MINUTES OF THE MEETING OF THE BOARD OF
TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK
HELD
JUNE 23, 2003
AT BARUCH COLLEGE
MASON HALL

The Chairperson called the meeting to order at 4:30 P.M.

There were present:

Benno C. Schmidt, Jr., Chairman

Valerie Lancaster Beal
John S. Bonnici
John J. Calandra
Wellington Z. Chen
Joseph J. Lhota
Randy M. Mastro

Hugo M. Morales
Kathleen M. Pesile
Carol A. Robles-Roman
Nilda Soto Ruiz
Marc V. Shaw
Jeffrey S. Wiesenfeld

Shamsul Haque, ex officio
Susan O’Malley, ex officio

Secretary Genevieve Mullin
Frederick P. Schaffer, General Counsel and Vice Chancellor for Legal Affairs
Hourig Messerlian, Executive Assistant
Lorrie Christian
Kisha Fuentes
Anthony Vargas

Chancellor Matthew Goldstein
Executive Vice Chancellor Louise Mirrer
Senior Vice Chancellor Allan H. Dobrin
President Fred W. Beaufait
President Dolores Fernandez
President Ricardo Fernandez
President Frances Degen Horowitz
Interim President Russell K. Hotzler
President Edison O. Jackson
President Christoph M. Kimmich
President Gerald W. Lynch
President Eduardo J. Marti
President Byron N. McClennen
President Gail O. Mellow

President James L. Muyskens
President Antonio Perez
President Jennifer Raab
President Edward V. Regan
President Marlene Springer
President Carolyn G. Williams
Dean Kristin Booth Glen
Dean Stanford A. Roman, Jr.
Vice Chancellor Jay Hershenson
Vice Chancellor Otis O. Hill
Vice Chancellor Ernesto Malave
Vice Chancellor Brenda Richardson Malone
RF President Richard F. Rothbard

The absence of Trustees Kenneth E. Cook and Alfred B. Curtis, Jr. was excused.
VIDEOTAPING OF BOARD MEETING: Chairman Schmidt announced that as usual CUNY-TV is transmitting this afternoon’s meeting of the Board live on cable Channel 75. CUNY-TV is continuing to make available to the community an opportunity to observe the work of the Board and the University.

The calendar items were considered in the following order:

Upon motions duly made, seconded and carried, the following resolution was adopted: (Calendar No. 8)

NO. 8. RESOLUTION OF APPRECIATION – ALFRED B. CURTIS, JR.:

WHEREAS, The Honorable Alfred B. Curtis, Jr., has served with exemplary dedication as a member of the Board of Trustees of The City University of New York from June 17, 1997 to June 30, 2003; and

WHEREAS, He has served with distinction as Chair of the Board of Trustees’ Standing Committee on Faculty, Staff, and Administration, former Chair and member of the Committee on Fiscal Affairs, and former Chair of the Investment Committee; and

WHEREAS, His superb record included service as the Board’s Parliamentarian, Chair of the Kingsborough Community College Presidential Search Committee, former Vice Chair of the Committee on Academic Policy, Program, and Research, member of the Board’s Committees on Internal Audit, Long Range Planning, and Remediation, as well as the Committee to Seek a Permanent Chancellor and the Queens College Presidential Search Committee; and

WHEREAS, As an alumnus of The College of Staten Island, he has a special commitment to The City University’s vital role in fulfilling the aspirations and dreams of its student body; and

WHEREAS, During his tenure as a member of the Board of Trustees, he advocated high standards of academic integrity and fiscal accountability; now therefore be it

RESOLVED, That the Board of Trustees expresses its most sincere thanks and deepest appreciation to the Honorable Alfred B. Curtis, Jr., for his outstanding service to the Board of Trustees and The City University of New York, and wishes him continued success in all his future endeavors.

GRANTS: Chairman Schmidt presented for inclusion in the record the following list of Grants of $100,000 or above received by the University subsequent to the May 27, 2003 Board meeting. I know the Board is grateful for all the hard work that went into the receipt of those grants.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

A. $396,000 NATIONAL SCIENCE FOUNDATION (NSF) to Wilkinson, P. and Cohen, M. A., for “CSEMS (Computer Science, Engineering and Math Scholarship Program).”

B. $281,794 U.S. DEPARTMENT OF EDUCATION to Akst, G., for “TITLE III.”

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

A. $200,000 ANONYMOUS to McCarthy, K., for “Institutionalization Grant.” [Increase]

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

A. $288,266 UNITED STATES CONFERENCE OF CATHOLIC BISHOPS to Terry, K., Department of Law and Police Science, for “The Nature and Scope of the Problem of Sexually of Abused Children by Catholic Priests and Deacons within the United States.”
LEHMAN COLLEGE

A. $110,985 1199/NEW YORK’S HEALTH CARE UNION to Paull, M., for “1199/HC4.”

NEW YORK CITY COLLEGE OF TECHNOLOGY

A. $318,706 U.S. DEPARTMENT OF EDUCATION to LaPerla, J. and Bonsignore, K., for “Title V, Electronic Student Profiles.”

B. $299,029 NYS DEPARTMENT OF EDUCATION to Mannes, J., for “Adult Continuing Education.”

C. $159,000 NYS DEPARTMENT OF EDUCATION to Sperling, P., for “Technology and Design.”

QUEENS COLLEGE

A. $373,507 NIH/NATIONAL INSTITUTES OF MENTAL HEALTH to Halperin, J., Psychology Department, for “Heterogeneity of ADHD: Predictors of Adolescent Outcome.”

B. $150,000 THE FORD FOUNDATION to Hum, T., Urban Studies Department, for “Global Neighborhoods in a Majority Minority City: A Comparative Study of Four Neighborhoods.”

C. $148,689 PAPER, ALLIED-INDUSTRIAL, CHEMICAL AND ENERGY WORKERS INTERNATIONAL UNION (PACE) to Markowitz, S., Center for the Biology of Natural Systems, for “Medical Surveillance of Former and Current Workers at the Gaseous Diffusion Plants of the Department of Energy.”

Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 3)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for June 23, 2003 (including Addendum Items) be approved:

(a) ADDENDUM: Revise the following:

P.2, D.3 YORK COLLEGE – ADMINISTRATIVE DESIGNATION – COMMITTEE APPROVAL NOT REQUIRED (EXECUTIVE COMPENSATION PLAN – AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH). The appointing unit of CUNY for Gerald Cohen is revised to read, “Hostos Community College”.

NO. 2. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report for June 23, 2003 (including Addendum Items) be approved:

(a) BRONX COMMUNITY COLLEGE: Revise the following:

Section AIV.12
Pages A2 through A8
Withdraw the entire item, pending further discussion with the college.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meetings and Executive Session of May 27, 2003 be approved.

Chairman Schmidt stated that due to the disruption he moves that all Committee recommendations on the Calendar (agenda) not adopted up to this point are now being moved for adoption as a single motion, including the recommendation of the Committee on Fiscal Affairs concerning tuition. This motion was duly seconded and carried with a vote of 13 to 1. Trustee Shamsul Haque voted NO. The components of this motion are as follows:
Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 4 through 7)

**NO. 4. COMMITTEE ON FISCAL AFFAIRS:** RESOLVED, That the following items be approved:

**A. THE CITY UNIVERSITY OF NEW YORK – REVISED TUITION AND FEE SCHEDULE:**

RESOLVED, That The City University of New York adopt the revised schedule of student tuition and fee charges effective Fall 2003; and be it further

RESOLVED, That such revised schedule for the senior colleges shall include the following increases on an academic year basis: $800 for full-time undergraduate resident students; $1,090 for full-time masters resident students; $1,430 for full-time law school resident students; $520 for full-time doctoral resident students; and shall include increases for non-resident students, who shall be charged on a per-credit hour basis; and be it further

RESOLVED, That such revised schedule shall include increases in masters tuition above the amounts prescribed above for selected masters programs as provided for under State Education Law § 6206 permitting differential tuition charges for academic programs leading to unique degrees; and be it further

RESOLVED, That such revised schedule shall include the following increase at the community colleges: $300 on an academic year basis for full-time resident students; and shall include increases for non-resident students, who shall be charged on a per-credit hour basis. Revenues generated pursuant to such tuition increases shall be dedicated to redressing the imbalance between full-time and part-time faculty, to providing full-time faculty with appropriate support packages, and to enhancing academic and student support services; and be it further

RESOLVED, That per-credit rates, non-degree rates, maintenance of matriculation fees, and freshman application fee shall also be increased in accordance with the schedule; and be it further

RESOLVED, That the Board of Trustees authorizes the Chancellor, in consultation with the Chairman, to enact in the best interest of the University such additional tuition increases for the 2003-2004 academic year as he may deem necessary to counteract unanticipated reductions in State or City funding for college operations the magnitude of which might prevent the University from fulfilling its core mission and effectuating the delivery of essential services to its student body. The Chancellor, in consultation with the Chairman, may impose such additional increases on resident and non-resident undergraduate, masters, doctoral, and law school students, but in the case of resident undergraduate students, such additional tuition increases shall not in total exceed $150 (consistent with the State Adopted Budget) computed on an academic year basis for full-time students, or the prorated per-credit hour equivalent for part-time students; and be it further

RESOLVED, That the Board of Trustees authorizes the Chancellor to make such administrative revisions to the City University Tuition and Fee Manual as may be necessary to implement the tuition and fee schedules, policies, and regulations adopted by the Board in an appropriate and efficient manner. Such revisions, should they be made, are to be reported at the first regular meeting of the Board of Trustees following the action.

**EXPLANATION:** The 2003-2004 State Adopted Budget for The City University of New York includes an increase in senior college tuition revenue of $121.5 million over FY2002-03. The State Legislature has determined that this tuition revenue increase may be raised with changes in tuition charges that limit increases for undergraduate resident students to a total of $950 on an annualize basis.

The Board of Trustees believes that tuition should be as affordable as possible. Mindful that many of the University’s constituents -- in particular its largest group of students, i.e., undergraduate residents of New York -- rely on the relatively low cost of public education, the Board and the Chancellor have worked jointly to establish a set of principles that will help to ensure that the entire burden of compensating for reduced public support will not fall on the
shoulders of those least able to afford it. These principles will guide planning and policy in ways that generate revenue from other sources and reduce the University's overall tuition revenue requirements.

The Board also recognizes the importance of safeguarding the University's most precious asset: its academic core. Thus the principles that have been established also speak to the Board's enduring commitment to fulfill the academic priorities outlined in the University's Master Plan, as approved by the New York State Board of Regents and the Governor.

These principles result in actions that enable The City University of New York to generate the revenue necessary to partially fund the goals of the Master Plan, with efficiencies totaling $10 million expressly earmarked for this purpose. The principles also result in actions that allow the University to reduce its senior college tuition revenue needs to $114.5 million, a savings of $7.0 million, and thus keep the increase in tuition for senior college undergraduate residents to no more than $400 per semester, or $800 on an annual basis. The tuition increase at the community colleges -- $150 per semester and $300 on an annual basis -- will allow the University to make progress towards its Master Plan goal of 70% of instruction taught by full-time faculty. Full-time faculty currently teach 40% of instruction at the community colleges. **Trustee Shamsul Haque voted NO.**

**PRINCIPLES**


   The University has instituted the following measures to reduce costs and generate revenue that may be redeployed in support of the goals of the Master Plan, including recruitment and hiring of new faculty, upgrading laboratories and other core academic facilities, modernizing systems to accommodate the needs of a vital and productive university, and providing academic support and other services critical to the success and well-being of students:

   - Reducing the cost of managing The City University of New York through strict controls on the hiring of non-teaching personnel.
   - Generating savings through the implementation of early retirement incentives.
   - Accelerating efforts, consistent with the theme of the “Integrated University,” to centralize and coordinate appropriate administrative operations of college campuses to eliminate unnecessary duplication.
   - Asking qualified administrators and executives to participate in the teaching force of the University so as to reduce expenditures while providing access for students to a greater number of professors.

2. Develop a comprehensive tuition schedule that shields the University's most vulnerable populations while taking advantage of competitive forces that enable a higher tuition level to be set for certain high-demand programs. The University has embedded in its tuition structure provisions that:

   - More broadly distribute tuition charges between undergraduate, graduate, resident, and non-resident students with the goal of minimizing new charges for undergraduate residents.
   - Address the need to set tuition levels for doctoral students that tend to the importance of these vital members of the University’s teaching force and support the University’s mission-critical responsibility to prepare the next generation of researchers and scholars.
   - Provide for differential tuition levels for selected graduate programs that are highly valued in the marketplace, and thus permit higher tuition prices.
3. Develop a standard for setting tuition at the community colleges that both provides the University with the ability to hire first-rate faculty who can develop teaching models that bring students to the appropriate level for transfer to a CUNY senior college and that also makes available the resources necessary for ensuring that the first two years of a community college education are equivalent to the first and second years at a CUNY senior college.

With Board policies specifically designed to automatically grant the transfer of credit when students enter senior colleges with a CUNY associate’s degree, the University must be prepared to support both in number and in level of aspiration the faculty charged with preparing and encouraging these students. The modest tuition increase for students at the University’s community colleges will be used to:

- Redress the imbalance between full-time and part-time faculty and to provide full-time faculty with appropriate support packages. Full-time faculty currently teach 40% of instruction at the community colleges.
- Provide improved academic and student support services, including transfer advisement that encourages and sustains the hopes and energies of community college students who seek to complete their education at a baccalaureate institution.

4. Focus increased attention on fundraising activities that can make available revenue to bridge deficiencies and provide critical support for unfunded University and college priorities.

The University and its colleges will continue to seek external support for a range of activities and initiatives. It is foreseeable that fundraising may provide, among other benefits, scholarship support for students who are near graduation but are unable to finance an increase in tuition.

These recommendations set forth in this resolution, and the underlying principles that informed them, were shaped by extensive consultations over the past four months with a broad range of University constituencies, including the Joint Board of Trustees/Chancellory Committee on Budget and Management Alternatives, the Council of Presidents and Council of Presidents’ Committee on Fiscal Affairs; the City University Business Leadership Council; the University Faculty Senate and Faculty Senate Budget Advisory Committee, the University Student Senate, District Council 37, and the Professional Staff Congress.

The overall framework that governed CUNY’s approach in response to the fiscal challenges we are faced with were presented in various public fora and in public testimony before the New York City Council and the New York State Legislature.

### Senior College Revised Tuition and Fee Schedule Fall 2003

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Resident Students</th>
<th>Non-resident Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>$2,000 per Semester</td>
<td>$360 per Credit</td>
</tr>
<tr>
<td>Part-time</td>
<td>$170 per Credit</td>
<td>$360 per Credit</td>
</tr>
<tr>
<td>Non-Degree</td>
<td>$220 per Credit</td>
<td>$470 per Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Masters Students including the Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
</tr>
<tr>
<td>Part-time</td>
</tr>
<tr>
<td>Maintenance of Matriculation</td>
</tr>
</tbody>
</table>
Other Masters Program

Baruch     Masters in Business Administration
  Full-time: $3,750 per Semester, $555 per Credit
  Part-time: $330 per Credit, $555 per Credit

City       Masters in Architecture
  Masters in Engineering
  Full-time: $2,970 per Semester, $440 per Credit
  Part-time: $250 per Credit, $440 per Credit

Hunter     Masters in Social Work
  Masters in Physical Therapy
  Full-time: $2,970 per Semester, $440 per Credit
  Part-time: $250 per Credit, $440 per Credit

Doctoral Students

Level I Full-time: $2,435 per Semester, $475 per Credit
Level I (per credit): $275 per Credit, $475 per Credit
Level II: $1,525 per Semester, $3,390 per Semester
Level III: $605 per Semester, $1,210 per Semester

Law School

Full-time: $3,565 per Semester, $5,940 per Semester
Part-time: $300 per Credit, $500 per Credit

Community Colleges

Undergraduate

Full-time: $1,400 per Semester, $190 per Credit
Part-time: $120 per Credit, $190 per Credit
Non-Degree: $160 per Credit, $250 per Credit

Fee Schedule

Application Fee
All applicants for admission (undergraduate and masters students) $50

B. HUNTER COLLEGE – ELEVATOR, ESCALATOR AND DUMBWAITER MAINTENANCE SERVICES:

RESOLVED, That the Board of Trustees of The City University of New York authorize Hunter College to purchase elevator, escalator and dumbwaiter maintenance services. The contract shall be awarded to the lowest responsive and responsible bidder under existing State of New York Contract Group Number 71004, pursuant to law and University regulations. Such purchases shall not exceed a total estimated cost of $900,000, chargeable to FAS Codes 217701502, 217703502, and 329322502, during the fiscal year ending June 30, 2004. The State Contract includes options to renew until August 31, 2008 and Hunter College is authorized to exercise such renewals at the State pricing and in its best interest.

EXPLANATION: Hunter College will use these services to maintain and repair elevators, escalators and dumbwaiters. Trustee Shamsul Haque voted NO.
Statement of Trustee Shamsul Haque regarding the tuition increase:
Today, I find myself in a position that only a few student Trustees have ever found themselves in, facing the prospect of voting to increase the tuition. As a student Trustee, it is the most important vote I would ever cast on behalf of my fellow students. It is very hard to articulate their concerns, frustrations, and anger in a very limited time, so please bear with me for a few minutes.

It is a very sad day for the students of this great University. On top of increased subway fares, increased living expenses, and increased high unemployment, this tuition hike would be a huge burden on the low-income families, the working class people, and the single parents. If this proposal goes through, more than 5,000 students will simply drop out of school, because they will not be able to afford it.

At this point, Trustee Carol A. Robles-Roman joined the meeting.

Our President, George W. Bush, said no child should be left behind. But, he is certainly leaving thousands of children behind. Our Governor and many of our State legislators have forgotten why they were elected. They were supposed to help us out during this difficult time. They know that our University is working hard to cut costs.

I vividly recall that many of us around this table have talked to the legislators to provide us more funding. Instead, the State legislators and the Governor have imposed a tuition hike on the people who could least afford it. This is not right. Indeed, it is outrageous. On behalf of my fellow students, I refuse to accept this tuition hike.

Mr. Chairman, we hold this truth to be self evident, that all men are created equal. The central idea in our Declaration of Independence is not that every person is equal in pattern, or color, or in size, but they are equal in opportunity. These thousands of students who are prospective lawyers, doctors, computer scientists, teachers, police officers or even chancellors, would not have the opportunity. By increasing tuition, we are depriving them from the opportunity to educate themselves and it is not right.

My connection to this classroom is beyond this important meeting. It is a very emotional one. Among hundreds of students, I took many classes here in this room. I learned a great deal about economics and marketing here. I always would sit in the corner in the front row seat, right over there. You may not see it with your naked eye, but if you visualize it, you would see the corner seat is empty next year, Mr. Chairman. Future students, like me, would not be able to afford to sit here and receive the great education that I have received. It will deny access to them, and it is not right.

Under the leadership of Chancellor Goldstein, CUNY has made significant improvements. People from other colleges want to come to this University. For example, I have recently met a student by the name of Lauren Fasano who transferred from NYU to City College. Brilliant students like Lauren come here because they receive an excellent education with an affordable tuition. Please do not chase them out.

At this point, Trustee Jeffrey S. Wiesenfeld joined the meeting.

Ladies and gentlemen, I know that many of you are in a difficult position to vote on this issue, but crisis has given you the opportunity to do something good, something memorable, something above average, something very courageous.

In his book, Profiles in Courage, John F. Kennedy writes about eight United States senators, who had shown courage in the face of difficulty. They took risks to their careers; they put prestige on the line, and often became the only and lonely voice in the Senate. They all wanted to do the right thing. The have had the courage to do the right thing.

I urge each and every one of you to rise above what is easy, what would be popular in the eye of the Governor and vote against this tuition hike, have some courage, ladies and gentlemen, thank you.
Trustee O’Malley stated that I want to assure you Trustee Haque, that many faculty do not want tuition raised at the community and senior colleges. It is a sad day when a great public university such as CUNY cannot secure adequate public funding.

NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAM, AND RESEARCH: RESOLVED, That the following items be approved:

A. BOROUGH OF MANHATTAN COMMUNITY COLLEGE – EXTENSION CENTER IN UPPER MANHATTAN:

RESOLVED, That the Borough of Manhattan Community College establish an Extension Center in Upper Manhattan, effective September 2003, subject to financial availability.

EXPLANATION: BMCC has had an extension site in Upper Manhattan at Theresa Towers since 1997. Because of the growth in enrollment, the College moved to larger quarters on the south campus at The City College of New York in 2002. The number of courses and students is increasing to the point where the initiative no longer falls into the category of an “extension site” as defined by the Regulations of the New York State Commissioner of Education, but into that of an “extension center” which requires commissioner’s approval. Students at the proposed center will be able to take courses in business and liberal arts and sciences, and have access to appropriate academic, administrative, and support services. The center has the support of The City College of New York, as well as of other institutions located in Upper Manhattan. Trustee Shamsul Haque voted NO.

B. LEHMAN COLLEGE – B.A. IN MASS COMMUNICATION:

RESOLVED, That the program in Mass Communication leading to the B.A. degree at Lehman College be approved, effective September 2003, subject to financial ability.

EXPLANATION: The proposed program represents a revised and expanded version of the curriculum offered at the College as an option in the B.A. program in Speech and Theatre. The curriculum is comprised of a core of general education courses, major courses in production and writing for the various mass communications media, and electives. Graduates of the proposed program will be prepared for employment as professionals in fields such as radio and television production, professional writing, editing, news retrieval and research, video editing, film production, script writing, and sound technology. Trustee Shamsul Haque voted NO.

C. THE GRADUATE SCHOOL AND UNIVERSITY CENTER – ESTABLISHMENT OF A SEPARATE GOVERNANCE PLAN FOR THE UNIVERSITY CENTER OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER AND CREATION OF A SCHOOL OF PROFESSIONAL STUDIES WITHIN THE UNIVERSITY CENTER:

RESOLVED, That the following governance plan be adopted for the University Center:

GOVERNANCE PLAN OF THE UNIVERSITY CENTER OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER OF THE CITY UNIVERSITY OF NEW YORK

Article I. ADMINISTRATION

A. President. The President of The Graduate School and University Center is the chief academic and administrative officer of the University Center. The University Center shall include the CUNY Baccalaureate Program, the School of Professional Studies, and such other University-wide programs created or assigned there by the CUNY Board of Trustees.

B. Dean of the School of Professional Studies. There shall be a Dean of the School of Professional Studies appointed by the President, in consultation with the Chancellor, who will be in charge of the administration of the School and shall report to the President or his/her designee.
C. **Academic Director of the CUNY Baccalaureate Program.** There shall be an Academic Director of the CUNY Baccalaureate Program appointed by the President, in consultation with the Chancellor, who shall be in charge of the administration of the Program and shall report to the President or his/her designee.

**Article II. UNIVERSITY CENTER COMMITTEES**

A. There shall be a School of Professional Studies Committee.

1. The School of Professional Studies Committee shall be composed of twelve (12) members, as follows: the President of The Graduate School and University Center or his/her designee, who shall also serve as Chair, the Executive Vice Chancellor for Academic Affairs or his/her designee, the Dean of the School of Professional Studies, and nine faculty members to serve for staggered three-year terms of which three shall be appointed by each of the University Faculty Senate, the President of The Graduate School and University Center and the Chancellor (the "Appointing Authorities"). In the first year of this structure, one faculty member appointed by each of the Appointing Authorities shall be appointed for a three-year term; one faculty member shall be appointed for a two-year term; and one faculty member shall be appointed for a one-year term. Thereafter, one faculty member shall be appointed each year by each Appointing Authority.

2. The School of Professional Studies Committee shall be the governing body for the School of Professional Studies. It shall advise the Dean of the School of Professional Studies on the administration, coordination, and development of its programs and curricula. The faculty of the School of Professional Studies Committee shall be responsible for recommending the awarding of certificates and degrees in the School of Professional Studies to the CUNY Board of Trustees. Each faculty member shall have one vote. The School of Professional Studies will offer no degree program that is identical or substantially overlapping with respect to both degree of award and program title to a program currently offered by another CUNY college. In developing degree programs, the School of Professional Studies will follow University procedures that entail circulation to the colleges of a letter of intent, which provides an opportunity for review and comment. To the extent the School of Professional Studies wishes to offer courses for credit in a program not administered by the University Center, the School of Professional Studies Committee shall consult and coordinate with the appropriate authority at the college that administers such a program.

In developing any degree program, the School of Professional Studies Committee will name a Curriculum Committee for each such program that draws on faculty from across the University with relevant expertise. One third of the members of each Curriculum Committee will be recommended by the University Faculty Senate. The Curriculum Committee is charged with developing appropriate coursework, syllabi, admissions criteria, prerequisites and supporting documentation necessary to review by the School of Professional Studies Committee and to eventual consideration and approval by the Board of Trustees and the State Educational Department. Once the School offers a degree program, it will explore the possibility of appointing faculty with joint appointments.

Revenue generated by the School will be used for doctoral student support to the extent possible. A report of revenues and expenditures will be presented annually to the Board Committee on Fiscal Affairs.

After three years, the School of Professional Studies will be formally reviewed by the Board Committee on Academic Affairs and the Board Committee on Faculty, Staff, and Administration.

B. There shall be a CUNY Baccalaureate Program Committee.

1. The CUNY Baccalaureate Program Committee shall be composed of fourteen (14) members and two (2) alternates as follows: the President of The Graduate School and University Center or his/her designee, who shall serve as Chair, the Executive Vice Chancellor for Academic Affairs or his/her designee, a CUNY college president chosen by the Council of Presidents for a one-year term, six (6)
faculty members and two (2) alternates from different disciplines chosen by the University Faculty Senate for staggered two-year terms, and five (5) students chosen by the University Student Senate for one-year terms.

2. The CUNY Baccalaureate Program Committee shall be the governing body of the CUNY Baccalaureate Program. It shall advise the Academic Director of the CUNY Baccalaureate Program on the administration, coordination, and development of the Program. The faculty members of the CUNY Baccalaureate Program Committee shall be responsible for recommending the awarding of degrees to the CUNY Board of Trustees. The faculty members of the CUNY Baccalaureate Program Committee shall also be responsible for approving the programs of all students involved in the CUNY Baccalaureate Program, and to hear and decide academic appeals from students participating in the CUNY Baccalaureate Program, except that grade appeals on courses offered by the individual colleges shall be subject to the grade appeal procedures of the respective colleges.

Article III. AMENDMENTS. Amendments to this Governance document relating to the operations of the School of Professional Studies and the CUNY Baccalaureate Program may be proposed by a two-thirds affirmative vote of the members of their respective committees, which amendments shall then be subject to the approval of the President of The Graduate School and University Center, the Chancellor, and the CUNY Board of Trustees.

EXPLANATION: As originally conceived, The Graduate School and University Center was intended to house both a Graduate School, for University-wide doctoral programs, and a University Center, for other University-wide programs. Since its inception, however, it has operated almost exclusively as a graduate school and that function is reflected in the current governance plan. The sole University-wide program that is not a doctoral program but is connected to The Graduate School and University Center is the CUNY Baccalaureate Program, which is governed by a committee established by Board resolution that is separate from the governing body of The Graduate School and University Center. The purpose of this resolution is to provide a formal structure and governance plan for the University Center, which would include the CUNY Baccalaureate Program and a newly created School of Professional Studies.

The City University’s response to the complex educational needs of New York City has for most of its history relied primarily on a broad array of traditional degree programs. However, changes in the social and business environment suggest a demand for a more comprehensive response to educational needs. Traditional degree programs, with rigorous and often rigid requirements, make it difficult to provide the flexible educational services relevant to the requests of government, not-for-profit entities, businesses and unions. The University proposes to provide these more comprehensive services through a new School of Professional Studies. Programs to be offered through the School will address important areas that currently lack advocates at CUNY, yet are related to programs successfully operating at many other universities. They are oriented toward the non-traditional student; each would add to, and not detract from, enrollments at the colleges. The educational standards of all of CUNY’s academic programs will be strictly maintained. Trustee Shamsul Haque voted NO.

NOTE: Matter underlined is new.

N.B.: The above resolution was also approved by the Committee on Faculty, Staff, and Administration at its June 3, 2003 meeting.

D. NEW YORK CITY COLLEGE OF TECHNOLOGY – AMENDMENT TO MASTER PLAN:

WHEREAS, On February 24, 2003, the Board of Trustees approved a program in Health Services Administration leading to the Bachelor of Science degree to be offered at New York City College of Technology; and

WHEREAS, The New York State Education Department has determined that an amendment to the College’s Master Plan is required as this program will be the College’s first baccalaureate program in the “Health Professions” as defined by the Higher Education General Inventory of Subjects (HEGIS); therefore be it
RESOLVED, That the Board of Trustees requests that the Board of Regents amend the Master Plan of New York City College of Technology so as to permit the College to offer the above-cited program in Health Services Administration leading to the Bachelor of Science degree.

EXPLANATION: Following the State Education Department's review of New York City College of Technology's proposal for a Bachelor of Science degree in Health Services Administration, it was determined that this baccalaureate program should be classified in the “Health Professions” HEGIS category. As this program will be the College's first baccalaureate program in the “Health Professions” category, an amendment to the College's Master Plan is required. (Pursuant to Memorandum 95-17 of the Deputy Commissioner of Education to Chief Executive Officers of Institutions of Higher Education – September 22, 1995). Trustee Shamsul Haque voted NO.

NO. 6. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. THE GRADUATE SCHOOL AND UNIVERSITY CENTER – ESTABLISHMENT OF THE EXISTING GOVERNANCE PLAN AS A SEPARATE GOVERNANCE PLAN FOR THE GRADUATE SCHOOL OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER:

RESOLVED, That the proposed amendments to the Governance Plan of The Graduate School and University Center establishing it as a separate Governance Plan for The Graduate School of The Graduate School and University Center, and making further amendments to the Governance Plan of The Graduate School be approved.

NOTE: See Appendix A

EXPLANATION: The existing Governance Plan of The Graduate School and University Center is being amended to establish it as the separate Governance Plan of The Graduate School of The Graduate School and University Center. The existing Governance Plan already pertains almost exclusively to the governance of The Graduate School and now, with the simultaneous establishment of a separate Governance Plan for the University Center, it is being amended to in fact only apply The Graduate School. In addition, editorial amendments are being made to the Governance Plan of The Graduate School, as approved by the Graduate Council and recommended by the College President. Trustee Shamsul Haque voted NO.

B. DISTINGUISHED PROFESSORS: RESOLVED, That the following be designated Distinguished Professors in the departments, and the colleges, and for the period indicated, with compensation of $23,635 per annum in addition to their regular academic salaries, subject to financial ability:

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<tr>
<th>COLLEGES</th>
<th>NAMES</th>
<th>DEPARTMENT</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Brooklyn College</td>
<td>Edwin Burrows</td>
<td>History</td>
<td>September 1, 2003</td>
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<tr>
<td>Hunter College</td>
<td>Virginia Valian</td>
<td>Psychology</td>
<td>September 1, 2003</td>
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<tr>
<td>Lehman College</td>
<td>Deborah Tannen</td>
<td>Languages and Literatures</td>
<td>September 1, 2003</td>
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<tr>
<td>Queens College</td>
<td>Carl Riskin</td>
<td>Economics</td>
<td>September 1, 2003</td>
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Trustee Shamsul Haque voted NO.
NO. 7. COMMITTEE ON STUDENT AFFAIRS AND SPECIAL PROGRAMS: RESOLVED, That the following item be approved:

A. THE CITY UNIVERSITY OF NEW YORK – AMENDMENT OF SECTION 1(b) OF BOARD GUIDELINES FOR ELIGIBILITY FOR SERVICE AS MEMBERS AND OFFICERS OF STUDENT GOVERNMENTS AND THE UNIVERSITY STUDENT SENATE:

RESOLVED, That the Board Guidelines for Eligibility for Service as Senators and Officers of the University Student Senate of The City University of New York adopted by the Board of Trustees on March 24, 1986, Cal. No. 7.A. and amended on November 22, 1993, Cal. No. 7.B., and June 25, 2001, Cal. No. 8.E., be amended as follows:

GUIDELINES FOR ELIGIBILITY FOR SERVICE AS MEMBERS AND OFFICERS OF STUDENT GOVERNMENTS AND THE UNIVERSITY STUDENT SENATE

PREAMBLE:

In accordance with its policy making authority and responsibilities, the University Trustees have determined that satisfactory academic achievement and progress as a degree-seeking student at a college of the University is an essential prerequisite to holding and adequately fulfilling the responsibilities of student office.

It is the responsibility of the University, and its Trustees as fiduciaries, to insure that the educational and extracurricular programs of the University are operated in the best interests of students and all other affected constituencies of the University. The academic standards hereby adopted are considered essential for the personal well-being and academic progress of students who seek to take on the additional responsibility of student leadership, as well as for the students and other members of the University community.

ELIGIBILITY GUIDELINES:

The following guidelines apply to each semester a student is running for and/or holding office, whether by election, appointment, or ex-officio status, in student governments and the University Student Senate. The positions subject to these guidelines are the members (senators, representatives, delegates, etc.) and officers of student governments and the chair, vice-chairs, the delegates, the alternates, and any other officers established by the University Student Senate. In these guidelines, credit hours refer to actual credit hours, and not equivalent or contact hours.

1. Students must be enrolled in a degree or credit-bearing certificate program at the college in which they serve on the student government.
   a. Full-time undergraduate students must carry a minimum of 12 credit hours.
   b. Part-time undergraduate students must carry a minimum of 6 credit hours [except if the student has already accumulated 45 credit hours, in which case the student shall be allowed to carry a minimum of 3 credit hours].
   c. Graduate students must carry a minimum of 3 credit hours.
   d. In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than 3 credits.
   e. Full-time doctoral students at Level II or III shall be making satisfactory progress and shall not be subject to subdivisions c and d hereof.

2. Undergraduate and professional school students must have a minimum cumulative grade point average of 2.0 and be in good standing to participate in student government and the University Student Senate. Chief executive officers and the Chairperson of the University Student Senate must have a minimum GPA of 2.5. Colleges may continue to administer or adopt higher standards for services in their campus student government.
3. Graduate students must have a minimum cumulative grade point average of 3.0.

4. Undergraduate students may not serve in student government for more than a total of five years, to include no more that three years at community colleges. Students shall be permitted to serve in the same office in a student government or the University Student Senate for a maximum of two years, except that co-chairs of the Doctoral Student Council shall be limited to a maximum of three years.

5. In order to participate in campus student governments, students must be certified as being in compliance with these Guidelines by the college’s chief student affairs officer, to the college president.

6. In order to participate in the University Student Senate, students must be certified as being in compliance with these Guidelines by the college president, or his/her designee, to the Vice Chancellor for Student Development and Enrollment.

NOTE: Matter in brackets is deleted.

EXPLANATION: This amendment will require all part-time undergraduate students running for or holding office to carry a minimum of six credit hours. Currently there is an exception which permits part-time students to carry three credit hours if they accumulated 45 credit hours. The change is being recommended because at last month’s meeting the Board Policy on the Scheduling of Student Government Elections and the Election of Delegates and Officers of the University Student Senate was amended to provide for each college to have two undergraduate delegates and two alternates to the University Student Senate, regardless of whether they are full-time or part-time. It is important to assure that these delegates and alternate delegates are enrolled for at least six credits, or the equivalent of half-time. It is also important that undergraduate students at the colleges who are members and officers of student governments be taking at least six credits to insure that they are representative of student interests and are making academic progress. Trustee Shamsul Haque voted NO.

Chairman Schmidt stated that as this is the last Board meeting of the academic year, I would like to express my appreciation to the members of the Board for their hard work and the commitment that has really helped the University move forward this year.

Upon motions duly made, seconded and carried, the meeting was adjourned at 4:45 P.M.

SECRETARY GENEVIEVE MULLIN

(This is a detailed summary of the Board of Trustees’ meeting. The tapes of the meeting are available in the Office of the Secretary of the Board for a period of three years.)
GOVERNANCE
OF THE GRADUATE SCHOOL
OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER
THE CITY UNIVERSITY OF NEW YORK

Sec. 1 ADMINISTRATIVE OFFICERS

1.1 President

The President of The Graduate School and University Center is the chief academic and administrative officer.

The President has general responsibility to develop, implement, and administer the doctoral programs of the University, other graduate programs, and centers and institutes of The Graduate School in accordance with the decisions of the Board of Trustees of The City University of New York.

The President has responsibility and authority for The Graduate School comparable to those set forth for Presidents in Article 11.4 of the Bylaws of the CUNY Board of Trustees.

1.2 Provost

The Provost of The Graduate School is appointed by and responsible to the President and is the principal academic officer of The Graduate School, with responsibilities as the President may assign.

1.3 Vice Presidents

Vice Presidents of The Graduate School are appointed by the President of The Graduate School and University Center in accordance with the established policies of the CUNY Board of Trustees for such appointments.

Vice Presidents have such duties and responsibilities as may be assigned to them by the President or referred to them by appropriate faculty bodies.

1.4 Deans

Deans of The Graduate School are appointed by the President of The Graduate School and University Center in accordance with the established policies of the CUNY Board of Trustees for such appointments.

Deans have such duties and responsibilities as may be assigned to them by the President or referred to them by appropriate faculty bodies.

Sec. 2 ADMINISTRATIVE BODIES

2.1 Graduate Council

The governing body of The Graduate School is the Graduate Council, which operates in accordance with its Bylaws. A majority of the voting members of the Graduate Council shall constitute a quorum.
2.1A Membership

1. The faculty and students in each doctoral program shall elect one faculty and one student representative to Graduate Council for each 100 or fewer matriculated students (e.g., 301 students equates to 4 faculty and 4 students).

2. Each graduate degree program of The Graduate School in a discipline in which no doctoral work is offered shall elect representatives to Graduate Council, using the same formula for doctoral programs, except that the number of representatives from all such programs shall not exceed 10 percent of the total membership of the Council.

3. Members Ex Officio and Appointed Members

a. **Graduate School Voting Members**
   - Executive Officers
   - Coordinators of the Certificate Programs
   - Three Co-Chairs of the Doctoral Students’ Council
   - Secretary of Graduate Council
   - Chair of the Doctoral Faculty Policy Committee

b. **Graduate School Nonvoting Members**
   - President
   - Provost
   - Vice Presidents
   - Associate Provosts
   - Chief Librarian
   - Deans
   - Directors of formally established research centers and institutes of The Graduate School.
   - President of the Ph.D. Alumni Association

c. **Other CUNY Nonvoting Members**
   - One academic officer with major responsibility for graduate work, except in education, from each senior college of The City University of New York designated by the respective Presidents.

2.1B Functions

The functions of Graduate Council shall be:

1. To formulate educational policy for all graduate work in doctoral programs and in other graduate programs of The Graduate School; to set standards of admission and academic performance, and curriculum and degree requirements.

2. To approve programs and curricula leading to the doctoral degree and to approve other graduate programs of The Graduate School and the curricula of these programs.

3. To recommend to the CUNY Board of Trustees the granting of honorary and graduate degrees to qualified candidates. This function shall be exercised exclusively by the faculty members of the Council.

4. To consider any other academic matters of The Graduate School and make recommendations to the CUNY Board of Trustees.
5. To receive, consider, forward, approve, or reject, as appropriate, reports and recommendations of the Graduate Council's Standing Committees.

6. To review and recommend revisions to the Governance document of The Graduate School.

2.1C Chair

1. The President of The Graduate School shall be Chair of Graduate Council and shall preside over its meetings. In the absence of the President, the Chair of the Executive Committee of the Council shall preside.

2. The Chair of the Executive Committee of Graduate Council shall preside over the meetings of the Executive Committee. The Chair shall be elected by the voting members of the Council from among the faculty representatives of the Council.

2.1D Committees

The Graduate Council shall establish Standing Committees as enumerated and such other committees as it deems necessary to the discharge of its responsibilities. Each committee shall consist of faculty members and student members as specified in the Graduate Council Bylaws.

1. Executive Committee
2. Committee on Structure
3. Committee on Curriculum and Degree Requirements
4. Committee on Research
5. Committee on Committees
6. Committee on Student Services
7. Student Academic Appeals Committee
8. Library Committee
9. Information Resources Committee

2.2 Committees of The School

2.2A Academic Review Committee

This committee shall consist of the Provost as Chair (nonvoting) and six members elected by the Executive Officers from among their ranks. Each elected member shall serve for two years. The terms shall be staggered so that half of the total members are elected each year. The committee shall review all proposals for appointments to The Graduate School faculty, as well as reappointments, nonreappointments, promotions, tenure and fellowship leaves of absence, and shall make its recommendations to the President.

2.2B Student Advisory Committee

The Steering Committee of the Doctoral Students' Council shall be the President's Student Advisory Committee. It shall advise the President in the discharge of such responsibilities as setting educational policy, making major administrative appointments, and other matters as the President may request.

2.2C Doctoral Faculty Policy Committee

The Doctoral Faculty Policy Committee shall be directly elected by the faculty. It functions as the voice of the doctoral faculty of The City University of New York. It may bring items for action to Graduate Council on its own initiative.
2.2D  Doctoral Students' Council

The Doctoral Students' Council is the official representative body of the doctoral students.

2.2E  Ad Hoc Committees

Ad hoc committees may be created as needed, either by appointment by the President or by Graduate Council election.

Sec. 3  DEGREE PROGRAMS

3.1  New Degree Programs

3.1A  The development of new degree programs or the revision of existing programs is the prerogative of the faculty. The development of new degree programs shall follow the City University's Office of Academic Affairs specific guidelines for Letters of Intent and Proposals for new degree programs.

3.1B  The following procedures are required for new degree programs:

1. A Letter of Intent should include information about the proposed program's purposes and goals, need, student demand, curriculum, faculty, and cost assessment. The Letter of Intent will be reviewed by The Graduate School's Committee on Curriculum and Degree Requirements and, if approved, by Graduate Council. If approved by Graduate Council, the Letter of Intent will be forwarded to the City University's Office of Academic Affairs for review.

2. If the Letter of Intent is approved by the City University's Office of Academic Affairs, a full Proposal will be developed with more detail and greater documentation, including the required external evaluation.

3. The full Proposal will be reviewed by The Graduate School's Curriculum and Degree Requirements Committee and, if approved, by Graduate Council. If approved by Graduate Council, the Proposal will be forwarded to the City University's Office of Academic Affairs for review prior to consideration by the City University's Board of Trustees' Committee on Academic Policy, Programs, and Research and, finally, by the Board of Trustees.

4. Program Proposals approved by the City University's Board of Trustees will be forwarded to the New York State Department of Education for review and final authorization.

3.1C  The initial structure and membership of each Executive Committee shall be determined by the program's faculty subject to approval by the President.

3.1D  After a new program has been in existence for one academic year, it shall draw up a detailed governance structure consistent with this Governance document and the Graduate Council Bylaws of The Graduate School. For that purpose a faculty-student ad hoc Governance Committee shall be established. The Committee shall consist of six to ten members, half of whom shall be faculty and include the Executive Officer, and half of whom shall be students elected for that purpose by the student body by mail ballot. Nominations for faculty members shall be made by the Executive Committee; nominations of student members shall require signatures of five students or 20 percent of the students in the program, whichever is fewer.

3.1E  The governance proposal prepared by the ad hoc Committee shall be submitted to the faculty and students two weeks in advance of the vote and shall, after a faculty-student meeting, be submitted to a mail vote by faculty and students. A majority of those voting in each group must vote affirmatively for the proposal to pass.
3.1F A description of the program governance shall be submitted to the Committee on Structure, which shall forward the proposal with its recommendations to Graduate Council. The recommendation of the Committee shall be adopted unless rejected by a three-quarters vote of the Graduate Council members present.

The description of the program governance shall include:

1. The composition of the Executive Committee and the Standing Committees described in this Governance document

2. The composition and functions of other committees the program may wish to establish

3. The nomination and election procedures for participants in the governing bodies of the program, the criteria for student membership pursuant to Section 6.4B, and the responsibilities and prerogatives of the student members.

3.2 General Provisions for Program Governance

3.2A Proposals for doctoral and master's program governance or amendments thereto shall be explicit in all of their provisions and shall not "incorporate by reference" the provisions of the Bylaws of the Graduate Council, Bylaws of the City University, or other regulation or legislation.

3.2B Formal provisions shall be made for the expression of student opinions on decisions affecting appointments, promotion, and tenure of individual faculty members.

3.2C In programs with subprograms, the subprogram governance shall conform to relevant portions of this Governance document regarding program structure. It is the Executive Officer's responsibility to determine that this adherence to The Graduate School governance exists, and the responsibility of the program Executive Committee to approve any changes necessary to bring subprogram structures into conformity with the Governance document of The Graduate School.

3.2D The procedures of Graduate School committees, programs, and subprograms shall be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED, in all cases in which they are applicable and not inconsistent with this Governance document and the Graduate Council Bylaws of The Graduate School.

3.3 Modification of Program Governance Structure

3.3A With the approval of the Committee on Structure and Graduate Council, specific aspects of the program structure and organization provided for in this section may be modified to meet exceptional conditions prevailing in a doctoral program.

3.3B Programs may at any time propose a change in their structure within the requirements of the Governance document of The Graduate School provided that changes are submitted by a majority of the program's Executive Committee, and after timely notification to the program's faculty and students of the proposed changes, to the Committee on Structure for review and recommendation to Graduate Council.

3.3C If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in a program sign a proposal to change the program's structure, the proposal shall be considered by the Committee on Structure of the Graduate Council. If the Committee on Structure approves the proposal, it shall forward the proposal with its recommendation to Graduate Council for its approval.
3.4 Executive Officer

3.4A Each graduate degree-granting program of The Graduate School shall have an Executive Officer responsible for administering the affairs of the program in accordance with this Governance document, and with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.

3.4B The Executive Officer shall be appointed by the President for a term not exceeding three years. The President shall actively solicit nominations and counsel from the individual members of the Executive Committee, doctoral faculty, and students matriculated in the program concerning this appointment. The Executive Officer may be reappointed.

3.4C The Executive Officer shall preside at meetings of the program’s faculty, Executive Committee, and Faculty Membership Committee. The Executive Officer shall have authority to initiate policies and actions concerning the affairs of the program, subject to the powers delegated by this Governance document to the program’s faculty. The Executive Officer shall serve ex officio as a voting member of all program committees.

3.4D Courses to be offered each semester shall be determined by the Executive Officer after consultation with representative groups of faculty and students. The Executive Officer shall assign faculty to teach these courses.

3.4E The Executive Officer shall work with chairs of CUNY college departments in the Executive Officer’s discipline to develop procedures for making new faculty appointments useful both to the college departments and to The Graduate School. The Executive Officer shall try to ensure that when department chairs recruit part-time faculty, they give preference to qualified students enrolled in the doctoral programs, in accordance with the policies of The City University of New York.

3.5 Executive Committee

3.5A The Executive Committee of each program shall be constituted as required by each program’s governance after approval by the Graduate Council Committee on Structure and by Graduate Council in accordance with the following provisions. There shall be established in each program an Executive Committee to be composed of at least five members. It shall include at least one faculty member from each senior college substantially participating in the program (“substantially participating” is defined as having six members on the faculty of the program) (Section 9.4, CUNY Board of Trustees Bylaws). In programs in which the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold Graduate School appointments, at least one member of the Executive Committee shall be elected from this category. Members of the Executive Committee shall be elected for a term not to exceed three years, but may be reelected.

3.5B The Executive Committee shall have the authority for the operation of the program between the stated meetings of the program’s faculty subject to the policies established by the faculty. It shall meet at least once a semester with the students matriculated in the program. The Executive Officer shall serve as Chair of the Executive Committee (Section 9.4, CUNY Board of Trustees Bylaws).

3.5C The Executive Committee may make recommendations to the appropriate committees of Graduate Council and to the administration of The Graduate School.

3.5D The Executive Committee in coordination with the Faculty Membership Committee shall conduct a continuing review of the faculty resources of the University relevant to that program. The Executive Committee shall work with the Executive Officer to forward the policy in Section 3.4E of this Governance document.

3.5E The Executive Committee shall recommend policies and procedures on dissertations.
3.6 Program Standing Committees
Each program shall have the following Standing Committees, and such other committees as its faculty, its
governance structure, or its Executive Committee may determine. The committees' responsibilities are as
follows;

3.6A Faculty Membership: To nominate members of the program’s faculty as provided for in Section 6.1 below with a
view toward including in the doctoral program faculty newly appointed at the colleges; to maintain a roster of
potential doctoral faculty appointments; to record annually the status of those faculty members currently
designated; to review all other actions taken in regard to membership on the doctoral faculty.

3.6B Curriculum and Examinations: To review curriculum and to submit curriculum recommendations for action; to
recommend procedures and standards for the conduct of examinations.

3.6C Admission and Awards: To recommend admission and awards procedures and standards for the program; to
administer these procedures in accordance with these standards.

3.6D Elections: To conduct all program elections.

Sec. 4 CERTIFICATE PROGRAMS

4.1 Definition
A certificate program at The Graduate School is a formalized interdisciplinary concentration that grants certificates
simultaneously with the awarding of doctoral degrees. The development of a certificate program is overseen by the
Interdisciplinary Studies Committee and requires the approval of that committee, the Committee on Curriculum and
Degree Requirements, and Graduate Council prior to being presented for approval first by the Board of Trustees of The
City University of New York and then by the State of New York.

4.2 Administration and Structure

4.2A A certificate program shall have a Coordinator administering the affairs of the program in accordance with the
policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.

4.2B The Coordinator may be appointed by the President for a term not exceeding three years. The President shall
solicit nominations and counsel in making this appointment as described in Section 3.4B of this Governance
document.

4.2C The responsibilities of the Coordinator are the same as those outlined for Executive Officers in Sections 3.4C
and 3.4D of this Governance document.

4.2D A certificate program shall have an Advisory Committee appointed by the President after consultation with the
Coordinator. Appointees must be members of the doctoral faculty.

4.2E The Certificate Program Advisory Committee shall nominate to the President members of the initial certificate
program faculty. Nominees should be members of the doctoral faculty, except as noted in Section 6.2C, below.

4.2F After a new certificate program has been in existence for one academic year the Certificate Program Advisory
Committee shall propose a governance structure for the program and submit it to the Committee on Structure,
which shall forward the proposal with its recommendation to Graduate Council for approval.
The governance structure shall include procedures for establishing standing and ad hoc committees, for making faculty appointments, and for proposing modification of certificate requirements in accordance with procedures described in Section 3.2 of this Governance document.

Sec. 5 FACULTY APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS, TENURE

5.1 Recommendations for faculty appointment, reappointment, promotion, and tenure on Graduate School lines assigned to The Graduate School must first be considered by the Executive Committee of the relevant program, next by the Academic Review Committee, and then by the President.

5.2 Student members of the Executive Committee have the right to participate in all discussion on matters of policy and on individual candidates for appointment, reappointment, promotion, and tenure, but may not vote on individual candidates.

5.3 Recommendations for appointment, reappointment, promotion, and tenure of faculty appointed on Graduate School lines allocated to a senior college are initiated and reviewed at the colleges, and submitted by the college president directly to the CUNY Board of Trustees.

Sec. 6 FACULTY AND STUDENTS

6.1 Faculty Membership in Doctoral Programs

6.1A During the first two years of a degree program, the faculty shall be appointed by the President. Thereafter, the program's faculty shall be determined in accordance with the following paragraphs.

6.1B Appointment to the doctoral faculty is initiated by means of written nomination from the appropriate program committee(s) to the Provost and is effective when the appointment is approved by the Provost. Appointment to the doctoral faculty may not be initiated by the Provost or President except in the case of newly established doctoral or certificate programs or in extraordinary circumstances with the approval of the Academic Review Committee.

6.1C The continued membership of each faculty member of each doctoral program shall be reviewed regularly by the Faculty Membership Committee and/or Executive Committee of each program in accordance with the program's faculty membership policy.

6.1D The program's governance structure shall stipulate whether nomination for appointment is made by (a) the Faculty Membership Committee, (b) the Executive Committee, or (c) the Executive Committee after recommendation by the Faculty Membership Committee, and the criteria employed by the program for nomination to, and continuance on, the doctoral faculty.

Criteria shall include:

1. A determination that the faculty member will make a significant contribution relevant to the needs of the program, and

2. Evidence of significant research relevant to the doctoral program, or

3. Evidence of qualification to teach a doctoral course or provide other doctoral-level training, or

4. Evidence of qualification to supervise doctoral dissertations or other graduate-level research.
6.1E A member may be removed from the doctoral faculty on the recommendation of the appropriate program committee(s), but only after the member has been given one year’s prior notice of the intention to remove.

6.1F The faculty member may appeal the decision to remove to the program’s Executive Committee, the Provost, and the President.

6.1G The appointment of full-time CUNY faculty as members of the doctoral faculty (except as in 6.1I below) confers full rights and duties.

6.1H Only members of the doctoral faculty may teach a doctoral-level course more than twice or chair dissertation committees.

6.1I In order to meet emergency needs, an Executive Officer may recommend directly to the Provost appointment of individuals to the doctoral faculty for a period of one semester or one year. Such temporary appointments may not be repeated for a cumulative total of more than two semesters. Notification of such appointments shall be conveyed to the Faculty Membership Committee and/or the Executive Committee. Temporary appointees do not have voting rights in the program, nor may they be appointed to program committees.

6.1J Part-time CUNY faculty and faculty or professionals at other institutions may be recommended for adjunct appointment to the doctoral faculty. Their rights and duties with respect to strictly academic activities (e.g., chairing a dissertation committee) are the same as those of other doctoral faculty.

6.2 Faculty Membership in Certificate Programs and Other Educational Programs

6.2A An Advisory Committee for a certificate program or other educational program shall nominate to the President members of the initial program faculty. Nominees shall be members of the doctoral faculty.

6.2B The foregoing program structure rules for faculty membership (Sec. 6.1) apply as well to certificate and other educational programs of The Graduate School.

6.2C An individual qualified to serve a needed teaching, supervisory, or other function in a certificate or other educational program but ineligible for membership in an existing doctoral program because there is no relevant doctoral program or because the definition of a relevant doctoral program precludes the individual’s specialization, may be appointed in the following manner: after informing related doctoral programs of an intended appointment, the program forwards such nominations to the Provost accordingly, as required by the program’s governance.

6.3 Faculty Responsibilities

6.3A The Executive Committee of each program shall call at least one meeting a year of the faculty and present a report to the faculty. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.

6.3B The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty of each program may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.

6.3C The Executive Committee of the Graduate Council may receive motions for action directly from program faculty or from a program’s Executive Committee.
6.4 Student Responsibilities

6.4A The Executive Committee shall call a meeting with the students of each program at least once each semester.

6.4B The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees of each program to make known their views on the policies of the program. All students on these Committees shall be chosen by means of an election by mail by the students in the program. Any matriculated student shall be eligible to serve. Students of any program may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects them, if at least 10% of the students in that program support those recommendations.

Sec. 7 AMENDMENTS AND REVIEW

7.1 This Governance document may be amended by a two-thirds affirmative vote of the members present, there being a quorum, at any stated or special meeting of Graduate Council, provided that the text of the proposed amendment shall have been sent in writing to every member of Graduate Council at least two weeks before the meeting at which the proposed amendment is to be considered.

7.2 At the final spring meeting of the Graduate Council of every even-numbered year, the Committee on Structure shall present a report on the Governance document together with such recommendations for amendments, revisions, or alterations as it shall deem appropriate. The procedures described in the previous paragraph shall be followed except that such amendments shall require a majority affirmative vote of the members present, there being a quorum.

Approved by the Board of Higher Education on September 28, 1970; June 19, 1972; September 23, 1974; September 27, 1976; August 7, 1978; and by the Board of Trustees on August 4, 1980; June 28, 1982; January 28, 1985; June 23, 1986; June 27, 1988; February 27, 1995; June 25, 2001; and June 23, 2003.