

BROOKLYN COLLEGE
POLICY COUNCIL

Minutes of the
April 17, 2024 General Meeting
5:00pm, Gold Room, Student Center

Present: President Michelle J. Anderson, Senior Vice President Alan Gilbert, Provost April Bedford, Vice President Ronald Jackson, Vice President Todd Michael Galitz, Interim Dean Philip Napoli, Dean Peter Tolias, Associate Dean James Eaton, Professor Jillian Cavanaugh, Professor Douglas Cohen, Professor Beth Evans, Professor Namulundah Florence, Professor Mobina Hashmi, Professor James Lynch, Professor Tim Shortell, Professor Malka Simon, Professor Sophia Suarez, Professor Patricia Antonello, Noam Abrahams (USG), Huda Ayaz (USG), Shannon Dyett (USG), Carrie Ebbin (USG), Cynithia George (USG), Royta Iftakher (USG), Taseen Islam (USG), Darla Moise (USG), Ajadah Simms (USG), Milada Sirota (USG), Patricia Colmenero Alcantara (GSO), Jamie Jones (GSO).

Absent: Dean Qing Hu, Interim Dean Stephanie Jensen-Moulton, Dean Maria Scharron-del Rio, Professor Joseph Entin, Professor Mona Hadler, Dylan Karlowski (USG).

Non-voting: Sadiya Hoque, Joan Joseph (USG), Robert Echevarria

1. President Michelle J. Anderson called meeting to order at 5:01 p.m.
2. Congratulations were extended to the newly elected student government leadership.
3. President Anderson provided an update on the Henderson's Rules, confirming that CUNY Central is not revising the document.
4. Royta Iftakher (USG) moved to approve February 21, 2024 minutes. Taseen Islam (USG) seconded. Unanimously approved.
5. Huda Ayaz (USG) moved to approve March 13, 2024 minutes. Milada Sirota (USG) seconded. Unanimously approved.
6. President Anderson reported on Governance and Policy. The committee discussed conversion days and accommodating students' needs, leading to a robust dialogue. President Anderson referred the topic of conversion days to Faculty Council for further discussion.
7. Senior Vice President Alan Gilbert reported on Fiscal, Infrastructure and Planning. The committee discussed end of year updates. Professor Mobina Hashmi drafted a resolution

on posting guidelines, which was subsequently referred to the Governance and Policy committee for review in the fall.

8. Associate Dean James Eaton provided an oral report on Faculty-Student Relations. The committee discussed student-centered scheduling and recommended conducting regular student surveys.
9. Vice President Todd Michael Galitz reported on External Relations. The committee started identifying and cataloging the various campus entities actively engaged with different groups and communities, with the goal of compiling a comprehensive list of interaction points.
10. Professor Tim Shortell provided an update on the proposed CUNY Bylaws changes, noting that University governance will impact campus governance, particularly concerning the duties of the chair and faculty authority over instructional decisions. Consideration of the Board of Trustees timeline has been postponed to Fall 2024. Robust dialogue ensued.
11. Professor Sophia Suarez suggested modernizing and developing courses that align with student interests.
12. President Anderson addressed student concerns regarding outdated course listings, noting that some courses have not been taught in years. Islam requested that Degreeworks reflect currently available classes and suggested conducting a survey to gauge student interest in specific courses. Noam Abrahams (USG) emphasized the students' request for multi-semester scheduling. Discussion followed.
13. Professor Hashmi raised concerns about the absence of student delegates on the curriculum committee. President Anderson will follow up with CAP to ensure that chairs are appointing students within that committee.
14. President Anderson requested adding "how best to communicate with students" on the Fall Policy Council agenda to address the challenges faced by each School and department in effectively communicating with students.
15. President Anderson provided an update on PACS, noting that PACS will focus on developing governance documents and a succession plan to ensure an appropriate transfer of authority over the coming year.
16. President Anderson adjourned the meeting at 6:08 p.m.

BROOKLYN COLLEGE
Policy Council Standing Committee on Governance and Policy

Wednesday, April 3, 2023, 12:30 P.M.

Attendees: President Michelle J. Anderson, Interim Provost April Bedford, Professor James Lynch, Professor Namulundah Florence, Ajadah Simmons, Milada Sirota, Aharon Grama, and Sadiya Hoque

Conversion days

1. Students have voiced concerns regarding conversion day scheduling and have requested clear policies and accommodations.
 - a. This request was supported by a [USG Joint Resolution](#) passed by the USG Cabinet and Senate.
2. Currently, CUNY and Brooklyn College does not have a policy or definition for conversion days.
 - a. The committee has agreed to develop model language that includes a clear definition and guidelines for students needing accommodations. This information will be integrated into the Brooklyn College website, calendar, syllabi, and Student Club Handbook.
 - b. Additionally, the committee suggests that reminders be sent out by the Provost and Vice President of Student Affairs each semester to faculty and students.
3. The committee anticipates that this definition will strengthen relationships. Please review the definition and draft message reminder and provide any feedback:
 - a. **Definition for Conversion Day Policy** (adopted from Faculty Council handbook)

On conversion days, classes regularly scheduled for a particular day of the week are replaced by classes that normally meet on other days. Conversion days are necessary to ensure that every class meets the required number of times during a given semester. They are indicated on both the academic and administrative calendars.

b. Draft message reminder

Please note that this is a gentle reminder about Conversion Days.

As you may recall the academic calendar includes days designated as "Conversion Days."

Conversion Days are simply when classes meet according to a schedule that differs from the normal meeting pattern. The purpose of these conversion days is to ensure that

courses meet the required instructional hours, as mandated by New York State Education Law, even when the normal schedule is disrupted by holidays.

Kindly note that on a conversion day, classes meet according to the schedule of another day of the week. For example, a Tuesday may follow a Monday schedule. The specific dates for conversion days in a given semester, if any, are noted on the academic calendar and should be noted in your course schedule.

Consequently, I am asking you to (i) be mindful of the Conversion Days that take place in a given semester, and to highlight such days in your syllabus and, (ii) to alert your students that they should review their academic calendar carefully and plan to attend classes on conversion days as required.

Indeed, by you clearly communicating the expectations around conversion days and encouraging students to proactively address any conflicts, you help to support students' academic success while also meeting the college's educational obligations.

As you know at Brooklyn College, our students' success is our Number 1 Priority, and by properly alerting the students about Conversion Days we help to make this priority a living reality.

BROOKLYN COLLEGE
Policy Council Standing Committee on Fiscal, Infrastructure, and Planning
Tuesday, April 11, 2024, 2:00 P.M.

- Committee Discussion
 - Art Gallery Initiative:
 - The transformation of the old bookstore into an art gallery was discussed, focusing on aesthetic enhancements and the surrounding cafeteria area.
 - Infrastructure and Maintenance:
 - Ongoing issues, particularly leaks across campus buildings, were addressed, highlighting the need for systematic repairs and maintenance to ensure infrastructure longevity.
 - Communication should be directed to SVPFA's office for critical repairs from senior leadership.
 - There will be an infrastructure assessment that will be sent out to the campus community.
 - Vendor Selection for Food Services:
 - The vendor selection process is nearing its completion for campus kiosks and the main cafeteria, with decisions expected soon.
 - Transition to Microsoft Office 365:
 - Updates were provided on the migration to Office 365, discussing the benefits and challenges encountered. Full migration is scheduled for completion by the end of June 2024.
 - Capital Projects:
 - Updates on major capital projects that impact both academic and administrative functions were discussed.
 - The need for a space planning consultant to assess current spaces for repurpose and use was highlighted.
 - Strategic Plan:
 - The importance of involving campus stakeholders in planning and decision-making processes was emphasized to ensure that goals and initiatives align with community needs and expectations.
 - Poster and Display Policies:
 - Extensive discussions were held on a draft resolution regarding the policy on posters and displays across campus. Concerns were raised about the need for a consistent and transparent policy to manage how and where posters are displayed, ensuring they do not compromise the campus aesthetics or infringe on free speech. The committee discussed establishing clear guidelines and a regular maintenance schedule for poster areas to address these concerns. The resolution was forwarded to the Governance and Policy Subcommittee for further feedback.

Policy Council External Relations Committee Report

April 17, 2024

- The External Relations Committee met on April 2 to discuss Brooklyn College's ongoing engagement with local communities. Ludovic Leroy joined the meeting as a guest.
- The Committee reviewed and added to a working list of Brooklyn College offices, departments, and programs that actively engage with local Brooklyn communities. The Committee acknowledged that the list is only a starting point for identifying the many points of interaction between college entities and individuals who regularly interact with local neighborhood groups. Additional input from others across campus is needed to compile a more comprehensive list.
- The Committee also noted the need to create a companion list of outside Brooklyn community groups with which members of the Brooklyn College campus maintain active relationships. This is a project the External Relations Committee will likely continue in the next academic year.
- These lists could serve as a resource for developing additional community relations activities.
- In addition, the Committee discussed the importance of developing a formal process for documenting and coordinating these points of local community interaction to maximize the impact Brooklyn College is able to have. This should be managed through Mr. Leroy, who oversees government relations and community affairs for the college.

BC ENGAGEMENT WITH EXTERNAL COMMUNITIES

Select Examples

Elementary and High School Students

Admissions Office

Brooklyn College Community Partners

Brooklyn College School of Education

College Now

Haitian Studies Institute

Immigrant Student Success Office (ISSO)

Leonard & Claire Tow Center for the
Performing Arts

Preparatory Center for the Performing Arts

Neighborhood Communities (general)

Brooklyn Chamber of Commerce (committee representation)

Brooklyn College Alumni Engagement Office

Brooklyn College Art Gallery / Open Studios

Brooklyn College Cancer Center

Brooklyn College Community Garden (Campus Sustainability Office)

Brooklyn College Library (Friends program)

Brooklyn College Listening Project

Brooklyn College Sustainability Council

Brooklyn Community Board 14 (committee representation)

Brooklyn Lifelong Learning

Center for the Study of Brooklyn

Community Meetings (various) – hosted by local elected officials on BC campus

Diana Rogovin Davidow Speech Language Hearing Center at Brooklyn College

Flatbush Nostrand Junction BID (board representation)

Immigrant Student Success Office (ISSO)

Leonard & Claire Tow Center for the Performing Arts

Science and Resilience Institute at Jamaica Bay (SRIJB)

Wolfe Institute for the Humanities

Asian/AAPI Communities

Immigrant Student Success Office (ISSO)

Women's Center

"We Stand Against Hate" Program Series

Caribbean Communities

Haitian Studies Institute

Immigrant Student Success Office (ISSO)

Leonard & Claire Tow Center for the Performing Arts

Jewish Communities

Admissions Office

Judaic Studies Department ("Navigating Brooklyn College After Yeshiva"
workshop series) Tanger Hillel

"We Stand Against Hate" Program Series

Latinx Communities

Immigrant Student Success Office (ISSO)

PRLS / APREE

LGBTQ+ Communities

LGBTQ+ Resource Center

Institute for Gender, Law, and Transformative Peace

“We Stand Against Hate” Program Series

Muslim Communities

Admissions Office

“We Stand Against Hate” Program Series

Women’s Center

Russian and Ukrainian Communities

Leonard & Claire Tow Center for the Performing Arts

Women

Brooklyn College Cancer Center

Institute for Gender, Law, and Transformative Peace

Women’s Center