

LaGuardia Community College
Minutes for the College Senate
Meeting: November 25, 2020
(Zoom Meeting) 2:15-4:30pm

Present and Voting

Efran Ahmad (Student), Shawn Blackman (Student), Allie Brashears (Natural Sciences), Cristy Bruns (English), Jean Buckley-Lockhart (Counseling), Cindy Busch (Division of Institutional Advancement), Fay Butler (Student Affairs), Loretta Capuano Vela (At-Large Instructional Staff), Kerlin Chen (Student), Gabriela Concepcion (Student), Erika Correa (Adult & Continuing Education), Douglas DiCarlo (At-Large Instructional), Eva Espinoza (Student), Carlos Freire (Marketing and Comm.), Thomas Gleisner (At-Large Adjunct), Dianne Gordon Conyers (Library), William (Joonyoung) Hur (Student), Sumanth Inukonda (Humanities), Rebekah Johnson (ELA), Jayashree Kamble (At-Large Instructional), Jill Kehoe (Social Sciences), Evelyn Lowmark (Division of Administration), Anthony Pappas (Alumni Association), Yasmeen Qureshi (Student), Eneida Rivas (At-Large Instructional Staff), Justin Rodriguez (Student), Tara Scales (Health Sciences), Leslie Scamacca (Business and Tech.), Patricia Sokolski (Division of Academic Affairs), Sandra Sze (Math, Engineering and Computer Science), Charis Victory (Student Affairs), Ariana Villanueva (Student)

Present Non-Voting

Andy Kai-chun Chuang, Debra Engel, Carlos Freire, Ana Lucia Fuentes, Chris McHale, Alexandra Rojas

Guests and Visitors (non-voting)

President Kenneth Adams, Hugo Fernandez, Reem Jaafar, Charles Keyes, Justin Rogers-Cooper

I. Call to Order

The meeting was called to order at 2:18 pm by Chairperson Cristy Bruns.

II. Approval of Minutes of October 28, 2020

Chairperson Bruns asked if there were any modifications to the October 28, 2020 minutes. Hearing no suggested modifications, the minutes were approved.

III. Vote on Curriculum Committee Consent Calendar Items from October 29 and November 11, 2020

A motion to approve the curriculum committee consent calendar items from October 29 and November 11, 2020 was made by Senator Johnson. This was seconded by Senator Butler. **Vote: Aye-27, Abstain-0, No-0.** The Curriculum Committee consent calendar items from October 29 and November 11, 2020 were approved.

IV. Invitation of Reem Jaafar and Justin Rogers-Cooper, Middle States Steering Committee Co-Chairs

Chairperson Bruns welcomed Steering Committee Co-Chairs Reem Jaafar and Justin Rogers-Cooper who presented an overview of the Middle States accreditation process and the role of the Senate in that process. While Standard VII: Governance, Leadership, and Administration has the most obvious relevance to the Senate, Co-Chairs Jaafar and

Rogers-Cooper expressed a desire for the Senate to contribute to all aspects of the self-study. The work of the Senate and its various committees encompass multiple Middle States standards. Co-Chairs Jaafar and Rogers-Cooper explained that LaGuardia is currently in Year 2 of the process. In Fall I of this year, Working Groups will review, evaluate, and reflect upon various aspects of LaGuardia including its mission, strategic plan priorities, intended outcomes, and standards of criteria for Middle States. In Fall II, the Steering Committee leads will draft the chapters of the self-report. In Spring I, the LaGuardia community will be asked for feedback in a series of town hall style meetings. While Senate members are already involved in various aspects of the Middle States process, it is during the Spring semester that Co-Chairs Jaafar and Rogers-Cooper envision the Senate having a significant role. Hopefully, the Senate will contribute to discussions on how governance can help improve the college with regards to the issues specifically discussed in the Middle States report as well as issues uncovered in the self-study that were not explicitly included in the report. Co-Chairs Jaafar and Rodgers-Cooper suggested individuals who wish to be involved in the discussion of recommendations during the Spring I town halls to please educate themselves prior to participating. Recommendations are based on an analysis of empirical evidence, which can be requested for review prior to the town halls.

V. Chair's Report

Chairperson Bruns welcomed President Kenneth Adams to the Senate for an important announcement. After hearing from various faculty members (including Senate Chairperson Bruns and Faculty Council President Rochell Isaac at his weekly Cabinet meeting), President Adams plans to implement a coordinated outreach effort to target students at risk of failing/dropping out. Every faculty member will receive an email early next week instructing them to use the C2C platform to “tag” students that may need additional assistance (financial, tutoring, technology, etc.). Advisors will then contact each student to offer the necessary help. President Adams reminded the Senate that the withdrawal date is much later this semester (December 13th), reflecting the difficulties our students are experiencing during the pandemic and attempting to minimize any negative financial and academic implications. Senator Kamble suggested that an informative video by President Adams or Provost Arcario could be featured on the LaGuardia website. This video could offer encouragement to struggling students and let them know that an email from an advisor with valuable information and resources would be forthcoming. Senator Sokolski expressed concern over the time it took for previous student interventions to be completed. President Adams responded that the Student Information Center would have additional staffing for this effort. Senator Capuano Vela inquired if frontline staff members could have a way to relay concerns about students as many departments do not have access to C2C. President Adams indicated that he would follow up with Senator Capuano Vela.

Chairperson Bruns reminded the Senate that student evaluations would be available on December 1. The Senate's Committee of Faculty, Faculty Council, the PSC, and select academic departments submitted a letter to Provost Arcario expressing concern over the use of student evaluations in reappointment, promotion, and tenure decisions. The letter outlined several concerns including low response rates, responses by students who

ultimately withdraw, the impact of online learning, and race and gender biases. Bruns said Provost Arcario indicated that he is aware of the concerns and that he will continue to be a part of discussions on these issues including the potential of developing a new student evaluation instrument.

Chairperson Bruns shared that members of the LaGuardia community were concerned at the use of campus buildings as an early voting site because the Campus Reopening Committee was unaware of LaGuardia's designation as a polling place and was left out of the process.

Chairperson Bruns informed the Senate of the College Curriculum Committee's formal decision to include several advisors as non-voting members. Advisors can listen to discussions about course expectations, requirements, credits, and course design to improve their knowledge of college curriculum as well as add their valuable perspective on curriculum additions and revisions.

VI. Committee Reports

a. Standing Committees

i. Committee on Committees (Chair Vacant)

Chairperson Bruns emailed all members of the Senate looking to recruit members for the Committee on Committees. Currently memberless, the Governance Plan indicates that the Committee should be comprised of seven senators of whom two should be students. She reminded the Senate of the purpose of this committee, namely its role in staffing the committees under the auspices of the Senate. Chairperson Bruns opened the floor for nominations for Committee on Committee members.

Nominations:

Senator Scamacca nominated Senator Sokolski. Senator Sokolski accepted the nomination.

Chairperson Bruns nominated Senator Pappas. Senator Pappas accepted the nomination.

Senator Kamble nominated herself.

Senator Butler nominated Senator Victory. Senator Victory accepted the nomination.

Senator Lowmark nominated herself.

Senator Ahmad nominated himself.

Senator Espinoza nominated herself.

Senator Capuano Vela nominated herself.

Results (27 eligible voters):

Senator Sokolski: 25 votes

Senator Pappas: 25 votes

Senator Kamble: 19 votes

Senator Victory: 26 votes
Senator Lowmark: 26 votes
Senator Ahmad: 27 votes
Senator Espinoza: 26 votes
Senator Capuano Vela: 20 votes

Senators Sokolski, Pappas, Victory, Lowmark, Ahmad, Espinoza, and Capuano Vela will serve as the members of the Committee on Committees. Senator Kamble will either serve as a non-voting member or as an alternate as neither is precluded by the language in relevant section of the Governance Plan.

ii. Curriculum Committee (Debra Engel, Chair)
Nothing to report.

iii. The Academic Standing Committee (Alexandra Rojas, Chair)
Chairperson Rojas described the presentation by the Academic Standing Committee at the Professional Staff Meeting on November 11th. Invited by Vice President for Student Affairs and Associate Provost Nireata Seals, the Academic Standing Committee highlighted the academic appeals process as well as its comprehensive website. The Committee will elect a new chair in March of 2021.

iv. Committee on Campus Affairs (Eneida Rivas, Chair)
Nothing to report

v. The Committee of Faculty (Leslie Scamacca, Chair)
Chairperson Scamacca related that the Committee met with Provost Arcario during its last meeting on October 28th to ask questions and discuss concerns relevant to LaGuardia faculty. The Academic Freedom Subcommittee is in the process of creating an inquiry procedure for questions related to academic freedom.

vi. Committee on Professional Development (Deborah McMillan-Coddington and Christopher McHale, Co-Chairs)
Co-Chairperson McHale recounted the Professional Development on Diversity and Inclusion Subcommittee's involvement in LaGuardia's Diversity and Inclusion week, specifically the successful "We Belong: Stories of Equity and Inclusion" event.

vii. Budget and Finance Committee (Fay Butler, Chair)
Chairperson Butler described the Committee's November 5th meeting in which Vice President for Administration Shahir Erfan and the Business Office's Carmen Luong shared a picture of the annual budget. A subgroup of the Committee also participated in a meeting to discuss CARES funds expenditures.

viii. Committee of HEO/Alumni/Civil Service (Erika Correa and Eneida Rivas, Co-Chairs)

Co-Chairperson Rivas recounted that the Committee finalized their wish list and reviewed the language of the Governance Plan pertaining to HEO/Alumni/Civil Service personnel. Senator Lowmark informed the Senate that the employee survey is now closed. Approximately 50% of staff responded to the survey, a number lower than expected. Student College Assistants had a particularly low rate of response. Results will soon be available for review.

ix. The Committee of Students (Justin Rodriguez, Chair)
Nothing to report.

x. The Committee on Elections (Seurette Bazelais, Chair)
Nothing to report.

xi. The Executive Committee (Cristy Bruns, Chair)
Update included in the Chair's report.

xii. Transfer Committee (Andy Kai-chun Chuang and Ana-Lucia Fuentes, Co-Chairs)

Co-Chairperson Andy Kai-chun Chuang described how members of the Transfer Committee gave presentations to all academic departments, educating faculty on the existence and mission of the Committee. The Committee disseminated a survey assessing awareness of the Transfer Committee and eliciting suggestions on how the Committee can be helpful to faculty. So far, 92 surveys have been completed. Results will be reviewed, and the Committee will discuss possible workshops to address the issues articulated in the survey. Co-Chairperson Ana Lucia Fuentes requested that a student Senator join the Transfer Committee to offer insight on student needs. She also expressed concern over the decision relocate two transfer advisors to academic advising without consulting the Transfer Committee. The Transfer Committee is worried that there will be implications for student transfer. Senator Capuano Vela suggested that this may be a good opportunity for increased professional development for all advisors.

b. Ad Hoc Committees

i. Food Insecurity and Community Need Committee (Nicolle Fernandes and Rebekah Johnson, Co-Chairs)

Co-Chairperson Johnson reviewed the decision to change the name of the Committee from the Food Insecurity Committee, citing the need to address other community needs such as housing. Co-sponsored by Student Government, LaGuardia CARES, the Nutrition Program, the Committee successfully ran a monetary food drive with 300 students and staff in attendance. The food drive raised \$5,000 and was looking to raise \$7,5000 by Thanksgiving. The Committee will draft a mission statement and will likely pursue action to become a Senate Standing Committee.

VII. Governance Plan Revision Progress Report

Senator Scamacca relayed that the committee tasked with revising the Governance Plan has been diligently meeting every week. They will continue to review each section of the Governance Plan, bringing questions and concerns to the Executive Committee and Senate as a whole. Chair Bruns suggested that new Senators take a look at the Governance Plan, last revised in 2009, which is available on the Senate website.

VIII. Unfinished Business

None

IX. New Business

Senator Sokolski wanted to follow up on Transfer Committee Co-Chair Fuentes's concern with regard to the reallocation of transfer advisors. Senator Sokolski found the lack of transparency and consultation with the Senate disappointing. Senator Capuano Vela questioned whether the Senate should be consulted with staff-reorganizing efforts as they are relatively common and are done for a variety of reasons. Transfer Committee Co-Chairs Chuang and Fuentes voiced their concern that transfer advising requires specific knowledge including transfer credit review.

Hugo Fernandez informed the meeting that the University Faculty Senate was considering creating a community college standing committee, instead of just a caucus. He added that the issue of class size has been taken up by the union and, as there is language about class size in the CUNY Bylaws, the Senate should be involved with the union on this issue.

Senator Johnson updated the Senate on the hiring committee tasked with finding a new Human Resources Director. The Committee was already charged and hopes to fast track the process, having someone in place by January 2021.

X. Announcements

No new announcements.

XI. Adjournment

A motion to adjourn the meeting was made by Senator Rivas. This was seconded by Senator Johnson. The meeting was adjourned at 4:17pm.

Next Meeting: December 9, 2020