Meeting Minutes of the Governance Council

Wednesday, October 20, 2021; 2:30 – 4:30 pm

Via Zoom

1. **Call to Order, Approval of the Minutes and Election**

Glen Johnson, Chair, called the meeting to order at 2:30 pm, and received approval for the minutes of the September 21, 2021, Governance Council meeting.

Votes on the following proposed bylaw amendments were taken:

1. Admissions Committee Membership (Appendix 1)- a vote was taken on a proposed amendment to Article V, Section 5.1 of the SPH Bylaws to identify both Dr. Lynn Roberts, Associate Dean of Student and Alumni Affairs, and Dr. Meg Krudysz, Director of Admissions, as ex-officio non-voting members of the Admissions Committee. - Vote on the amendment passed and the proposed amendment adapted. The amended language is below.

5.1 - *The Admissions Committee shall be composed of at least one faculty member from each Department, one faculty representative teaching in any of the PhD programs in any concentration, and two administrative staff members, as designated by the Dean, and as described in Article III, Section 7. of the Governance Plan. The Associate Dean for Student Affairs and Alumni Relations and the Director of Admission shall serve on this committee as ex-officio non-voting members.*

1. Committee on Equity and Inclusion Composition and duties (Appendix 2) – a vote was taken on proposed Amendments to Article V, Sections 7.1 and 7.5 of the SPH Bylaws. – Votes on all amendments passed and the proposed amendments adapted. The amended language is below.

7.1 - *The Committee for Equity and Inclusion shall be composed of thirteen diverse members, as follows: five elected faculty (represented by two tenured, two tenure-track and one non-tenure track faculty), five staff members, and two students elected by the general student body during the scheduled elections in the spring.  The Chief Diversity Officer or their designee shall serve as an ex -officio non-voting member.*

7.5 - *The Committee for Equity and Inclusion shall center SPH’s commitment to nurturing a diverse, equitable and inclusive campus climate, and will support and foster representation in leadership and progressive thought and action. The Committee shall collaborate and consult with other standing and ad hoc committees and administrative units of the School, as relevant, to make recommendations and advocate for:*

* *equity and inclusion to be valued and recognized at all levels and sectors of our institution,*
* *foster a culture that promotes equity, diversity and inclusion by acknowledging and responding to the voices of our faculty, staff, and students as well as the community in which we reside,*
* *work diligently to develop thoughtful and innovative approaches to solve complex SPH community issues related to equity and inclusion, and long-term and short-term goals, as set forth in the School’s current strategic plan*

1. Student membership in the Assessment, Budget and Curriculum Committees (Appendix 3)- Proposed Amendment to Article V, Sections 3.1 and 4.1 and 6.1 of the SPH Bylaws. – Votes on the amendments passed and the proposed amendment adapted. The amended language is below.

3.1. *- The Curriculum Committee shall be composed of seven voting members, as follows: one faculty member from each department, one faculty representative teaching in any of the PhD programs in any concentration, one administrative staff member and one student member of Governance Council nominated by the elected student members with final approval by the Dean. The Senior Associate Dean for Academic and Student Affairs and/or their designee shall serve on this committee as ex-officio non-voting members.*

4.1. - *The Assessment Committee shall be composed of seven voting members, as follows: at least one faculty*

*from each Department, one faculty representative teaching in any of the PhD programs in any concentration,*

*one administrative staff member and one student member of the Governance Council nominated by the elected student members with final approval by the Dean. The Senior Associate Dean of Academic and Student Affairs and/or Director of Academic Affairs shall serve on this committee as ex-officio non-voting members.*

6.1. - *The Budget Committee shall be composed of seven voting members, as follows: the Chair of the Governance Council or a member of the Steering and Elections Committee, one faculty member from each department, one administrative staff member and one student member of the Governance Council nominated by the elected student members with final approval by the Dean. The Dean and the Senior Associate Dean for Administration and/or their designee shall serve on this Committee as ex-officio non-voting members.*

1. Election of the slate of 10 nominees to serve as members to the Committee on Equity and Inclusion (Appendix 4) - the members of the Committee, are to be voted on by the entire Council. Vote on the Committee members passed and was adapted.

The Nominees for the Committee for Equity and Inclusion are:

Tenured faculty representatives:                            Andrew Maroko and Levi Waldron

Tenure-track faculty representatives:                    Sasha Fleary and Victoria Ngo

Non tenure-track faculty representative:             Marie Sillice

Staff representatives:                                          Daneen Anderson-Mercer; Himani Sharma; Michelle Finn; Paulo Lellis; and Toya Cox

The CUNY SPH Bylaws, with approved and accepted changes, as of the October 20, 2021, Governance Council

Meeting, can be found [here,](https://sph.cuny.edu/wp-content/uploads/2021/11/CUNY_SPH_ByLaws_FINAL_05.12.21_with_Approved_Tracked_Changes_Accepted_10_20_21_ps-rev_updated.pdf) on the CUNY SPH website.

1. **Dean’s Report**

**Opening Statement**

The Dean, Dr. Ayman El-Mohandes, thanked Dr. Susan Klitzman, Sr. Associate Dean for Administration, and Dr. Ashish Joshi, Sr. Associate Dean for Student and Academic Affairs, and their respective teams, for a smooth fall reopening, given all of the COVID restrictions in place.

We are now preparing for the spring 2022 semester, and as per the Chancellor's guidelines, we are to have seventy percent (70%) of the in-person classes available for the 2019 spring semester available for the spring 2022 semester.

This amounts to thirty (30) in-person courses being offered as determined by the Dr. Joshi and the Department Chairs.

Professor Ilias Kavouras mentioned that the Assessment Committee will assess faculty and students for their input, experience and voice with their returning to school experience.

The Dean continued and stated that one hundred percent (100%) of students returning for the fall semester have been vaccinated, and he is hoping for the similar success for the upcoming spring semester.

The Chancellor is discussing President Biden's declaration mandating vaccines for federal employees. This is not a small matter as SPH has many federal contracts, and SPH would have to enforce these mandates.

The Dean mentioned new successes for our School:

* Navigator project with N.Y.C. - $7 million dollar grant
* CIMH/DOHMH - $2 million dollar grant
* CUNY ISPH - Survey Project; potential $ 4 million dollar grant
* Additional $2 -$3 million dollar grant

Our School budget remains strong, and CUNY is hoping for additional funding and faculty lines for graduate programs as CUNY has developed a Graduate Task Force and is placing greater emphasis on graduate education.

The Dean closed stating that applications and enrollment is still high but might not continue and this will affect future budget outcomes. Despite this possibility, the School is still hiring faculty, and is seeking to hire a Bio Statistician, possibly with a search waiver, to fill the last gap for our faculty body.

1. **GC Committee Matters**

**Admissions Committee**

Admissions Chair, Dr. Ghada Soliman was given the floor. Ghada welcomed new members and approved of the voting that took place earlier granting Lynn and Meg membership as ex-officio non-voting members of the Admissions Committee.

The next meeting for the Admissions Committee is scheduled for October 29th.

The Open House that occurred October 13th was well-attended and thanked all participants, as well as Meg and the Admissions Office, for hosting the successful conference.

Ghada stated that several more Open Houses and Virtual Recruitment and Information sessions for the balance of the year are listed on the School's website, if anyone would like to participate.

Lastly, Ghada provided a review of the Admissions report, with a comparison to last year's report.

**Curriculum Committee**

Curriculum Chair, Dr. Sean Haley was then given the opportunity to speak. Sean stated that he is working on the Instruction Goal for and is seeking to incorporate feedback. The goal was circulated to attendees, for thoughts and recommendations.

The Committee will produce a draft incorporating the feedback that will be introduced at the next Council meeting for a vote.

**Faculty Appointments Committee**

Dr. Christian Grov, Chair, stated he had no report and gladly donated his twenty-five (25) minutes back to all attendees.

**Assessment Committee**

Dr. Ilias Kavouras, Chair, was given the floor, and stated that the Committee remains intact, and would be assessing in-person teaching.

The Committee has a meeting next week, and he would follow-up with faculty and students for feedback.

**IV.**  **Associate Deans' Reports**

**Dr. Michele Kiely, Associate Dean for Research**

Michele informed the audience's faculty members that effort certifications were late and need to be submitted.

Michele also informed faculty that PSC/CUNY seed funds for research seminars were due to her by November 21, 2021, and any grant proposals received less than forty-eight (48) hours before their due date will not be submitted.

Lastly, Michele mentioned the high rate of success for proposals made to CUNY, where the School has a 1-in-3 approval rate.

**Dr. Ashish Joshi, Sr. Associate Dean for Student and Academic Affairs**

Ashish began with mentioning that planning for the spring semester is ongoing, and the School will meet the 70% in-person class schedule requested by the Chancellor.

Provided updates on the 4 + 1 information sessions with Queens and Lehman Colleges, and finalizing a program with Jacobi Medical Center.

Introduced a skills workshop for students, with Part I being offered November 8th and 9th, and December 3rd and 4th. The dates for Part II of the workshop will be announced later.

Lastly, Ashish stated that the workload balances for faculty have been approved and an agreement will be reached with the PSC in the next couple of weeks.

**Dr. Susan Klitzman, Sr. Associate Dean for Business and Administration**

Susan was given the floor and stated she was proud that our School has reported no cases of COVID-19 on our campus, and one-hundred percent (100%) of on-campus students are vaccinated. Susan thanked all involved for keeping our campus safe.

With the global supply chain being slow, Susan reminded all attendees to order needed items as soon as possible as it can take up to six (6) months to receive goods.

Susan also said she would like to hear all staff and faculty’s classroom and office experiences during the COVID pandemic, whether good or bad, so improvements can be made going forward.

Susan than turned the floor over to Mohit Ahora, our Director of Technology, to inform us that it is CUNY National Cybersecurity Month. Mohit shared tips to stay safe online, including; avoiding “phishing” attacks, do not to reuse passwords and how to keep safe with email usage.

1. **Other Business**

**National Center for Faculty Development and Diversity**

Sahana Gupta, our Chief Diversity Officer, presented on behalf of Professor Karen Florez, as she was unavailable.

Sahana presented SPH’s new annual membership with the National Center for Faculty Development and Diversity (NCFDD), an organization that provides peer support and mentoring between senior and junior faculty members.

Membership began in August 2021, and will end in August 2022. An email will be sent to faculty for the SPH Communication Department.

Unlimited users can utilize its resources and take part in weekly webinars, core curriculum, grant funding and writing sciences.

Monthly data usage will be received and tracked as part of Strategic Initiative 5B/Professional Development. Presentations will be provided to all Departments to support usage, and feedback will be gathered to provide data to judge the program’s effectiveness.

If you have any questions regarding the membership, please reach out to Sahana, Karen Florez when she returns to work.

**CHSS two-semester group-based combined fieldwork/Capstone**

Professor Meredith Manze provided an outline for the two-semester group-based combination of both fieldwork and Capstone.

The revised curriculum takes place over two (2) semesters, integrating six (6) credits of learning experience, in lieu of traditional fieldwork and Capstone. Students work a minimum of one-hundred eighty (180) hours over two (2) semesters on their project, with the opportunity for independent work, with two (2) deliverables over the course of each semester.

Some Challenges incurred:

* Extra faculty time
* Group issues are heightened because the students are working over the course of a year
* Requires an instructor with detail oriented administrative skills
* Students do not choose their own placements

Benefits realized:

* Eliminates burden placed on students to find their own placement
* More acquired skills from fieldwork completed over the course of one year
* More control over student fieldwork experience
* Provides opportunities for doctoral students not interested in teaching

Meredith closed her presentation commenting that the new curriculum has received excellent course ratings from students and they enjoy it.

**VI. Adjournment**

There being no further business, Chair of the Governance Committee, Glen Johnson Adjourned the meeting at 4:20 p.m.

Minutes respectfully submitted by Arthur McHugh.