



**Committee on Graduate Studies (CGS)
Schedule of Meetings, Agendas, Attendance, and Minutes**

2024–2025

**Committee on Graduate Studies
Schedule of Meetings 2024–2025**

Meeting Number	Date	Time
1	Friday, September 6, 2024	12:30 PM – 2:30 PM
2	Friday, October 18, 2024	12:30 PM – 2:30 PM
3	Friday, November 15, 2024	12:30 PM – 2:30 PM
4	Friday, December 13, 2024	12:30 PM – 2:30 PM
5	Friday, February 14, 2025	12:30 PM – 2:30 PM
6	Friday, March 14, 2025	12:30 PM – 2:30 PM
7	Friday, April 11, 2025	12:30 PM – 2:30 PM
8	Friday, May 16, 2025	12:30 PM – 2:30 PM

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Committee on Graduate Studies

September 6th, 2024

12:30–2:30 PM

Remote Conferencing via Zoom

<https://jjay-cuny.zoom.us/j/81576420593?pwd=znzBokIGuvh90s03uSnxgbF5ADShzx.1>

Meeting ID: 815 7642 0593

Passcode: 105329

- 1. Announcements – Interim Dean Sidman**
 - Welcome and Introductions
 - Dean’s Message
- 2. Approval of Minutes of May 17th, 2024**
- 3. Formation of Curriculum Subcommittee**
- 4. Programs**
 - Revision of the International Crime and Justice, MA
- 5. Courses**
 - ICJ 750 Special Topics in International Crime and Justice
- 6. Academic Assessment – Dean Sidman and Dyanna Pooley**
- 7. New Business**

1 **John Jay College of Criminal Justice**

2 City University of New York

3 Committee on Graduate Studies

4
5 **Minutes of September 6, 2024**

6
7 The Committee on Graduate Studies held a remote meeting September 6, 2024, via Zoom.
8 Interim Dean Andrew Sidman called the meeting to order.

9
10 **Present:** Jana Arsovska, Kendra Doychak, Shweta Jain, Simone Martin-Howard, Daniel Matos,
11 Danielle Officer, Susan Pickman, Chitra Raghavan, Ian Seda Irizarry, Avijit Roy, Ellen Sexton,
12 David Shapiro, Robert Till, Lucia Velotti, Rebecca Weiss, Valerie West, Ruby Aguirre

13
14 **Absent:** Marta Concheiro-Guisan, Susan Kang

15
16 **Non-Voting Members and Guests:** Maggie Arismendi, Wynne Ferdinand, Kathy Killoran, Elena
17 Lenihan, Shavonne McKiever, Patrizia Pelgrift, Dyanna Pooley, Charlotte Walker-Said, Rosemary
18 Barberet

19
20 **I. Dean's Announcements – Interim Dean Andrew Sidman**

21
22 Interim Dean Sidman introduced himself and the Academic Programs team. The committee
23 members then introduced themselves. Interim Dean Sidman introduced the aims of the
24 Academic Program team's work to build up quantitative reasoning for its undergraduate
25 curriculum. This effort is headed by Director Ferdinand for the undergraduate curriculum, and it
26 will be expanded towards the graduate curriculum. Part of this work focuses on developing
27 broadly applicable standards for academic skills, for example, Academic Programs hopes to
28 update the writing across the curriculum guidelines, which have remained unchanged since
29 1997. The Council of Undergraduate Program Coordinators is discussing assessment and
30 program review processes to improve student outcomes. The Committee on Graduate Studies
31 plays a vital role in shaping the curriculum and academic standards of graduate programs, and
32 Interim Dean Andrew Sidman encouraged interested individuals to get involved in these efforts.

33
34 **II. Approval of the minutes of May 17, 2024**

35
36 There was no discussion.

1 **A motion was made and seconded to approve the minutes of May 17, 2024. The minutes**
2 **were approved unanimously with 18 votes in favor.**

3
4 **III. Old Business**

5
6 Interim Dean Andrew Sidman introduced item three on the agenda: the Curriculum Sub-
7 Committee. This sub-committee reviews proposals (revisions, courses, programs) before the
8 Committee on Graduate Studies. The purpose of this Sub-Committee is to ensure that what
9 lands on the desks of the members of the Committee on Graduate Studies is the best version of
10 changes to the curriculum. Four members volunteered for this Sub-Committee: Valerie West,
11 David Shapiro, Ruby Aguirre, Ellen Sexton.

12
13 **IV. New Business**

14
15 **A. Programs**

16
17 **i. Program Revisions**

18
19 Interim Dean Andrew Sidman introduced the proposed revision to the International Crime and
20 Justice Master's Program. Associate Dean Killoran explained that there is a need to refresh the
21 list of electives to make students' graduation audit process more seamless. Courses such as the
22 Independent Study or the faculty mentored research are being added to the list so that they
23 can be counted towards the students' Master's degree. Director Arsovska highlighted the need
24 to discuss a minor change to the comprehensive review exam, since it was removed from the
25 list. All other courses have already been approved. Dean Killoran commented there is a second
26 reason to revise the program – ensuring that all sources of information (the Bulletin, CUNYFirst
27 and DegreeWorks) are correct and consistent. No further discussion.

28
29 **A motion was made and seconded to adopt the proposed revision to the International Crime**
30 **and Justice Master's Program. The motion was approved unanimously with 18 votes in favor.**

31
32 **B. Courses**

33
34 **i. Course Revisions**
35
36

1 Interim Dean Andrew Sidman introduced the final curricular item of the day: ICJ 750 “Special
2 Topics in International Crime and Justice.” This is a proposal that Dean Killoran suggested last
3 year to allow students to take the course twice. ICJ is incorporating this suggestion by making
4 their 750-course repeatable one time for a total of six credits in the program. There was no
5 further discussion.

6
7 **A motion was made and seconded to approve the revision to course ICJ 750. The motion was**
8 **approved unanimously with 18 votes in favor.**

9
10 **V. Other Business**

11
12 Director Pooley conducted a presentation featuring statistics for the past academic year that
13 included the Undergraduate Programs. This is because there are correlations with the Graduate
14 programs (undergraduate students who start in the Undergraduate, and move to the Graduate
15 Programs, for example). Out of the 31 undergraduate majors, she received 18 reports, and two
16 programs that used the self-study review process. She encouraged members who wish to use
17 their academic program review process in lieu of an annual assessment to contact her, Interim
18 Dean Sidman or Dean Killoran. Director Pooley mentioned that she was still waiting for 11
19 graduate program submissions.

20
21 Out of the 13 unattached minors that are included in the process (like Interdisciplinary Studies
22 and Africana Studies), Director Pooley has four reports, but nine are still outstanding / not
23 received. From other academic areas, such as Library, she has one of the two reports.

24
25 Her good news was that 41 unique courses were assessed across all reports received: six of the
26 700-level (most of the assessments occurring at the 400-level). Most of the assessments are
27 done at the capstone level, but Director Pooley would like to find a way to capture the
28 assessment before that final level to ensure that changes and adjustments can promptly be
29 made to close the loop earlier in the curriculum. Some of the courses have small sample sizes
30 (or these details are not included), and this makes the sample statistically insignificant. The
31 Assessment Committee will keep an eye on that detail this year.

32
33 There were 13 courses with 25% or more of students that did not meet expectations.
34 Director Pooley stated that they are in the process of improving assessment measurements.
35 Here are some examples of programs that are working on addressing their assessment results.
36 Based on their fall assessment results, the Human Services and Community Justice major made
37 changes to course modality scheduling while in the midst of the year (after they found that 53%

1 of students met or exceeded expectations, and 46% did not in online courses). The department
2 made amendments to the modality of some sections of courses:

3

4 A. Section 1: change to once a week to twice a week online synchronous;

5 B. Section 2: once a week to twice a week in-person (more contact with instructors and
6 more engagement with peers).

7

8 These sections also had two different rubrics that were merged into one robust and detailed
9 rubric for both sections. In the spring semester, they yielded the following results: 75% of
10 students met or exceeded expectations. Students were also given several opportunities to
11 revise their papers. This additional feature contributed to positive changes, while students that
12 did not take advantage of this feature performed lower.

13

14 Director Pooley also explained that the Anthropology and Deviance, Crime and Culture majors
15 were in the process of revising their program level outcomes in reaction to their last program
16 review from a few years ago. The learning outcome language was long and complex, which led
17 to difficulties assessing the outcome, and during the outcome application, the faculty conflated
18 them on their syllabi. Therefore, they re-organized the outcomes, simplified the language, and
19 have since streamlined them over this academic year.

20

21 Director Pooley also stressed the importance of holding a syllabus review for every department.
22 The Department of Political Science has been conducting the process by using five different
23 criteria. Within their four-program levels, they noticed that 29 courses included writing, but
24 only eight of them had “scaffolding”; 11 of them involved independent research, and only three
25 focused on effective writing. It was decided that they would revisit the learning outcomes
26 (should writing be a learning outcome, if it is not taught in their courses?). With reference to
27 research skills, they are only taught at two specific places in their curriculum (if research skills
28 ought to be an outcome, then it should be embedded more thoroughly in their curriculum at all
29 levels). Director Pooley further mentioned that the deadline for collection of the assessment
30 reports will be at the end of February, however, the Master’s Program can choose a different
31 deadline.

32

33 The Philosophy Department made changes to their overall assessment process. The Chair,
34 Michael Brownstein met with several people to learn best practices. The committee decided to
35 maintain their current plan until the external evaluation in spring 2024. In the meantime, three
36 immediate changes were implemented: 1) the curriculum committee would also serve as the
37 assessment committee; 2) the committee would review student work, instead of course faculty;

1 3) the sample size of student work for assessment will be increased. Their initial findings
2 indicated that 1) most students met or exceeded writing expectations; 2) there was no
3 significant performance difference between 200 and 300-level courses, 3) there was uneven
4 construction of writing assignments, and 4) students used AI in their writing assignments.
5 Director Pooley will follow up on the role of writing in their courses, and she will share the
6 overall results of her entire findings with everyone here.

7

8 Director Pooley concluded that there are three open seats on the Academic Assessment
9 Committee, and those interested ought to contact her, Interim Dean Sidman or Karen
10 Kaplowitz. Students are also welcome to apply. There were two volunteers: Lucia Velotti,
11 Shweta Jain.

12

13 Interim Dean Andrew Sidman thanked the volunteers, and reminded everyone of the
14 importance of the work done by the Academic Assessment Committee.

15

16 The meeting concluded at 13:25.

17

18 Submitted by,

19 Patrizia Pelgrift, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Committee on Graduate Studies

October 18th, 2024

12:30–2:30 PM

Remote Conferencing via Zoom

<https://jjay-cuny.zoom.us/j/85877208739?pwd=s77BJu62lgUPNq2In2HoOFIh6pxs8H.1>

Meeting ID: 858 7720 8739

Passcode: 246908

1. Announcements – Interim Dean Sidman

- Intro and Welcome Dominic Stellini - new Assistant Vice President for Student Affairs and Dean of Students
- Program Director’s Evaluation timeline

2. Approval of Minutes of September 6th, 2024

3. Approval of Graduate Faculty

- Digital Forensics and Cybersecurity-MS
 - i. Prof. Dexter Smith
 - ii. Prof. John McFarland
 - iii. Prof. Luciana Wachholtz
 - iv. Prof. Maryam Vatankhah
 - v. Prof. Wilder Umana
- Economics-MA
 - i. Prof. Yahya Mete Madras
 - ii. Prof. Julio Huato

4. Planning for Graduate Student Research Symposium – Dean Sidman

5. DRAFT Writing Across the Curriculum Guidelines – Dean Sidman

6. New Business

1 relevant data and information to support the growth and improvement of graduate
2 programs.

3 4 **II. Approval of the minutes of September 6, 2024**

5
6 There was no discussion.

7
8 **A motion was made and seconded to approve the minutes of September 6, 2024. The**
9 **minutes were approved unanimously with 13 votes in favor.**

10 11 **III. New Business**

12 13 **A. Graduate Program Faculty Approval**

14
15 Interim Dean Sidman introduced the next item on this agenda, and proposed to take the
16 vote as a slate to approve all seven new faculty members for the Digital Forensics and
17 Cybersecurity and Economics master's programs. One of the faculty members, Julio Huato,
18 was previously approved but did not teach at the time, so his CV was included again for
19 reference. The rest of the faculty names were: Dexter Smith, John McFarland, Luciana
20 Wachholtz, Maryam Vatankhah, Wilder Umana (all Digital Forensics and Cybersecurity MS),
21 and Yahya Mete Madras (Economics MA).

22
23 There was no further discussion.

24
25 **A motion was made and seconded to take this vote as a slate, and approve the appointment**
26 **of all seven new faculty members. The committee unanimously approved the appointment of**
27 **all seven new faculty members as a slate. This decision was made with 13 votes in favor.**

28 29 **B. Planning for Graduate Student Research Symposium**

30 Interim Dean Sidman moved onto the next agenda item – planning the Graduate Student
31 Research Symposium, part of the Research and Creativity Expo (formerly Research Week).
32 The symposium began online during the pandemic and has since transitioned to an in-
33 person event in the Moot Court. It has been a successful platform for graduate students to
34 showcase their research, with faculty and some administrators, like President Mason,
35 attending and expressing appreciation for the students' work.

36
37 Today, the main focus is selecting a date for the event. The Research Expo runs from April
38 30 to May 9, and the Office for Student Research and Creativity suggests Thursday, May 8,
39 as a potential date. The symposium typically starts at 6 PM to accommodate students'

1 schedules. Interim Dean Sidman asked participants to check their calendars and confirm
2 whether May 8 may work or if another date would be preferable, emphasizing that early
3 planning would facilitate smoother event logistics.

4
5 After much discussion of dates among the members, Professor Valerie West proposed a
6 motion for this to be held on May 1st at 6pm.

7
8 **A motion was made and seconded to hold this event on Thursday, May 1st, 2025 at 6pm. The**
9 **motion was approved unanimously with 14 votes in favor.**

10
11 Interim Dean Sidman's final agenda item addressed draft revised Guidelines for Writing
12 Across the Curriculum, included in the meeting packet. The draft is intended for review
13 and feedback but is not up for a vote yet; it is meant to initiate an important discussion
14 about integrating writing instruction into the curriculum. The process started with
15 developing a writing rubric for General Education courses and aims to broaden the types
16 of writing skills cultivated in students. Interim Dean Sidman referenced outdated
17 guidelines from 1997, noting the need for a more thoughtful approach to writing
18 instruction, and emphasized that feedback from the group is especially important. This
19 is because the goal is to create comprehensive guidelines that encompass all levels,
20 including graduate writing, which is currently lacking in the draft.

21
22 Interim Dean Sidman ultimately invited input from graduate directors and instructors
23 about what should be included in the guidelines. There will be further discussions,
24 including a potential follow-up with Professor Tim McCormack to address feedback
25 received.

26
27 Interim Dean Sidman opened the floor for new business or announcements, and
28 Professor Concheiro-Guisan sought clarification on the ultimate goal for writing
29 instruction in graduate programs. Is the aim to incorporate writing into each course,
30 establish a writing boot camp, create a special course, or simply develop general
31 guidelines?

32
33 Interim Dean Sidman emphasizes that there would not a single goal for writing
34 instruction in graduate programs; rather, it would encompass multiple initiatives. These
35 include integrating writing into various courses, developing specialized writing courses
36 led by discipline faculty, and enhancing existing courses through a writing curriculum
37 project. The overall aim is to improve students' exposure to effective writing instruction,
38 supported by professional development for faculty. The Guidelines are the framework
39 that would assist faculty in helping students become better writers.

40
41 Professor Valerie West wanted to revisit the evaluation of graduate or program
42 directors and emphasized the need for CUNY to create a new data column in CUNY First

1 to identify online-only students. She expressed that the current sub plan is inadequate
2 for this purpose. This is because the student group codes are not being maintained if
3 they move from online-only students to in-person students. She was concerned that it
4 may hurt the ranking of her department's programs.

5
6 Associate Dean Killoran assessed that the issue may be the lack of maintenance in CUNY
7 First, however, she commented that she was not familiar with the sub plan. Interim
8 Dean Sidman agreed that the coding was inconsistent, offered to investigate the issue
9 with the Registrar's office, and would include Associate Dean Killoran in the
10 communications.

11
12 Director Pickman then wondered whether there might be individuals on campus who
13 could teach debate techniques to students, aiming to facilitate organized discussions
14 and debates. The goal would be to help students learn how to communicate effectively
15 and respectfully.

16
17 Interim Dean Sidman acknowledged that the answer may depend on the definition of
18 debate, but confirmed that there were faculty specializing in oral communication. He
19 noted a change in tone at the Town Hall meetings from September to October,
20 attributing part of this to Maria Volpe's work with students through the dispute
21 resolution program she runs.

22
23 Interim Dean Sidman also offered to resend information about a program from
24 University Interim Dean Lopes' office that offers funding for faculty to develop initiatives
25 related to civic engagement. This program focuses on fostering civil communication
26 about contentious issues. Faculty interested in this area are encouraged to apply for
27 resources to support their work.

28
29 There were no further questions, and Interim Dean Sidman concluded the meeting.

30
31 The meeting ended at 1:05 PM.

32
33 Submitted by,
34 Patrizia Pelgrift, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Committee on Graduate Studies

November 15th, 2024

12:30–2:30 PM

Join Zoom Meeting

<https://jjay-cuny.zoom.us/j/84947765332?pwd=euFrwEBILmGyQ7Mb1qHPhzUPbaE7k2.1>

Meeting ID: 849 4776 5332

Passcode: 567189

- 1. *Announcements – Interim Dean Sidman***
- 2. *Approval of Minutes of October 15th, 2024***
- 3. *Presentation on new VMock Tool*** – Purnima Taylor, Director, Career Learning Lab
- 4. *Programs***
 1. Revision of MA in Economics
 2. Revision of the Advanced Certificate in Emergency Management Studies
- 5. *Course Revisions***
 1. CRJ 779 The Female Offender in Western Society
 2. PSY 716 Assessment and Counseling of the Juvenile Offender
 3. PSY 754 Advanced Forensic Assessment
 4. PSY 774 Advanced Issues in Victim Counseling and Psychotherapy
- 6. *Graduate Faculty Approvals***
 - **CRJ-MA**
 1. Joseph Pascarella
 2. Rene Ropac
 3. Erious Johnson
- 7. *DRAFT Writing Across the Curriculum Guidelines: Feedback to date*** - Dean Sidman
- 8. *New Business***

1 **John Jay College of Criminal Justice**

2 City University of New York

3 Committee on Graduate Studies

4
5 **Minutes of November 15, 2024**

6
7 The Committee on Graduate Studies held a remote meeting November 15, 2024, via Zoom.
8 Interim Dean Sidman called the meeting to order.

9
10 **Present:** Jana Arsovskaja, Marta Concheiro-Guisan, Kendra Doychak, Rebecca Weiss, Susan Kang,
11 Chitra Raghavan, Ian Seda Irizarry, Avijit Roy, Andrew Sidman, Robert Till, Lucia Velotti, Valerie
12 West, Ruby Aguirre.

13
14 **Absent:** Shweta Jain, Simone Martin-Howard, Daniel Matos, Dominic Stellini, Susan Pickman,
15 Ellen Sexton, David Shapiro.

16
17 **Non-Voting Members and Guests:** Maggie Arismendi, Sulema Ebrahim, Wynne Ferdinand,
18 Kathy Killoran, Patrizia Pelgrift, Dyanna Pooley, Gloria Gray, Jennifer Cadeau, Elaine Thompson,
19 Amir Rasulov, Purnima Taylor, Charlotte Walker-Said, Elena Lenihan, Soraya Cruz,

20
21 **I. Dean's Announcements – Interim Dean Sidman**

22
23 Interim Dean Sidman welcomed everyone and made two announcements:

24 1) the new graduate student orientation will take place on Monday, 13th January 2025
25 (students may arrive at 3pm for snacks and networking; the formal program will start at
26 5pm; the students will join the directors and advisors to learn about the specifics of the
27 program that they have chosen at 6pm); and 2) a reflection on the current political climate
28 – Interim Dean Sidman expressed concern about the potential direction of a second Trump
29 administration, especially regarding the president-elect's Cabinet choices. He links these
30 concerns to a broader issue: the erosion of democratic principles, which he believes is tied
31 to the decades-long decline of liberal arts education. He also emphasized that, while higher
32 education is focused on providing students with skills for successful careers, it also plays a
33 critical role in teaching the values essential to a democratic society—such as the importance
34 of rights, freedoms, and democracy. Finally, he calls for a renewed focus on these principles,
35 stressing the important role of education in shaping students as active and informed
36 citizens.

37

1 **II. Approval of the minutes of October 18, 2024.**

2

3 Interim Dean Sidman asked if there were corrections, comments or questions pertaining to
4 last month's minutes. There were none, so he called for a vote on the item.

5

6 **A motion was made and seconded to approve the minutes of October 18, 2024. The minutes**
7 **were approved unanimously with 11 votes in favor.**

8

9 **III. Presentation on New VMock Tool**

10 Dean Sidman invited the Director of the Career Learning Lab, Purnima Taylor to present the
11 new VMock Tool. Director Taylor introduced college assistant, Amir Rasulov, to guide the
12 audience through the new platforms within the Career Learning Lab. The first platform was
13 Handshake, which replaces the previous system, Simplicity, and helps students find a wide
14 range of employment opportunities, such as internships, part-time or full-time jobs,
15 research opportunities, and capstone projects. Handshake gives access to over 25,000
16 employers and removes geographic limitations, allowing students to explore jobs in diverse
17 locations, especially in industries with hubs outside of New York.

18 The second platform discussed was VMock, which provides students with 24/7 support for
19 creating resumes, cover letters, elevator pitches, and practicing industry-specific interviews.
20 Director Taylor explained that Amir would also demonstrate VMock from the student's
21 perspective to show how they can use it to enhance their career preparation.

22 Amir Rasulov introduced himself as a political science student at John Jay, and went on to
23 present a demonstration on VMock, a career tool that helps students with resume building,
24 cover letters, elevator pitches, and interview preparation. Amir emphasized the importance
25 of peer-led demonstrations, as students can relate better to each other's experiences. He
26 walked through VMock's features, starting with uploading a resume, which is then reviewed
27 by AI to suggest edits and improvements. VMock also offers templates tailored to specific
28 industries, such as federal, STEM, and finance.

29 Amir highlighted how VMock may help optimize resumes for specific job opportunities,
30 particularly through Applicant Tracking Systems (ATS) that scan resumes for keywords.
31 Additionally, VMock provides an elevator pitch section to help students refine their
32 responses for interviews, offering feedback on content, delivery, and nonverbal cues. The
33 smart interview feature allows students to practice answering common employer
34 questions, simulating real interview scenarios. Amir stressed that VMock is available 24/7,

1 offering essential career preparation tools that students can use anytime, especially when
2 career counselors are not immediately available.

3 Director Taylor explained that the development of VMock was informed by input from John
4 Jay's career specialists, who shared resume and cover letter templates, as well as interview
5 questions commonly used with students. This data, along with industry-specific skill
6 baselines, was integrated into VMock's AI system to enhance its guidance.

7 She highlighted the creation of specialized templates for different fields, such as federal
8 employment and tech industries, which are crucial for John Jay students. Additionally,
9 liberal arts majors were considered to ensure all students have tailored support. Director
10 Taylor also emphasized that VMock helps guide students beyond what individual advisors
11 can offer, ensuring all students, regardless of their major, have access to resources that
12 support their career growth and success.

13 Professor Doychak asked the following question:- "You mentioned that students can choose
14 their career track, such as Federal, Finance, and other fields. I'm curious to know if
15 psychology and counseling are currently represented in the system for students, or if there
16 are plans to include them in the future."
17

18 Director Taylor responded that Social sciences, including psychology and counseling, were
19 covered within the system, and that, when students submit job descriptions for roles in
20 these fields, they will receive questions tailored to those specific areas. Additionally, when
21 students first log in, they are asked detailed questions about their career interests. This
22 helps VMock understand how to best support them. The platform also assesses their career
23 knowledge level—whether they are beginners, intermediate, or experts—allowing it to
24 provide guidance appropriate to their experience. This ensures the system meets students
25 where they are in their career journey.
26

27 Interim Dean Sidman commented how impressive the use of AI in VMock was. He
28 highlighted that students can upload job descriptions and receive tailored feedback on their
29 resumes and other materials, helping them better align their application with the specific
30 job. He found the system's capabilities remarkable, though initially overwhelming to grasp.
31

32 Professor West asked if there was a noticeable difference in the feedback given on resumes
33 that are reviewed by people versus those that are processed through the ATS (Applicant
34 Tracking System). Director Taylor responded that these are early days, but that the goal
35 would be for resumes reviewed through the ATS to be stronger because it would reduce

1 human error. VMock subtly guides students in several ways: it teaches them the right
2 resume format, helps them craft detailed bullet points, and educates them on industry-
3 specific skills and language. If students lack certain skills, VMock helps them figure out how
4 to acquire them. While VMock assists students up to a certain point (scoring up to 75%), it
5 still encourages meetings with advisors for further refinement. This allows career
6 counselors to focus on the content's specifics rather than the format or structure.
7 Director Taylor then ended by asking the audience at the meeting to spread the word about
8 this new tool to their students.

9
10 Associate Dean Killoran suggested that a more-in-depth session for the advisors would be
11 helpful to let them know about VMock. She will put together a list of folks who should be
12 invited. Purnima said that could definitely be set up.

13 14 **IV. Programs**

15 16 **A. Program Revisions**

17 18 **i. Revision of MA in Economics**

19 Interim Dean Sidman moved onto the first program revision and invited Prof. Seda to
20 discuss this further. Prof. Seda explained the changes to increase flexibility for students
21 by removing the requirement for the quantitative research methods course. The course
22 would become an elective option in the program. In place of that, the department
23 would offer a similar course focused on New York City economics, catering to those
24 interested in quantitative studies. The decision was made because the research
25 methods class is advanced, and many students are not interested in econometrics.
26 Students who wish to pursue econometrics can collaborate through co-authoring. This
27 change would also reduce the required credits from 21 to 18, providing more flexibility
28 for scheduling and faculty assignments. Associate Dean Killoran clarified that this meant
29 that the total number of credits would not change (still 36), but that 3 credits would be
30 moved to the elective portion of the program. Professor Seda confirmed.

31
32 **A motion was made and seconded to approve the revision of the MA in Economics. The**
33 **revision was approved unanimously with 12 votes in favor.**

34 35 **ii. Revision of the Advanced Certificate in Emergency Management Studies**

36 Professor Lucia Velotti was invited to present the revision for this advanced certificate
37 by Dean Sidman. She explained changes to the Advanced Certificate in Emergency

1 Management program by mentioning that two electives would be removed, with one
2 being incorporated into the required courses. Additionally, the one credit course would
3 be eliminated. These adjustments were made because the program previously did not
4 include mitigation and recovery in the required courses, which are essential
5 components of the comprehensive emergency management cycle. By making these
6 changes, the program would better reflect the proper structure and requirements of
7 emergency management education. The Advanced Certificate used to be 15 credits, but
8 it is now a 13-credit Certificate. Interim Dean Sidman praised this change and asked
9 whether there were questions or comments. Associate Dean Killoran added that there
10 was a need for more detailed admission information in the Bulletin to improve clarity
11 and linkages to the graduate studies admission webpage. She also highlighted the
12 importance of adding a paragraph to the Bulletin for the advanced certificate program,
13 specifying which students must follow the new version of the program and which can
14 still complete the old version. This approach would ensure clearer communication of
15 program requirements.

16
17 **A motion was made and seconded to approve the revision of the Advanced Certificate in**
18 **Emergency Management Studies. The revision was approved unanimously with 12 votes in**
19 **favor.**

20
21 **B. Course Revisions**

22
23 **i. CRJ 779 The Female Offender in Western Society**

24
25 Dean Sidman introduced the next items that were up to a vote, and welcomed Professor
26 West to provide a vision for CRJ 779. Professor West illustrated that the goal was to update
27 outdated course descriptions and names, some of which had not changed since their
28 inception. One example was the course proposal for "Perspectives on Gender and Crime,"
29 which aims to be more inclusive and allow for deeper intellectual engagement, while also
30 modernizing the language to avoid sounding outdated. Dean Sidman praised the changes to
31 the course.

32
33 **A motion was made and seconded to approve the course revision for CRJ 779 The Female**
34 **Offender in Western Society. The revision was approved unanimously with 12 votes in favor.**

35
36 Interim Dean moved onto the next revisions and Associate Dean Killoran introduced
37 Professor Doychak whom would discuss them.

- 1 ii. **PSY 716 Assessment and Counselling of the Juvenile Offender**
- 2 iii. **PSY 754 Advanced Forensic Assessment**
- 3 iv. **PSY 774 Advanced Issues in Victim Counselling and Psychotherapy**

4 Professor Doychak explained the proposed changes that involves three updates for the
5 following Psychology courses:

6 **PSY 716:** The title will be changed from "Assessment and Counseling of the Juvenile
7 Offender" to simply "Counseling of the Juvenile Offender" to reduce student confusion, as
8 the course does not fulfill an assessment requirement as students expect.

9 **PSY 754:** The prerequisite/corequisite course "Psy 779, Brain and Behavior" will be removed
10 for the "Advanced Forensic Assessment" course, as it is not necessary and serves as a
11 barrier to enrollment.

12 **PSY 774:** Two of the four prerequisites for the "Advanced Issues in Victim Counseling and
13 Psychotherapy" course will be removed, with the remaining ones listed as suggested rather
14 than required.

15 Associate Dean Killoran wondered about the language regarding "700" or the equivalent,
16 and she wondered whether it should be taken out, unless there was an equivalent?
17 Professor Doychak mentioned that there was no equivalent and agreed with Associate Dean
18 Killoran that it should not be included from the new pre-requisites.

19
20 Student Ruby Aguirre suggested updating the course description for 774 to better reflect
21 the collaborative and debriefing aspects of the course, particularly regarding current
22 therapeutic practices and services being provided to clients. Additionally, Ruby
23 recommended noting that the course is offered only once a year, along with an explanation
24 for this scheduling limitation, as it is a required course for completing the program.
25 Professor Doychak acknowledged the concerns and explained that the course is offered less
26 frequently due to its supervision-based nature and the need for qualified instructors. She
27 agreed that the course should be advertised more clearly, especially regarding its limited
28 availability in certain semesters. She also planned to discuss with other directors the
29 possibility of revising the course description to incorporate the feedback provided.
30 Interim Dean Sidman called for a vote of the three revisions as a slate.

31

1 **A motion was made and seconded to approve these three PSY revisions as a slate. The**
2 **motion passed unanimously with 10 votes in favor. The slate also passed unanimously with**
3 **10 votes in favor.**

4
5 **C. Graduate Faculty Approvals**

6 **i. CRJ-MA**

- 7 1. Joseph Pascarella
8 2. Rene Ropac
9 3. Erious Johnson

10
11 Interim Dean Sidman introduced the final item requiring a vote and wondered whether
12 there were comments or questions regarding the CVs of three instructors for the Criminal
13 Justice Master's program.

14
15 **A motion was made and seconded to approve these three CRJ-MA faculty members as a**
16 **slate. The motion passed unanimously with 10 votes in favor. The slate also passed**
17 **unanimously with 10 votes in favor.**

18
19 **V. DRAFT Writing Across the Curriculum Guidelines: Feedback to date by Interim Dean**
20 **Sidman**

21 Interim Dean Sidman presented proposed revisions to the "Writing Across the Curriculum"
22 guidelines, which were originally created in 1997. These revisions aim to better support
23 writing development at all course levels, emphasizing writing as both a process and a
24 content-based skill. Key principles include the idea that all faculty contribute to writing
25 improvement but are not solely responsible, writing should be explicitly taught in all
26 disciplines, and that reflective writing practices help build transferable skills. The revisions
27 also emphasize the importance of providing feedback, using rubrics for high-stakes writing,
28 and informing students about writing resources and ethics.

29 Interim Dean Sidman also highlighted the need for a shift in how writing is integrated across
30 all course levels, with writing expectations increasing as students advance. He stressed that
31 these guidelines should be adopted and supported by both faculty and students to be
32 effective, especially as writing standards are often underdeveloped at the graduate level.
33 Feedback on these guidelines is encouraged, as they aim to address gaps in writing skills
34 development, ultimately benefiting both undergraduate and graduate students.

1 Associate Dean Killoran highlighted the value of the revised "Writing Across the Curriculum"
2 guidelines as a useful tool for new faculty. She pointed out that the guidelines provide
3 practical examples of language that can be used in writing assignments and syllabi, helping
4 faculty design better assignments. She suggested that these guidelines will be more
5 effective than the current "4 pages of writing" memo often shared with new faculty. By
6 incorporating this language consistently in syllabi, students will better understand writing
7 expectations, leading to improved learning outcomes.

8
9 Professor West wondered whether there might be a corresponding increase in support for
10 the Writing Center focused on professional activity. Interim Dean Sidman explained that
11 there were ongoing efforts to improve student support in areas like writing and quantitative
12 reasoning (QR). He highlighted the need for additional resources at student support centers,
13 such as the Writing Center and the Math Science Resource Center, to better serve all
14 students, including graduate students, which he notes is currently lacking. While he did not
15 provide a concrete solution yet, he acknowledged the importance of expanding these
16 resources to support student learning in these key areas. Professor West added that, while
17 it is good to have guidelines, it is also important to receive training in how to impart those
18 skills to the students in the context of one's academic discipline, rather than writing
19 specifically for the field. Interim Dean Sidman said there was also ongoing efforts to devise a
20 plan for increasing writing instruction across the curriculum. He emphasized that this is not
21 something to be voted on soon but is part of a broader initiative that includes enhancing
22 resources for learning centers and expanding faculty development. While his office already
23 supports faculty development related to the writing program, he acknowledged that more
24 faculty development will be needed as this work progresses. Sidman stressed his approach
25 of seeking widespread feedback before implementing changes.

26
27 Interim Dean Sidman opened the forum to questions, and he gave the floor to the graduate
28 representative from the Student Council, Ruby Aguirre who introduced herself, fellow
29 council members, Elena Lenihan and Roy Avijit. They shared their goal of increasing
30 graduate student representation on the Council to ensure student voices are heard. Ruby
31 announced a graduate event on November 20th, a non-alcoholic "paint and sip" mixer with
32 mocktails, food, and a vendor. She also mentioned plans for an interdisciplinary panel on
33 December 4th, where professionals or faculty members would discuss the job market and
34 career insights. Additionally, an open forum for graduate students will be held on December
35 4th to address student concerns in a safe, supportive space.

36

1 Interim Dean Sidman asked whether there were other announcements, but there were
2 none, so he adjourned the meeting.

3

4 The meeting concluded at 13:47.

5

6 Submitted by,

7 Patrizia Pelgrift, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Committee on Graduate Studies

December 13th, 2024

12:30–2:30 PM

Meeting Join Zoom Meeting

<https://jjay-cuny.zoom.us/j/84175522728?pwd=5gE48JdWnuxN4xZXUctfe4cCNI2lcw.1>

Meeting ID: 841 7552 2728

Passcode: 620843

1. **Announcements** – Interim Dean Sidman
2. **Professional Development Check-in and Needs Assessment** – Interim Dean of Faculty, Angela Crossman
3. **Approval of Minutes of November 15th, 2024**
4. **Draft Instrument for Program Director Evaluation for discussion**– Dean Sidman
5. **Programs**
 1. Revision of MS in Forensic Science
6. **New Courses**
 1. FOS 7XX (708) Human Genetics and Forensic DNA Technology
 2. FOS 7YY (709) Applied Statistics and Data Analytics for the Laboratory-based Forensic Sciences
7. **Course Revisions**
 1. FOS 710 Advanced Criminalistics I
 2. FOS 711 Advanced Criminalistics II
 3. FOS 736 Forensic Examination of Firearms and Toolmarks
8. **New Business**
 - **Student Presentation** – Ruby Aguirre, Grad Student Rep
 - **Program Announcements**

1 **John Jay College of Criminal Justice**

2 City University of New York

3 Committee on Graduate Studies

4
5 Minutes of December 13, 2024

6
7 The Committee on Graduate Studies held a remote meeting on December 13, 2024, at 12:30
8 PM, via Zoom. Interim Dean Andrew Sidman called the meeting to order.

9
10 **Present:** Ruby Aguirre, Jana Arsovska, Marta Concheiro-Guisan, Kendra Doychak, Susan Kang,
11 Avijit Roy, Ian Seda Irizarry, Ellen Sexton, David Shapiro, Andrew Sidman, Lucia Velotti, Rebecca
12 Weiss, Valerie West

13
14 **Absent:** Shweta Jain, Simone Martin-Howard, Daniel Matos, Susan Pickman, Chitra Raghavan,
15 Dominic Stellini, Robert Till

16
17 **Non-Voting Members and Guests:** Maggie Arismendi, Rosemary Barberet, Alexander Bolesta,
18 Kathy Killoran, Elena Lenihan, Patrizia Pelgrift, Dyanna Pooley, Mechthild Printz, Jamella
19 Richmond, Tatsiana Sokhar, Charlotte Walker-Said

20
21 **I. Dean's Announcements – Interim Dean Andrew Sidman**

22
23 The Professional Development Check-in and Needs Assessment portion of the meeting by
24 Interim Dean of Faculty Angela Crossman, originally slated for the beginning of this meeting, is
25 being moved to the end.

26
27 **II. Approval of the minutes of November 15, 2024**

28
29 There was no discussion.

30
31 **A motion was made and seconded to approve the minutes of November 15, 2024. The**
32 **minutes were approved unanimously with 12 votes in favor.**

33
34 **III. Draft Instrument for Program Director Evaluation for discussion – Interim Dean Andrew**
35 **Sidman**

36

1 Interim Dean Sidman described the past process by which graduate program directors were
2 evaluated annually by the Dean of Graduate Studies. After the recent departmental
3 reorganization, the responsibility of performing evaluations of graduate program directors will
4 be taken on by Interim Dean Sidman. As the process for how program director evaluations were
5 previously carried out in the past is not officially recorded anywhere, the opportunity will be
6 taken to revamp the process. Presented here is a draft evaluation process based on the current
7 evaluation process for department chairs.

8

9 Professor Valerie West brought up concerns that a high-level evaluation makes more sense for
10 chairs than it does for program directors, the latter of which is more integrated within a
11 department and its chair and should therefore be evaluated at that level. Professor David
12 Shapiro echoed these sentiments, saying it would amount to increased responsibility without
13 an increase in authority that should accompany it, though the substance of the proposal seems
14 fine, as the details of programs need periodic inspection.

15

16 Interim Dean Sidman lamented the lack of involvement that independent graduate program
17 directors have in the governance process while also being subject to an annual review process
18 ordained by the college charter. With that in mind, the goal here is to rework the review to be
19 something worth the consumption of time that it takes. Professor West agreed with making the
20 review more useful and efficient. Program directors already rotate every three years and spend
21 time picking up where the last director left off. Directors also have a number of direct
22 responsibilities that, even when things like scheduling and faculty rosters are in good order, it is
23 still a scramble to keep up. Therefore, any effort to remove unnecessary bloat from the review
24 process is appreciated.

25

26 Interim Dean Sidman asked for volunteers to form a group to discuss this proposal in more
27 detail. Professors Valerie West, David Shapiro, Jana Arsovska, Marta Concheiro-Guisan, and
28 Graduate Student Representative Ruby Aguirre volunteered, and Interim Dean Sidman said he
29 will contact them about the next steps, naming it the Ad Hoc Subcommittee on Director
30 Evaluations.

31

32 **IV. Old Business – None**

33

34 **V. New Business**

35

36 It was suggested that we take the following items as a slate. See details below the items.

37

1 **A. Programs**

2

3 **i. Program Revisions**

- 4 1. Revision of MS in Forensic Science

5

6 **B. Courses**

7 **i. New Courses**

- 8 1. FOS 7XX (708) Human Genetics and Forensic DNA Technology
- 9 2. FOS 7YY (709) Applied Statistics and Data Analytics for the Laboratory-based
- 10 Forensic Sciences

11

12 **ii. Course Revisions**

- 13 1. FOS 710 Advanced Criminalistics I
- 14 2. FOS 711 Advanced Criminalistics II
- 15 3. FOS 736 Forensic Examination of Firearms and Toolmarks

16

17 Professor Concheiro-Guisan explained that the new course FOS 708 is meant to serve as a

18 unified introductory course for the three tracks of the Forensic Science MS: Molecular Biology,

19 Toxicology, and Criminalistics. An added hope is that this will help recruit students into the

20 molecular biology track. FOS 709 is a new statistics course focused on forensic science. Instead

21 of being an elective, as was a previous incarnation of this course, FOS 709 will be a core course

22 owing to the increased importance of statistics in the field.

23

24 The revisions to the criminalistics courses FOS 710 and 711 serve to correct a mismatch

25 between the bulletin and CUNYfirst. The latter has the courses marked as lecture courses when

26 they are in fact a lecture and lab. This discordance is causing issues with scheduling. The third

27 revision to FOS 736 is simply an expanded title to specify that this course deals with firearms

28 and toolmarks. Finally, the revision of the program itself is an effort to reorganize and

29 consolidate the Forensic Science MS, which includes incorporating the above new courses and

30 course revisions into the program and adjusting the allocation credits among the various

31 sections of the program where necessary.

32

33 **A motion was made and seconded to consider the revision to the MS in Forensic Science, the**

34 **new courses FOS 708 and FOS 709, and the revisions to FOS 710, FOS 711, FOS 736 as a slate.**

35 **The motion was approved unanimously with 12 votes in favor.**

36

1 **A motion was made to approve the slate. The motion was approved unanimously with 12**
2 **votes in favor.**

3

4 **VI. Other Business**

5

6 **A. Student Presentation – Ruby Aguirre, Graduate Student Representative**

7

8 Chair of the Committee on Graduate Students and Student Council Ruby Aguirre, and Vice
9 President of Student Council Jamella Richmond introduced themselves. Vice President
10 Richmond recognized Representative Aguirre as well as the remaining three Graduate
11 Representatives Dana Morgan, Avijit Roy, and Elena Lenihan.

12

13 Representative Aguirre highlighted some of the recent graduate student events, including a Sip
14 and Paint Night, Student Voice Forum, and a Cross-Discipline Professional Panel. This was
15 followed by a list of potential events for the spring, including another Sip and Paint Night, a
16 Mental Health and Wellness Day, and a celebration gala for graduate students in their final
17 term.

18

19 Graduate Student Tatsiana Sokhar shared a few questions, concerns, and suggestions
20 regarding: 1) improving communication with students about who has been elected to student
21 council; 2) spreading out graduate student events throughout the semester instead of
22 concentrating them toward the end when students are focused on exams; 3) improving the
23 process by which students are notified about upcoming events; 4) relaying highlights from the
24 Student Voice Forum to the student body; and 5) collecting statistics and highlights from events
25 in order to quantify impact as well as budget efficiency.

26

27 Representative Richmond responded to 1) by saying that representatives are selected by
28 popular elections and must apply for their positions, noting that their names are public on the
29 John Jay website. However, more effort could be made to get those names out in front of the
30 student body. The Executive Board of the Student Council will be consulted on how best to
31 achieve this.

32

33 Representative Aguirre responded to 2) in agreement, saying the goal is not only to increase
34 the number of events per semester and spread them out going forward, but to also put a
35 process in place for future cohorts of representatives to more easily plan and execute events.

36

1 As for 3) regarding communication of events, Interim Dean Sidman recommended that
2 Representative Aguirre consult with Dean of Students Dominic Stellini about ways to get timely
3 announcements out to the full graduate student body. Representative Aguirre noted that there
4 is currently a lot of effort that goes on behind the scenes to run these events, including
5 marketing them via the grad student WhatsApp group, the Student Council Instagram page, and
6 with physical flyers posted around campus. Any other help to get the word out would be
7 appreciated, and volunteers are welcome to join the graduate representative cohort at their
8 biweekly meeting.

9

10 For 4) and 5) Representative Aguirre agreed that this would be good information to collect and
11 share and that the Executive Board will try to figure out how best to communicate such
12 highlights and statistics, as more attention given to these events will help to make them more
13 well-attended and successful.

14

15 Professor Lucia Velotti asked about how panel members were selected for the Cross-Discipline
16 Professional Panel. Representative Aguirre responded that, to start, each cohort member was
17 in charge of asking a professor from their program to participate. There were participants
18 outside of the college who were slated to participate but had to cancel, so this time around the
19 panel consisted of John Jay faculty only. However, next time the goal is to expand to other
20 areas of expertise as well. Representative Aguirre will keep Professor Velotti in the loop.

21

22 **VII. Professional Development Check-in and Needs Assessment – Interim Dean of Faculty**

23 **Angela Crossman**

24

25 Dean Sidman passed on the message that Dean Crossman is not able to make it to today's
26 meeting, but that those interested should email her about ideas for workshops or outside
27 training that would help fill any knowledge or training gaps among the faculty.

28

29 Interim Dean Sidman concluded the meeting with thanks for everyone's hard work and wished
30 everyone happy holidays.

31

32 The meeting concluded at 1:38 PM.

33

34 Submitted by,

35 Alexander Bolesta, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Committee on Graduate Studies

February 14th, 2025

12:30–2:30 PM

Join Zoom Meeting: <https://jjay-cuny.zoom.us/j/89119319917?pwd=S1SSIV1qL12zSVzLOszcPiRwNwr7Sd.1>

Meeting ID: 891 1931 9917

Passcode: 411858

1. ***Announcements*** – Interim Dean Sidman
2. ***Approval of Minutes of December 18th, 2024***
3. ***Programs***
 1. Revision of MS in Forensic Science #2
4. ***Course Revisions***
 1. ICJ 703 International Criminal Law
5. ***Online Policy for Courses and Programs DRAFT*** for Discussion – Wynne Ferdinand
6. ***New Business***
7. ***Program Announcements***

1 **John Jay College of Criminal Justice**
2 City University of New York
3 **Committee on Graduate Studies**

4
5 **Minutes of February 14, 2025**
6

7 The Committee on Graduate Studies held a remote meeting February 14, 2025, at 12:30 P.M.,
8 via Zoom. Interim Dean Andrew Sidman called the meeting to order.
9

10 **Voting Members Present:** Ruby Aguirre, Jana Arsovska, Marta Concheiro-Guisan, Kendra
11 Doychak, Shweta Jain, Susan Kang, Susan Pickman, Ellen Sexton, David Shapiro, Andrew
12 Sidman, Dominic Stellini, Robert Till, Rebecca Weiss, Valerie West
13

14 **Voting Members Absent:** Simone Martin-Howard, Daniel Matos, Chitra Raghavan, Avijit Roy,
15 Ian Seda Irizarry, Lucia Velotti
16

17 **Non-voting Attendees Present:** Maggie Arismendi, Alexander Bolesta, Wynne Ferdinand, Kathy
18 Killoran, Shavonne McKiever, Patrizia Pelgrift, Dyanna Pooley, Tatsiana Sokhar, Elaine
19 Thompson, Valerie Vengerov
20

21 **I. Dean’s Announcements—Interim Dean Andrew Sidman**
22

23 Scheduling guidance has been sent out, this time it will cover both the upcoming fall and spring
24 semesters to offer a chance to plan for a year’s worth of program needs. The belief is that
25 upcoming enrollment numbers will be relatively steady compared to the decreasing enrollment
26 rates seen in the past several years.
27

28 **II. Approval of the minutes of December 13, 2024**
29

30 There was no discussion.
31

32 A motion was made and seconded to approve the minutes of December 13, 2024. The minutes
33 were approved unanimously with 13 votes in favor.
34

35 **III. Old Business—None**
36

37 **IV. New Business**

1 **A. Programs**

2

3 **i. Program Revisions**

4

5 1. Revision of MS in Forensic Science

6

7 Professor Marta Concheiro-Guisan explained that Forensic Science MS students on the
8 Criminalistics track have a choice of three electives to satisfy a program requirement. One of
9 the three choices, FOS 717 Organic Compound Structure Determination, has not been offered
10 in recent years. This revision would replace that course in the list of three elective choices with
11 a course that fits in thematically and also is offered more frequently: FOS 738 Crime Scene
12 Investigation for Forensic Scientists.

13

14 A motion was made and seconded to approve the revision to the MS in Forensic Science. The
15 motion was approved unanimously with 13 votes in favor.

16

17 **B. Courses**

18

19 **i. Course Revisions**

20

21 1. ICJ 703 International Criminal Law

22

23 Professor Jana Arsovska introduced this revision, which adjusts the prerequisites so that
24 students in the Human Rights MA program need permission to register for the course. This
25 restriction is needed because students in the International Crime and Justice MA program, for
26 whom this course is required, are encountering full sections when trying to register. While this
27 course used to be a requirement also for the Human Rights MA program, it is now an optional
28 elective for that degree. This revision will ensure that International Crime and Justice MA
29 Students get priority.

30

31 Interim Dean Sidman requested that Professor Arsovska work with Director of the Human
32 Rights MA Professor Susan Kang to ensure that Human Rights MA students know whether or
33 not they will be able to register for this course well before the semester begins. Professor
34 Arsovska assured Interim Dean Sidman that they would coordinate on that matter.

35

36 A motion was made and seconded to approve the revision to ICJ 703. The motion was approved
37 unanimously with 13 votes in favor.

1 **V. Other Business**

2

3 1. Online Policy for Courses and Programs DRAFT for Discussion—Wynne Ferdinand

4

5 Interim Dean Sidman began by saying that our current online courses and programs policy
6 dates back to 2013 and needs revision. While the policy served an important purpose at that
7 time of facilitating the creation of our online master’s programs, it is inadequate when it comes
8 to providing guidance for the large expansion in online education that the college has seen
9 recently, especially post-pandemic.

10

11 Assistant Dean Wynne Ferdinand shared a draft of the new policy, which has been developed
12 by a group of people who support online learning at the college from the Office of Academic
13 Programs, from the Teaching and Learning Center, and from the Department of Online
14 Education and Support. Comments on the draft are welcomed and will be taken into
15 consideration as the final version of the policy takes shape. The Draft covers general policies
16 and procedures, including academic standards, scheduling, class size, modalities, copyright,
17 camera use, and other guidelines.

18

19 After this brief introduction the floor was opened to questions. Professor David Shapiro asked
20 why the default for synchronous courses was not that cameras are expected to be on. Interim
21 Dean Sidman responded that the policy on camera use comes from the university level, and
22 that CUNY erred on the side of student privacy. Camera use can be required; however,
23 professors have to relay that requirement ahead of time on CUNYfirst so that students can
24 make an informed decision on whether or not to register for that course.

25

26 Dean Dominic Stellini asked about the section covering out-of-class activities, which states that
27 activities scheduled outside of class meeting times or in a synchronous mode for an
28 asynchronous course must be optional for student participation. This would seem to preclude
29 any sort of group project, as that would require students to agree on a specific time outside of
30 class time to work together. There was agreement that the phrasing of the policy should make
31 clear that while the instructor of an asynchronous course cannot schedule a required
32 synchronous activity, students may still be required to meet and collaborate on assignments.

33

34 Professor Bob Till had a question about military students and the funding that they receive that
35 is contingent on taking at least one in-person course per semester. Professor Elaine Thompson
36 clarified that the VA has a requirement that students need to be in an in-person program and
37 that at least one course per semester must be in-person to receive their benefits, but beyond

1 that most of their courses can be online. Interim Dean Sidman added that there is a similar
2 requirement for international students who have a student visa. Professor Thompson agreed
3 and noted that the requirement in that case is that six credits must be in-person per federal
4 law. Professor Till requested that these and similar policies be written down somewhere for
5 quick reference, to which Interim Dean Sidman replied that he would work to make that
6 happen.

7
8 Professor Valerie West requested clarity in several areas. First was regarding the new online
9 policy addressing course shells for asynchronous courses, and ensuring that faculty are aware
10 of their rights and responsibilities for course development. Secondly, Professor West requested
11 an easier way to determine which students are online only, as current student groups do not
12 adequately capture that. Third, on the academic honesty section, there should be a CUNY or
13 John Jay policy about AI generated work and how to address it with students in a productive
14 way.

15
16 Assistant Dean Ferdinand addressed the course shells and mentioned some challenges
17 surrounding them, which include not only the development of the shells but also the
18 maintenance of them. Additionally, there are copyright concerns. These are all things that are
19 being worked on, and the hope is to get to a spot where the shells are living documents and
20 easily accessible to both existing and new faculty.

21
22 Professor Susan Pickman also had questions about the student group codes especially when
23 reviewing applications and requested a glossary of codes. Professor Thompson mentioned that
24 CUNY will be transitioning to a new application soon and that the hope is that things will be a
25 lot clearer on that front.

26

27 2. Other Announcements

28

29 Interim Dean Sidman mentioned that details will be forthcoming about a capstone research
30 presentation event for humanities majors.

31

32 Student Council Representative Valerie Vengerov was in attendance and gave an introduction.
33 Student Council Representative Ruby Aguirre announced some upcoming events, including a sip
34 and paint night in collaboration with the Immigrant Student Success Center. Next, on April 4th
35 there are plans to hold a cross-discipline panel, and Representative Aguirre welcomed anyone
36 who would like to offer their expertise.

37

1 Representative Aguirre gathered feedback from graduate students who would like to see some
2 sort of awards reception dinner where departments can highlight student successes. Interim
3 Dean Sidman said that currently graduate students are recognized at two events:
4 commencement, and the hooding ceremony, the latter of which includes the conferral of
5 student service and academic awards. Representative Aguirre thanked Interim Dean Sidman for
6 the context behind the existing events and will proceed with that in mind as an additional end-
7 of-year event for graduate students is planned.

8

9 Registrar Shavonne McKiever announced that CUNY is in the process of implementing a new
10 universal application for both grade changes and WN reversals. Faculty will be able to access
11 this new application on CUNYfirst starting on February 18th. More information on how to use
12 the application as well as video tutorials will come in the near future. This new app will only
13 cover grade changes and reversals for courses offered in the past year. For older grade
14 changes, the Registrar will still be using the locally developed app that has been in use for
15 several years. The Registrar's Office will also soon be creating a webpage that provides the
16 links to the apps and instructions.

17

18 Professor Valerie West asked what responsibility graduate program directors have regarding
19 ensuring that faculty remain within the bounds of in-person vs. online workloads. Interim Dean
20 Sidman responded that it is up to the individual faculty members as well as department chairs
21 to keep track of workload management, and so program directors can take faculty members at
22 their word if they say they are able to teach a course.

23

24 Dean Stellini relayed that Commencement has been officially announced for Wednesday, May
25 28, 2025, and that graduate hooding will be on Thursday, May 22, 2025.

26

27 Professor West said that a discussion should be held regarding academic probation and student
28 dismissals. Interim Dean Sidman said that it will be added to the agenda for March.

29

30 The meeting concluded at 1:41 P.M.

31

32 Submitted by,

33 Alexander Bolesta, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Committee on Graduate Studies

March 14th, 2025

12:30–2:30 PM

Zoom Meeting: <https://jjay-cuny.zoom.us/j/86163310878?pwd=b5O1Jl3Cl3ShOqYW5xGf6abGApcjFH.1>

Meeting ID: 861 6331 0878

Passcode: 401563

1. ***Announcements*** – Interim Dean Sidman
2. ***Approval of Minutes of February 14, 2025***
3. ***Hooding Ceremony (Thursday, May 22)*** – Kayla Bassknight, Alyssa Hollywood
4. ***Programs***
 1. Revision of the ADAP Program for the BA in Global History Leading to the MA in Human Rights
 2. Revision of the MA in International Crime and Justice
5. ***Course Revisions***
 1. ICJ 706 Transnational Crime
 2. ICJ 780 Internship in International Crime and Justice
6. ***Grade Appeal Policy Revision***
7. ***Academic Probation and Student Dismissals***
8. ***Strategic Planning Processes*** – VP Christopher Shults, Dyanna Pooley, Andrew Sidman
9. ***New Business***
10. **Program Announcements**

1 **John Jay College of Criminal Justice**

2 City University of New York

3 Committee on Graduate Studies

4
5 Minutes of March 14, 2025

6
7 The Committee on Graduate Studies held a remote meeting March 14, 2025, at 12:30 PM, via
8 Zoom. Interim Dean Andrew Sidman called the meeting to order.

9
10 **Voting Members Present:** Ruby Aguirre, Jana Arsovska, Marta Concheiro-Guisan, Kendra
11 Doychak, Susan Kang, Simone Martin-Howard, Susan Pickman, Ellen Sexton, David Shapiro,
12 Andrew Sidman, Dominic Stellini, Robert Till, Valerie West

13
14 **Voting Members Absent:** Shweta Jain, Daniel Matos, Chitra Raghavan, Avijit Roy, Ian Seda
15 Irizarry, Lucia Velotti, Rebecca Weiss

16
17 **Non-voting Attendees Present:** Kayla Bassknight, Melissa Dolan, Sulema Ebrahim, Alyssa
18 Hollywood, Kathy Killoran, Shavonne McKiever, Mechthild Prinz, Patrizia Pelgrift, Dyanna
19 Pooley, Tatsiana Sokhar, Bryce E. Tolbert, Sergio Villavicencio

20
21 **I. Dean's Announcements—Interim Dean Andrew Sidman**

22
23 Interim Dean Sidman relayed that per CUNY policy the deadline for students to submit work to
24 resolve incompletes for Spring and Summer 2025 courses is November 30, 2025, and the
25 deadline for faculty to submit grade changes for those incompletes is December 7, 2025.
26 Incompletes will turn into FINs on December 14, 2025.

27
28 This is in line with the uniform grade change policy implemented by CUNY in summer of 2024,
29 which says that students, including at the graduate level, are given until the end of the
30 following long semester to resolve incompletes. This is not retroactive, so incomplete grades
31 received prior to fall 2024 are not subject to this.

32
33 **II. Approval of the minutes of February 14, 2025**

34
35 There was no discussion.

36

1 A motion was made and seconded to approve the minutes of February 14, 2025. The minutes
2 were approved unanimously with 12 votes in favor.

3

4 **III. Hooding Ceremony (Thursday, May 22) – Kayla Bassknight, Alyssa Hollywood**

5

6 Kayla Bassknight relayed that the hooding ceremony will take place the Thursday before
7 Memorial Day, May 22nd, and will be held in the theater on campus. Commencement will occur
8 the following Wednesday, May 28th, at the Barclays Center. Information about commencement
9 can be found on the John Jay website.

10

11 Professor Marta Concheiro-Guisan recalled a reception that would occur after the hooding
12 ceremony before the pandemic and asked if that would return. Kayla Bassknight and Dean
13 Dominic Stellini said that due to funding and time constraints there would likely not be a similar
14 event this year, but programs were encouraged to hold their own celebrations for their
15 students if possible. He said they would explore what could be planned for next year.

16

17 **IV. Old Business—None**

18

19 **V. New Business**

20

21 **A. Programs**

22

23 **i. Program Revisions**

24

- 25 1. Revision of the ADAP Program for the BA in Global History Leading to the MA in
26 Human Rights

27

28 Dean Kathy Killoran introduced this revision, which realigns changes to the bachelor's program
29 major with the master's degree portion of the joint degree. This proposal also makes a change
30 to the Human Rights MA portion of the program, in removing a new History graduate course, as
31 it has never been developed and is not necessary for the MA.

32

33 **A motion was made and seconded to approve the revision to the ADAP Program for the BA in**
34 **Global History Leading to the MA in Human Rights. The motion was approved unanimously**
35 **with 12 votes in favor.**

36

- 37 2. Revision of the MA in International Crime and Justice

1 Professor Jana Arsovska introduced this revision, which moves ICJ 704 from the core courses to
2 electives. This way, instead of 8 core courses and 4 electives, students will take 7 core courses
3 and 5 electives. The total credits for the degree is not changing. This will allow students to have
4 a more customized experience with the program. This revision will also add a sentence to the
5 program description emphasizing the program's focus on transnational crime. Finally, to make
6 the internship course (ICJ 780) more attractive, the required number of internship hours is
7 being reduced and the requirements for the course pre-requisites are being relaxed in hopes of
8 students doing internships earlier in the program. A corresponding course revision is also being
9 considered today.

10
11 Interim Dean Sidman praised the revision to the internship, noting that the reduction in hours
12 being considered here is consistent with what a 6-credit course should expect of students,
13 especially considering the additional coursework required.

14
15 **A motion was made and seconded to approve the revision to the MA in International Crime
16 and Justice. The motion was approved unanimously with 12 votes in favor.**

17 18 **B. Courses**

19 20 **i. Course Revisions**

21 22 **1. ICJ 706 Transnational Crime**

23
24 Professor Arsovska explained that the revision here changes the title and description to
25 emphasize that modern incarnations of crime and associated technologies are being considered
26 in this course in addition to the topics traditionally covered in the transnational crime
27 curriculum.

28
29 **A motion was made and seconded to approve the revision to ICJ 706. The motion was
30 approved unanimously with 12 votes in favor.**

31 32 **2. ICJ 780 Internship in International Crime and Justice**

33
34 As mentioned above, this revision reduces the number of fieldwork hours needed for the
35 internship. Additionally, adjustments are made to the prerequisites and requirements so that
36 more students can take part in this valuable experiential learning course.

37

1 **A motion was made and seconded to approve the revision to ICJ 780. The motion was**
2 **approved unanimously with 12 votes in favor.**

3

4 **VI. Grade Appeal Policy Revision**

5

6 Interim Dean Sidman introduced the proposed revisions to the grade appeal policy for a first
7 read. The intention is to bring it back in April for a second read and a vote as the academic
8 department chairs have sent in some feedback he wants to respond to. One goal for this
9 proposal is to bring the policies that govern graduate grade appeals into alignment with those
10 that govern undergraduate grade appeals. Undergraduate students file a grade appeal with the
11 Registrar's Office, while graduate students file a grade appeal with the Dean of Academic
12 Programs.

13

14 Before the Undergraduate Studies and Graduate Studies offices were combined into the Office
15 of Academic Programs, these appeals were filed with the Dean of Graduate Studies. This
16 proposal would see graduate grade appeals also be filed with the Registrar's Office. The grade
17 appeals would still go to the appropriate grade appeal committee specified in each program's
18 bylaws. In the case that a program does not specify, then the appeal would go to an
19 appropriate departmental committee. The revised policy also states that if a program grade
20 appeals committee finds in favor of the student, and the faculty member, who is the only
21 person who can actually approve the grade change, refuses to change the grade, then the
22 student can now appeal to the College-wide Grade Appeals committee. If the college-wide
23 grade appeals committee finds in favor of the student, then the department chair/or graduate
24 program director can be empowered to change the grade.

25

26 Professor David Shapiro pointed out the following language in the draft: "The CWGAC (College-
27 Wide Grade Appeals Committee) is expected only to answer the question of whether
28 'extraordinary circumstances' exist such that the Department Chair should be empowered to
29 change the grade without the faculty member's consent". Professor Shapiro expressed concern
30 that "extraordinary circumstances" is unclear, and that the invocation of the college-wide
31 committee is extraordinary in and of itself. Interim Dean Sidman agreed and noted that the
32 "extraordinary circumstances" language was imported from the original undergraduate policy.
33 The intent is not to put up another barrier, so we can rework the policy to remove the
34 "extraordinary circumstances" language for clarity while ensuring that the spirit of the rule
35 change is present.

36

1 Graduate Student Tatsiana Sokhar asked where the bylaws for a program could be found if they
2 are not present on the website. Interim Dean Sidman replied that bylaws are filed with the
3 Office of Legal Counsel when a program is approved, so one can inquire there.

4

5 Interim Dean Sidman implored everyone to bring the draft of the grade change policy revision
6 back to their departments/programs for discussion and to contact him with any
7 recommendations for further changes.

8

9 **VII. Academic Probation and Student Dismissals**

10

11 This discussion is in response to Professor Valerie West's request from last month that we talk
12 about our academic probation and student dismissals procedures. Interim Dean Sidman briefly
13 went over his process for determining whether or not to dismiss graduate students based on
14 the mathematical probability of them attaining the required 3.0 cumulative GPA by the time
15 they finish their required credits. He pointed out that dismissals are only recommended after
16 the end of the spring semester because of the short amount of time between the end of Fall
17 semesters, the tight grading deadline, and the beginning of Spring semesters.

18

19 Professor West said that she brought this topic up because she often faces a dilemma on
20 whether or not to dismiss a student. There are a variety of reasons why a student may not be
21 performing well, and it is not easy to determine whether an improvement can be reasonably
22 expected. Professor West asked if we could institute a more detailed policy to aid in making
23 these tough decisions.

24

25 Dean Kathy Killoran and Registrar Shavonne McKiever went over the academic review process
26 for undergraduate students and explained some of the guidelines they have put in place to
27 make these tough decisions and to help students get back on track prior to dismissal, such as
28 credit limits. For the undergraduate process, we are fortunate to be able to refer dismissed
29 students to our CUNY Justice Academy partnerships at the community colleges.

30

31 Interim Dean Sidman noted that credit limits are also placed on graduate students who are on
32 probation. He stated that he would put together a document of the guidelines he follows to
33 see if others would find it useful. It would not have to sit as official policy; it would instead help
34 program leaders in making recommendations. The bulletin currently does not offer any
35 definitive cut-offs for when dismissal is decided, so this will offer some clarity to those in a
36 decision-making role.

37

1 Several committee members agreed that we should strive to minimize situations where
2 students for whom it would be mathematically improbable to attain the required GPA for their
3 degree are allowed to continue to spend their time and money attempting more courses.
4

5 Interim Dean Sidman said he would circulate a document outlining his principles regarding
6 probation and dismissal before the next meeting for a follow-up discussion.
7

8 **VIII. Strategic Planning Processes – VP Christopher Shults, Dyanna Pooley, Andrew Sidman**

9

10 Interim Dean Sidman said that Vice President Christopher Shults could not make it today, but
11 he called for participation in the ongoing events that are shaping the school’s new strategic
12 plan. Director of Outcomes Assessment Dyanna Pooley noted some of the upcoming events and
13 briefly went over the timetable of development of the strategic plan, which will culminate with
14 a vote in College Council this coming Fall to approve the plan. Director Pooley then presented
15 an update on the goals met for our current strategic plan before outlining the results of an
16 environmental scan that contains statistics and current events that will inform how we
17 approach our educational mission in the coming years.
18

19 **IX. New Business—None**

20

21 **X. Program Announcements—None**

22

23 **XI. Other Business**

24

25 Director of Academic Support and Learning Technologies Bryce Tolbert offered a brief update
26 on a new digital learning lab that will debut in Fall 2025. This lab will feature, among other
27 things, recording studios and a hy-flex classroom and lab. Director Tolbert asked that anyone
28 with recommendations for other amenities (software or hardware) for the lab that would aid in
29 developing students’ digital literacy contact him.
30

31 Student Council Representative Ruby Aguirre offered an update on the efforts of Student
32 Council this year as well as upcoming events. Despite challenges, there are many possibilities
33 for supporting graduate students if they are given more resources. The graduate cohort is the
34 most active it has been in 14 years, so there is a strong foundation in place.
35

36 Interim Dean Sidman directed attendees to the College Council page, which has a recording
37 from the March meeting where Representative Aguirre gave a presentation with a fuller update

1 on recent Student Council actions. Representative Aguire then noted that an upcoming Sip and
2 Paint activity is open to faculty and will be a great opportunity to connect with Graduate
3 Students. Finally, Representative Aguirre announced that the graduate cohort of Student
4 Council has been invited to the Strategic Planning Committee, and there is excitement
5 regarding what they will be able to accomplish before that process wraps up.

6

7 The meeting concluded at 2:01 PM.

8

9 Submitted by,

10 Alexander Bolesta, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Committee on Graduate Studies

April 11th, 2025

12:30–2:30 PM

Join Zoom Meeting

<https://jjay-cuny.zoom.us/j/86576077289?pwd=3owBxZZgmGt2CdK149dLadmrrsuEhl.1>

Meeting ID: 865 7607 7289

Passcode: 373834

1. **Announcements** – Interim Dean Sidman
2. **Approval of Minutes of March 14, 2025**
3. **Academic Standards**
 - *Revision of the Grade Appeal Policy*
 - *Writing Across the Curriculum Guidelines*
 - *Revision to Incomplete (INC) Grade Policy*
4. **Programs**
 1. Advanced Certificate in Transnational Organized Crime Studies
5. **New Courses**
 1. ECO 7FF (744) International Finance and Trade
6. **Course Revisions**
 1. ECO 745 International Economics
 2. ICJ 730 Human Trafficking
 3. ICJ/SEC 760 Information Technology and Cybercrime
7. **New Business**
8. **Program Announcements**

1 **John Jay College of Criminal Justice**

2 City University of New York

3 Committee on Graduate Studies

4
5 Minutes of April 11, 2025

6
7 The Committee on Graduate Studies held a remote meeting on April 11, 2025, at 12:30 P.M.,
8 via Zoom. Interim Dean Andrew Sidman called the meeting to order.

9
10 **Voting Members Present:** Ruby Aguirre, Jana Arsovska, Marta Concheiro-Guisan, Kendra
11 Doychak, Shweta Jain, Simone Martin-Howard, Ian Seda Irizarry, Ellen Sexton, David Shapiro,
12 Andrew Sidman, Rebecca Weiss, Valerie West

13
14 **Voting Members Absent:** Susan Kang, Daniel Matos, Susan Pickman, Chitra Raghavan, Avijit
15 Roy, Dominic Stellini, Robert Till, Lucia Velotti

16
17 **Non-voting Attendees Present:** Cat Alves, Maggie Arismendi, Rosemary Barberet, Alexander
18 Bolesta, Melissa Dolan, Kathy Killoran, Tim McCormack, Shavonne McKiever, Patrizia Pelgrift,
19 Dyanna Pooley, Tatsiana Sokhar, Kate Szur, Charlotte Walker-Said

20
21 **I. Dean's Announcements—Interim Dean Andrew Sidman**

22
23 Interim Dean Sidman shared a link via Assistant Dean Wynne Ferdinand to a draft of a revision
24 to the Online Course and Programs Policy and invited everyone to read it over and offer
25 comments. Also shared were flyers for two upcoming events: first, a networking event for
26 students featuring a panel discussion and raffles; second, a faculty-focused talk by Professor
27 Matthew Hora of the University of Wisconsin–Madison, which will look at curriculum
28 development centered around integrating career-readiness skills into coursework.

29
30 **II. Approval of the minutes of March 14, 2025**

31
32 There was no discussion.

33
34 **A motion was made and seconded to approve the minutes of March 14, 2025. The minutes**
35 **were approved unanimously with 11 votes in favor.**

36
37 **III. Old Business—None**

1 **IV. New Business**

2

3 **A. Academic Standards**

4

5 1. Revision of the Grade Appeal Policy

6

7 Interim Dean Sidman noted that the Grade Appeal Policy in this meeting's materials represents
8 the policy after considering discussion and recommendations from last month. Three more
9 changes need to be made as a result of the UCASC meeting that occurred before this meeting.
10 First, this is meant to be a standard appellate process, so language related to "extraordinary
11 circumstances" has been removed; second, the addition of language clarifying that students
12 need only to affirm that they wish to forward their appeal to the College-Wide Grade Appeals
13 Committee rather than having to submit a second appeal; and third, removing language about
14 grade changes being rare.

15

16 **A motion was made and seconded to approve the UCASC amendments to the revision of the**
17 **Grade Appeals Policy. The motion was approved unanimously with 11 votes in favor.**

18

19 **A motion was made and seconded to approve the revision of the Grade Appeals Policy. The**
20 **motion was approved unanimously with 11 votes in favor.**

21

22 2. Writing Across the Curriculum Guidelines

23

24 Professor Tim McCormack presented the new writing guidelines, which were developed over
25 the course of the past year with help from interested parties including instructors from writing-
26 intensive courses, the Gen Ed Assessment Committee, the UCASC Subcommittees, and
27 department chairs. It was stressed that this is not official policy, but rather guidelines to assist
28 faculty in course development and students in the development of their skills.

29

30 Dean Katherine Killoran noted that Professor McCormack has offered to meet—along with
31 other Writing Across the Curriculum representatives—with faculty who are interested in
32 implementing these guidelines but who need some direction. Professor McCormack affirmed
33 this and pointed out a link at the bottom of the guidelines to a website that contains additional
34 curriculum materials that will be continuously updated. Information was also shared about the
35 second annual Writing Across the Curriculum Symposium on May 1st, which will feature faculty
36 from various programs presenting their implementations of these guidelines. The approved
37 guidelines will be available on the UCASC, CGS and Faculty Resources webpages.

1 **A motion was made and seconded to approve the Writing Across the Curriculum guidelines.**
2 **The motion was approved unanimously with 11 votes in favor.**

3

4 3. Revision to Incomplete (INC) Grade Policy

5

6 Interim Dean Sidman presented a slightly modified version of the policy from what is in the
7 materials. Registrar Shavonne McKiever earlier pointed out that while CUNY's policy states that
8 incompletes lapse into a grade of FIN after the end of the next semester, students won't
9 actually have that long to submit work because instructors need time to grade the late
10 assignments. Therefore, the Academic Calendar will note a date two weeks before the end of
11 each semester before which students need to submit work related to incomplete courses from
12 the previous semester.

13

14 Dean Killoran noted that this policy clarification is especially important to graduate students,
15 because oftentimes incompletes would never get resolved and would sit on students'
16 transcripts and become a barrier to graduation though they fulfilled all requirements to earn the
17 master's degree.

18

19 Professors Charlotte Walker-Said and Shweta Jain asked whether there could be exceptions if
20 the professor is working with the student to finish the work, as can often happen with thesis
21 courses where the work is taking longer than one or two semesters. Interim Dean Sidman asked
22 that they continue the conversation later, and said that a similar discussion is being had already
23 about externship courses.

24

25 Professor Kendra Doychak asked about the timetable in the case of summer courses. Interim
26 Dean Sidman relayed that Summer and Fall count together, as do Winter and Spring. So, an
27 incomplete for Summer has to be resolved by the end of the next Spring semester, and an
28 incomplete for Winter has to be resolved by the end of the next Fall semester.

29

30 Professor Ian Seda asked about repeating required courses for an INC lapsed to a FIN, and
31 Interim Dean Sidman said that it will be treated in the system like an F, so as of 2022 when the
32 F Repeat Policy was updated, students should be able to register for and repeat a failed course
33 once without needing to fill out a form.

34

35 Dean Killoran asked that faculty reach out if they can think of other situations similar to the
36 thesis and externship cases where students may need an exception to this policy due to work
37 taking more than an additional semester to complete.

1 **A motion was made and seconded to approve the amendment to the revision of the**
2 **Incomplete (INC) Grade Policy. The motion was approved unanimously with 11 votes in favor.**

3
4 **A motion was made and seconded to approve the revision of the Incomplete (INC) Grade**
5 **Policy. The motion was approved unanimously with 11 votes in favor.**

6
7 **B. Programs**

8
9 **i. Program Revisions**

10
11 1. Advanced Certificate in Transnational Organized Crime Studies

12
13 Professor Jana Arsovska introduced this revision, which refreshes the title, description, and
14 structure of the certificate to consider the evolution of the use of technology both in the
15 committing of crime and the response to it. Instead of one required course and three electives,
16 the certificate will have two required courses—one on how criminal groups operate and one on
17 countering transnational organized crime—and two electives.

18
19 Graduate Student Tatsiana Sokhar expressed interest in the certificate and asked whether
20 changes would be effective for the Fall 2025 semester. Interim Dean Sidman responded that
21 this is a substantial revision to the certificate and that, as a result, it would need to be approved
22 by the New York State Department of Education. Dean Killoran was asked whether Fall 2026
23 was a good estimate, and Dean Killoran agreed.

24
25 **A motion was made and seconded to approve the revision to the Advanced Certificate in**
26 **Transnational Organized Crime Studies. The motion was approved unanimously with 11 votes**
27 **in favor.**

28
29 **C. Courses**

30
31 **i. New Courses**

32
33 1. ECO 7FF (744) International Finance and Trade

34
35 Professor Ian Seda explained that the department discussed how to structure the international
36 economics class, ECO 745, and concluded that there should be at minimum two international
37 economics courses. This new course would focus on the standard methods for approaching

1 global commercial activities, whereas the existing ECO 745 would cover the politics of
2 international trade.

3

4 **A motion was made and seconded to approve the new course ECO 744. The motion was**
5 **approved unanimously with 11 votes in favor.**

6

7 **ii. Course Revisions**

8

9 1. ECO 745 International Economics

10

11 As said above, this course will cover the politics of international trade.

12

13 **A motion was made and seconded to approve the revision to ECO 745. The motion was**
14 **approved unanimously with 11 votes in favor.**

15

16 2. ICJ 730 Human Trafficking

17

18 Professor Jana Arsovska said that this is one of the courses noted in the certificate revision
19 above that is being refreshed in order to cover the subject in the digital age, which means
20 incorporating modern technologies and resultant trends.

21

22 **A motion was made and seconded to approve the revision to ICJ 730. The motion was**
23 **approved unanimously with 11 votes in favor.**

24

25 3. ICJ/SEC 760 Information Technology and Cybercrime

26

27 This course was initially designed for both the ICJ and the Security Management programs,
28 however the instructor has needed to bend it more toward the Security Management side of
29 things. Therefore, Professor Arsovska says that they would like to remove the cross-listing and
30 have a separate ICJ 760 course that better fits the needs of the ICJ students. Professor Ellen
31 Sexton noted a broken link in the included syllabus for one of the assignments, and Professor
32 Arsovska offered thanks and said she would look into it.

33

34 **A motion was made and seconded to approve the revision to ICJ/SEC 760. The motion was**
35 **approved unanimously with 11 votes in favor.**

36

37 **V. Other Business**

1 Professor Marta Concheiro-Guisan announced a speed-mentoring event for master's students
2 on April 23rd. Representatives from local forensic labs and institutions will come to meet with
3 students and offer insight into what forensic science looks like in the professional realm, as well
4 as offer networking opportunities and interview tips.

5

6 Interim Dean Sidman reminded the group of the upcoming annual Graduate Research
7 Symposium on May 5th before bringing the meeting to a close.

8

9 The meeting concluded at 1:14 P.M.

10

11 Submitted by,

12 Alexander Bolesta, scribe

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Committee on Graduate Studies

May 16th, 2025

12:30–2:30 PM

Join Zoom Meeting

<https://jjay-cuny.zoom.us/j/88275527962?pwd=BGTMBaAaEwcBlu14n3TauUh2FGGrRgvn.1> Meeting ID: 882
7552 7962

Passcode: 044513

1. **Announcements** – Interim Dean Sidman
2. **Approval of Minutes of April 11, 2025**
3. **Follow Up to the INC Grade Policy Discussion Regarding Internships, Thesis, etc.** – Dean Sidman/Registrar McKiever
4. **Clarify the Pass/No credit Undergrad Courses Students Take to meet their Graduate Admission Requirements** (STA 250, PSY 311, MAT 301 – Economics, ICJ, FPsych, CRJ, FMHC, Digital Forensics, MPA programs) – Registrar Shavonne McKiever
5. **Programs**
 1. Academic Standards for BA/MA, BS/MA, BA/MPA, BS/MPA Programs – Associate Dean Kathy Killoran
6. **New Courses**
 1. ICJ 7XX Online Criminal Markets
7. **Course Revisions**
 1. ICJ 762 Corruption and the Global Economy
8. **New Business**
9. **Program Announcements**

1 **John Jay College of Criminal Justice**
2 City University of New York
3 Committee on Graduate Studies

4
5 **Minutes of May 16, 2025**
6

7 The Committee on Graduate Studies held a remote meeting on May 16, 2025, at 12:30 P.M., via
8 Zoom. Interim Dean Andrew Sidman called the meeting to order.
9

10 **Voting Members Present:** Ruby Aguirre, Jana Arsovska, Marta Concheiro-Guisan, Kendra
11 Doychak, Susan Kang, Susan Pickman, Ellen Sexton, David Shapiro, Andrew Sidman, Robert Till,
12 Lucia Velotti, Rebecca Weiss, Valerie West
13

14 **Voting Members Absent:** Shweta Jain, Simone Martin-Howard, Daniel Matos, Chitra Raghavan,
15 Avijit Roy, Ian Seda Irizarry, Dominic Stellini
16

17 **Non-voting Attendees Present:** Cat Alves, Maggie Arismendi, Alexander Bolesta, Melissa Dolan,
18 Sulema Ebrahim, Kathy Killoran, Shavonne McKiever, Patrizia Pelgrift, Dyanna Pooley, Sumaya
19 Villanueva, Sergio Villavicencio
20

21 **I. Dean’s Announcements—Interim Dean Andrew Sidman**
22

23 None.
24

25 **II. Approval of the minutes of April 11, 2025**
26

27 There was no discussion.
28

29 **A motion was made and seconded to approve the minutes of April 11, 2025. The minutes**
30 **were approved unanimously with 11 votes in favor.**
31

32 **III. Old Business**
33

34 **A. Follow Up to the INC Grade Policy Discussion Regarding Internships, Thesis, etc. –**
35 **Dean Sidman and Registrar McKiever**
36

1 The new policy on Incomplete grades (INC) was approved at CGS in April and College Council in
 2 May. That policy includes the lapsing of INC grades to FIN for all students including graduate
 3 students at the end of the following semester. When it was discussed in April, program
 4 directors requested that for some courses like internship, thesis, etc., a longer timetable be
 5 allowed before lapsing. Registrar McKiever explained that a policy is being developed that will
 6 allow an Incomplete to remain an Incomplete while students are finishing up internship or
 7 similar coursework that require longer timetables. The Registrar will need to be contacted so
 8 that these Incompletes don't automatically resolve to a FIN. She said the final policy/process for
 9 extending the deadline will be shared soon.

10
 11 **B. Clarify the Pass/No credit Undergrad Courses Students Take to meet their Graduate**
 12 **Admission Requirements (STA 250, PSY 311, MAT 301 – Economics, ICJ, FPsych, CRJ,**
 13 **FMHC, Digital Forensics, MPA programs) – Registrar Shavonne McKiever**
 14

15 Going forward, the Registrar's Office would like to disallow prospective graduate students from
 16 converting a course to a pass / no credit grading option if the graduate program requires
 17 students to have earned a certain letter grade in that course. In some cases, a prospective
 18 graduate student has never taken the course before, and in other cases they took the course as
 19 an undergraduate but did not earn a qualifying grade.

20
 21 Interim Dean Sidman mentioned that the other option is to allow students to progress without
 22 having earned a certain grade in the course, though that would be up to each individual
 23 program. There was further clarification that prospective graduate students who take an
 24 undergraduate course to qualify for admission to a graduate program would not have that
 25 course affect their graduate GPA.

26
 27 There was general consensus that students whose conditional admission status requires
 28 achievement of a certain grade in a qualifying course, then students will not be allowed to
 29 convert them to a Pass/No credit grading scale.

30
 31 **IV. New Business**

32
 33 **A. Programs**

34
 35 **i. Program Revisions**

36
 37 **1. Academic Standards for BA/MA, BS/MA, BA/MPA, BS/MPA Programs**

1 Dean Killoran explained her proposal to add language to the bulletin that would clarify that
2 students who have taken graduate courses as part of a joint degree program, but who have left
3 the program and are later readmitted to the standalone graduate program, will still have those
4 graduate courses count toward the graduate program. Furthermore, credits earned this way
5 are not subject to the 12 transfer credit limit, as these credits were earned at John Jay.
6 Professor Rebecca Weiss asked whether or not graduate courses taken prior to the student
7 leaving the joint degree program can still count toward undergraduate requirements. Dean
8 Sidman said that they can still count.

9
10 **A motion was made and seconded to approve the revision to the Academic Standards for**
11 **BA/MA, BS/MA, BA/MPA, and BS/MPA Programs. The motion was approved unanimously**
12 **with 11 votes in favor.**

13
14 **B. Courses**

15
16 **i. New Courses**

17
18 1. ICJ 7XX (731) Online Criminal Markets

19
20 Professor Jana Arsovska explained the need for a dedicated course for her program dealing
21 with the use of the Internet to facilitate transnational crime. This will be part of the Master's
22 program as well as the advanced certificate program in Transnational Organized Crime Studies.

23
24 **A motion was made and seconded to approve the new course ICJ 7XX (731). The motion was**
25 **approved unanimously with 11 votes in favor.**

26
27 **ii. Course Revisions**

28
29 1. ICJ 762 Corruption and the Global Economy

30
31 Professor Arsovska explained that in the face of rising trends in cryptocurrency as well as the
32 inextricable link between corruption, money laundering, and anti-money laundering policy, the
33 title, description, and learning outcomes of this course needed to be updated. This course will
34 now be more in-line with topics encountered by those working in this field.

35
36 **A motion was made and seconded to approve the revision to ICJ 762. The motion was**
37 **approved unanimously with 11 votes in favor.**

1 **V. Other Business**

2

3 Professor Arsovska thanked Student Council Chair Ruby Aguirre and the rest of Student Council
4 for funding the ICJ-MA after-hooding party. Chair Aguirre mentioned that she will be graduating
5 and will thus not be here next year, but she encouraged faculty to reach out to Student Council
6 in September to ensure a continuation of collaboration.

7

8 Interim Dean Sidman concluded by thanking everyone for another year's work. Dean Killoran
9 said she would soon send out a schedule of next year's CGS meetings.

10

11 The meeting concluded at 12:59 P.M.

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13 Submitted by,

14 Alexander Bolesta, scribe