

Meeting Details

Date: Monday, February 24, 2025

Time: 11:30 AM – 12:45 PM

Location: Founder's Auditorium (Bedford Building)

Minutes by Agenda Item

I. Call to Order

The meeting was called order, with a quorum, at 11:42 am with President Patricia Ramsey presiding.

II. Approval of Agenda

A motion was made to approve the agenda, it was seconded by E. Catapane; unanimously approved.

III. Approval of December meeting minutes

A motion to approve the December meeting minutes was seconded and unanimously approved.

IV. The President's Report

The President shared key updates regarding legislative outreach, policy changes, institutional progress, and upcoming projects at the college.

Legislative & Policy Updates

At the AACU meeting in DC, concerns were raised about potential gaps in protections under new Title VI anti-discrimination policies from the U.S. Department of Education. Additionally, shifts in federal funding priorities, including those from the Department of Agriculture, are impacting scholarship allocations for certain institutions.

Notable Campus Events

Last week, Suborno Isaac Bari, a 12-year-old mathematical prodigy and math and physics major at NYU, visited campus to interview the President (at his request). During his visit, he also delivered a lecture in the Mathematics Department colloquium on his recent work in number theory. This event further demonstrates the college's growing reputation and strengthening connections with other New York academic institutions.

Enrollment & Institutional Growth

The President remained optimistic about the college's progress despite national challenges, noting that increased Spring 2025 enrollment signals positive momentum for the institution. Additionally, she emphasized the new student center as a key milestone. With the design finalized and construction back on track, the project will provide modern amenities and enhance campus life.

V. Fifteen to Finish

A. Full-Time Equivalent (FTE) Definition

To be counted as a full-time equivalent (FTE) student, a student must take at least 15 credits. While financial aid considers 12 credits as full-time, institutions are funded based on FTEs.

B. Impact on Students & Institution

- Taking 15+ credits helps students graduate on time, reducing the financial burden and allowing them to enter the workforce or graduate school sooner.
- Institutions receive funding based on FTEs, meaning increased credit loads result in higher financial support from CUNY.

C. Advising & Course Load Considerations

- Advisors should encourage students who work fewer than 20 hours per week to take the maximum load they can handle.
- Faculty and academic leaders should design degree maps strategically to avoid clustering difficult courses together.

D. Challenges & Institutional Strategies

- Medgar Evers College currently operates as a part-time institution, affecting funding and graduation rates.
- Middle States and the U.S. Department of Education require explanations for low FTEs and extended graduation timelines.
- To improve outcomes, clear degree pathways and scheduling structures should be optimized to help students access required courses.

E. Summer & Winter Sessions

- These sessions should primarily be used for students to retake unsuccessful courses rather than as a primary way to accumulate credits.
- These sessions are expected to be self-sustaining financially, but the college currently faces deficits due to low enrollment and unpaid fees.

F. Institutional Accountability & Future Policies

- Regulations like the Gainful Employment Act and Transparency Act hold colleges accountable for student success, emphasizing timely graduation and job placement.
- Increasing FTEs and graduation rates is crucial for institutional support, funding, and reputation.

G. Action Steps

- Consistently promote "15 to Finish" through marketing, advising, and institutional messaging.
- Improve scheduling flexibility to allow students to enroll in needed courses without delays.
- Ensure students are aware of available financial and academic support services to help them succeed in a full-time course load.

VI. Honorary Degree Nominees – Provost Antoinette Coleman**A. Nomination Process & Criteria:**

The new CUNY policy encourages the community to submit nominations for honorary degrees based on established criteria. These degrees should reflect the values and reputation of the college and university. Nominees must have national or international recognition, contributions to higher education, professional achievements, service to the university, or significant philanthropic support. A formal review process ensures nominees meet the requirements before approval.

The following nominees' resolutions are under final review by CUNY.

B. Honorary Degree Nominees

- Nominee 1
 - ✓ Founder and CEO of a business and public affairs strategy firm.
 - ✓ Former Chief Diversity Officer at a major pharmaceutical company, focusing on medical innovation for underrepresented communities.
 - ✓ Served in legislative roles and supported social justice initiatives, including re-establishing a local NAACP chapter.
 - ✓ Recognized for contributions to nonprofit education and advocacy.
 - ✓ Proposed honorary degree: **Doctor of Humane Letters**.
- Nominee 2
 - ✓ Former New York State Assembly member with a 26-year tenure.
 - ✓ Advocated for educational policies and civil rights, including spearheading legislation to elevate the college's status.
 - ✓ Led initiatives to create a law and social justice center and served as a distinguished lecturer.
 - ✓ Highly regarded as a social activist and leader in urban communities.
 - ✓ Proposed honorary degree: **Doctor of Humane Letters**

C. Comments and Clarifications on Procedure:

- Deadline & Process Adjustments
 - ✓ The January 24th deadline was part of procedural requirements, including presidential attestation of proper vetting and governance group presentation.
 - ✓ Moving forward, the process will begin earlier to avoid delays due to semester breaks.
- Nomination & Approval Process
 - ✓ The executive council voted on the nominees before submission.
 - ✓ The honorary degree criteria require nominees to have a connection to CUNY, not just the individual college.
 - ✓ Citations are now required for all nomination resolutions to validate the nominee's contributions and qualifications.
- Nominee Discussion & Confidentiality:
 - ✓ Nominees are not informed of their nomination until approval by the Education Policy Committee.
 - ✓ Public discussion is discouraged to prevent misunderstandings in case of rejection.

VII. Self-Study Update and Retreat -debrief – Dr. Shirley Daniels

A. Overview:

- The self-study retreat was held off-campus at Kingsborough Community College (no cost incurred).
- Provided an opportunity for collaboration across working groups, steering committees, and leadership.
- Helped clarify roles, responsibilities, and timelines.

B. Purpose & Structure:

- Ensured alignment of institutional practices with accreditation standards.
- Focused on data collection, analysis, and actionable improvements.
- Emphasized the importance of meeting the 2026 accreditation deadline.

VIII. Key Sections of the Self-Study Report:

1. **Synopsis & Explanation** – Overview of each standard.
2. **Institutional Analysis** – Critical examination of practices.
3. **Compliance & Continuous Improvement** – Strategies for sustained effectiveness.
4. **Conclusion** – Summarizes key findings and institutional progress.

A. Next Steps & Action Items:

- Working groups to finalize their respective sections with data analysis and recommendations.
- Steering committee to integrate sections into a comprehensive draft.
- Review process will ensure alignment with national accreditation standards.
- Expect continued outreach for data and feedback.

B. Timeline Reminder:

- Spring 2025 is the next major milestone.
- Significant work remains, and active participation is required.

C. President Ramsey's Acknowledgments

- Thanks to Dr. Daniels for leading the process.
- Appreciation to all participants for their contributions.

IX. Summary of General Announcements

- **Requisitions (March 31st Deadline):** Requisitions must be entered, requested, and approved by this date. After April 1st, access to the system will no longer be available.
 - **Commencement & Event Planning:** Requisitions for June events should be submitted now. Payments cannot be processed if requests are not entered into the system in time.
 - **System Access & Training:** Those needing system access must contact the Purchasing Department and complete the required training.
 - **Budget Requests:** If additional funds are needed, reach out to your Vice President—not the Budget Office—as they manage allocated division funds.
- **Strategic Plan & Self-Study:** Administrative processes are a key priority for both the strategic plan and Middle States accreditation, with retention and graduation rates being top concerns.
- **Conference & Student Travel Procedures:**
 - Faculty and staff must follow proper processes for student-related conferences.

- Student travel must be coordinated through the Office of Student Success before submitting requests to Purchasing.
 - Advance planning is necessary, last-minute requests will not be processed.
- **CUNY Compliance & Liability:**
 - Students traveling off-campus must complete SPARC training.
 - The Provost must approve faculty-led student trips, ensuring compliance with CUNY policies.
 - Middle States evaluates adherence to CUNY rules, so all protocols must be followed.
- **Board of Trustees Updates:**
 - A new contract was approved on February 18th without discussion.
 - A preliminary nationwide injunction was issued against key parts of former President Trump's executive orders related to DEI and free speech.
 - CUNY has allocated \$2-3 million for anticipated legal costs related to these issues.
- **Black History Month Events:**
 - An event will take place tomorrow at noon in the AB1 building, EJ Auditorium—faculty, staff, and students are encouraged to attend.

A motion to adjourn was seconded and unanimously approved. The meeting adjourned at 12:46 PM.