

LaGuardia Community College
Minutes of the Senate Meeting
March 23, 2011

Present: S. Adhikari, C. Baldonado, C. Bolden, J. Cantwell (3:05PM), A. Chisholm (for C. Sanchez-Narvaez), R. Das, F. Egger-Sider, M. Ekiert, D. Escobar, J. Karlen (for Hector Fernandez), Hugo Fernandez, M. Glick, P. Goodson, U. Hidle, R. Kahn, L. Capuano Vella (for R. Levine), P. Villarroel (3:00PM; for A. Madi), M. Majidi-Zolbanin, G. McCormack, L. McShane, S. Mettler, J. Michello (2:45PM), E. Murray, P. Nicolov, A. Okomba, A. Pappas, P. Paramo (3:35PM), E. Rivas, M. Samra, P. Sokolski, L. Teplin, J. Wynn (3:25PM), B. Yearwood, N. Berke (for Y. Zhang), J. Zhu.

Guests: B. Eisenstadt, V. P. Katopes, Prof. G. Tapper

Absent: O. Chen, R. Chowdhury, H. Kuan, M. Qi, G. Walters, M. Wong

Excused: C. Sanchez-Narvaez

***Nota Bene:** For each action summarized in these minutes, the set consisting of those senators who participated in the action forms a subset of those listed as "Present". The specific vote of each senator that participated in an action is contained in the summaries.*

Chairperson Kahn called the meeting to order at 2:35 PM in room E-500.

I. Approval of Minutes for March 9, 2011

By general consent, the Senate approved the draft version of the minutes of the Senate meeting held on March 9, 2011, with minor corrections. All senators listed as present for the meeting participated in this action except Senators Cantwell, Villarroel, Paramo, and Wynn who had not yet arrived.

II. Chairperson's Report

1. Coop: Chairperson Kahn extended invitations to faculty of the Cooperative Education Department, the Liberal Arts Chairs and Vice-President Katopes to the April 6th Senate meeting to have a substantive discussion regarding the direction of Coop at LaGuardia followed by a period of Q & A. This discussion could possibly continue at the April 27th Senate meeting. The proposal to make Coop an option for liberal arts will come up for a vote at the College-wide Curriculum Committee on March 24th.
2. Legislative Trip: Students Senators D. Escobar and C. Sanchez-Narvaez accompanied J. Orengo from External Relations & Advancement to represent LaGuardia Community College in Albany.

III. Curriculum

All of the following curriculum items were approved unanimously by roll call vote except for Senators R. Das and D. Escobar who had stepped out of the room, and Senators Cantwell, Paramo, Villarroel and Wynn who arrived late.

Course Proposal approved at the Dec. 9th Curriculum Committee:

Department of Natural Sciences

Revised Course Proposals:

SCC 202, General Chemistry II

Course Proposals approved at the Feb. 24th Curriculum Committee:

Department of Natural Sciences
SCC 201, General Chemistry I
SCC 205, Introduction to Chemistry

Informational item:

Department of Health Sciences
Experimental Course Proposal: SCX 119, Clinical Practicum II

Chairperson Kahn gave the floor to V. P. Katopes who arrived at that time:

IX. New Business (a)

Personnel & Budget Committee: V. P. Katopes informed the Senate that the policies of the LaGuardia College-wide P & B regarding promotion are out of touch with the rest of CUNY and most of the rest of the academic community. Currently a faculty member in the rank of assistant professor is only required to be in rank for two years to become associate professor and tenure is not required. Promotion from associate to full professor requires two years in rank and the faculty member must be tenured.

The new proposal requires an assistant professor to remain three years in rank before he or she can be promoted to associate professor, effective with faculty hired as of Fall 2011. An associate professor must be two years in rank and must be tenured to be promoted to full professor. The latter applies to all non-tenured faculty.

However, if a faculty member comes up for tenure as an assistant professor, upon award of tenure that person will also be promoted to associate professor.

IV. Tutoring at LaGuardia

After an initial brief presentation on the 14 standards that comprise the Middle States self-evaluation by Prof. Gordon Tapper, Chair of the Middle States Steering Committee, Bert Eisenstadt, Associate Director of the Writing Center, reviewed the situation of tutoring at LaGuardia. He provided a handout comprised of all the tutoring labs at the College. Currently there are labs in Accounting, ESL, Math, Reading, Science, Speech, and Writing. The review mandated by Middle States provided the impetus to analyze what is going on at LaGuardia in terms of tutoring. It was noted that there is no comprehensive listing of tutoring services at LaGuardia anywhere.

Senators asked whether B. Eisenstadt could expand the handout by providing information regarding the source of funding for each of the labs, the number of tutors in each session, the number of peer tutors v. outside tutors.

He explained that each center uses a mix of peer tutors and outside tutors and that peer tutors are salaried and thus considered professionals as well. Peer tutors need to maintain a particular GPA and are required to take a course.

The structure is profoundly different from center to center. In one model, called "floating", students and tutors are not exclusively assigned to each other. Other labs operate by appointment, and yet others on a drop-in basis. The policy is that a tutor will read a paper as long as it is marked by a professor. A lengthy discussion ensued with student senators regarding this latter issue.

V. Mission State Review Committee

Senator C. Baldonado has been appointed as the Senate's rep to the College's new Mission State Review Committee. She wanted to brief the Senate that the Committee has been charged, that the members are busily collecting words from students that resonate with the mission of the College. The next step will be to do the same with faculty and staff.

VI. Ad Hoc Committee on Student Communication

Chairperson Kahn met with the above committee on March 10th. The members who attended include C. Sanchez-Narvaez, A. Madi, S. Lyddon, Director of Marketing and Communication, and L. Capuano-Vella. The goal of this ad hoc committee is to make student information readily available to students. The premise could be: if I have one hour, where can I go?

The types of information that should be readily available are:

List of open computer labs	Workshops	Events on campus	Upcoming deadlines
Tutoring	Office hours	Bursar	

Other desirable features might be: interactive campus map, dictionary of acronyms used on campus, link to list of faculty office hours, daily list of class cancellations.

Sources for displaying such information:

Blackboard	New website	Kiosks
Facebook	Student Information Center (SIC)	

Live@laguardia was discussed – there should be a computer policy on campus requiring students to use their email. Text messaging might be another venue for delivering certain types of information.

VII. Bylaws

Chairperson Kahn would like to introduce two bylaws to the governance plan:

1. To deal with curriculum in the case of a Senate meeting cancellation such as during a snowstorm
2. Division of the responsibilities of the College secretary. It might be time to take away the duties of taking attendance from the person who takes minutes. The Senate Vice-chair might be able to take over some of these responsibilities.

Written proposals will be forwarded in the near future.

VIII. Old Business - None

IX. New Business (b)

Senator E. Rivas announced that the date of commencement for Fall 2011 had to be changed from what it currently is on the academic calendar. The new date is Friday September 23rd and the venue is Avery Fisher Hall. The WaMu Theater at Madison Square Garden is undergoing renovations until 2014.

The Senate Committee of Faculty often meets after the end of the regular Senate meeting. But, due to late starts, the Senate meeting usually ends closer to 4:30PM, making it harder for other committees to meet after that. One suggestion was to start Senate meetings earlier, at 2PM.

Meeting adjourned at 4:20PM.

Respectfully submitted,

Francine Egger-Sider
College Senate, Secretary

Nota Bene: The Senate approved this final version of these minutes during its meeting of April 6, 2011.