



## **FACULTY PERSONNEL COMMITTEE MINUTES**

**Friday, September 13, 2019**

Room L.61, New Building

**9:30 am-1:00 pm**

***Meeting Open to the Public 9:30 am – 11:30 am***

*Meeting convened: 9:39 am*

### **I. Welcome**

All those present introduced themselves individually to the committee.

Adding to the Agenda:

President M. asked if anyone wanted to add anything to the agenda before proceeding.

### **II. Charge to the Committee (2019-2020 Personnel Action Process)**

President M. spoke briefly about the importance of FPC file reviews and how vital it is to know the process. She gave the floor to the Director of Faculty Services (Kyeanna B.) for more information on this topic.

Kyeanna B. explained how the voting and review of files process works. She referred to the P&B process and how review committees are organized. She explained how quorum is found and also described how actions are broken down in groups. Deadlines were also explained and mentioned the proposed date for files to be open to the P&B (9/18/19) and for the Review Committee (9/25/19). Kyeanna described the process of choosing first and second readers for the review committees and how vital to the process this selection was.

Faculty was also reminded of when to pick-up voting packets (the office would inform faculty when they were ready), the importance to view both files (FIDO and Hardcopy), and how faculty must make file review appointments by e-mailing [academicaffairs@jjay.cuny.edu](mailto:academicaffairs@jjay.cuny.edu).

### **III. Approval of Minutes, 5/03/19 meeting**

President M. requested a change to the minutes on page 2 to remove the sentence starting with "President M. made it clear...." And just have it be "President M. asked...". Alisse W. moved for the motion and Mangai N. seconded.

### **IV. Faculty Personnel Appeals Process, Taskforce Report**

President M. gave a backstory of the initial discussion of the appeals process.

Ned B. discussed what the written narrative explained and the possible solutions for a new appeals committee could be. He expressed his favor towards option 3 as he wanted people that had experience with the FPC part of the appeals process.

Monica S. spoke about what options were most in favor. Option 2 seemed to be what they were leaning into. It was for the number of committee appeals members to be reduced and have people that were not part of any reviews beforehand (fresh eyes). Option 3 was also an option that was favored because it would include members that had experience with the process rather than have people that have not had the experience of being in the FPC before at all.

Jonathan J. seconded Ned's favor towards option 3 because while option 2 seems appealing, - that faculty up for action would want a set of fresh eyes to look at their work, with a group of members that have not been part of any FPC process-; he would still think it is best to have people with experience.

Benjamin B. seconded Monica's favor towards option 2 as he believed a new fresh set of eyes would be better. He did not feel that a lack of experience hindered a valid review of someone's work.

Jessica G-N questioned if all options made sure, that members were recused if they had anything to do with a specific candidate's initial voting process. President M. answered yes, members would still be recused if they had anything to do with the candidate's previous votes.

President M. gave further details on the purpose of discussing a change to the appeals committee. She discussed that the current grouping is too large to be able to have a meaningful and timely conversation about a faculty's action and too large to hold a deliberative decision. Thus looking for a new option was needed.

Jay H. Added some observations: a lot of faculty members have election fatigue and emphasized of needing an appeals committee change may be due to a difficult last semester.

President M. made a clarification in response to Jay H. She clarified that the appeals discussion was not driven from a difficult last semester, but rather from various other concerns that have been brought to her attention over time. One example is the concern of having non-FPC members being on the committee.

Angela C. asked if we should still have a discipline expert to speak during the appeals process, when there will be review committee members already part of the appeals committee, but just don't vote.

President M. asked all members to take a turn to share their opinions/concerns with the change to the appeals committee and what option they favor most (or if none at all).

A majority expressed that they do want to make the committee smaller, but are not sure what the best options are and what the smaller committee should look like. Some requested more information on what other college's do for the appeals process. Some expressed not being ready to vote on the matter. A few also expressed their favor of keeping the committee as it currently stands.

From the consensus of the room President M. gather that this item was not ready for a vote.

Angela C. was added to the Appeals Discussion Committee.

**V. New Business and Announcements**

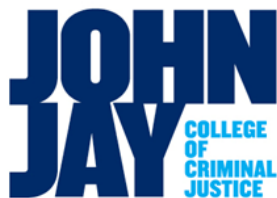
Ten Year Look-Back:

Kyeanna gave a quick review of that the packet handed out was regarding. She also explained what the first page (yellow sheet) depicted. She explained the outcomes of candidate actions and what the numbers show for overall negative/positive results for specific types of actions.

Ned B. expressed the request to show an overall progress sheet of candidates throughout the year.

Andrew S. expressed concern for some errors on the sheet and Kyeanna will be looking at the numbers to correct any errors or provide any clarification as to why the numbers stand as they do.

**Open Session adjourned: 11:30 am**



## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, December 13, 2019**

**Room L.61, New Building**

**11:00 am-2:00 pm**

Allison Pease (ENG, Institutional Effectiveness), Matthew Perry (HIS, Provost Office), Dyanna Pooley (Assessment)

***Meeting Open to the Public 11:00 am – 12:30 pm\****

*Open Session Convened: 11:08am*

### **I. Welcome**

President M. asked for everyone to introduce themselves at the start of the meeting. The President then proceeded into explaining her goal for faculty hiring and how searches are conducted. Her goal is to have a faculty that is more representative of the college's student body. She suggested that departments should reach out to institutions that produce faculty of color in their disciplines. She also explained that while you cannot ask questions about race, there are in depth questions that you can ask to find a more diverse pool of applicants, such as: "what is your experience with working with our population?"

### **II. Approval of Minutes, 9/13/19 meeting**

Motion presented by Jay G.; motion seconded by Andrew S.; all in favor and approved.

### **III. Fellowship Leaves (Recent PSC-CUNY Contract Update)**

Andrew S. brought forth the issue of allowing faculty to request a leave, after the leave request deadline has passed. Because faculty are not informed of their tenure status until after the leave deadline, faculty are unable to apply for their leave during this semester.

President M. discussed that she has a concern about the culture of the college faculty to take a leave right after receiving tenure.

The group agreed that given the circumstances, Andrew's group should be allowed to apply for leave this coming Spring. However, going forward, actions should remain the same to ensure that groups do not go out of cycle in regards to the CUNY deadlines and policy that you can only apply one year before the requested leave.

#### **IV. PSC Concerns – Tenure and Promotion Process**

President M. would like to ensure that all committees review hard copy files for faculty that are up for actions. She wants to make sure that the departments follow through with their responsibilities. She made mention of a sign-in process that was brought to her attention, to ensure that files are read. However, she expressed that she did not fully agree with this approach and would rather, today, simply raise awareness of this concern to make sure that Chairs share with their faculty on the importance to fulfil their duties.

Paul N. shared that this type of policing will not work, and ultimately will not satisfy whomever has made complaints or shared concerns about the process anyway.

#### **V. Assessment of the Faculty Personnel Process – Middle States Standards**

Dyanna Pooley (Director of Outcomes Assessment) explained what the compliance model is about and emphasized that everyone should focus on “why are you assessing?”, “is an assessment necessary?”, “are their policies and/or procedure to asses?”

President M. requested that Allison P. and Dyanna P. (Assessment) guide the college as to where we need to have assessments and how these assessments go back to each of the seven standards.

Provost L. expressed that while there is still work to be done, he is very pleased with the assessment process that this college has constantly been working towards.

President M. is expecting some guidance from the assessment group to help demonstrate to Middle States that we are meeting the standards.

Jay G. raised the concern that if we do not have a good assessment with something, what would the CUNY repercussions look like. President M.'s response centered on the importance of keeping data. She shared that while we are required to collect and submit data to CUNY, what's important is that we look at the data find ways to fix anything that we are not excelling in. What matters is that we use that information to do something about it and how successful we are in addressing these issues.

#### **VI. New Business and Announcements**

No new business or announcements

*Open Session adjourned: 12:01pm*



## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, April 3, 2020**  
Virtual session (via Zoom) due to COVID-19  
**9:30am - 10:30am**

### **AGENDA ITEMS (open meeting)**

Meeting began: 9:40am

Kyeanna described the meetings logistics so that FPC members would know the functions of the Zoom virtual meeting room. She explained chat options, audio settings, and the 'raise hand' function.

### **I. Discussion regarding future FPC meetings**

President Mason announced that we will continue with all meetings as scheduled, in this new virtual format. May FPC meeting will proceed as scheduled, electronically via Zoom.

### **II. 2020-2021 Reappointment, Tenure and Promotion Process**

-Provost Li discussed the number of request (19) that have come in for promotion/tenure as of March 27. He explained to all that Kyeanna B. had already sent out Memos of Guidance to chairs and candidates regarding the process for promotion/tenure. He reviewed some of the items in those memos such as: FIDO will open June 1, 2020 and close September 11, 2020 with the hopes of providing committee members access to review FIDO files, on September 15 or 16; candidates external material's must be put in electronic format; and external letters will only be accepted electronically. Matthew P. will be holding a virtual Form C workshop. Provost Li stated that eventually we will develop a secure place to upload/store external letters for committee member reviews.

-Kyeanna B. restated that 19 promotion/tenure requests have been submitted and faculty and chairs have received the communications with the memos of guidance needed. Faculty have until the end of April to gather their external evaluator lists and they have been notified that their materials need to be sent electronically (format to be decided upon by faculty and chair). Faculty/Chairs need to confirm with external evaluators, what format is best for them to receive the materials. Kyeanna B. also

discussed evaluations. Faculty that had observations completed prior to March 10, 2020 can submit those electronically via e-mail to Natalie P. and/or Kyeanna B. for future filing into faculty files. Those that have not completed observations can elect to do so by notifying their chairs by May 1, and need to be submitted to our office by the end of May. Annual evaluations can still be conducted as planned and Chairs can meet with faculty virtually or by telephone. Student evaluations will not be conducted after the 8 week 1 courses period (that closed March 20, 2020). Provost Li will be sending out a follow-up communication regarding these evaluations. Kyeanna B. also mentioned that 2<sup>nd</sup> to 6<sup>th</sup> reappointment memos will be going out next week.

-Mathew P. confirmed that he will be working on virtual workshops to help faculty through their given actions processes.

-Jessica G-N asked if faculty can request student feedback since there will be no evaluations (as those have been canceled). It was advised by the President and Provost to refrain from doing anything formal as we do not know people's circumstances during this uncertain time and we do not want to add any unnecessary pressures. However, informal feedback is encouraged especially regarding towards our distance learning format.

-Kyeanna discussed the process to extend someone's tenure clock: Faculty up for tenure this Fall 2020 that would like extend their clocks, have to notify the Provost (via e-mail - copying Kyeanna B. and chair) by May 1, 2020. Brian A. asked for clarification regarding what year of someone's career was best to apply for a tenure clock extension. Provost Li answered his concern by explaining that only those candidates who's clocks are up, should apply. Kyeanna further explained, that for subsequent years, any faculty that would like to extend their clocks, need to notify the Provost (via e-mail - copying Kyeanna B. and chair) by February 1 of the year they are up for tenure application. For example, if they are due to apply Fall 2021, they would need to request the extension by February 1 2021.

-Jay G. suggested that it would be wise to advise faculty to reach out to their presses (article/books) to find out if they anticipate any delays in their publications.

-Ned B. suggested that faculty be given an opportunity to add a document to their file that expresses concern or describes the hurdles that they are/have gone through this year so that they can use that when they go up for tenure year, to decide if they need to extend their clock. The President and Provost agreed that this would be a good process to follow as it would allow faculty to look back and make a more informed decision on whether they need to extend their clock or evaluate if they were able to resolve their issues and feel they have a fair opportunity to continue into their tenure year.

### **III. Electronic Voting**

-Tony B. referenced that virtual secret ballots have been used in the past during emergency circumstances. Due to the current state of the world, various colleges are now adopting a wider range of virtual practices. Colleges only require, that any votes completed in virtual meetings, be done so anonymously. He stated that we can use survey tools to ensure anonymity and give faculty recommendations on the tools the college is most familiar with.

-Joe L. cited the student election system, as a good example of a program used to process secret ballots. He elaborated on what Tony B. stated, regarding the use of survey sites to gather votes anonymously. He explained that there are even options to write in new voting choices on these types of sites when needed. The process: the Chair would send in the ballot and the list of those that are required to vote on those particular actions. This information would then be used to administer the survey via a link to individuals. The actual votes would be secret, only the results would be submitted back to the chair. This process has been used in the past for HEO elections without an issue.

-President Mason feels that with the options mentioned, we have the capabilities to proceed with our meetings virtually and vote anonymously. She hopes everyone feels comfortable to move on in this format and opened the floor for discussion.

-Angela C. expressed concern over the flexibility of the voting process when it comes to ballot elections or nominations, as sometimes these require multiple voting sessions – initial and secondary voting levels - (unlike the P&B process) or on the spot nominations. She believes we should look to something with more agility. Joe L. suggested using another survey when you need to vote on a second level ballot, but would need more details to figure out something better for these types of voting sessions.

-Ned B. expressed favor towards the survey systems mentioned by Joe L. as he felt they would genuinely be confidential. His only concern was that the bylaws would need to be amended to adopt this new virtual way of voting.

-Jessica G-N wanted to know how many days in advance should she notify Joe L. of needing a survey. Joe L. answered by saying, in emergency cases they would need a couple of hours, but in normal circumstance they would need a day or two.

-President Mason would like to work with Tony B. and Joe L. to make a blanket resolution bylaw that would cover electronic meetings with secret ballots.

-Andrew S. asked if chairs had the flexibility to use any anonymous survey tool they are familiar with, or do they need to adhere to a particular system. President Mason encouraged chairs to use any mechanism they are most comfortable with, provided it is confidential.

#### **IV. Appeals in Electronic Format**

-President Mason updated the committee on the March 13, 2020 and March 20, 2020 appeal meetings: She stated that because we are not able to go to the college to view hard copy files, the March 20, 2020 meeting will be postponed. However, since everyone should have already reviewed the files for the March 13, 2020 meeting date, (as the college was open up until that date) we would like to proceed with that meeting virtually. The president requested feedback on whether or not everyone was comfortable with moving forward this way, as an option to the appellants. President Mason believes we can meet all the technological concerns, but wants to make sure that the presenters/chairs also feel prepared.

-Jay G. questioned if it would be fair to hold the meeting in a different medium. President Mason emphasized that this will be presented as the appellants' choice — an



option for them to proceed virtually if they want to. If they are not comfortable with this medium, they don't have to choose it. Jay G. also wanted to know, what would happen if an appellant opted not to hold their session virtually. President Mason explained that a later date could be chosen and we would proceed when it is possible to proceed in a physical format.

-Ned spoke about figuring out a new platform to upload confidential external letters securely. President Mason responded by saying that this something they are working on now, as this year all external evaluator letters will be submitted electronically. She plans to look at platforms to hold the letters securely for private reviews after they will be submitted.

-Roll-Call vote was in favor of allowing virtual option for remaining appeals cases.

-Jessica G-N spoke about revamping FIDO if we are to have virtual meetings and depend on electronic files more heavily, as we would need to make sure that it is secure. For example, candidates should not be able to remove documents that should stay in their files. Kyeanna B. shared that prior to remote working; Faculty Services had been working with DoIT to revamp FIDO on this and other similar issues. It is on hold for now, but once DoIT can go back to the project they will be able to address these FIDO concerns.

-Kyeanna B. asked if votes on leaves can move forward electronically. President Mason and Ned B. agreed that electronic votes can be used to move forward on those actions even at the FPC level.

Meeting ended: 11:00am



## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, May 1, 2020  
9:30 am – 11:00 am, via ZOOM<sup>1</sup>**

***PRIOR TO MEETING: President Mason requested that Tony Balkissoon, VP & Legal Counsel be invited to all FPC public meeting sessions, as we navigate through remote working.***

***Meeting began: 9:35am***

### **I. Welcome**

President Mason acknowledged that everyone would like news on when to return to campus, thus she discussed her recent meeting with the Chancellor and possible directions on what may happen in the fall. She explained that it all depends on the Governor's office and the "New York State on PAUSE" Executive Order that is still in effect. They are exploring permutations on having classes while keeping to the distance requirements, such as: rotating course schedules, bringing smaller groups together, incorporating more technology, etc. She asked Provost Li to manage a committee/task force into looking into these ideas. She also shared her gratitude towards everyone for being actively engaged with students and helping them through this PAUSE policy.

### **Faculty shared questions/concerns:**

Bob G. asked for clarity on what the format of fall classes would look like – hybrid, online, or traditional. President Mason and Provost Li explained that there is still a lot of uncertainty and the committee/task force that Provost Li will oversee, will help clear up some of those concerns. They asked for chairs to be as flexible as possible when coordinating courses.

Angela C. explained that she had reached out to all her faculty to see which courses could be switched to hybrid formats in anticipation of moving towards online courses. However, the registrar informed her that they would like to keep all courses in the same format as pre-COVID. She requested some clarity on how to proceed. President Mason explained that she would like Provost Li's committee/task force to look into this and other concerns, and shared that she would like Naomi from space planning, the registrar, and Angela C., to be some of those among the committee.

Katie G. asked what information is being shared with students regarding registration and whether or not faculty should be trained for online courses. President Mason suggested that Katie reach out to Judy Cahn., Gina Foster, or Allison Pease to ask about faculty training. She shared that there is no message yet to students that is consistent from the College, as we are still trying to work through what to do.

Larry S. shared concerns over electronic resources (such as texts and printing services) for students. President Mason mentioned that some permutations of the fall semester, is to keep computer labs and the libraries open while adhering to the distance requirements.

Demi C. also shared concerns about space issues with their lab courses, resulting in possibly needing to cut down the lab size, open more sections, and ordering more materials/equipment. President Mason mentioned that some permutations on what to do with lab courses is to record the session and then share that with students.

## **II. Approval of Minutes, 12/13/19 and 4/3/20 meetings**

12/13/2019 minutes – Motion: Peter M.; Second: Demi C.; Minutes Approved

4/3/2020 minutes – Motion: Jessica G.-N.; Second: Brian A.; Minutes Approved

## **III. Electronic Voting**

Ned B. discussed the secret ballot voting process. He shared that the Senate reviewed various technologies such as Zoom and Survey Monkey, to ensure the reliability and confidentiality of votes. The Senate developed a set of recommendations, keeping in mind two goals: that there should be a single technology for doing a secret ballot and that there should be a uniform procedure for the secret ballots. Ultimately, Simply Voting was one of the mechanisms that the Senate supported. Their recommendations were then submitted to the Executive Committee for the College Council. As a closing remark, Ned B. also noted that there should be thought given to whether votes are cast per ballot or per meeting.

Some faculty expressed concern about voting without being physically present in a meeting. President Mason clarified that virtual participation, such as in a Zoom meeting, is considered as being “present”. If you are virtually present in a meeting then, you will be eligible to vote. There is no mechanism to allow voting without being “present” (virtually or physically) in a meeting.

Andrew S. questioned the motion of making Simply Voting the main tool for secret ballot voting. It seems that more people than necessary are involved in the Simply Voting process, whereas there are other secret voting tools that can be made just by one person (the Chair or an Admin) directly.

Warren E. seconded what Andrew S. stated. He also mentioned that he did not think DoIT personnel’s time should be taken up on creating ballots for departments when one person from the department themselves could do it. He expressed the need to not over complicate the voting process.

Karen K. and Ned B. explained that they were not able to look at all the different tools available for secret ballots, but it is possible for them to accept another tool that faculty find reliable, if given the chance to review it.

Kyeanna B. shared information on a conversation she had with Joe L. regarding multiple ballots during meetings: DoIT is working on allowing votes to be continuous thus allowing to change choices from vote to vote in a ballot.

President Mason suggested for everyone to consider use Simply Voting for these upcoming elections so that DoIT can figure out how it is working to fulfill everybody’s needs. Any other methods should be brought to Tony B.’s attention for legal clearance. The committee did not share any nays for this consideration.

Tony B. made mention of two sites that had already been checked by his department and were approved for JJ to use in voting processes: Survey Monkey and ADoodle.

Kyeanna B. asked what process would be used for faculty Senate Elections as Faculty Services usually supports this voting process. Karen K. suggested e-mailing Kyeanna after this meeting, to follow-up on this process. Ned B. mentioned that they most likely would be using Simply Voting.

#### **IV. New Business and Announcements**

***Open Meeting adjourned: 11:13am***

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<sup>1</sup>[FPC Meeting Zoom link](#)

Meeting ID: 948-3703-8287

Meeting Password: 444864

Full Link: <https://jjay-cuny.zoom.us/j/94837038287?pwd=UjBaMEpYR1NdmRuSHNPNYUljNUd3Zz09>