JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
The City University of New York  
The College Council  
Agenda  
October 20, 2016  
1:40 p.m.  
9.64NB

I. Adoption of the Agenda

II. Minutes of the September 20, 2016 College Council (attachment A), Pg. 2

III. Approval of a Member of the College Council Committees (attachment B), Pg. 5

- Izabela Qafa is the representative for Student Council on the Committee on Faculty Personnel, Pg. 12

IV. Report from the Committee on Graduate Studies (attachment C1-C4) – Associate Provost and Dean of Graduate Studies, Anne Lopes

Programs

C1. Addition of distance-education delivery to the International Crime and Justice MA Program, Pg. 20
C2. Changes to the Criminal Justice MA Program Comprehensive Exam, Pg. 27

Course Revisions

C3. CRJ 730 Course Prerequisites, Pg. 30

Academic Policy Revision

C4. Addition of NC grades in Graduate courses, Pg. 31

V. Request for Departmental Name Change (attachment D) – Chair, Counseling Department, Professor Caridad Sanchez-Leguelinel, Pg. 34

VI. Revision to John Jay College Procedure for Awarding Honorary Degrees (attachment E) – President, Faculty Senate, Warren (Ned) Benton, Pg. 35

VII. College Council Attendance Percentages 2015-2016 (attachment F), Pg. 38

VIII. New Business

IX. Administrative Announcements – President Jeremy Travis

X. Announcements from the Faculty Senate – President Warren (Ned) Benton

XI. Announcements from the Student Council – President Grace Theresa Agalo-os
The College Council held its first meeting of the 2016-2017 academic year on Tuesday, September 20, 2016. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Scheveletta Alford, Jasmine Awad, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Anthony Carpi, Helen Cedeno, Lynette Cook-Francis, Sven Dietrich, Artem Domashevskiy, Jahvar Duffus, Janice Dunham, Lisa Farrington, Kaniz Fatima, Terry Furst, Leigh Graham, Jonathan Gray, Roman Gressier, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Mahtab Khan, Erica King-Toler, Maria Kiriaakova, Louis Kontos, Thomas Kucharski, Thurai Kugan, James Llana, Anne Lopes, Sylvia Lopez, Yue Ma, Vincent Maiorino, Xerxes Malki, Gerald Markowitz, Aida Martinez-Gomez, Mickey Melendez, Brian Montes, Elizabeth Nisbet, Kimberly Ortega, Marline Paul, Izabela Qafa, Belinda Rincon, Kadeem Robinson, Michael Scaduto, David Shapiro, Francis Sheehan, Charles Stone, Steven Titan, Jeremy Travis, Daniel Yaverbaum, and Guoqi Zhang.


*Alternates

I. Adoption of the Agenda

A motion was made to approve the agenda. The motion was seconded and approved unanimously.

II. Election of the Secretary to the College Council

A motion was made to elect Rulisa Galloway-Perry as Secretary to the College Council. The motion was seconded and approved unanimously.

A motion was made to elect Sandrine Dikambi as Interim Secretary to the College Council for the September 20, 2016 meeting. The motion was seconded and approved unanimously.

III. College Council Orientation

President Travis presented a PowerPoint presentation on the “Role of College Council.”
IV. Minutes of the May 10, 2016 College Council

A motion was made to adopt the minutes as presented. The motion was seconded and passed.

In Favor: 48  Oppose: 0  Abstentions: 7

V. Approval of the Members of the College Council Committees

A motion was made to approve the following membership changes. The motion was seconded and approved unanimously.

- Shonna Trinch replaces Emily McDonald as representative for the Anthropology department on the Undergraduate Curriculum and Academic Standards Committee.

- Amy Adamczyk replaces Henry Pontell as representative for the Sociology department on the Committee on Faculty Personnel.

- Amy Adamczyk replaces Henry Pontell as representative for the Sociology department on the Budget and Planning Committee.

- Diana Falkenbach replaces Gabrielle Salfati as representative for the Forensic Psychology department on the Committee on Graduate Studies.

- Francis Sheehan is not a member on the Committee on Student Evaluation of the Faculty.

- Amy Adamczyk replaces Henry Pontell as representative for the Sociology department on the Provost Advisory Council.

- Richard Ocejo is the representative for the Sociology department on the Council of Undergraduate Program Coordinators.

- Mechthild Prinz of the Science department was nominated to serve as a full-time faculty member on the College-Wide Assessment Committee.

VI. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C4)

A motion was made to adopt a new courses marked “C1. ENG 3XX (320) Writing Workshop in Autobiography: An Eye on the Self.” The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C2. Proposal for a New BS in Mathematics.” The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C3-C4 (C3. BIO 102 Paced Modern Biology I-B and C4. PSY/CSL 342 Introduction to Counseling Psychology) as a slate. The motion was seconded and approved unanimously.
VII. Report from the Committee on Graduate Studies (attachments D1-D3)

A motion was made to adopt a new course marked “D1. CRJ 810 Police Leadership.” The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked D2-D7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked D2-D7:

D2. CRJ 703 Critical Issues in Punishment
D3. CRJ 716 Statistical Software in Criminal Justice
D4. CRJ 728 Critical Issues in Corrections
D5. CRJ 749 Ethics of Punishment
D6. CRJ 756 Critical Issues in Policing
D7. CRJ 771 Special Topics in Criminal Justice

A motion was seconded and approved unanimously.

A motion was made to adopt course revisions D8-D9 as a slate. The motion was seconded and passed.

A motion was made to adopt course revisions marked D8-D9:

D8. CRJ 793 Comprehensive Exam Review
D9. FOS 707 Fundamentals of Forensic Toxicology

In Favor: 53  Oppose: 0  Abstentions: 0

The motion was seconded and passed.

A motion was made to adopt an academic policy revision marked “D10. Proposal to change minimum credit requirements for full-time status in the Digital Forensics and Cybersecurity MS and MPA programs”.

In Favor: 50  Oppose: 0  Abstentions: 3

The motion was seconded and passed.

The meeting was adjourned at 2:59 p.m.
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**College Council Membership**

The College Council shall be the primary governing body of John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of The City University of New York to the President or to other officials of John Jay College or of The City University of New York, or to the CUNY Board of Trustees. The College Council shall consist of the following members:

**Administration:**
1. President (Chairperson)  
   Jeremy Travis
2. Provost and Senior Vice President for Academic Affairs  
   Jane P. Bowers
3. Vice President for Finance and Administration  
   Steven Titan
4. Vice President for Student Affairs  
   Lynette Cook-Francis
5. Interim Vice President for Enrollment Management &  
   Associate Provost for Institutional Effectiveness  
   James Llana
6. Associate Provost for Strategic Initiatives and  
   Dean of Graduate Studies  
   Anne Lopes
7. Interim Associate Provost and Dean of Undergraduate Studies  
   Dara Byrne
8. Associate Provost and Dean of Research  
   Anthony Carpi

**Faculty:**

a. Full-time faculty elected from each academic department:

9. Africana Studies  
   Xerxes Malki
10. Anthropology  
    Terry Furst
11. Art and Music  
    Lisa Farrington
12. Communication and Theater Arts  
    Lorraine Moller
13. Counseling  
    Mickey Melendez
14. Criminal Justice  
    Frank Pezzella
15. Economics  
    Jay Hamilton
16. English  
    Jonathan Gray
17. Health and Physical Education  
    Vincent Maiorino
18. History  
    Fritz Umbach
19. Interdisciplinary Studies Department  
    Gerald Markowitz
20. Latin America and Latina/o Studies  
    Brian Montes
21. Law, Police Science, and Criminal Justice Administration  
    Yue Ma
22. Library  
    Maria Kiriakova
23. Mathematics  
    Thurai Kugan
24. Modern Languages and Literatures  
    Aida Martinez-Gomez
25. Philosophy  
    Michael Brownstein
26. Political Science  
    Peter Romaniuk
27. Psychology  
    Thomas Kucharski
28. Public Management  
    Elizabeth Nisbet
    Lauren Shapiro
30. Sciences  
    Guoqi Zhang
31. SEEK  
    Erica King-Toler
32. Sociology  
    Rosemary Barberet

b. At-Large Adjunct representative of the Faculty Senate:

33. Public Management  
    Joel Freiser

c. Faculty allotted according to any method duly adopted by the Faculty Senate:

34. Anthropology  
    Anru Lee
35. English  
    Karen Kaplowitz
36. Latin American/Latina/o Studies & English  
    Belinda Rincon
37. Law, Police Science, and Criminal Justice Administration  
    Kashka Celinska
Eight faculty alternates who may vote, make motions and be counted as part of the College Council’s quorum only during the absence of a permanent faculty representative:

<table>
<thead>
<tr>
<th>Andrea Balis, History</th>
<th>Avram Bornstein, Anthropology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn Corbett, SFEM</td>
<td>Ric Curtis, Anthropology</td>
</tr>
<tr>
<td>Diana (DeeDee) Falkenbach, Psychology</td>
<td>Robert Garot, Sociology</td>
</tr>
<tr>
<td>Chuck Nemeth, SFEM</td>
<td>Rebecca Weiss, Psychology</td>
</tr>
</tbody>
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Higher Education Officers elected by Higher Education Officers Council:

51. Sandrine Dikambi (ex officio)
52. Naomi Nwosu
53. Helen Cedeno
54. Sylvia Lopez
55. Michael Scaduto

One Higher Education Officers alternate who may vote, make motions and be counted as part of the College Council’s quorum only during the absence of a permanent higher education officer representative.

VACANT

Students:

56. President of the Student Council Grace Theresa Agalo-os
57. Vice President of the Student Council Roman Gressier
58. Treasurer of the Student Council Jahvar Duffus
59. Secretary of the Student Council Kadeem Robinson
60. Elected At-Large Representative Samantha N. Buan Ladines
61. Elected graduate student representative Marline Wright
62. Elected graduate student representative Mohammed Alam
63. Elected senior class representative Izabela Qafa
64. Elected senior class representative Marline Paul
65. Elected junior class representative Kaniz Fatima
66. Elected junior class representative Kimberly Ortega
67. Elected sophomore class representative     Jasmine Awad
68. Elected sophomore class representative     Mahtab Khan
69. Freshman representative designated according to a method duly adopted by the Student Council.

   VACANT

- Two (2) alternate student representatives, who vote, make motions and be counted as part of the
  College Council’s quorum only during the absence of a permanent student representative.

| 1. VACANT | 2. VACANT |

**College Council Interim Executive Committee**

The faculty, higher education officers and student representatives shall be elected by the College Council
from among its members in September of each year. From June 1 until such time as the College Council
holds this election, there shall be an Interim Executive Committee, which shall consist of the following
members:

- President (Chairperson)      Jeremy Travis
- Provost and Senior Vice President for Academic Affairs  Jane P. Bowers
- Vice President for Finance and Administration          Steven Titan
- Vice President for Student Affairs                       Lynette Cook-Francis
- President of the Faculty Senate                          Warren (Ned) Benton
- Vice-President of the Faculty Senate                      Francis Sheehan
- Two (2) other members of the Faculty Senate
  1. Karen Kaplowitz
  2. Chevy Alford
- President of the Higher Education Officers Council       Sandrine Dikambi
- Vice-President of the Higher Education Officers Council  Nikki Hancock-Nicholson
- President of the Student Council                          Grace Theresa Agalo-os
- Vice-President of the Student Council                     Roman Gressier

The faculty, higher education officer and student members of the Interim Executive Committee shall
nominate College Council members of their respective constituencies as candidates for election to the
Executive Committee.

**Executive Committee of the College Council**

There shall be an Executive Committee which shall be the College Council's Agenda Committee. It shall
have the power to call the College Council into extraordinary session, and shall have only such powers,
functions, and duties as the College Council may delegate to it to exercise during periods when the College
Council is not in session. The faculty, higher education officers and student representatives shall be
elected by the College Council from among its members in September of each year. The faculty, higher
education officer and student members of the Interim Executive Committee shall nominate College
Council members of their respective constituencies as candidates for election to the Executive Committee.

The Executive Committee shall consist of the following members:

- President (Chairperson)      Jeremy Travis
- Provost and Senior Vice President for Academic Affairs  Jane P. Bowers
- Vice President for Finance and Administration          Steven Titan
- Vice President for Student Affairs                       Lynette Cook-Francis
• Seven (7) members of the full-time faculty as defined in Article I, Section 3.a.i
  1. Schevaletta (Chevy) Alford
  2. Andrea Balis
  3. Warren (Ned) Benton
  4. Sven Dietrich
  5. Fritz Umbach
  6. Karen Kaplowitz
  7. Francis Sheehan
• Two (2) higher education officers
  1. Sandrine Dikambi
  2. Nikki Hancock-Nicholson
• Three (3) students
  1. Grace Theresa Agalo-os
  2. Roman Gressier
  3. Samantha Nicole Buan Ladines

**Undergraduate Curriculum and Academic Standards Committee**

There shall be a Committee on Undergraduate Curriculum and Academic Standards which shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the College Council on such matters as: proposed programs; additions, deletions and modifications of courses and existing programs; distribution; core requirements; basic skills; academic standards; and, policies pertaining to student recruitment and admissions.

The Committee on Undergraduate Curriculum and Academic Standards shall consist of the following members:

• Interim Associate Provost and Dean of Undergraduate Studies (Chairperson) Dara Byrne
• Registrar Daniel Matos
• Executive Director of Undergraduate Studies Katherine Killoran
• The chairperson of each of the academic departments, or a full-time member of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance, who has served in that capacity at the College for at least one (1) year, to be elected from among the members of that department to serve for two (2) academic years.
  1. Africana Studies C. Jama Adams
  2. Anthropology Shonna Trinch
  3. Art and Music Erin Thompson
  4. Communication & Theater Arts Bettina Murray
  5. Counseling Ma’at Lewis
  6. Criminal Justice Chongmin Na
  7. Economics Ian Seda
  8. English Bettina Carbonell
  9. Health & Physical Education Susan Larkin
 10. History Andrea Balis
 11. Interdisciplinary Studies Program (ISP) Susannah Crowder
 12. Library Ellen Sexton
 13. Latin American & Latina/o Studies Suzanne Oboler
 14. Law, Police Science & CJA Heath Grant
 15. Mathematics & Computer Science Michael Puls
 16. Modern languages & Literature Maria Julia Rossi
 17. Philosophy John Pittman
 18. Political Science Veronica Michel
19. Psychology
20. Public Management
21. Sciences
23. SEEK
24. Sociology

• Three (3) students, each of whom have a cumulative grade point average of at least 3.0.
  1. Devin Ly
  2. Jasmine Awad
  3. Leslie Smith

**Committee on Student Interests**

There shall be a Committee on Student Interests which shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College. The Committee on Student Interests shall consist of the following members:

• Assistant Vice President and Dean of Students (Chairperson)   Michael Sachs
• Director of Athletics                        Carol Kashow
• Director, Center for Student Involvement and Leadership        Danielle Officer
• Two (2) members of the faculty
  1. Alexa Capeloto
  2. Nicole Elias
• Six (6) students
  1. Ashley Baxter
  2. Jashua Perez
  3. Agha Khan
  4. Melinda Yam
  5. Laura Rubio
  6. Brian Carvajal

**Faculty-Student Disciplinary Committee**

As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, there shall be a Faculty-Student Disciplinary Committee which shall have primary jurisdiction in all matters of student discipline not handled administratively. The committee shall abide by the procedures required by Article XV of the Bylaws of the CUNY Board of Trustees. A Faculty-Student Disciplinary Committee shall consist of two (2) members of the faculty, two (2) students and a chairperson. As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, the rotating panels shall be appointed as follows:

• The President shall select, in consultation with the Executive Committee, three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance, to receive training and to serve in rotation as chair of the Judicial Committee.
  1. Thurai Kugan-Mathematics and Computer Sciences
  2. Peggilee Wopperman-Psychology
  3. Robert McCrie-Law, Police Science, and Criminal Justice Administration
• Two (2) full-time members of the faculty, as defined in of the Charter of Governance, shall be selected by lot from a panel of six (6) members of the full-time faculty elected annually by the Faculty Senate.
  1. Heath Grant
  2. Liliana Soto-Fernandez
  3. vacant
  4. vacant
  5. vacant
  6. vacant

• The two (2) student members shall be selected by lot from a panel of six (6) students elected annually in an election in which all students registered at the College shall be eligible to vote.
  1. Ashley Baxter
  2. Marline Paul
  3. Leslie Smith
  4. Marina Saad
  5. Zachary Sizemore
  6. Ilim Sultanov

In the event that the student panel or faculty panel or both are not elected, or if more panel members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve for more than two (2) consecutive years.

Committee on Faculty Personnel

There shall be a Committee on Faculty Personnel which shall review from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Distinguished Lecturer, Lecturer, Chief College Laboratory Technician, Senior College Laboratory Technician, and College Laboratory Technician, and make recommendations to the President. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the CUNY Board of Trustees.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations with respect to appointments, promotions, and other matters specified in the paragraph above, shall be reported to the President and shall not be considered by the College Council except at the discretion of the President. The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals shall follow CUNY procedures. The Committee on Faculty Personnel shall consist of the following members:

• President (Chairperson)                Jeremy Travis
  • Provost and Senior Vice President for Academic Affairs         Jane P. Bowers
  • Associate Provost for Strategic Initiatives and
    Dean of Graduate Studies                          Anne Lopes
  • Interim Associate Provost and Dean of Undergraduate Studies       Dara Byrne
  • Associate Provost and Dean of Research                      Anthony Carpi
  • Chairperson of each academic department                  Carlton Jama Adams
  1. Africana Studies                     Anthony Marcus
  2. Anthropology
3. Art and Music: Ben Lapidus
4. Communication and Theater Arts: Martin Wallenstein
5. Counseling: Caridad Sanchez
6. Criminal Justice: Evan Mandery
7. Economics: Jay Hamilton
8. English: Valerie Allen
9. Health and Physical Education: Davidson Umeh
10. History: Allison Kavey
11. Interdisciplinary Studies Department: Richard Haw
12. Latin American and Latino/a Studies: Lisandro Perez
13. Law, Police Science and Criminal Justice Administration: Richard Curtis
14. Library: Larry Sullivan
15. Mathematics and Computer Science: Douglas Salane
16. Modern Languages and Literatures: Silvia Dapia
17. Philosophy: Jonathan Jacobs
18. Political Science: James Cauthen
19. Psychology: Angela Crossman
20. Public Management: Maria D’Agostino
21. Sciences: Larry Kobilinsky
23. SEEK: Nancy Velasquez-Torres
24. Sociology: Amy Adamczyk

- Three (3) at-large full-time members of the full-time faculty from amongst those who hold the rank of tenured associate and/or tenured full professor, as defined in Article I, Section 3.a.i of the Charter of Governance.
  1. Rosemary Barberet, Professor, Sociology
  2. Kathleen Collins, Associate Professor, Library
  3. Catherine Mulder, Associate Professor, Economics

- Three (3) members of the faculty who receive the next highest number of votes in a general faculty election will be alternate faculty representatives on the committee. An alternate may vote, make motions and be counted as part of the quorum only when a chairperson and/or an at-large faculty representative is absent.
  1. Mangai Natarajan, Professor, Criminal Justice
  2. Michael Pfeifer, Associate Professor, History
  3. Karen Terry, Professor, Criminal Justice

- The Student Council may designate up to two (2) students, with at least 30 credits earned at the College, to serve as liaisons to the Review Subcommittees of the Committee on Faculty Personnel. The student liaisons shall be subject to College Council ratification. The role of the student liaisons shall be to review student evaluations of faculty members being considered by the subcommittees for reappointment, promotion and tenure and to summarize the content of those evaluations at a time designated by the Review Subcommittee. Student liaisons are not members of the Committee on Faculty Personnel.
  1. Izabela Qafa
  2. VACANT
Budget and Planning Committee

There shall be a Budget and Planning Committee which shall be responsible for reviewing budget information, making recommendations on the financial and budgetary matters of the College, and providing guidance on comprehensive and strategic planning for the College. The President, or his designee, shall make quarterly financial reports to the Budget and Planning Committee. The Budget and Planning Committee shall consist of the following members:

- President (Chairperson) Jeremy Travis
- Provost and Senior Vice President for Academic Affairs Jane P. Bowers
- Vice President for Finance and Administration Steven Titan
- Vice President for Student Affairs Lynette Cook-Francis
- Interim Vice President for Enrollment Management & Associate Provost for Institutional Effectiveness James Llana
- Assistant Vice President for Administration Raj Singh
- Associate Provost for Strategic Initiatives and Dean of Graduate Studies Anne Lopes
- Interim Associate Provost and Dean of Undergraduate Studies Dara Byrne
- Associate Provost and Dean of Research Anthony Carpi
- Interim Assistant Vice President for Financial and Business Services Mark Flower
- President of the Faculty Senate Warren (Ned) Benton
- Vice President of the Faculty Senate Francis Sheehan
- Chair of the Faculty Senate Fiscal Affairs Committee Thomas Kucharski
- Vice Chair of the Faculty Senate Fiscal Affairs Committee Karen Kaplowitz
- Chairperson of each academic department
  1. Africana Studies Carlton Jama Adams
  2. Anthropology Anthony Marcus
  3. Art and Music Ben Lapidus
  4. Communication and Theater Arts Martin Wallenstein
  5. Counseling Caridad Sanchez
  6. Criminal Justice Evan Mandery
  7. Economics Jay Hamilton
  8. English Valerie Allen
  9. Health and Physical Education Davidson Umeh
  10. History Allison Kavey
  11. Interdisciplinary Studies Department Richard Haw
  12. Latin American and Latina/o Studies Lisandro Perez
  13. Law, Police Science, and Criminal Justice Administration Richard Curtis
  14. Library Larry Sullivan
  15. Mathematics and Computer Science Douglas Salane
  16. Modern Languages and Literatures Silvia Dapia
  17. Philosophy Jonathan Jacobs
  18. Political Science James Cauthen
  19. Psychology Angela Crossman
  20. Public Management Maria D’Agostino
  21. Sciences Larry Kobilinsky
  23. SEEK Nancy Velasquez-Torres
  24. Sociology Amy Adamczyk
- Chairperson of the Higher Education Officers Council Sandrine DiKambi
- Two (2) higher education officer representative
  1. Michael Scaduto
  2. Nikki Hancock-Nicholson
- President of the Student Council or designee Grace Theresa Agalo-os
- Treasurer of the Student Council or designee: Jahvar Duffus
- One (1) additional student representative: Laura Rubio
- Two members of the non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees:
  1. Crystal Farmer
  2. Anthony Chambers

There shall be a Financial Planning Subcommittee of the Budget and Planning Committee which shall meet on a periodic basis in the development of the College’s Annual Financial Plan. The Financial Planning Subcommittee of the Budget and Planning Committee shall consist of the following members:

- Vice President of Finance and Administration (Chairperson): Steven Titan
- Provost and Senior Vice President for Academic Affairs: Jane P. Bowers
- President of the Faculty Senate: Warren (Ned) Benton
- Chair of the Faculty Senate Fiscal Affairs Committee: Thomas Kucharski
- Vice Chair of the Faculty Senate Fiscal Affairs Committee: Karen Kaplowitz
- Chair of the Council of Chairs: Angela Crossman
- Vice Chair of the Council of Chairs: James Cauthen
- One (1) representative chosen by the Council of Chairs: Jay Hamilton
- Chair of the Higher Education Officers Council: Sandrine Dikambi

The Assistant Vice President for Financial and Business Services Mark Flower and the Provost’s Senior Director for Academic Operations, Kinya Chandler shall staff the subcommittee.

There shall be a Strategic Planning Subcommittee of the Budget and Planning Committee which shall provide guidance to the President on comprehensive and strategic planning including development of major planning documents and accreditation studies, related process and outcome assessment and space planning. The Strategic Planning Subcommittee of the Budget and Planning Committee shall consist of the following members:

- Interim Vice President for Enrollment Management & Associate Provost for Institutional Effectiveness (Chairperson): James Llana
- Vice President of Finance and Administration: Steven Titan
- Provost and Senior Vice President for Academic Affairs: Jane P. Bowers
- President of the Faculty Senate: Warren (Ned) Benton
- Two (2) representatives chosen by the Faculty Senate:
  1. Thomas Kucharski
  2. Charles Stone
- Chair of the Council of Chairs: Angela Crossman
- Two (2) representatives chosen by the Council of Chairs:
  1. Douglas Salane
  2. vacant
- Chair of the Higher Education Officers Council: Sandrine Dikambi
- One (1) student representative:
  1. Grace Theresa Agalo-os

The Director of Institutional Research, Ricardo M. Anzaldua and the Director of Outcomes Assessment, Virginia Moreno shall staff the subcommittee.
Committee on Graduate Studies

There shall be a Committee on Graduate Studies which shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards. The Committee on Graduate Studies shall review and approve program bylaws for each graduate program. Such bylaws shall then be submitted to the Executive Committee of the College Council for review and approval. Program bylaws may provide for co-directors after assessing factors such as program size and the interdisciplinary nature of the curriculum. The Committee on Graduate Studies shall consist of the following members:

- Interim Vice President for Enrollment Management & Associate Provost for Institutional Effectiveness           James Llana
- Associate Provost for Strategic Initiatives and Dean of Graduate Studies (Chairperson)     Anne Lopes
- Assistant Vice President and Dean of Students    Michael Sachs
- Chief Librarian         Larry Sullivan
- Graduate Program Directors
  1. Criminal Justice           Avram Bornstein
  2. Digital Forensics and Cybersecurity   Douglas Salane
  3. Forensic Mental Health Counseling MA/JD     James Wulach
  4. Forensic Psychology           Diana Falkenbach
  5. Forensic Science            Mechthild Prinz
  6. International Crime and Justice Jana Arsovská
  7. Protection Management and Security Management Charles Nemeth
  8. MPA: Public Policy and Administration Marilyn Rubin
  9. MPA: Inspection and Oversight          Warren (Ned) Benton
  10. Forensic Psychology BA/MA Program    Jennifer Dysart
- Two (2) graduate students
  1. Mohammed Alam
  2. Joanna Callen

Committee on Student Evaluation of the Faculty

There shall be a Committee on Student Evaluation of the Faculty which shall be responsible for a continuous review of faculty evaluation procedures; review of the design of the survey instrument; recommendations for the terms under which the instrument will be used; and for the development of guidelines which shall be submitted to the College Council for review. The Provost and Senior Vice President for Academic Affairs shall designate staff for the committee. The Committee on Student Evaluation of the Faculty shall consist of the following members:

- Four (4) full-time members of the faculty
  1. Keith Markus
  2. Aida Martinez-Gomez
  3. Daniel Yaverbaum
  4. VACANT
- Two (2) students
  1. Zachary Sizemore
  2. Fernando Andrade
The committee shall elect a chairperson from among its faculty members. Members shall serve for a term of two (2) years.

**Provost Advisory Council**

There shall be a Provost Advisory Council which shall provide a formal means for the Provost to consult with faculty leadership on matters of joint concern such as budget, faculty recruitment and development, and personnel policies and practices. The Provost Advisory Council shall consist of the following members:

- Provost and Senior Vice President for Academic Affairs (Chairperson) Jane P. Bowers
- Senior Director of Academic Operations, Office of the Provost Kinya Chandler
- President of the Faculty Senate Warren (Ned) Benton
- Vice President of the Faculty Senate Francis Sheehan
- Chairperson of each academic department
  1. Africana Studies Carlton Jama Adams
  2. Anthropology Anthony Marcus
  3. Art and Music Ben Lapidus
  4. Communication and Theater Arts Martin Wallenstein
  5. Counseling Caridad Sanchez
  6. Criminal Justice Evan Mandery
  7. Economics Jay Hamilton
  8. English Valerie Allen
  9. Health and Physical Education Davidson Umeh
  10. History Allison Kavey
  11. Interdisciplinary Studies Department Richard Haw
  12. Latin American and Latino/a Studies Lisandro Perez
  13. Law, Police Science, and Criminal Justice Administration Richard Curtis
  14. Library Larry Sullivan
  15. Mathematics and Computer Science Douglas Salane
  16. Modern Languages and Literatures Silvia Dapia
  17. Philosophy Jonathan Jacobs
  18. Political Science James Cauthen
  19. Psychology Angela Crossman
  20. Public Management Maria D’Agostino
  21. Sciences Larry Kobilinsky
  23. SEEK Nancy Velasquez-Torres
  24. Sociology Amy Adamczyk

**Council of Undergraduate Program Coordinators**

There shall be a Council of Undergraduate Program Coordinators which shall provide a formal means to represent the concerns of those responsible for undergraduate majors and shall provide a formal means for reviewing matters of concern such as program review and revision, staffing, curriculum development and the scheduling of courses. The Council of Undergraduate Program Coordinators shall consist of the following members:

- Interim Associate Provost and Dean of Undergraduate Studies (Chairperson) Dara Byrne
- Coordinators of Undergraduate Majors
  1. Anthropology Johanna Lessinger
  2. Cell & Molecular Biology Jason Rauco
3. Computer Science and Information Security
   Sven Dietrich
4. Criminal Justice (B.A.)
   Evan Mandery
5. Criminal Justice (B.S.)
   vacant
6. Criminal Justice Management
   Wendy P. Guastaferro
7. Criminology
   Louis Kontos
8. Culture and Deviance Studies
   Ed Snadjr
9. Dispute Resolution
   Maria R. Volpe
10. Economics Concentration A
    Catherine Mulder
11. Economics Concentration C
    vacant
12. English
    John Staines
13. Fire and Emergency Services
    Robert Till
14. Forensic Psychology
    Robert Till
15. Forensic Science
    Lawrence Kobilinsky
16. Fraud Examination and Financial Forensics
    Jon Childerley
17. Gender Studies
    Katie Gentile
18. Global History
    Stephen Russell
19. Humanities and Justice
    Hyunhee Park
20. International Criminal Justice
    Mangai Natarajan
21. Latin American and Latina/o Studies
    Jose Luis Morin
22. Law and Society
    Jean Carmalt
23. Legal Studies
24. Library
25. Philosophy
26. Police Studies
27. Political Science
28. Public Administration
29. Security Management
30. Sociology
31. Spanish Concentration A
    Michael Yarbrough
32. Spanish Concentration B
    James Cauthen
33. Toxicology
    Karen Okamoto
34. Forensic Science
    Mary Ann McClure
35. Fraud Examination and Financial Forensics
    Joe Pollini
36. Gender Studies
    Jennifer Rutledge
37. Global History
    Samantha Majic
38. Humanities and Justice
    Wendy P. Guastaferro
39. International Criminal Justice
    Robert McCrie
40. Latin American and Latina/o Studies
    Richard Ocejo
41. Law and Society
    Aida Martinez Gomez
42. Legal Studies
    Maria Julia Rossi
43. Library
    Shu-Yuan Cheng (Demi)
44. Philosophy
45. Police Studies
46. Political Science
47. Public Administration
48. Security Management
49. Sociology
50. Spanish Concentration A
51. Spanish Concentration B
52. Toxicology

*Co-coordinators

Committee on Honors, Prizes and Awards

There shall be a Committee on Honors, Prizes and Awards which shall make recommendations to the College Council for undergraduate student recipients. The Committee on Honors, Prizes and Awards shall consist of the following members:

- Vice President for Student Affairs (Chairperson) Lynette Cook-Francis
- Assistant Vice President and Dean of Students Michael Sachs
- Director, Center for Student Involvement and Leadership Danielle Officer
- Three (3) full-time members of the faculty
  1. Marta Concheiro-Guisan
  2. Vijay Sampath
  3. Valerie West
• Three (3) students who have a minimum cumulative grade point average of 3.0 and who are not seniors
  1. Brian Carvajal
  2. Mahtab Khan
  3. Katianna Laveaux

**College-Wide Grade Appeals Committee**

The college-wide grade appeals committee shall comprise five (5) tenured members of the faculty, who shall be nominated by the Faculty Senate and elected by the College Council. No more than one faculty member from any department may concurrently serve on the committee. The committee shall elect a chair from its own membership.
  1. Thurai Kugan
  2. Toy-Fung Tung
  3. Vacant
  4. Vacant
  5. Vacant

**College-Wide Assessment Committee**

There shall be a campus-wide committee to coordinate assessment efforts for both student learning and institutional effectiveness, broadly understood. The purpose of assessment is continuous improvement of teaching, student learning, institutional effectiveness, and service to internal and external constituencies. The Committee comprises seven faculty members and three Higher Education Officers. The Director of Assessment is an ex officio member without vote. The Associate Provost for Institutional Effectiveness is the committee chair.

- Chairperson                                    Marie-Helen Maras
- Co-Chairperson                                 Denise Thompson
- Director of Assessment (ex officio)           Virginia Moreno
- Interim Vice President for Enrollment Management &
  Associate Provost for Institutional Effectiveness  James Llana
- Seven (7) Full-time Faculty Members
  1. Lisette Delgado-Cruzata
  2. Marie-Helen Maras
  3. Maureen Richards
  4. Denise Thompson
  5. Jennifer Rutledge
  6. Mechthild Prinz
  7. Vacant
- Three(3) Higher Education Officers
  1. Anila Duro
  2. Deborah Washington
  3. Rosann Santos-Elliott
Special Committee of the College Council

Committee on Faculty Elections

There shall be a Committee on Faculty Elections which shall conduct faculty elections. The committee shall be comprised of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The Committee on Faculty Elections shall consist of the following members:

1. Chevy Alford
2. Maria Kiriakova
3. Ekaterina Korobkova
4. Hyunhee Park
5. Vacant
ADDITION OF DISTANCE EDUCATION FORMAT TO THE MASTER OF ARTS PROGRAM IN INTERNATIONAL CRIME AND JUSTICE

Program Code: 33083

RESOLVED, that a distance education format be added to the Master of Arts program in International Crime and Justice (SED Program Code 33083) program, effective Spring 2017, subject to financial availability.

Description
The distance education format for the Master of Arts program in International Crime and Justice will provide students the opportunity to complete the program entirely online. The program directly supports the mission of the institution by enabling John Jay College, renowned in the field of criminal justice, to reach a national and international student population beyond the traditional New York City market. The program currently attracts international students to study on campus, and offering the degree fully online will expand its reach to those abroad interested in rigorous global study of international crime and the responses to it.

Rationale
John Jay is well situated to offer online delivery of the MA in International Crime and Justice. This master’s is interdisciplinary in design, and several key courses from the Criminal Justice MA have already been developed for online delivery. The international nature of this program also lends itself to online delivery as it will allow the program and John Jay to better meet international-student demand while upholding our institutional commitment to justice on a broad scale. The college seeks to inspire to the highest ideals of citizenship and public service by developing graduates who have the intellectual acuity, moral commitment and professional competence to confront the challenges of crime and justice in a free society.
Application to Add the Distance Education Format To a New or Registered Program

This application should NOT be used to add the Distance Education Format to the following types of programs or proposals:

- Programs Preparing Teachers, Educational Leaders, and Other School Personnel

The application materials for those types of proposals can be found at: http://www.highered.nysed.gov/ocue/aipr/register.html

Doctoral programs: please contact the Office of College and University Evaluation.

**Directions for submission of application:**

1. For an application to add the distance education format to an existing general academic (non-licensure) program:

   Create a **single** PDF document that includes the following completed forms:
   - Application to Add the Distance Education Format
   - CEO (or Designee) Approval Form

   Attach the PDF document to an e-mail and send to:

   OCUERevAdmin@nysed.gov

   When submitting to the mailbox, include the following elements in the subject line of the e-mail:
   
   Institution Name, Distance Education Format, Degree Award, and Program Title

   E.g., Subject: AAA College, Distance Education Format, Master of Science, English Literature

2. For an application to add the distance education format to a proposed general academic (non-licensure) program:

   Complete the form and include it in the application PDF document.

3. For proposals to add distance education to a proposed or existing program in a licensed profession or a related field, complete this distance education form but submit it to the Office of the Professions.

---

1 CUNY and SUNY institutions: contact System Administration for application submission process.

March 2015
Task 1 Institution and Program Information: Complete this task for applications to add the distance education format to an existing program.

<table>
<thead>
<tr>
<th>Institution Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution Name:</strong></td>
<td>CUNY John Jay College of Criminal Justice</td>
</tr>
<tr>
<td><strong>Institution Code (6 digits):</strong></td>
<td>33300</td>
</tr>
<tr>
<td>The name and code of the institution should reflect the information found on the Inventory of Registered Programs</td>
<td></td>
</tr>
<tr>
<td><strong>Institution Address:</strong></td>
<td>524 West 59th Street</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>New York</td>
</tr>
<tr>
<td><strong>State/Country:</strong></td>
<td>NY</td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td>10019</td>
</tr>
<tr>
<td><strong>Regents Regions:</strong></td>
<td>New York County</td>
</tr>
<tr>
<td>Specify campus(s) of the institution where program is offered, if other than the main campus:</td>
<td></td>
</tr>
<tr>
<td>The name and code of the location(s) should reflect the information found on the Inventory of Registered Programs</td>
<td></td>
</tr>
<tr>
<td>Specify any other additional campus(s) where the program is offered besides the ones selected above:</td>
<td></td>
</tr>
<tr>
<td>If any courses will be offered off campus, indicate the location and number of courses and credits:</td>
<td></td>
</tr>
<tr>
<td>If the program will be registered jointly with another institution, please provide the partner institution’s name:</td>
<td></td>
</tr>
</tbody>
</table>
### Program Information for Existing Programs: Program information should reflect the information found on the Inventory of Registered Programs

<table>
<thead>
<tr>
<th>Program Code: (for registered programs only)</th>
<th>33083</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Title:</td>
<td>Master of Arts in International Crime and Justice</td>
</tr>
<tr>
<td>Degree Award:</td>
<td>MA</td>
</tr>
<tr>
<td>HEGIS code:</td>
<td>2105</td>
</tr>
</tbody>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>Name of contact person</th>
<th>Judith Cahn, Ed.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of contact person:</td>
<td>Director, John Jay Online</td>
</tr>
<tr>
<td>Telephone</td>
<td>212-484-1193</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jcahn@jjay.cuny.edu">jcahn@jjay.cuny.edu</a></td>
</tr>
</tbody>
</table>
**Instructions**

Guidance for this task can be found by clicking here: [Review Process for Approval of Programs in the Distance Education Format](#).

<table>
<thead>
<tr>
<th>1. Anticipated enrollment in distance program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Enrollment: 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Program Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>a). Term length (in weeks) for the distance program: 8 weeks</td>
</tr>
<tr>
<td>b). Is this the same as term length for the classroom program?</td>
</tr>
<tr>
<td>c). How much “instructional time” is required per week per credit for a distance course in this program (do not include time spent on activities that would be done outside “class time”, such as research, writing assignments, or chat rooms)</td>
</tr>
<tr>
<td>d). What proportion of the program will be offered in Distance Education format?</td>
</tr>
<tr>
<td>e). What is the maximum number of students who will be enrolled in an online course section?</td>
</tr>
</tbody>
</table>

**Part A: Institution-wide Issues**: Submit this part for the first Distance Education program proposed by your institution. This will be kept in a master file, and will not need to be resubmitted for each new proposed online program, unless there are changes.

Part A has been filed and approved, and no institution-wide changes are being sought at this time.

**Part B: Program-Specific Issues**: Submit this part for each new request to add Distance Education Format to a registered program.

**III. Learning Design**

1. How does your institution ensure that the same academic standards and requirements are applied to the program on campus and through distance learning? If the curriculum in the Distance Education program differs from that of the on-ground program, please identify the differences.

**Answer**: College policy requires that the standards and requirements of academic programs, regardless of modality, be subject to the same governance and review processes. The MA in International Crime and Justice to be delivered online comprises the same curriculum as the face-to-face version, and any modifications to this program will have to be approved via campus and CUNY governance and, if necessary, the program will need to be reregistered with NYSED.
2. Are the courses that make up the distance learning program offered in a sequence or configuration that allows **timely completion of requirements**?

**Answer:** The curriculum for the online MA in International Crime and Justice shares the same courses as the face-to-face program. It is scheduled so that full-time students can complete all requirements within one term. Online delivery will progress in eight-week sessions, which will allow students to accumulate credits as quickly as they would when taking the on-campus program. Like campus delivery, required courses will be offered online at least once each fall and spring semester.

3. How do faculty ensure that the **technological tools** used in the program are appropriate for the content and intended learning outcomes?

**Answer:** In addition to the normal review process described above, faculty partner with John Jay Online Instructional Designers to capitalize on their expertise in best practices for online teaching and learning to design course activities and assignments that maximize student engagement and success.

John Jay Online also requires all faculty teaching online to complete an orientation to teaching online to help them acclimate to the tools and demands of distance-education delivery.

Students evaluate online classes with the same instrument used for campus-delivered content. In addition, student evaluations for online sections ask for specific feedback about students’ experiences with distance delivery as such. Both faculty from the MA in International Crime and Justice and John Jay Online staff will use the results to assess student satisfaction with online teaching tools.

4. How does the program provide for appropriate and flexible interaction between faculty and students, and among students?

**Answer:** In translating courses for online delivery, faculty receive instruction and support from John Jay Online's staff of Instructional Designers in developing online discussions, collaborative reading and writing projects, and multimedia educational technology tools, such as short-video scenarios that students respond to together. Faculty are trained to use such tools to foster an online community of learners.

5. How do faculty teaching online courses verify that students are doing their own work?

**Answer:** Academic integrity will be verified through various methods: (a) Students are required to use their institutional email for all course and college correspondence to ensure that the student who is registered is the online student in the course; (b) Blackboard rosters are restricted to students who have matriculated at the college and who have registered for courses (including online courses); and (c) an online proctoring service will be employed to validate student identities and proctor exams.

### IV. Outcomes and Assessment

1. Distance learning programs are expected to produce the **same learning outcomes** as comparable classroom-based programs. How are these learning outcomes identified -- in terms of knowledge, skills, or credentials -- in course and program materials?

**Answer:** Learning outcomes for each course, whether delivered online or on campus, are listed on the syllabus distributed to students at the beginning of the term. Program-level learning outcomes will be prominently listed on the program website. Any changes to course or program structure or outcomes must be approved by college governance and, once approved, will be reflected on program materials and websites.
2. Describe how the means chosen for assessing student learning in this program are appropriate to the content, learning design, technologies, and characteristics of the learners.

Answer: Assessment of the student learning at the course level will, like campus delivery, be in terms of expected learning outcomes and methods of evaluation as stated on course syllabi, including assignments for the term, grading rubrics, and weight given to those assignments in calculating final grades. Online class assignments and activities will include quizzes, exams, and written work, but also group projects and scenario analyses that provide opportunities to assess student problem-solving, research and writing, and collaboration skills. John Jay Online Instructional Designers strive to help faculty develop course modules and assessments that promote student engagement.

V. Program Evaluation

1. What process is in place to monitor and evaluate the effectiveness of the distance learning program on a regular basis?

Answer: The online MA in International Crime and Justice shares curricular design, learning outcomes, and academic standards with the program delivered on campus and is subject to the regular governance structures and review processes at the program, college, and CUNY levels. The program assesses its effectiveness with regard to student learning through a systematic approach required by the institution. All courses must have stated learning outcomes that introduce, reinforce, or bring to mastery program-level outcomes. The program collects direct and indirect data to measure student progress with regard to these outcomes, and this data is used to revise course content, activities, and assignments. John Jay Online also captures student feedback specifically about their online experience and uses that feedback to help guide faculty in improving delivery of current offerings and to help shape the development of new courses and programs.

2. How will the evaluation results will be used for continuous program improvement?

Answer: The MA program in International Crime and Justice undergoes a cyclical academic program review, and outcomes from distance-education delivery will be evaluated along with and in contrast to campus delivery. Faculty teaching online work closely with John Jay Online instructional designers during the course-development process and maintain regular contact during the term. Both the program and John Jay Online review student performance and course evaluations at the end of the term and collaborate to improve course content and delivery in future iterations.

3. How will the evaluation process assure that the program results in learning outcomes appropriate to the rigor and breadth of the college degree or certificate awarded?

Answer: Though assisted pedagogically by John Jay Online Instructional Designers, the faculty remain the content experts and have complete oversight of the program’s academic content. As mentioned above, the International Crime and Justice MA program undergoes regular academic program review, and the online version will be included in that review. In between APR review cycles, the program meets regularly to review student success in meeting course and program outcomes.
PROGRAM IN CRIMINAL JUSTICE
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

PROPOSED CHANGES IN A DEGREE PROGRAM

Program Name and Degree Awarded: Master of Arts in Criminal Justice
HEGIS Code: 2105
NY State Program Code: 02538
Effective term: Fall 2017

Date of Program Approval: 9/7/16
Date of CGS approval: 9/13/16

Rationale for proposed changes:

In continuity with the current exam, the new Qualifying Exam will be given in two parts on two different days. Day 1 will focus on CRJ 710 & CRJ 711. Day 2 will focus on CRJ 715 & CRJ 716. Faculty teaching these classes will continue to be paid extra, at non-teaching adjunct rates, to design and grade the exam. The change will be that students may take one part, as soon as they complete the relevant classes, without taking the second part the same semester. If a student takes both parts, and passes only one, they need only repeat the part they failed. Students will still be required to complete both parts by 24 credits. The proposed change turns one high-stakes test into two medium-stakes tests, removes the problem of double-jeopardy for students who pass one part, and will allow students to take part of the exam sooner and in closer proximity to the courses being tested.
Requirements for the Degree Program:

**Strike through what is to be changed.

Degree Requirements

The Master of Arts in Criminal Justice requires 36 credits consisting of five required core courses, three courses in a specialization, and four elective courses. Students must also pass a comprehensive examination. Students meeting certain conditions may complete the degree in 30 credits plus a thesis.

The Comprehensive Exam (CE) qualifying criteria:

The CE must be taken after completing the first four required core CRJ courses (CRJ 710, 711, 715 & 716) and before completing 24 credits of coursework.

A student must have an overall GPA of 3.0 or higher to be eligible to take the CE.

All students are required to register for the CE, even if they are enrolled in CRJ 793. A student who is not registered for the CE prior to the exam date will not be allowed to take the CE exam.

A student must pass the CE before entering the final required core class, CRJ 730.

Requirements for the Degree Program:

**Underline the changes.

Degree Requirements

The Master of Arts in Criminal Justice requires 36 credits consisting of five required core courses, three courses in a specialization, and four elective courses. Students must also pass a two-part qualifying examination. Students meeting certain conditions may complete the degree in 30 credits plus a thesis.

The Qualifying Exam prerequisites:

The two-part Qualifying Exam must be taken after completing the first four required core CRJ courses and before completing 24 credits of coursework. Part A may be taken upon completion of CRJ 710 and CRJ 711; Part B may be taken upon completion of CRJ 715 and CRJ 716. The two parts may be taken in the same semester or in different semesters.

A student must have an overall GPA of 3.0 or higher to be eligible to take the Qualifying Exam.

All students are required to register for the Qualifying Exam. A student who is not registered for the Qualifying Exam prior to the exam date will not be allowed to take
A student is allowed two attempts at passing the CE. Any student who fails the CE twice may be dismissed from the program. However, in unusual circumstances and at the direction of the program director, a student may be permitted to take the examination a third time, provided that a plan of study has been approved by the CRJ program director. Students taking the CE in a semester in which they are not registered for classes must register for Maintenance and Matriculation (MAM) in order to sit for the exam.

A student must pass both parts of the Qualifying Exam before entering the final required core class, CRJ 730. A student is allowed a second attempt at passing each part of the Qualifying Exam. Any student who fails a part of the Qualifying Exam twice may be dismissed from the program. However, in unusual circumstances and at the discretion of the program director, a student may be permitted to take a part of the examination a third time, provided that a plan of study has been approved by the CRJ program director. Students taking the Qualifying Exam in a semester in which they are not registered for classes must register for Maintenance and Matriculation (MAM) in order to sit for the exam.

Does this change affect any other program?

[X] No  [ ] Yes

If yes, what consultation has taken place?
CHANGE IN EXISTING GRADUATE COURSE

This form should be used for revisions to course titles, prefixes/numbers, descriptions, and/or prerequisites. For small course content changes please also submit a syllabus. For significant content changes, a New Course Proposal form may be required instead. Please email the completed form to the Associate Dean of Graduate Studies at rmeeks@jjay.cuny.edu.

Date Submitted to the Office of Graduate Studies:
Date of Program Approval: September 7, 2016
Date of CGS Approval: 9/13/16

1. Contact information of proposer(s):

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Email(s)</th>
<th>Phone number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avram Bornstein</td>
<td><a href="mailto:abornstein@jjay.cuny.edu">abornstein@jjay.cuny.edu</a></td>
<td>X8287</td>
</tr>
</tbody>
</table>

2. Proposed changes. Please complete the entire “FROM” column. Only complete the proposed changes in the “TO” column.

<table>
<thead>
<tr>
<th>FROM (strike through the changes)</th>
<th>TO (underline changes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Program</td>
</tr>
<tr>
<td>CRJ MA</td>
<td>CRJ 710, CRJ 711, CRJ 715, CRJ 716 and the CRJ Qualifying Exam Parts A &amp; B.</td>
</tr>
<tr>
<td>Course</td>
<td>Course</td>
</tr>
<tr>
<td>CRJ 730</td>
<td>CRJ 710, CRJ 711, CRJ 715, CRJ 716 and the CRJ Comprehensive Exam</td>
</tr>
<tr>
<td>Pre- and/or Corequisites</td>
<td>Pre- and/or Corequisites</td>
</tr>
<tr>
<td>(specify which are pre, co, or</td>
<td>(specify which are pre, co, or</td>
</tr>
<tr>
<td>both)</td>
<td>both)</td>
</tr>
<tr>
<td>Hours</td>
<td>Hours</td>
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<tr>
<td>3 credits</td>
<td>Credits</td>
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<tr>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Effective Term</td>
</tr>
</tbody>
</table>

3. Rationale for the proposed change(s): This prerequisite change is necessary to reflect changes made to the exam structure for the CRJ MA.

4. Does this change affect other programs?
   
   ___ X ___ No _____ Yes

   If yes, what consultation has taken place?
Proposal to Add NC as Grade Option for Graduate Courses (Revised)
Office of Graduate Studies
Fall 2016

Date of CGS Approval: 9/13/16

To better facilitate the current policy on incompletes in graduate classes, Graduate Studies proposes the addition of the “NC” grade.

FROM:

2015-2016 Graduate Bulletin section “Grades”

Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Index Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
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<td>3.7</td>
</tr>
<tr>
<td>B+</td>
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<td>3.3</td>
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<tr>
<td>P</td>
<td>Pass</td>
<td>-</td>
</tr>
<tr>
<td>INC</td>
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<td>-</td>
</tr>
</tbody>
</table>

Please note that no grade can be eliminated from a grade point average by retaking a course.

Grade of INC (Incomplete)

A grade of INC is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. Students who receive an Incomplete must fulfill their academic obligation within one calendar year of the end of the semester in which the grade of Incomplete is given. In extraordinary circumstances and with the approval of the Dean of Graduate Studies or the Vice President for Enrollment Management, the time limit may be extended one additional year. Incompletes unresolved in the above-mentioned time period become permanent entries in students’ records as an Incomplete (no-credit) and may not be changed thereafter. A maximum of three grades of
Incomplete may be converted to regular grades during the course of a student’s enrollment in graduate studies at John Jay College. In rare circumstances, more than three grades of Incomplete may be converted to regular grades with the approval of the Dean of Graduate Studies or the Vice President for Enrollment Management.

Incomplete grades that are not resolved within the above-mentioned time period become permanent Incompletes. Such grades will not be counted in the student grade point average. No credit is awarded for Incompletes that have not been appropriately resolved.

TO:

Grades

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<tr>
<td>NC</td>
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Please note that no grade can be eliminated from a grade point average by retaking a course.

Grade of INC (Incomplete)

A grade of INC is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. Students who receive an Incomplete must fulfill their academic obligation within one calendar year of the end of the semester in which the grade of Incomplete is given. In extraordinary circumstances and with the approval of the Dean of Graduate Studies or the Vice President for Enrollment Management, the time limit may be extended one additional year. Incompletes unresolved within the above-mentioned time period become permanent entries in students’
records as an Incomplete NCs (no-credit) and may not be changed thereafter. A maximum of three grades of Incomplete may be converted to regular grades during the course of a student’s enrollment in graduate studies at John Jay College. In rare circumstances, more than three grades of Incomplete may be converted to regular grades with the approval of the Dean of Graduate Studies or the Vice President for Enrollment Management.

Incomplete grades that are not resolved within the above-mentioned time period become permanent Incompletes. Such grades will not be counted in the student grade point average. No credit is awarded for Incompletes that have not been appropriately resolved.

Grade of NC (No Credit Granted)

A grade of NC indicates that an INC received in a graduate course has not been resolved by the deadline. No credit is awarded for an NC, and an NC has no impact on a student’s grade point average.

Rationale:

According to current policy, INCs in graduate classes become permanent after one year (or, in extraordinary circumstances, two years) but remain “INC” on a student’s record. INCs are always considered by CUNYfirst to be in progress, which means that students who want to register for a course in which they have permanent INCs from a previous term must be manually enrolled by Registrar’s Office personnel at the request of the Office of Graduate Studies. The NC grade is proposed to alleviate this administrative burden by functioning like an INC in that it has no GPA consequence but also indicates that the course is no longer in progress. CUNYfirst can also be automated so that INCs resolve to NCs after one year without any manual intervention. NC can therefore serve as an indicator of unresolved incomplete that will allow a student to register for a future section of a class without intervention by graduate programs, the Office of Graduate Studies, and the Registrar’s Office.

Though indicating a permanent incomplete, an NC could, like any other grade, be changed to a letter grade or INC in appropriate circumstances using established change-of-grade procedures.

The proposed change to the policy on incompletes also removes some redundancy in the bulletin entry and moves the statement regarding credit awarded and GPA impact to the description of the NC.
To: John Jay College of Criminal Justice – College Council Committee

From: Cary Sanchez-Leguelinel, Ph.D., Chair, on behalf of the Department of Counseling faculty

Date: September 14, 2016

RE: Request for Departmental Name Change: Department of Counseling to Department of Counseling and Human Services

The Department of Counseling faculty formally requests a change in name to the Department of Counseling and Human Services. Historically, serving as a hybrid department, faculty shared both teaching and counseling responsibilities; our department name appropriately described the specificity and uniqueness of its work and curriculum. However, over the past several years, the department recognized the need to broaden the curriculum to better prepare for entry level employment in a diverse array of social service and community settings. To these ends, the department redirected efforts to professionally educate students in the newly emerging and distinct discipline of Human Services, where projected job opportunities that intersect with criminal justice, are extremely favorable. The revision and expansion of course offerings ultimately led the department’s decision to formally change the name of its “minor” from Counseling to Human Services. The year 2015, was a unique time in the Department’s history. With Provost Bower’s vision, leadership, and, support the Department of Counseling was restructured, releasing faculty from their clinical counseling duties in exchange for a traditional teaching work load. Enhanced faculty morale and newly found time, fueled the department’s deepening commitment to the field of Human Services. In collaboration with SEEK and Africana Studies faculty, we have been actively engaged in finalizing a proposal to establish a Bachelor’s degree in Human Services and Community Justice, which will be submitted to the UCASC this semester.

Recognizing the multi-faceted and expanding nature of our department and discipline, faculty anticipated that the current name would cause difficulty in branding and describing its future conceptual mission. As a result, after a series of consultations, faculty voted unanimously, on August 30, 2016 to formally request that Human Services be included in its title, thus changing its name from the Department of Counseling to the Department of Counseling and Human Services. Human Services as a discipline is rapidly professionalizing and supported by the proliferation of degree programs, professional organizations, and a relatively new national accrediting body. The department’s desire to have a more distinguishing nexus between the department name and this emerging discipline helps to insure the programs relevancy, focus, desirability, and reputation. The language chosen to define the new name mirrors the competitive marketplace of other educational Human Services programs. More accurately, defining the department in terminology that prospective students know will serve to attract transfer students coming from the seven CUNY community colleges currently offering Human Services associate degrees. Including Human Services in the department’s name will serve to build constituencies with professionals in the field, and is expected to be particularly meaningful as the department seeks formalized national accreditation for the Human Services and Community Justice program being proposed.

The Department of Counseling faculty respectfully requests approval of this change.
To: The College Council
From: The Faculty Senate
September 28, 2016

The following document is the College's official procedure for selecting individuals to receive an honorary degree from John Jay College. The procedure was proposed by the Faculty Senate in 1989 and was adopted as College policy by the College Council in that same year.

The proposed changes are to add the words that are underlined and to delete the words that have a line through them:

**John Jay College Procedure for Awarding Honorary Degrees**

Honorary degrees shall be awarded in accordance with the City University of New York Bylaws and the Guidelines of the Board of Trustees. The procedure shall be as follows:

1. Any member of the John Jay community may nominate a person for an honorary degree. To be valid, nominations for honorary degrees must be received by the Committee on Honorary Degrees by a date established and publicized to the College community by the Committee.

2. a. The Committee on Honorary Degrees shall consist of seven tenured full-time members of the faculty, who hold the rank of assistant, associate, full, or distinguished professor, and who are nominated by, but not restricted to, members of the Faculty Senate and who are elected by the full-time faculty in a mail Faculty Senate by secret ballot to serve three-year terms. Members of the Committee may stand for election to additional three-year terms, upon nomination by the Faculty Senate. The counting of ballots shall be conducted by the Committee on Faculty Elections.

   b. The members of the Committee on Honorary Degrees shall elect the chairperson of the Committee, for a two-year term, from among the members of the Committee. The Chair may be elected by the Committee for additional 2-year terms.

3. The Committee on Honorary Degrees shall examine, on a confidential basis and, except for the chairperson of the Committee, without knowledge of the identity of the nominators, the credentials of nominees for honorary degrees and shall recommend, in a timely fashion, worthy candidates to the Faculty Senate.
4. The Faculty Senate shall meet in closed session, which shall be open only to members of the Faculty Senate and any guest(s) invited by the Senate or its Executive Committee, to consider the candidates recommended by the Committee. After confidential deliberation, and without knowledge of the identity of the nominators, the Faculty Senate shall vote on the proposed candidates and shall forward the names of those candidates who have been approved for an honorary degree by a three-quarters affirmative vote of those members of the Faculty Senate present and voting to the President of the College for his or her approval and transmission to the Chancellor and the Board of Trustees for their approval.

5. If the number of honorary degree candidates approved by the Faculty Senate exceeds the number of honorary degrees that the CUNY Board of Trustees permits be granted at an academic convocation or commencement ceremony, then the Faculty Senate shall vote by secret ballot to rank order the approved candidates and shall transmit its recommendations to the President.

6. It shall be the responsibility of the President of the College, or of his or her designee, to inform forthwith each candidate approved by the Faculty Senate and by the President to receive an honorary degree that he or she has been so selected. In addition, the President of the College, or designee, shall inform the candidate that the conferral of the honorary degree is conditional on the approval of the CUNY Chancellor and of the CUNY Board of Trustees and that it is also conditional on the candidate’s attendance at the commencement or convocation ceremony at which the award is to be conferred, which is a requirement of the CUNY Board of Trustees.

7. If a candidate approved by the Faculty Senate and informed by the President of the College agrees to accept the honorary degree but is unable to attend the commencement ceremony or convocation, then the invitation shall be extended by the President of the College until the following commencement or convocation, but such an extension shall be for a maximum of three years.

8. Candidates approved by the Faculty Senate and by the President of the College may be invited by the President to receive an honorary degree for a period of up to three years from the date of Faculty Senate approval. In this way, there can be established and maintained a queue of approved candidates which can facilitate the process, given the demanding schedules of such highly meritorious individuals.

9. An invitation or an extension of an invitation to receive an honorary degree shall be rescinded if the Faculty Senate, in consultation with the Committee on Honorary Degrees, or the President of the College, in consultation with the Faculty Senate and the Committee on Honorary Degrees, determines that this is in the best interests of the College. Similarly, a candidate who has been approved but who has not yet been invited may be removed from the queue by the same process as the one described above.

10. The Faculty Senate shall recommend to the President of the College which candidate or candidates shall be invited to speak at the commencement or convocation ceremony,
although it shall be the right of the President to make the final decision as to who shall be the speaker(s).

11. The awarding of honorary degrees shall accord with the principles of pluralism and diversity to which the University is committed.

Faculty - definition: Faculty, for the purposes of this Procedure, comprises those full-time members of the faculty who hold the rank of distinguished professor; professor; associate professor; assistant professor; instructor; lecturer; distinguished lecturer.

Explanation: This revision is being proposed by the Faculty Senate. When the Faculty Senate originally proposed this Honorary Degree procedure to the College Council for its adoption as College policy in 1989, the full-time faculty numbered approximately 170 members; it now numbers approximately 400. Accordingly a mail ballot to the entire full-time faculty has become a heavy operational burden for the Faculty Senate. Also, the Faculty Senate at that time comprised 35 members; it now comprises 47 members, a much larger body of John Jay faculty. Just as the Faculty Senate now selects the faculty members of College Council committees and of executive search committees, and just as it elects the members of its own committees, it is appropriate that it elect the members the Committee on Honorary Degrees, which is a Faculty Senate committee.
College Council Attendance Percentages 2015-2016

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