

LaGuardia Community College
Minutes for the College Senate Meeting
January 11, 2023
2:15-4:30 pm
E-501 and Zoom

Present and Voting

Cristy Bruns (English), Charlene Bryant (Social Science), Jean Buckley-Lockhart (Counseling), Cindy Busch (Division of Institutional Advancement), Aimeelyn Calandria (Division of Institutional Advancement), Loretta Capuano-Vella (Division of Enrollment Management), J. Elizabeth Clark (At-Large Instructional), Claudette Davis (Natural Sciences), Douglas DiCarlo (At-Large Instructional), Dianne Gordon Conyers (Library), Gentjana Gurraj (Student), Sumanth Inukonda (Humanities), Rochell Isaac (Faculty Council), Rebekah Johnson (ELA), Karamvir Kaur (Division of Administration), Daniel Mann (At-Large Adjunct), Lucie Mingla (At-Large Instructional), Margaret O'Sullivan (Non-Instructional Staff), Anthony Pappas (Alumni Association), Arianna Pena (Student), Maritza Pritsos (Division of Adult & Continuing Education), Luis Restrepo (Division of Student Success), Sabine Rospide (President's Office), Leslie Scamacca (Business and Technology), Suraj Singh (Division of Information Technology), Patricia Sokolski (Division of Academic Affairs), Sandra Sze (MEC), Charis Victory (At-Large Instructional)

Present and Non-Voting

Lara Beaty, Cheri Carr, Rosemay Chaperon, Marta Clark, Maria Cook, Stefania Dinu, Misun Dokko, Koun Eum, Joseph Garcia, Billie Gastic Rosado, Liz Iannotti, Albert Jimenez, Marta Kowalczyk, Evelyn Lowmark, Ian McDermott, Bindu Pillai, Anabel Rivas, Alex Rojas, Derek Stadler, Lilla Töke

I. Call to Order

The meeting was called to order at 2:23pm by Chairperson Cristy Bruns.

Chairperson Bruns clarified that Senators and Alternate Senators attending the meeting in person will count towards quorum. Senators, and Alternate Senators if their Senator is absent, will be able to vote regardless of their attendance modality.

II. Approval of Agenda

Senator Capuano-Vella moved to approve the agenda for the January 11th meeting. This was seconded by Senator Isaac. The Senate unanimously approved the agenda for the January 11, 2023 Senate meeting.

Chairperson Bruns noted that the Executive Committee continues to discuss how to improve the efficiency of the Senate agenda. The January 11th agenda still lists all Senate committees, but committee chairs are encouraged to forgo giving an update if it is not necessary. Non-Senator committee chairs are not required to attend Senate meetings if they do not need to provide an update. They are free to arrive later in the meeting if they wish to provide an update without participating in the rest of the Senate session.

Chairperson Bruns welcomes all suggestions on how to improve the efficiency of Senate meetings.

Chairperson Bruns called attention to the Senate Parliamentarian's Robert's Rules Refresher Series presentation scheduled after committee reports. The presentation will review Robert's Rules guidelines for new business. As a responsibility of Senators is to bring new business to the Senate, the presentation will provide guidance on how to properly do so. The Senate Parliamentarian's Robert's Rules Refresher Series presentations will appear on the Senate website in the near future.

III. Approval of Minutes from the November 30, 2022 Meeting

Chairperson Bruns asked if there were any modifications to the November 30, 2022 minutes. Hearing none, the minutes were approved.

IV. Vote on Curriculum Committee Consent Calendar Items from December 1, 2022 and January 5, 2023

A motion to approve the curriculum committee consent calendar items from December 1, 2022 and January 5, 2023 was made by Senator Capuano-Vella. This was seconded by Senator Busch. **Vote: Aye-28, Nay-0, Abstain-0.** The Curriculum Committee consent calendar items from December 1, 2022 and January 5, 2023 were approved.

V. Invitation of Provost Billie Gastic Rosado to Discuss Advising and the New SIRS Advising

Changes in advisement seek to improve the alignment and coordination between faculty mentoring and professional staff advising. There is a proposal in front of the PRC regarding the transfer of three aspects of advising from Student Services to Academic Affairs: advisement, ASAP, and College Discovery. If the proposal is approved, the college will begin the process of embedding staff advisors in academic departments. This change seeks to establish the academic department as the connective hub for students, offering multifaceted support and resources. Provost Gastic Rosado hopes to implement this change swiftly, with staff advisors starting to work in academic departments in the early spring. The advising working group plans to work over the next three months facilitating this transition and maximizing college resources. Ideally, advisors will be placed with academic departments in which they are comfortable and knowledgeable.

Senator Clark asked how the working group would address the lack of a centralized hub for Liberal Arts majors. Provost Gastic Rosado said that they are aware of this issue, but do not yet have a concrete plan. They plan on making sure these students have a point of contact who is made clear to students and who is physically situated on campus in a way to foster community and communication.

Senator Capuano-Vella expressed concern that if an academic department's individual advisor is not available, student needs may not be met. Provost Gastic Rosado explained that she is speaking with Interim Assistant Dean for Student Affairs Ramón De Los Santos to figure out secondary points of contact for each department in the event that an individual advisor is unavailable. Senator Capuano-Vella also asked how first semester

students fit into the new model. Provost Gastic Rosado clarified that the new model applies to students as soon as they enter the college.

Senator Mann requested that Provost Gastic Rosado clarify how advisors will be situated in academic departments, specifically whether they will have a physical space within the department and defined hours during which they help students. Provost Gastic Rosado replied that department chairs are currently conducting an assessment of the space in their departments to see if they are currently able to accommodate an advisor, or if they need to make changes in order to make space. While space may be scarce, she does not want it to impede the positive impact this advising change can bring.

Senator Sokolski voiced support for department-specific advisors, citing its success in the past. She also questioned how the change would impact the employment classification of academic advisors, raising implications for the Personnel and Budget article revision process. Provost Gastic Rosado clarified that while advisors will be physically located in academic departments, they will not be absorbed by the academic department and will remain a distinctive advising group.

Evelyn Lowmark asked about how the advising shift might impact evening and weekend students. Provost Gastic Rosado explained that they are exploring the use of virtual availability during these times. Advisors have also expressed willingness to be flexible with their work hours.

Student Evaluations

The Spring semester will be the first in which the new SIRS instrument will be used. Qualtrics, a new delivery system, will be used to administer the survey. There will be an awareness campaign to increase response rates, especially for online classes, and reinforce the importance of providing thoughtful responses. Department chairs have been asked to reserve time in an upcoming faculty meeting to discuss the instrument and its implementation. As it is a pilot semester, it is up to the faculty member whether or not to use the data obtained in the Spring for any sort of review.

Senator Capuano-Vella expressed disappointment that evaluations of faculty are not available for students to access. Senator Mann was wary of publicizing student evaluation data, especially with regard to the PSC contract. Provost Gastic Rosado suggested a more robust conversation with faculty, students, and governance bodies may be necessary before making a decision on this issue.

Alternate Senator Kowalczyk wanted to know if faculty and students would be properly educated on the biases commonly uncovered in student evaluations. Provost Gastic Rosado confirmed that faculty drafted materials for this purpose. Once finished, there will be college-wide training/conversation using these materials. It will be recorded and made available for faculty. A shorter version will be made for students to view.

VI. Presentation of Children on Campus Policy by Committee on Campus Affairs Co-Chairs Anthony Pappas and Evelyn Lowmark and Executive Director of Human Resources Marta Clark

Chairperson Bruns explained that the presentation was to provide an understanding of the children on campus policy, and a vote on the policy was not the agenda. Senators should make their constituents aware of the conversation and collect feedback for the February 8th meeting. An updated Senate roster is available on the website to let members of the college community know who their Senator is.

The Committee on Campus Affairs examined the proposed children on campus policy, offering multiple rounds of feedback to Executive Director of Human Resources Marta Clark. The committee took into consideration the needs of faculty, staff, and students as well as concerns with policy implementation. The current draft of the policy was approved by the Committee on Campus Affairs at its last meeting. Marta Clark explained that the children on campus guidelines are important to protect the visiting minor as well as the college.

Senator Sokolski questioned why the current draft of the policy allows for employees to bring children on campus for a brief visit of no more than 45 minutes as opposed to any other amount of time. Marta Clark explained that COVID guidelines limited campus visits to 30 minutes. The 45 minute maximum in the children on campus policy is an effort to make the plan more flexible than the COVID guidelines, while still restricting visits to brief amounts of time.

Senator Mann was concerned about how the stipulation requiring a parent to maintain line of sight supervision may be enforced and questioned if this was necessary to include in the policy. The committee clarified that language of the policy was chosen to ensure that children are not left unsupervised and that children are not left in the care of other employees, resulting in their inconvenience. Senator Johnson mentioned that employees may watch their colleagues' children on campus for brief amounts of time, requesting that this be allowed in the policy. Marta Clark said that while it may happen and is difficult to enforce, this is not appropriate to include in the written policy. Senator Capuano-Vella expressed that asking colleagues for childcare favors, especially when the employee asking for the favor is a superior, may result in undue stress and the policy should protect employees from this potentially exploitative situation. Senator Clark stressed that the language in the policy explicitly bars employees from watching their colleagues' children, making even voluntary agreements between colleagues of equal status prohibited. Suggesting that voluntary agreements may happen and will not be enforced, contradicts the absolute wording of the policy. Senator Clark reiterated that inconsistent enforcement of a policy is problematic. Senator Rospide stressed that while some policies utilize flexible language, the need for absolute language in this type of policy is important to insulate risk. Koun Eum suggested that common sense and enforcement of standard workplace rules could suffice in protecting employees from potentially exploitative situations, making absolute policy language unnecessary. She added that she is less concerned about outlier incidents like the one described by Senator

Capuano-Vella, but more concerned about the college falling back on the extreme language of the policy and abandoning its intention to be flexible.

Evelyn Lowmark questioned whether if those in favor of more flexible language felt that it was necessary order to avoid the punitive consequences of rigidly applying the policy. Senator Clark asserted that she finds the language of the policy to be hostile, and anticipates that because of the language, people will interpret the document as punitive and having no flexibility. Alternate Senator Cook expressed the need to find a balance, allowing for some degree of flexibility while protecting employees from unwanted situations.

Chairperson Bruns requested that Marta Clark provide a comparison between the proposed policy and other CUNY institutions. Marta Clark clarified that some institutions prohibit children on campus while others do not have formalized guidelines.

Cheri Carr requested that the opening sentence in Section 1.01 Employee Guidelines be revised to use less hostile language. Evelyn Lowmark acknowledged that the word “prohibited” may seem strong, but that it was carefully selected for legal reasons. Cheri Carr suggested the following alternative - “In general, LaGuardia Community College is committed to creating and maintaining a welcoming environment for all including for children brought to campus by employees. Employees who bring children to campus are required to observe the following guidelines.” Marta Clark was willing to incorporate some of Cheri Carr’s suggested language, but requested that it appear in an earlier paragraph instead of in Section 1.01. Senator Calandria emphasized that the policy felt unwelcoming. She added that despite listing family-focused college-sponsored events as exemptions to the children on campus prohibition, these events are increasingly rare and their absence may contribute to campus-wide feelings of unwelcomeness towards children. Senator Isaac agreed that the hostility language of the policy will likely elicit strong responses from the college community. Senator Clark added that the severity of the policy’s language will seem especially rigid given that the college currently does not have an enforced policy in place.

Senator Mann moved to create an ad hoc committee to discuss the matter of children on campus. The motion was seconded by Senator Scamacca. Senator Mann explained that an ad hoc committee could provide a more constructive forum for discussing this issue. Senator Rospide suggested that recommendations for revised policy language should be sent to the Committee on Campus Affairs, not a new ad hoc committee. Chairperson Bruns and Committee on Campus Affairs Co-Chair Lowmark clarified that guests are allowed to share their opinions at committee meetings. Senator Scamacca supported the motion, proposing that an ad hoc committee could provide a different perspective and help achieve compromise. Senator Isaac spoke against the motion, noting Marta Clark’s willingness to work with the Committee on Campus Affairs to draft new language for the policy. The motion failed.

Senator Capuano-Vella moved to return the policy to the Committee on Campus Affairs to incorporate feedback for language changes. The motion was seconded by Senator

Clark. Senator Capuano-Vella supported the motion by explaining there are clear ways in which the committee can revise its work. Committee Co-Chair Pappas emphasized the need for feedback before the next Campus Affairs meeting. The motion was approved. Marta Clark requested feedback before January 20th. The Committee on Campus Affairs will schedule another meeting for further discussion.

Senator Sokolski questioned whether Marta Clark's voice or the voice of the Committee on Campus Affairs carried more weight with regard to the language of the policy. Committee Co-Chair Lowmark detailed the efforts of the Committee on Campus Affairs and clarified that it is the committee that approves the policy. Marta Clark described herself as the policy's steward.

VII. Vote on the Creation of an Ad Hoc Senate Review & Assessment Committee

Chairperson Bruns explained that an ad hoc Senate Review & Assessment Committee would continue the work of the Governance Plan Revision Committee, and in accordance with the recommendations of Middle States, develop a more formalized assessment of Senate. Senator Victory moved to create an ad hoc Senate Review & Assessment Committee. This was seconded by Senator Capuano-Vella. The motion was approved unanimously. Chairperson Bruns named Senator Scamacca chair of the committee. Let Chairperson Bruns or Chair Scamacca know if you are interested in joining.

VIII. Recall of Student Senators

Secretary Kehoe sent letters of recall to three Student Senators – Jennifer Moon, Bhupendra Pariyar, and Alexandra Portillo Najera. Student Senator Pariyar responded, stepping down from the position. Senator Pappas moved to officially recall all three Student Senators. This was seconded by Senator O'Sullivan. The motion was approved unanimously.

IX. Election of Student Member to Committee on Committees

Student Senator Pena nominated herself to be the second student on the Committee on Committees. The Senate unanimously approved her for the position.

X. Chair's Report

Chairperson Bruns announced that in order to accommodate the Curriculum Committee, the Senate will need to add a meeting on March 29th in E-500. The Senate calendar on the website will be updated shortly. The Executive Committee will discuss whether to keep or cancel the March 8th meeting and update the Senate body at the February 8th meeting.

Members of the President's cabinet and other college personnel participated in an emergency management training on December 12, 2022, led by CUNY Central and CUNY Law's Office of Environmental, Health, Safety and Risk Management. Please take advantage of other similar opportunities to educate yourself on emergency preparedness.

Chairperson Bruns presented on faculty governance at the Modern Language Association Conference. She reflected on how lucky we are to have a strong union, a solid Governance Plan, and an administration supportive of shared governance.

XI. Presentation of Proposed Change to the Exemption Credit Policy by Academic Standing Committee Chair Lilla Töke

Academic Standing Committee Chair Lilla Töke presented the revised exemption credit policy. The existing policy excludes awarding exemption credits to non-matriculated students. This impacts our Early College High School students who must remain enrolled as non-degree students while they pursue their associate degrees and Modern Language students who are placed into more advanced language classes and pass those courses. The new policy removes the stipulation that exemption credits may only be awarded to matriculated students. Senator Capuano-Vella questioned how this might impact individuals that are amassing college credits to try and qualify for promotional exams that do not require college degrees such as police and firefighter exams. Chair Töke made a motion to vote on the revised exemption credit policy. Chair Töke then moved to table the motion. This was seconded by Buckley Lockhart. Chair Töke will take the policy back to Dean Miller to discuss the issue and make any necessary clarifications.

XII. Presentation of Proposed Change to the Attendance Policy by Academic Standing Committee Chair Lilla Töke

Academic Standing Committee Chair Lilla Töke presented the revised attendance policy. The proposed policy was drafted after consulting Provost Gastic Rosado, Associate Dean Miller, and Interim Associate Dean for Enrollment Baksh-Jarrett, eliciting faculty feedback, and researching attendance policies across CUNY. The goals for revising the existing attendance policy include: (1) to include participation; (2) to make the language of the policy more student facing; (3) to ensure that 100% of faculty are in compliance; (4) to give more flexibility to departments/programs to decide their own attendance policy; (5) to ensure that attendance will not depend on preferences of individual instructors; and (6) to bring the policy in line with other CUNY attendance policies.

Senators questioned how the new policy would impact student requests for attendance records for legal purposes or academic appeals, specifically whether the new policy stipulates that departments/programs create a process by which attendance records are stored. Chair Töke clarified that the proposed policy does not require departments/programs to create a process by which attendance records are stored. She added that despite WebAttendance's ability to store attendance records, only some faculty use it. WebAttendance's low participation rate coupled with the academic appeals process's reliance on material other than attendance records led the Academic Standing Committee to the current text of the proposed policy. Senators also expressed concern about students getting confused with conflicting attendance policies across courses in different departments/programs. Chairperson Bruns moved to table the discussion.

XIII. Committee Reports

a. Standing Committees

- i. Committee on Committees (Charis Victory, Chair)
- ii. Curriculum Committee (Dilrukshan Wijesinghe, Chair)
See above for curriculum approval.
- iii. The Academic Standing Committee (Lilla Töke, Chair)
See above for presentation of proposed exemption credit and attendance policies.
- iv. Committee on Campus Affairs (Evelyn Lowmark and Anthony Pappas, Co-Chairs)
See above for presentation of children on campus policy.
- v. The Committee of Faculty (Dianne Gordon Conyers and Claudette Davis, Co-Chairs)
- vi. The Committee on Professional Development (Deborah McMillan-Coddington and Derek Stadler, Co-Chairs)
- vii. The Budget and Finance Committee (Patricia Sokolski, Chair)
CUNY Central required all colleges to make a 2% budget cut, much of which will come from LaGuardia's adjunct and OTPS budgets.
- viii. The Committee of Staff and Alumni (Cindy Busch and Donniece Davis-Cooper, Co-Chairs)
- ix. The Committee of Students (Gentjana Gurraj and Susan Ranjitkar, Co-Chairs)
- x. The Committee on Elections (Seurette Bazalais, Chair)
- xi. The Executive Committee (Cristy Bruns, Chair)
See above for Chair's rReport.
- xii. Transfer Committee (Alexa Duque and Misun Dokko, Co-Chairs)
The Transfer Committee will welcome UFS Chair John Verzani at its Monday January 23rd meeting. He will discuss the research he has done about transfer across CUNY on behalf of the UFS ad hoc Transfer Committee. The Transfer Committee is also looking for new members.
- xiii. Food Insecurity, Justice, and Community Need Committee (Rebekah Johnson, Chair)

b. Ad Hoc Committees

- i. IT Advisory Committee (Jaime Riccio and Ian McDermott, Co-Chairs)

- ii. History Committee (Loretta Capuano-Vella and Charles Keyes, Co-Chairs)
- iii. Online Learning Committee (J. Elizabeth Clark and Sandra Sze, Co-Chairs)
- iv. Personnel & Budget Article Committee (Patricia Sokolski, Chair)

c. Non-Senate Committees

- i. Advising Council (Jean Buckley Lockhart, Senate Representative)

XIV. Senate Parliamentarian's Robert's Rules Refresher Series

The Senate Parliamentarian's Robert's Rules Refresher Series was postponed due to insufficient time.

XV. Unfinished Business

None.

XVI. New Business

None.

XVII. Announcements

None.

XVIII. Adjournment

A motion to adjourn the meeting was made by Senator Buckley Lockhart. This was seconded by Senator Capuano-Vella. The meeting was adjourned at 4:44pm.

Next Meeting: February 8, 2023