Meeting Minutes of the Governance Council

Wednesday, October 19, 2022; 1:00 pm – 3:00 pm; Room 708, Auditorium

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

Brian Pavilonis, Interim Governance Council Chair, called the meeting to order at 1:10 P.M., and thanks all attendees for showing up for todays’ meeting, as there are several items on the agenda that require a quorum being present.

Due to several questions regarding prior voting methods, Brian announced that changes were being made to two (2) voting methods:

* All votes are not confidential; the only exception would be votes concerning personnel matters, such as the Appointments, Promotion and Tenure (A.P.T.) Committee meeting on tenure and promotion. All attending voting members will vote on the supplied voting forms.
* Eligible voters for each issue are clarified on the last page of todays’ agenda.
* Virtual votes will be tallied and added to in-person votes. All votes will be presented at the next meeting when tallied.

The minutes from the last Governance Council Meeting, held September 7, 2022, were put forth for a vote. It was pointed out the Renee Goodwin submit corrections to these minutes, and those amendments would be considered, and the vote on the September 7, 2022, minutes would be tabled until the next Governance Council meeting, because we needed to see the changes being requested.

Renee Goodwin questioned the procedure being followed in accordance with “Robert’s Rules of Order”, and mentioned that she noted several inconsistencies, and asked for clarification. A motion was made to discuss and Robert’s Rules were read for interpretation. The Parliamentarian, Mary (Catherine) Schooling, agreed with the interpretation and how Robert’s Rules were being utilized for our Governance Council meetings.

Luisa Borrell asked for clarification of the need for in-person meetings. Brian referred to the state ruling requiring in-person meetings going forward, stating votes can be taken virtually, but an “in-person” quorum is needed for voting measures to pass.

Dean El-Mohandes further clarified that there were two (2) issues at hand; (1) what constitutes an “official” meeting, and (2) can you vote virtually.

For #2, (virtual voting) to take place, #1 an official meeting, with an in-person quorum, must be present. Thirty (30) in-person attendees must be present. The Dean also added that faculty on Fellowship Leave can participate remotely, or not at all.

Susan Kltizman also clarified that for SPH, the Governor’s ruling for in-person meetings only applies to the Governance Council Meeting.

Brian moved the meeting forward to the upcoming vote regarding school-wide A.P.T. members’ ability to serve on the school-wide A.P.T. Committee while on sabbatical. Attendees present voted on paper ballots, with those attending virtually voting virtually, with I.T. tallying all votes.

Levi Waldron asked if the default would be that faculty on fellowship leave will continue on the A.P.T. Committee, unless they opt out.

Diana Romero asked “Opt out or opt in…?”

Christian Grov mentioned the “opt out: or “opt in” verbiage was the same.

The vote was taken, with results to be given at the next Governance Council Meeting.

1. **Dean’s Report**

The Dean, Dr. Ayman El-Mohandes, was given the floor for his report to the School.

SPARC Announcement

Dean El-Mohandes began with CUNY’s new announcement for the SPARC (Science Park and Research Campus) campus at Kips Bay, to occupy the former Hunter Brookdale campus, located on the lower East Side.

The new 1.5 million square foot campus is a big-step forward for our School, with 100,000 square feet being allotted for our new campus. This new space will allow for two (2) components, (research facilities and the ability to hire more faculty), that will strengthen our School considerably.

The new site will include a variety of organizations: Bellevue Hospital will have a presence, and there will be a high school with students geared towards careers in health care.

The expectation is that the CUNY component will take precedence at the site which will include Hunter College, B.M.C.C., and SPH, with an under-graduate program becoming part of the expansion.

It will be a state-of-the art facility. It is unclear if student and faculty housing will be present yet.

Had our School not been a success, with proven value, this would not have happened.

Our commitment to Harlem will not end and a statement will be provided soon. We do not yet have a timeline for following steps, but I hope this will happen during my tenure as Dean.

Fall Reopening and COVID

Questions to what COVID will bring and what CUNY’s policies will be still remain. The months to come will dictate plans for the spring semester. We will continue to monitor what is happening and I will communicate changes in policies to all. The Dean wished a safe semester to all…

The eighth floor renovation has been completed. The conference room is state-of-the art, and Susan and Louie have been working to make it available and functional.

The search for the Senior Associate Dean of Academic and Student Affairs is continuing. Second round interviews are being scheduled. We expect 4-5 in person interviews and hope to have the new person hired and on board by the end of the academic year, if not sooner.

Lower admissions are being seen all over. Graduate programs seem lesser affected. We need to emphasize programs that will benefit our School.

* Collaborations with the University of Alcala in Spain is a new venture that should bring us our first batch of students in the spring semester.
* I travelled to Bangladesh with Jose Arrango-Florez, and we are in the final stage of establishing a population informatics hub.

Budget Updates

The Budget Committee is in the process of meeting and working on the clarity of its role in the Budget process.

Lastly, the spring 2023-Self-Study document for our Strategic Plan is instrumental is on-track for implementing most of our strategic goals.

In closing the Dean said, “Thank you for allowing me to take time to discuss the good news…” and then returned the floor to Brian.

1. **GC Committee Matters**

**Admissions Committee**

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

As continuing Chair of the Admissions Committee, Ghada presented the Admissions Committee members for the 2022 – 2023 year, (Faculty Members - Spring Cooper, Bruce Lee, Zach Shahn, Matt Paczkowski and Craig Willingham; Permanent Members Lynn Roberts and Meg Krudysz), and stated that their last meeting was held Friday, October 14, 2022, to get feedback.

Ghada requested that all faculty reviewing application review them in a timely manner, as the review cycle ends in December.

Meg shared her updated admissions information.

A school-wide “Open House” was held Wednesday, October 12, 2022, and Ghada thanked all who participated, as we are trying to recruit as many new students as possible. All school programs are currently being advertised through social media, on Facebook, Instagram and LinkedIn.

Ghada closed her session providing dates to all Open House/Information Session that are scheduled through December 7, 2022, and thanked all for participating in her presentation.

**Curriculum Committee**

Curriculum Committee Chair, Dr. Mary (Catherine) Schooling was given the floor.

Brian introduced Mary and stated that there were three (3) votes to consider, and Mary will go thru each motion.

The following items were introduced to the Council by Mary:

• Vote on conversion of System Dynamics Modeling for Public Health Research and Action (HPAM 695) to a permanent course (Appendix 2)

• Vote on conversion of System Dynamics Modeling for Public Health Research and Action (HPAM 895) to a permanent course (Appendix 3)

• Vote to approve offering the existing public health certificate in an in-person/hybrid mode (Appendix 4)

Prior to the vote on each item taking place, Heidi Jones asked how these courses would be advertised. As on-line, hybrid or in-person classes?

Mary answered that we could open another section should more students wish to enroll, and Robyn Gertner, Executive Director of Academic Strategy and Operations, mentioned that there was a small amount of students taking these course and there would be no impact to course scheduling.

Time was allotted for in-person and virtual voting on the presented items. Voting tallies will be presented at out next meeting.

With this, the Curriculum Committee’s session closed.

**Assessment Committee**

Newly elected Assessment Committee Chair, Dr. Sheng Li, was given the floor.

Sheng mentioned that there was a restructuring in the Assessment Committee, with eight (8) faculty members comprising the Committee.

At their meeting last Monday. The Assessment Committee determined five (5) priorities for the coming year.

1. Assessment Review Process - a two (2) year process to communicate how data is collected, analyzed and how conclusions are reached.
2. Identify and implement new data approach. The process will be smartphone based. There are some limitations that may be based on poor response rates; all data will be imparted in the future.
3. Review new and existing data.
4. Continue dialogue and communication with students
5. Ilias Kavouras, previous Assessment Committee Chair, will support Sheng with the COACHE Project, to address and identify new resources for our School.

Sheng Li closed his session welcoming any input or suggestions for new/additional ideas.

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

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

Susan took the floor and began her session mentioning the improved audio and visual capacity in the auditorium and the classrooms, and thanked the I.T. Department for their work getting the improvements done. Susan welcomed feedback on the improvements from the Committee.

The eighth (8th) floor is almost finished, with just a few finishing touches that need to be completed. All are welcome to go and look at the renovations.

We are now tracking COVID variants. To keep our campus safe and transmission free, anyone visiting our campus must either (1) present proof of vaccination, of (2) provide a PCR COVID test, taken within seven (7) days of visiting the campus. Please stay home if you are sick, and contact Campus Facilities if you would to hold an on-campus in-person meeting to arrange for space.

Susan then turned to floor over to Mohit to discuss recent developments regarding I.T. CUNY-wide.

Mohit discussed the following items:

* The email transition to Microsoft is now complete as three-hundred and fifty (350) accounts were moved, along with eighty-seven (87) stored mailboxes.
* The SPH HelpDesk is extremely short-staffed and we need your patience going forward. The most common issues we are having regard the email transition from Outlook to Microsoft; and several problem with email names and accessibility.
* You can book appointments with I.T. with a Q.R. code.

Michele Kiely, Associate Dean for Research, mentioned that she sent out an emailed request for software needs. A form was attached to the email. Please fill it out and return it to Mohit to facilitate processing.

Diana added that with the new email system, affiliated faculty will need to become Persons-of-Interest (POIs) in CUNYFirst and need a social security number. These affiliate faculty, especially form foreign countries, may not have a social security number. How can we accomplish this? Mohit responded that we can relax the policy of needing an email address to access some software, but this won’t work for everything, especially if it is CUNY-provided.

Diana also asked about allotting more time regarding scheduling changes, especially regarding electronic library access.

Mohit responded that CUNY’s updates have affected the library system. Library access expires at the end of each semester. If a student is having a problem with library access, places have them contact the HelpDesk for assistance.

With this, Susan surrendered the floor.

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

Michele opened her session discussing that the PSC-CUNY is open for grant proposals. All proposals are needed by December 1, 2022. If you have any questions, please let her know.

Michele also reminded faculty that sufficient time is needed to review proposals and allow for any potential problems. If you have any questions, please let her know.

Michelle then went into her presentation, “SPaR Response to 2022 Faculty Survey”. The presentation is response-based to the survey given to faculty in 2022, asking what better SPaR could do the assist them better.

The presentation discussed the following steps to be taken for grant submissions:

* Pre-Award – “Beginning of the grant Cycle
  + Searching for funding
    - Pivot
    - Grant Forward
    - SPaR Pilot – four (4) months long, starting October
    - October 26 webinar w/Russell Sage and William T. Grant Foundations
  + Developing Proposals
    - Starts with transmittal form
    - Assignment based on proposal complexity and SPaR teams workload
      * Search for funding
      * Proposal Development
      * Application Submission
* Post Award
  + - Human Resources
    - Procurement
    - Overall grants management
  + Principle Investigator (P.I.) Responsibilities
    - Obtain and update IRB approvals.
    - Supervise all other faculty and staff working on the project and ensure accurate time-keeping
    - Certify the effort of all faculty members involved.
    - Ensure appropriate spending of funds.
    - Ensure timely submission of all project reports and deliverables.
    - Meet any other relevant grant requirements.

Requests in the survey that are not SPaR’s responsibility include (1) course buy-outs; (2) Packaging and disseminating research; (3) development of support documents.

Michele also reminded faculty that grant writing courses are available on the CUNY Website; and the Research Foundation (RF) has the APPS programs.

Mustafa Hussein mentioned to Michele that the links to the upcoming webinar do not work and Michele told the Committee she would forward them.

With this Michele closed her session.

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

Lynn began her session discussing several CUNY Student Initiatives.

CUNY Reconnect – this program reaches out to students who have “stopped-out”, and not been enrolled for the past one (1) or two (2) semesters. CUNY has set aside $4.4 million dollars to engage these students to re-enroll and finish their course-work and get their degrees. CUNY SPH is the sole graduate school submitting a plan to CUNY to participate.

The program is launching in November for the spring semester.

“All-In Campus Democracy Challenge” - is a national awards program designed to increase student voting participation with voter education and engagement plans. We will monitor our student body for turnout and this program is mandated by New York State.

Student Resources Fair – being held “in-person” and remotely, this fair is being held to spotlight services available to students, such as tutoring, student life and wellness, to educate students what services are available to them to help them succeed. $5 students attend.

Lastly, Lynn said that the GSGA was off to a great start, with a new student newsletter. The new President is currently recruiting to fill vacant GSGA roles.

With this, Lynn closed her session.

1. **Other Business**

**Dr. Mary (Catherine) Schooling, Parliamentarian, Discussion on Faculty Integrity Policy**

Mary was give the floor to introduce the idea of a Faculty Integrity Policy.

Discussing the fact that she read numerous rules and documents regarding student integrity, Mary mentioned that students are held to guidelines, but no equivalent holding faculty accountable. Given we have an academic integrity guidance for the students in the governance/bylaws, we should also have something similar for the faculty.  Several other universities already have such guidance/policies.

Mary suggested that she would be more than happy to work with other staff to develop such a policy, crediting all sources.

The Dean thanked Mary for her suggestion for a faculty guideline on integrity, and commented there was no point of a policy without a means of monitoring, and wondered to the Committee who will do the monitoring, what mechanism will be used and will faculty feel “forced”.

I said stating principles/expectations could be helpful, starting with aspirations and letting people know what you expect from them. The Dean asked where such a policy would belong. Mary replied the same place with students as both students and faculty should be held to similar standards.

Luisa added that she would think about it and see if one was needed for duties and responsibilities.

Nick Freudenberg suggested collecting some such policies from similar institutions would be helpful.

Ghada echoed Nick’s sentiments, seeking to benchmark other programs for core values to review.

Suzanne McDermott suggested using aspects handled by the A.P.T. Committee with standards to refer back to.

Brian suggested an analogy to students; how to enforce and uphold.

Dennis Nash suggested student involvement

Mary stated that she would come back to the next GC meeting with a more comprehensive proposal, and welcomed others to assist her in the effort, closing her session.

**Dr. Ilias Kavouras, COACHE Survey**

Ilias was given the floor and began his session discussing the COACHE (Collaborative on Academic Careers in Higher Education) Survey.

CUNY decided to recognize our 2015 experiment and will participate in spring 2023.

A faculty Satisfaction Survey will be done surveying quality of work and work/life balances, and will compare with other institutions. The survey will take place February through April in 2023. Ilias asked Department Chairs to submit representatives from each department to help form a team.

In 2019, the Assessment Committee handled this, and they will be involved again. Sergio Costa, Interim Dean for Digital Learning, Marketing and Communications, will assist with a communication plan and ways to increase participation. Alexis Feinberg, Institutional Research Specialist, and Robyn Gertner will assist with components of the survey.

Ilias asked for the Committee to think of questions specific to SPH that could be asked of faculty.

Emails will sent to faculty to follow-up.

The survey is to be governed by IRB protocols.

Denis asked if Ilias could circulate a copy of the report, and Ilias said he would, as soon as the report is finalized and available.

Ilias closed his session stating the “…more the better”, and welcome anyone would wanted to join the effort on this survey, as participation is very important. In 2019, our participation rate was fifty percent, (50%), one of the highest in CUNY.

**Dr. Diana Romero, Announcement regarding the Ombudsman Office**

Diana was given the floor and she began providing an update on the Ombudsman’s Office, stating there is now a webpage added to the School’s website regarding the position.

Glen Johnson (Governance Chair), Pat Stein (Legal Counsel), Susan Klitzman and Diana worked on a description of the position that was approved by the Governance Council.

With the position officially launched, the webpage created for the Ombudsman position:

* Defines the role of the position.
* States who is serving in the position.
* Lists available resources with a short list to other available resources on conflict resolution.

Links are also provided to explain what an Ombudsman does.

My email address, and a link to schedule a meeting with me are also provided on the webpage.

This is a new position and new role for me.

Christina Grov asked if the term for this position was three (3) years, and Diana replied “yes”.

Please reach out if you have any questions.

With this, Diana closed her session.

**VI. Adjournment**

There being no further business, Interim Chair of the Governance Committee Brian Pavilonis, told the Committee all votes will be announces via email, and adjourned the meeting at 3:15 p.m.

Minutes respectfully submitted by Arthur McHugh.

**The results of the vote are the following:**    
  
**V 1:** Resolved, that the Proposed Revisions to the SPH Governance Plan (Article II.C.3 and Article IV.A.2.) are hereby approved.

* The motion required a 2/3 majority vote and FAILED.
* Yes=35; No=8; Abstain=2.

**V 2:** Resolved, that the conversion of System Dynamics Modeling for Public Health Research and Action (HPAM 695) to a permanent course, from temporary status to permanent status, is hereby approved.

* The motion required a majority vote and PASSED.
* Yes=42; No=0; Abstain=1.

**V 3:** Resolved, that the conversion of System Dynamics Modeling for Public Health Research and Action (HPAM 895) to a permanent course, from temporary status to permanent status, is hereby approved.

* The motion required a majority vote and PASSED.
* Yes=41; No=1; Abstain=1.

**V 4:** Resolved, that offering the existing public health certificate in an in-person/hybrid mode is hereby approved.

* The motion required a majority vote and PASSED.
* Yes=39; No=1; Abstain=1.

There were 33 in-person, 13 virtual attendees, and 16 people did not attend at all. 30 members were needed for a quorum. Individuals who were on sabbatical did not adversely affect quorum (Article III, Section 2.1 of [CUNY SPH Bylaws](https://urldefense.proofpoint.com/v2/url?u=https-3A__cuny.us10.list-2Dmanage.com_track_click-3Fu-3Daf086f9d74120dca081e07d08-26id-3Df40b72b239-26e-3D06792c274f&d=DwMFaQ&c=mRWFL96tuqj9V0Jjj4h40ddo0XsmttALwKjAEOCyUjY&r=71sTu8MsynuGFJe02-7MOkVAZVQnGo6CpjCiQSv7glo&m=ol8SLOqTIj4tWU48fXU1vXhz3iQhK6OLtpJ0tb2VsiQW_BCb8BuUCBlrlz7DR4zI&s=EG-sWbnu1P261tugh7Fz232WGviTKw918YqP6BinuFY&e=)). 32 members were needed for majority vote and 42 members were needed for 2/3 majority.