Meeting Minutes of the Governance Council

Wednesday, February 15, 2022; 1:30 pm – 3:30 pm; Room 708, Auditorium

Interim Chair: Glen Johnson

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

Glen Johnson, Governance Council Chair, called the meeting to order at 1:35 P.M.

In opening, Glen thanked Brian for being the Interim Chari in his absence, and made motion to accept the minutes of the November 16, 2022, Governance Council Meeting. The minutes were accepted, and the Dean took the floor.

1. **Dean’s Report**

The Dean welcomed Glen back and thanked Brian for his service as Interim Chair in Glen’s absence.

The Dean also introduced new roles assumed by our staff, and welcomed new staff to SPH:

* Betsy Eastwood as Interim Chair of HPAM,
* Emma Tsui, as Interim Chair of CHASS,
* Jennifer Keane, Assistant Dean for Administration
* Jeffrey Lazarus, Professor of Global Health who started at SPH this January
* Josephine DiMaggio, Academic Program Specialist for EOGHS and EPI
* Maya Lloyd, Student Career Program Manager
* James Warren, Student Life Coordinator
* Roxanne Towler, Alumni and Workforce Relations Director
* Jeffrey Rene, Helpdesk Technician
* John Chan, Helpdesk Technician

The Dean also made mention that the search for the Sr. Associate Dean of Academic and Student Affairs has concluded, and the finalist, Dr. Theresa McGovern, will start with SPH July 17, 2023.

The Dean thanked the Search Committee for their hard work and selection, and stated the Elizabeth Kelvin is chairing a search for four (4) Assistant Professor faculty lines that are jointly funded by CUNY and SPH. We hope to hire these new faculty members this year. The Dean also stated an ongoing need for faculty in especially in EPI/Biostatistics, Nutrition and Informatics.

Discussing the budget for the current semester and the next fiscal year, the Dean reported that CUNY’s is suffering from overall enrollment declines across the board, with community colleges and four-year schools experiencing the worst declines.

Country-wide graduate programs are experiencing enrollment declines of three percent (3%) to five percent (5%). New admissions are down as well, along with declines in applications.

CUNY has asked SPH to cut our budget by two percent (2%) or $325k from this years’ budget, with another five and one-half percent (5.5%), or $800k, being cut from our budget next year.

Schools in greater financial trouble were told to decrease their budgets by up to seven percent (7%)

RF funding and expense reduction will help us to meet these financials goals. The Budget Committee will work with SPH Management to incur these savings.

The Vacancy Review Board (VRB) has been reinstated and their approval is needed for all new hires and personnel action salary increases.

Moving onto student enrollment, the Dean mentioned that he was concerned about the drop-in spring enrollments, from eighty-five (85) last year to seventy-four (74) students enrolling for the spring 2023 semester. Overall spring enrollment is at 855 students v. 904 in Spring 2022, representing about a 5% drop.

To increase enrollment, we are relying on Brian, who is helping to enhance our “4 + 1” programs, as well as our ongoing partnerships with the National Taiwan University and the University of Alcala, Spain.

In order to improve masters’ enrollments for the fall, a group of us have been meeting (Lynn, Meg, Sergio, Susan, Molly, Robyn, Doris) to plan a scholarship strategy for Fall ’24 which includes:

* + The Dean’s 9th ledger assuming responsibility for the existing doctoral scholarships for 2024 (about $288,000) and the suspension of new doctoral scholarships to new applicants this year, also;
  + An infusion of funds from the RF 9th ledger ($300,000) and the Foundation ($150-100,000) for new master’s scholarships. For a total of new scholarship money in the amount of $450,000.

The Dean is hoping that the infusion of money being granted to students as scholarships will drive enrollment in masters’ programs.

The Dean took this opportunity to remind Department to conserve funds as restrictions are in place, and asked both Meg and Sergio to communicate the scholarship program to our students.

Continuing his report, the Dean cited that SPH “…is that we are having another great year on the research side of the house….”, with SPH being the third most productive research school in CUNY, behind C.C.N.Y. and Hunter.

SPH will have two (2) tiers of scholarships for students; students with a GPA over 3.5 at 12 (6/6) credits, and those students with a GPA of 3.3 to 3.49 at 9 credits (6/3) will be given.

To increase enrollment, we hope Brian, with the “4 + 1” programs and Admissions can attract high-level, high-performing students.

May 30, 2023, at 2:00 pm, is the scheduled date for Commencement. Honors and and Keynote speaker will be given to Dr. Peter Jay Hotez, pending formal Board approval, and the Champion Award will be awarded to Former Assemblyman Richard N. Gottfried. More details concerning Commencement will be shared as the planning proceeds.

The Eighth (8th) floor is progressing nicely and our staff are enjoying the newly renovated space.

Lastly, our Annual Report was just published, with emails and copies being sent out. Thanks to our Communications Team Sumana, Ariana and Sergio, for all of their hard work on this year’s report.

With this statement, the Dean concluded his report to the Governance Council.

1. **GC Committee Matters**

**Admissions Committee**

Admissions Committee Chair, Dr. Ghada Soliman (EOGHS) was given the floor.

Ghada opened the Admissions Committee session introducing the Committee members:

Spring Cooper (CHSS) Bruce Lee (HPAM)

Zach Shahn (EPI) Matt Paczkowski (Academic Affairs)

Craig Willingham (UFPI) Ghada Soliman (EOGHS, and Chair of the Admissions Committee)

Meg Krudysz (Dir., Admissions) Lynn Roberts (Dean, Student Affairs and Alumni Relations)

Ghada continued, asking all Departments to review student applications that have been sent to them. The deadline MPH and MS applications is March 1, 2023, but applications will be accepted after that date.

Ghada mentioned that a successful virtual open-house was held February 8, 2023, with one hundred and twenty- seven (127) prospective applicants attending; and another open-house would be happening in-person, from 6 pm to 8 pm, this evening.

The last week in March, the Admissions Office is planning an event for admitted students, and Department-specific events for admitted students will also take place.

Referring to the Current Admissions Data Chart, Ghada reviewed the numbers of applications ready for review and provided a breakdown of MPH and MS admissions from 2018 to present.

In closing, Ghada provided a listing of all events planned by the Admissions Department, through the end of March.

**Curriculum Committee**

Ms. Robyn Gertner Doyno, Director of Academic Affairs, was given the floor.

Robyn opened the Curriculum Committee’s session stating that the Curriculum Committee has been busy revisiting core curriculum because its been four (4) years since the new curriculum was introduced.

This is being done to insure students are prepared for their concentration coursework and capstone projects. This is also being done in preparation for our CEPH (Council on Education for Public Health) accreditation.

Robyn explained the process for re-evaluating the curriculum and matched that with the one-year and five-year alumni survey, trying to determine where improvements could be made.

Next steps include breaking faculty into inter-disciplinary teams to discuss content, develop updated syllabi with content adjustments and ensure CEPH compliance by May 1, 2023, with implementation by fall 2023.

Robyn went on to discuss the upcoming CEPH accreditation, its requirements and discussed that being accredited by CEPH allows for increased student opportunity and lends legitimacy to SPH as a public health institution.

A timeline for the CEPH accreditation process was presented, retroactive from Spring 2021, to October 23, 2024, when the site visit will take place.

In preparation, faculty were asked to provide samples of student work and to update their Digital Measures/Watermark profiles.

Robyn closed the session answering Glen’s question regarding the Strategic Initiative, stating that the initiative is fully aligned with the CEPH accreditation process.

**Appointments, Promotions and Tenure (A.P.T.) Committee.**

Interim A.P.T. Chair, Dr. Ilias Kavouras (EOGHS) was given the floor.

Ilias opened the A.P.T. session with a presentation discussing upcoming dates/deadlines for faculty to apply for fellowship leave, to review new faculty for their first-year appointments, and for faculty to prepare if applying for promotion and tenure.

Faculty were instructed to work with their respective Department Chairs to provide the documents and items needed.

Ilias also added that annual reviews are due by the end of April, and Department Chairs will schedule appointments with their faculty to do their annual reviews, and all faculty should update your CVs to your Watermark accounts for ease of processing.

Ilias moved the topic of conversation to the COACHE Faculty Satisfaction survey.

CUNY began administering the survey on Monday. When received, please complete. When the last COACHE was administered, in 2019, SPH had among the highest participation rates in CUNY, fifty-percent (50%).

The goal this year is for higher participation as this survey triggers better outcomes. The mentoring plan, and advanced research initiatives are results of the survey. Ilias stated “It is making an impact, so please complete the survey.”

Ilias gave the website/link to the report so faculty could research the positive outcomes achieved from taking the survey.

Ilias announced that if there were any privacy concerns, the data is governed by IRB protocols and information is accessed in aggregates of five (5). This increases the importance for all faculty to take the survey for better results, and for your “…voice to be heard.”

The survey runs through April 7, 2023, so please take the survey. Once completed, you will not receive any additional emails to take the survey.

With this comment, Ilias closed the session.

**Assessment Committee**

Assessment Committee Chair, Dr. Sheng Li (EPI/BIO) was given the floor.

Sheng opened the Assessment Committee’s session by introducing the Committee’s eight (8) members what they’ve done for the past two (2) months.

The members of the Assessment Committee are:

Nevin Cohen (HPAM, Dir. CUNY Urban Food Policy Institute) Sheng Li (EPI/BIO and Chair of the Assessment Committee)

Scott Ratzan (CHSS) Andrew Maroko (EOGHS)

Robyn Gertner (Dir, Academic Affairs) Alexis Feinberg (Academic Affairs)

Ingrid Kalemi (Academic Affairs) Amena El-Harakeh (CUNY SPH Graduate Student)

Two (2) meetings were held in the last three (3) months, one in December and the other earlier this month.

The first meeting was a review during the pandemic and we received a low response rate from students, when compared to prior to the pandemic or the early stages of the pandemic.

Possible reasons were thought to be redundant information, fatigue, or the way students were contacted.

The Committee will try other avenues to increase student response rate.

The Assessment Committee also reviewed the SPaR (Sponsored Programs and Research) Department. The review was not completed, so this will continue into next month.

Lastly a comparison was done between one-year and five-year alumni surveys. Overall, our programs are highly evaluated and considered very valuable to our graduates. Eighty percent (80%) of our graduate’s state that our programs prepared them for work in their current positions, and ninety-four percent (94%) would recommend SPH to future candidates.

With this, Sheng closed the Assessment Committee’s session.

**Budget Committee**

Glen stated the there would be no Budget Committee presentation at today’s meeting.

Glen also mentioned that although the Committee on Equity and Inclusion (C.E.I.) was not presenting at today’s meeting, the C.E.I. Committee provided a link at the bottom of the agenda for the SPH Community to provide suggestions and recommendations for creating an equitable and inclusive environment

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

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

Susan took the floor and opened her session with ongoing CUNY COVID regulations.

As immunity increases the city and country are loosening COVID restrictions. For CUNY, this means that vaccinations requirements are still in effect for this semester, and the University will continue random testing at a reduced five percent (5%) rate of the population. If you are called, you will get an email with instructions to get tested with ten (10) days.

You will not be allowed on campus if you fail to get random tested. You should only be called to test once this semester.

The University has also loosened the policy on guests or visitors visiting campuses. Guests or visitors are no longer required to show proof of vaccination or a negative COVID test, but we are still requesting that anyone to host a guest or visitor complete the “Request to Host a Visitor” form, found on our website, so Public Safety is aware the person is coming.

A picture I.D. is still required, and please inform your guest or visitor that they should not come to campus if he/she is feeling sick.

We will continue to provide masks at the Public Safety desks or in pantries. We are not permitted to require masking but it is encouraged.

We are also opening the campus up again for events/meetings, without distancing requirements. Please contact Facilities if you are planning to have an event.

The University has also loosened it requirement on physical distancing. SPH is trying to maintain at least three-feet (3’) of distancing.

In the event that we do have a COVID case on campus, we do notify anyone on campus who had contact with the person who tested positive to monitor their symptoms and test themselves.

Susan answered questions from staff:

* Yes, we can revert to “old class times” for the fall semester it that is the preference of most people.
* Opening on Fridays is a staffing issue, and we are short on Public Safety and Facilities staff. With continued low campus utilization on Fridays, we will remain closed. If that changes we can make accommodations.
* Susan answered a question on the new Assistant Dean Jennifer Keane’s, position; stating that Jennifer was hired to help various administrative items within our school.

Susan then turned to floor over to Mohit Arora, the Director of Technology to give recent I.T. updates.

Mohit mentioned that that our old email system that we were using through last year is be decommissioned. You should audit your email accounts to ensure everything migrated over.

If you are missing any content, or need to back-up your systems, contact me and we can get that done.

Mohit welcomed the two (2) new members of the I.T. team, and mentioned that we are working to hiring one (1) more member to the I.T. team.

We are continuing to work through our backlog, but if there is anything you need addressed, please reach out to me.

I.T. is in the middle of procurement and we are working to procure more computers and software.

Mohit closed the session telling all to reach out to him if you have any I.T. issues.

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

Michele took the floor and began her session asking faculty to charge and certify their effort to their sponsored projects. As of right now, you can certify your effort through fall of 2022.

Michele also mentioned that whenever you have an activity that includes foreign partners, you need it to have an export control review. We have not had an issue but staff has been lax completing the form. If you need the form, please let me know.

Effective the end of January, the National Institute of Health (N.I.H.) will have a new data management and sharing plan. The information is located on their website, if you cannot find it, let me know and I can send you the link.

Ayman has mentioned that the VRB has been reinstated. This also applies to RF (Research Foundation) hires. Anyone wanting to hire from a ninth (9th), seventh (7th) or fifth (5th) ledger account is also subject to VRB approval. Please make sure when hiring someone to allow enough time to go through the VRB process.

Michelle thanked everyone, and closed her session.

**Dr. Lynn Roberts, Associate Dean of Student Affairs and Alumni Relations**

Lynn took the floor and began her session introducing her two (2) new staff members, James Warren, our Student Life Coordinator, and Roxanne Towler, our first time Director of Alumni Relations and Workforce Development.

Almost fully staffed, Lynn expressed her happiness at having a full Student Affairs and Alumni Relations team.

Lynn discussed CUNY Reconnect, a CUNY-wide initiative extensive outreach program to attract students who stopped attending. As a team, one hundred sixty-four (164) students were identified as being in good standing.

Twenty-one (21) of the students we were able to reach have re-enrolled for the spring semester. We are excited to get them back and we are pleased with their re-enrollment as these were students who were far along. Many just need to complete capstone or fieldwork to get their degree. We will continue this effort throughout the fall.

Upcoming events include Student Wellness Week in April, as well as disability awareness month, through the leadership of Sherry Adams and Sara Ingram. Some activities overlap and will receive support from the Graduate Student Government Association (GSGA).

The GSGA is also planning several event and James and I will work to support their efforts.

There are also some vacancies on the GSGA and I will be reaching out to different Department hoping for assistance in recruiting replacements for this semester. Positions come with a small stipend.

We are also gearing up for elections in April.

Commencement is planned for May 30, 2023, the Tuesday after the Memorial Day weekend.

With this Lynn closed her session, and Glen moved the meeting forward to “Other Business”.

**V. Other Business**

**Arthur McHugh, Director, Human Resources – SPH Professional Learning and Development Program**

Arthur took the floor and began to discuss the upcoming implementation of SPH’s Professional Development Plan.

Sharing the results from the Professional Development Survey, Arthur explained that the statistics garnered from the survey will be used to base the implementation of SPH’s Professional Learning and Development Plan.

Using this information, we will be able to touch on each of the concerns that our community has brought to us concerning professional learning and development.

* For faculty, there was a variety of CUNY software, including CUNYFirst, Blackboard, Zoom and statistical software packages that they've learned and used in the workplace for staff, project management, grantsmanship and relevant data analysis packages.
* For Staff, there's been CUNYFirst, MailChimp, SharePoint, Digital Measures and Microsoft Office, with an emphasis on Excel, team management, software packages related to work.
* For RF staff project-related software for data processing such as Ball Tracks, SharePoint, grant submission protocols, including IRB, statistical software packages, project management and team management skills.

Plans are to develop a self-paced community learning program using LinkedIn Learning, available as a free resource with NYC Library membership; work with faculty and I.T. to provide training on subject matter they are familiar with; work with Managers and Supervisors to develop specific learning and programs for technical and soft-skills; and develop mechanisms for SPH to be a continuing education provider for qualified attendees at SPH events.

After answering questions regarding library membership, and LinkedIn Learning, Arthur closed his session.

**Dr. Karen Florez, (EOGHS) – Faculty Mentoring Program**

Karen took the floor and formally introduced the Faculty Mentoring Program and SPH.

Karen detailed the motivations for the plan, mentioning the Strategic Plan, the COACHE faculty surveys and aligns with best practices as mentorship has shown to be predictive of productivity and excellence for faculty.

The features and model of the Mentoring Plan was presented, stressing flexibility and engagement for faculty who want to participate.

Welcoming feedback, Karen presented next steps and asked that anyone with questions communicate feedback to Marilyn Auerbach.

**Dr. Glen Johnson (EOGHS and Governance Council Chair) – The Japan Society for Promotion of Science**

Glen took this time to share this with the RF members of the Governance Council.

Highlighting his experience last semester as a visiting Research Fellow through the Japan Society for Promotion of Science, Glen said he would be willing to help anyone thinking of applying.

This started three (3) years ago with a meeting at the RF, which turned out to be a collaboration between the Japan Society for Promotion of Science and CUNY, with an emphasis on SPH.

Glen said “It's something that I highly encourage for any of you who are eligible, whether faculty coming up for sabbatical or something you’d like to do in the summer.

He mentioned that Post-Doc and Pre-Doc fellowships are also available.

Glen shared a brochure providing more details for anyone interested, and answered all questions posed.

**VI. Adjournment**

At this point the meeting was adjourned at 3:26 pm.

Minutes respectfully submitted by Arthur McHugh.