

Meeting Minutes of the Faculty Student Council
Wednesday, September 12, 2018, 2:30pm – 4:30pm
7th Floor Auditorium

Call to Order and Approval of the Minutes

Andrew Maroko, Chair, called the meeting to order at 2:35pm. He requested and received approval of the minutes of the meeting of May 9, 2018.

Dean's Report

Dean Ayman El-Mohandes welcomed everyone back to the new academic year and he introduced the new members of the faculty. He thanked the faculty for their work in recruiting the new cohort of 9 DPH students and 144 MA students. He also congratulated the faculty on this year's graduation rate of 81% which is the highest in the history of the school. The school is also seeing this year a higher percentage of full-time students, as well as those registering for between 6 and 12 credits. These statistics reflect the high quality of instruction provided by the faculty.

Reporting on other school news, Ayman noted that last year was a very successful one in terms of external research funding, which was \$8.7 million—a significant increase over the \$3 million in research funding of five years ago, when he first came to the school. This year's research funding places CUNY SPH 16th out of the 24 CUNY schools, but when looked at by the small size of the school and by FTE, this amount places CUNY SPH as the most productive unit in the university, at about \$170,000/annum/faculty member.

Ayman congratulated the faculty on this achievement, as well as on their continued productivity in terms of publications and other scholarly work.

Ayman also noted that recently launched programs are doing well, including the new Dietetic Internship program which this year had an unprecedented number of applicants—a terrific result for a program in existence for only one year. He also said that two new MS programs, an MS in Global and Migrant Health Policy and a fully online MS in Population Health Informatics, will go to the Board of Trustees' CAPP for approval this fall, and a new Advanced Certificate in Industrial Hygiene was just approved by NYSED and will start enrolling students as soon as possible. The proposal to change the doctoral degree award from a DPH to a PhD has been submitted to NYSED, having been approved at the School and University levels this past academic year. NYSED does not consider this a minor change but rather they are considering it within the framework of a new degree program so an external reviewer will be required. Ayman said he is hopeful this transition can be accomplished by Fall 2019, but until the process is completed, the School cannot advertise the PhD and will continue to admit DPH students only. He also requested that the faculty continue to work with the current DPH students to move them to completion so that CUNY SPH is compliant with CEPH criteria regarding DPH graduation rates.

Ayman said that when the prior Associate Dean for Academic Affairs left the school at the end of the last academic year, he unified academic and student affairs under the leadership of Associate Dean Ashish Joshi and two new positions were created: Lynn Roberts is the Interim Assistant Dean of Student Affairs and Alumni Relations and Elizabeth Kelvin is the Interim Assistant Dean for Curricular Innovation and Implementation. Additionally, Marilyn Auerbach is now the Interim Associate Dean for Faculty Affairs. This model of connecting the executive and faculty functions and faculty affairs with student affairs should produce positive results.

Turning to the CUNY SPH budget, Ayman said that he is working with CUNY Central to finalize the budget for this year. He is hopeful that CUNY Central will provide the additional revenues needed to put the school on a sound financial footing and also that they will fund much needed additional space. Ayman then mentioned that, in response to the faculty's request for greater transparency on fiscal and other matters, this year the school produced its inaugural, internal Annual Report. It was printed a week ago and it will be distributed to all after the meeting. He also very recently submitted the annual PMP report to the University as required and it shows that SPH is very strong.

Ayman then recognized the new student representatives to the FSC and asked them to introduce themselves. He encouraged the students to be active participants in these meetings. He also requested that faculty continue to work with the staff to improve student career services and advisement. Several new hires have been made in this area, including Matthew Paczkowski, and Matt and the others have made a huge difference already, but the assistance of the faculty in providing mentoring and other help is critical. Ayman concluded his report by saying that the school will soon be submitting a request to the University and then NYSED to allow CUNY SPH to confer its own degrees, where now they are conferred both by SPH and the Graduate Center. This will require NYS accreditation through NYSED. A vote of this body on this action will be sought at the FSC's next meeting in October so that the action can be brought forth to the Board of Trustees later this year.

APT Committee Report*

Luisa Borrell, APT Committee Chair

Luisa reported on the revised APT guidelines, which were sent to the faculty at the beginning of August and also sent to the Union. She also reviewed the good questions and comments received last semester. She reminded the FSC that faculty do not vote on APT guidelines, they make recommendations to the Dean. She then reviewed the query she received on appointments and re-appointments and supporting documentation from the CUNY website, the PSC-CUNY contract and Appendix D in the guidelines, noting that SPH is in compliance with the governance requirements. Luisa asked for further comments, and there being none, she said she would send the guidelines to the Union for final review and approval.

Luisa said that Marilyn Auerbach has resigned from the APT Committee and thus a vote is needed today for a new faculty Member at Large of the Committee. Three nominations were put forth for a paper ballot vote by the full-time faculty: Jean Grassman, Ilias Kavouras and Diana Romero. At the conclusion of the voting process, Andrew reported that Diana Romero received the most votes. He congratulated Diana and welcomed her to the APT Committee.

***The complete APT Committee Report is attached to these minutes as an addendum.**

Curriculum Committee Report

Mary Schooling, Curriculum Committee Chair

Mary reported on the progress made regarding the various SPH academic curriculum changes in process and in new program development. New programs include the recent NYSED approval of the new Certificate in Industrial Hygiene. The two new MS programs in Global and Migrant Health Policy and in Population Health Informatics should be approved this fall by the Board of Trustees. She also reviewed the curriculum changes needed to convert the MPH to the new curriculum, which is on track for full implementation by 2019, and also the status of the change from the DPH to the PhD degree, which is taking longer. She noted that a trial implementation of the new MPH Core is underway and that it should be added to the online curriculum at the conclusion of this process. Mary said that the Committee is proposing a minor change in the MS in Global and Migrant Health Policy – from a hybrid to an online program. She called for a vote and the item passed by acclamation.

Admissions Committee Report

Brian Pavilonis, Admissions Committee Chair

Brian reported on Fall 2018 admissions. There are 144 new, matriculated MS students, which is slightly lower than the target of 160 new students. However, this should be more than made up for by the spring admissions enrollment cycle, which was instituted last year. The emphasis this year has been on directly contacting applicants, and this helped to produce this year's positive enrollment result. One difficulty was in recruiting international students—25 such students paid deposits but only 11 students matriculated. This surprising outcome is most likely due to visa restrictions, so the strategy going forward will be to review international student applications early in order to give these students sufficient time to apply for and receive their visas. Brian also noted that the school will continue to accept applications to the DPH program given the uncertainty of the timing of the new PhD.

Assessment Committee Report

Ann Gaba, Assessment Committee Chair

Ann said that she did not have a report from the Assessment Committee but will use her time to report on the new Dietetic Internship program. In the program's initial year, it graduated its first class of 14—a 100% completion rate. This year, there were 125 applicants to the program and 23 students were enrolled. The good news is that all 23 showed up for orientation. She noted that she is working on engaging these students in research projects and she requested the help of the faculty in this effort.

Senior Associate Dean of Administration's Report

Susan Klitzman, Senior Associate Dean of Administration

Susan provided the FSC with various updates on items in her area. She referred the FSC to the new organizational chart in their materials, which reflects the new organizational structure for faculty and student affairs, and new hires. The materials also contain the updated "CUNY SPH Whom to Contact for What – A to Z" list. Susan noted that the SPH website has undergone tremendous enhancements, based on last year's faculty feedback, including providing better information and the addition of new sections for

faculty and staff, such as a section on “CUNY SPH Administrative Services.” The goal is for one-stop shopping for faculty and staff on the administrative section of the website. The website is a work in progress, and she thanked the IT and Communications staff for their ongoing and dedicated work. Reporting on SPH’s tax levy budget, Susan said that the Dean and she are working with the Central Office to finalize the budget for this year, though each academic department at SPH has received their annual budget. Before the budget is finalized, she will consult with faculty and students at a future FSC meeting. She noted that about 90-95% of the budget is fixed personnel costs, mostly for full-time faculty and staff.

Senior Associate Dean of Students and Academic Affairs’ Report

Ashish Joshi, Senior Associate Dean of Students and Academic Affairs

Ashish opened by thanking the student government leaders for participating in this meeting. He then welcomed and introduced Susanna Lynch, SPH’s new Community Outreach Program Director, who previously was at the Harvard Business School. She is heading the office of experiential learning. Ashish then discussed the new Student Workflow Information Management System (SWIMS), which is an internet enabled platform to track the conversion of prospects into matriculates in order to help assess the effectiveness of various recruitment approaches. Next year there should be adequate data to demonstrate SWIMS’ effectiveness. He thanked Ayman for his support of SWIMS and IT for their work to set up SWIMS. Ashish then noted that a priority of his office for the year is to enhance student advisement. The following steps are in progress: a student advisement working group, which integrates all offices advising students, has been established; a monthly student advisement day is being initiated beginning this month; a student advisement survey, overseen by Robyn Gertner, is planned for late September; an early alert system to track students at risk of academic probation for early intervention has been set up; and he is developing an electronic advisement plan, or a smart student dashboard, which is expected to be in place by December of this year.

Associate Dean for Research’s Report

Delivered by Amanda Allen, Research Programs Manager, on behalf of Michele Kiely, Associate Dean for Research

Amanda noted that an additional grants officer is in the process of being hired and this hire should be in place soon. She also noted that Kim McFarlane has left SPH and for now, she and Erika Reuter are doing the onboarding of new research hires. Regarding the submission of grant proposals, Amanda requested that faculty complete a new grant transmittal form with each new submission so as to avoid inputting old and incorrect information, and she reminded the PIs that RF employees need to enter the actual hours worked each day on their timesheets, and not rely on the entries that are done automatically. She then said that this is the time of year for the PSC-CUNY applications. The Research Foundation will come to the school to do PSC training. A minimum of 7 faculty members need to attend and she requested that faculty let her know if they are interested in the training. She also said that SPaR will host a Pivot training webinar for faculty, staff and students on September 28th at 2:00 p.m.

At the conclusion of Amanda’s report, Ayman welcomed back Ariana Costakes, Manager of Communications, who has returned from maternity leave, and he also recognized Sumana Chandra who is now full-time as Digital Communications Manager in charge of the website. Finally, he recognized Adam

Doyno, the Director of Development, who is working with him to grow the newly launched SPH Foundation Board. Currently there are four new members, with additional members expected to be appointed soon.

Director of Communications Report

Barbara Aaron, Director of Communications

Barbara reported that the process to overhaul the website to improve navigation is beginning now. Faculty, students and staff will be contacted soon to participate in surveys and focus groups with the company hired to do the work. The goal is to launch the new website in mid-January.

Adjournment

Andrew reminded the faculty to pick up a copy of the new Annual Report as they leave the meeting and also to sign in with Paulo so their attendance is recorded. He wished the faculty a fulfilling and productive semester and noted that the next meeting of the FSC is on October 31st. There being no further business, the meeting was adjourned at 4:00 p.m.

Minutes respectfully submitted by Doris Suarez

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ADDENDUM**

APT Committee Report Addendum

Luisa Borrell, APT Committee Chair

E-mail on 08/-8/18 with APT Guidelines and Responses to Faculty Questions from the FSC meetings in April 25th and May 9th, 2018: Positive comments were received regarding the clarity and distinction of expectation by rank. However, a comment was received regarding the SPH Governance on appointment and reappointment and the role of the FSC. Specifics and supporting statements are below:

SPH Governance approved by the BoT: 02/01/16

4. Duties. The Faculty-Student Council shall have the following duties and powers:

a. formulate educational policy and develop standards for admissions, academic performance and degree requirements for students, as well as standards for the **appointment and reappointment** of faculty consistent with and subject to the Bylaws and policies of the Board of Trustees and other University policies and procedures;

APPENDIX IN OUR APT GUIDELINES FOLLOWS THE CUNY MANUAL OF GENERAL POLICY ARTICLE 5 FACULTY, STAFF AND ADMINISTRATION POLICY 5.151 AND PSC-CUNY CONTRACT ARTICLE 18 PROFESSIONAL EVALUATION 18.3 ANNUAL EVALUATION: [HTTP://POLICY.CUNY.EDU/GENERAL-POLICY/ARTICLE-V/#POLICY_5.151](http://POLICY.CUNY.EDU/GENERAL-POLICY/ARTICLE-V/#POLICY_5.151)
<http://www.psc-cuny.org/contract/article-18-professional-evaluation>

Policy 5.151 Pre-Tenure Year Review:

In order to ensure that each tenure-track faculty member has adequate guidance on the progress he/she is making towards meeting the standards for tenure, the school, divisional or other appropriate dean or academic administrator designated by the President (hereinafter the “Dean”) shall review each such faculty member at the end of his or her third year of service. (BTM,2011,02-28,005,_N)

The Dean shall review the personal personnel file of each untenured tenure-track faculty member in the spring of his/her third year of service, following the annual evaluation conducted pursuant to the **PSC/CUNY collective bargaining agreement**. Thereafter, the Dean shall meet with the chairperson of the faculty member’s department to discuss the faculty member’s progress. After that meeting, the Dean shall prepare a memorandum to the department chairperson regarding the faculty member’s progress toward tenure and setting forth recommendations for any additional guidance to be provided to the faculty member. (BTM,2011,02-28,005,_N)

The Dean’s memorandum shall be provided to the faculty member and discussed with him/her by the department chairperson and/or the Dean. Following the meeting, the Dean may, where appropriate, attach an addendum to the memorandum based on the Dean’s participation in the meeting or the department chairperson’s report of the meeting to the Dean. In accordance with the procedures set forth in the collective bargaining agreement between the University and the Professional Staff Congress, the faculty member shall be asked to initial the Dean’s memorandum and addendum, if any, before it is placed in his/her file, and the faculty member shall have the right to include in his/her personnel file any comments he or she has concerning the Dean’s memorandum. (BTM,2011,02-28,005,_N)

The appropriate body at each college may adopt implementation procedures that are consistent with this policy. Such procedures may provide, for example, whether the discussion of the Dean’s memorandum with the faculty member will be conducted by the department chairperson, the Dean or both and whether the faculty member may have a choice in the matter. In addition, notwithstanding the provision as to the timing of the review set forth above, a college governance body may choose to provide for this review more than once prior to the year of tenure decision, in which case the review shall occur at appropriate intervals and not necessarily at the end of the third year. (BTM,2011,02-28,005, _N)

Article 18.3 Annual Evaluations:

- (a) Members of the teaching faculty: At least once each year, each employee other than tenured full professors shall have an evaluation conference with the department chairperson or a member of the departmental P & B committee to be assigned by the chairperson. Tenured full professors may be evaluated. At the conference, the employee's total academic performance and professional progress

for that year and cumulatively to date shall be reviewed. Following this conference, the chairperson or the assigned member of the P & B shall prepare a record of the discussion in memorandum form for inclusion in the employee's personal file. Within ten (10) working days after the conference, a copy of the memorandum shall be given to the employee. If the overall evaluation is unsatisfactory, the memorandum shall so state. The employee in such case shall have the right to endorse on the memorandum a request to appear in person before the department P&B.

- (b) Members of the non-teaching staff, including Librarians, CLTs, Counselors, Student Personnel Services staff, Registrar series, HEO series and other non-teaching members of the Instructional Staff covered by this Agreement: Preferably once each semester, but at least once each year, each employee shall have an evaluation conference with the chairperson or supervisor to be designated by the appropriate dean or President. At the conference, the employee's total performance and professional progress shall be reviewed. Following this conference, the designated official shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. A copy of the report shall be given to the employee within ten (10) working days following the conference.
- (c) After four (4) semesters of service annual evaluation for adjunct personnel shall be held at the request of the chairperson or the adjunct, provided, however, that if such evaluations are conducted at the request of the adjunct, such evaluations may not be conducted more than once every four semesters.
- (d) In the event that a date for yearly evaluation is not scheduled by March 1, the employee shall, within ten (10) working days thereafter, file a request for an observation and/or conference with the chairperson or supervisor. A copy of the request shall be sent to the appropriate dean and the Office of the President. Failure of the employee to file the request shall bar the employee from subsequent complaint regarding such non-compliance with the above-stated scheduling requirement. Upon receipt of the request, the dean or President shall cause appropriate remedial action to be taken to insure compliance with this provision.

An APT Member at Large needs to be elected to replace Marilyn Auerbach.

SPH APT is conducting business as usual: A meeting for Annual Reappointments was held last month and an upcoming meeting for tenure and promotion is scheduled in October.