

**Meeting Information**

Date: Monday, November 18, 2024

Time: 11:30 AM – 12:45 PM

Location: Founder's Auditorium (Bedford Building)

**Agenda****I. Call to Order**

The meeting was called to order at 11:45 PM with Dr. Edward Catapane presiding.

**II. Approval of Agenda**

A motion to approve the agenda with the change that SVP Clark is not present to present item  
The motion was seconded and carried unanimously.

**III. Approval of October meeting minutes**

A motion to approve the minutes (E. Catapane) was seconded (T. Blackman) and carried  
unanimously.

**IV. The President's Report**

Open discussion on the state of the College, enrollment, class offerings

**V. Approvals by the CUNY Board of Trustees (Provost Coleman)**

The merger of the English Department and World Languages and Culture Department was approved by the CUNY BOT in the summer. The merger was due to the size of WLCD which did not meet the threshold to remain a separate department. The new department is named English and World Languages. The former chair of WLCD will become coordinator of

The changes will be reflected appropriately in the catalogue.

Dr. Zulema Blair has been approved as the interim dean of the School of Business. An active search for the permanent position is ongoing with the goal of completing it by the end of the academic year.

Dr. LaToya Blount has been approved as the Dean of Students.

**VI. Administrative Advisory – Procurement and budget protocols (SVP Clark)**

## **VII. Standing Committee Reports:**

### **A. Committee on Governance**

The Middle States Governance committee has outlined a workflow and issued its assignments.

### **B. Committee on College-wide Curriculum**

The committee is reviewing three proposals currently (English, Business and

### **C. Committee on Administrative Advisory**

They met and selected SVP Clark as chair. Dr. Blair questioned it this should be a faculty member.

### **D. Committee on Student Life**

## **VIII. Announcements -**

### **A. Revised course syllabus template**

The revised syllabus is being edited to add language on Title IV. The final version will be distributed to the Deans and then to the faculty.

There is flexibility for faculty, but some things must be consistent across sections of courses. For example, one main textbook for each course.

It is important to have full compliance in using the new template for Middle States.

The department faculty (full-time, and part-time) must agree on the content of all syllabi. This is not a violation of academic freedom.

### **B. Going for Gold explanation of the program (Dean Castro)**

The main reason for pursuing this grant was to care for the faculty and staff. Susan Hayes (co-chair) gave an overview of the Going for Gold program which focuses on cancer care and prevention and is accredited. The Nursing and Human Resources departments worked together to host the launch event. More programming to come.

A motion to adjourn was seconded and carried unanimously. The meeting was adjourned at 12:40 PM 6