covers pedagogy at the same time as course development. BMCC training is collaborative and interdisciplinary. Training has changed in response to faculty to make it less “onerous”, mainly by moving some discussions of pedagogy online (4 discussion boards), while still keeping the orientation sessions in-person. All technology training is contained in separate modules and in workshops, in which faculty can choose to invest more/less time, depending on their needs. First component is training the faculty, second component is developing the course. No matter which of the 3 above tracks the faculty fall into, all new courses must be developed (at least 6-8 weeks and a full course guide), reviewed and approved by dept. before they can be opened for student registration.

 - ii. Changes: E-Learning always responsive to faculty needs for training. Suggestions include recommending that Fall cohort commit to some collaborative in-person sessions and that a faculty co-leader is involved in BMCC training, extending the

training from 10 weeks to 2 semesters, and giving more support for the technical work. E-Learning is supportive of devoting more time, energy and resources to creating a more significant learning experience, but recommends that the College reconsider compensation (currently no compensation for BMCC training although some for the CUNY training after developing and teaching the course).

- iii. After training: Post training and course development activities need strengthening. Part of the E-Learning Strategic Plan includes a goal of facilitating and promoting a faculty e-learning community of practice; one outcome is to work with departmental chairs and deputies to evaluate online courses in their first semester. Peer support during that first semester is key. Suggestions for improvement include a structured program with check-ins at certain points with an experienced e-learning faculty member, and possibly having a departmental leader or liaison for e-learning courses.
 - iv. Continuing professional development: Peer support beyond the first semester of teaching. Some departments already have a community of practice. Refresher reviews of courses have already been developed; these could be expanded to include a technology review and update. Motivating busy faculty to commit to a review and compensation of the reviewer and the reviewed need to be addressed.
- c. Women's History month
- i. In keeping with celebrating Women's History month, J. Blake informed faculty of the recent death of Helen Marshall, former Queens Borough President and first African American elected to this position. Ms. Marshall earned her B.A. degree from Queens College, and was always a great supporter, advocate and friend of CUNY.

VIII. OLD BUSINESS

- a. 12-6 Proposal
 - i. K. Conway gave brief summary on how a 12-6 schedule would impact BMCC in terms of the calendar, providing a comparison of the LaGCC, BMCC and DOE calendars.
 - ii. She recommends that each discipline have a representative on the ad hoc committee elected last AS meeting; the committee has been charged with gathering data from the other CCs (KCC and LaGuardia CC) on the 12-6 schedule. The committee will address potential issues and make a report to the AS. Prof. Conway is attempting to coordinate with the other community colleges currently exploring the 12.6 (BXCC, Hostos and QCC).
- b. New members have been elected to Senate:
 - i. Alternate senators representing FT instructional faculty: Rachel Corkle and Thaddeus Radell
 - ii. Senator to represent PT faculty and CLTs: Horace Brockington
 - iii. Alternate Senator to represent part-time faculty and CLTs: Adela George

Adjournment 3.56pm

Respectfully submitted by S. Salm, Secretary