

March 18, 2025 at 3:00 PM

Room: U-219

Meeting of the College Council Volume 52 Number 5

The College Council met on Tuesday, March 18, 2025 at 3:00 PM in Room U-219.

There were in attendance:

Alley-Young, Gordon	Jaret, Steven	Rothacker, Thomas	<u>Students</u>
Armstrong, Rick	Johnson, Tyronne	Rozenboym, Anna	Abdullaiev, Edem
Cally, Scott	Kalin, Amanda	Sawyer, Jeremy	Aminjonova, Aziza
Caravello, Shannon	Kane, Daniel	Schwartz, Eric	Cranston, Aaliyah
Cohen, Judith	Kapetanakis, George	Segal, Jacob	Gomez, Carlos
Warren Cook, Sharon	Levy, Dawn	Spear, Michael	Gomori, Jackson
D'Alessandro, Mark	Matthew, Martin	Tila, Dorina	Jaramillo, Jessica
Dawson, Mary	McKinney, Ryan	Wetzel, Dominic	King, Kiara
DeGrazia, Thomas	Mikalopas, John	Yarmish, Rina	Kryzhanovsky, Katrine
Delgado, Jeffrey	Mintz, Tommy		Lakhter, Steven
Del Principe, Ann	Mullen, Avery		Lwin, Nay Chi
Dillon, Sarah	Olubummo, Catherine		Nurse, Nadeg
Duitch, Suri	Phillips, Audrey		Rozyyeva, Enegy
Franquiz, Juan	Polizzotto, Kristin		Segall, Rivka
Friedman, Shoshana	Ricciardi, Paul		Swift, Lorasias
Gartner, Matthew	Risolo, Paula		Young, Shaquana
Hume, Don	Rodriguez, Michael		Zan, Myat Khine

College Council Chair, Daniel Kane, called the meeting to order at 3:02 PM

I. The Minutes of the meetings held on February 11, 2025 were approved by acclamation.

II. Reports

A. Updates from the Chair of College Council, Daniel Kane

- Special Rules of Order

- The Parliamentarian talked about it at the last Council meeting, it was posted in the CC Newsletter, and the Parliamentarian will review it again.
- For the Ratification of the Constitution vote, we will be speaking about motions to amend. We asked that all questions and\ comments be sent to the Legislative Committee before this meeting. Thank you to everyone who sent comments, went to their meeting and helped in the process. The Legislative Committee voted on the document that they will present today.
- After they are done presenting the • document. We have one motion to amend to discuss following the Special rules of Order and then we will vote. Remember that the constitution is not set in stone, for example shortly after our vote, I will be discussing new membership. We are voting that we agree with the approved changes Council has made over many years and we want our updated constitution to go to the Board of Trustees for their approval.

B. President's Report

1. Responses to new federal policy and regulation

KCC, in line with the University and with state and city policymakers and elected officials, continues to monitor and respond as appropriate to evolving federal edicts and actions. I spoke last month about how we are responding to actions with regard to immigrants and how we are navigating disruptions with federal grants.

We have concerns about how diminished staffing at the federal Department of Education, for example, might affect financial aid processing, but there isn't much more that we can do other than to move forward, doing our own work as effectively as we can and trying to support students and their families.

In terms of the communications regarding ending Diversity, Equity and Inclusion-related initiatives in higher education, here is what I would say. First, none of these communications have the force of law; federal law permitting diversity-related activities in higher education actually has not changed. So that is important to note, as is the fact that CUNY's own charter and other governing regulations and protocols fundamentally enshrine the values of engaging with and serving a diverse urban community. There is nothing we need to change about what we offer and how we do our work – no scrubbing of web sites, no canceling clubs, programs or activities that highlight specific racial, ethnic or gender-based groups.

I realize that many institutions are doing things like scrubbing web sites and canceling events, whether in response to state mandates resulting from the Trump administration directives or out of some kind of anticipatory compliance. None of that will take place at Kingsborough, nor do I expect it anywhere at CUNY.

None of our work is exclusive to any specific group, i.e. only supports or provides resources to students with a particular race, ethnicity, or background, for example. But that has long been the case at CUNY.

I think the overall message is that we are holding true to our fundamental values as an institution that supports access, diversity, equity and inclusion of all and for all. And we will continue to do so, with the backing of the university, the state attorney general and the Governor's office.

2. State and city budget season

I spoke last month about the time I have been spending in Albany, which has continued to this date, as we wait for the City executive budget to be released at the end of April. I had said that the Governor's budget proposal had a lot in it that is helpful to Kingsborough, including continuation of one-time base operating funding, of which we had received just under \$1M, which was really important this year as we continue to figure out how to get to financial viability with the city budget cuts that happened the past few years. We are optimistic about getting those funds again; it is harder to predict if we might also get access to the one-time funding from New York City that was also critical this year.

We are trying to bring in the last \$2M needed to fully fund the pool – you may remember that Andres Escobar sent out an update about the pool a few weeks ago saying that the design phase is over, but that when the project was most recently re-priced costs had gone up, still leaving us with a funding gap. Work on the pool is still moving forward, of course, but we aren't yet done with our fundraising push for it. Other funding requests to the state and city include to develop a Licensed Practical Nurse program, to develop a center to support student transfer to the bachelor's degree, and, of course, finally fixing up the beach area.

3. Middle States

Thanks so much to everyone who has participated in our college-wide process of getting ready for the Middle States CHE team visit that starts this Sunday. We are in great shape and excited to host the team. We have one last open prep session on Zoom Thursday at 3pm for those members of the college community who don't quite feel ready. Invitations for individuals to specific sessions were sent yesterday afternoon.

The schedule of meetings and public sessions has been published and calendar appointments sent out to those invited to specific sessions with the team. We appreciate people's patience in waiting for the schedule – the Middle States team was making changes to it even as of yesterday morning.

I've started saying to people that I think going through reaccreditation and our strategic planning process at a time when higher education is a tremendous opportunity to reiterate our commitment to our mission and values. Not only was this a valuable exercise, and not only do we expect to learn from feedback during and after the visit, but this has turned out to be an important time to revisit why we do our work and for whom.

4. 2025-2030 Strategic Plan

We had a highly productive retreat with faculty and staff who are on the strategic plan steering committee on Wednesday, February 26th, reviewing work from the five committees that started to flesh out initiatives and targets for each of the strategic plan goals. Now we are gearing up for the spring College Convocation on Thursday, April 3rd, where we will do a report out on work on the plan to date and ask for feedback from the community on how best to achieve the goals, likely in the form of polling during the event.

We had a highly ambitious timeline for completing the work – our initial plan was to bring the document to the College Council for a request to ratify late this spring. Now, that timeline is being pushed back some, both because there are important activities taking place at the university level and resulting resources that we can use to leverage and extend our own work, and second, because much of this work is complicated and we just need more time to successfully put together our plan up front. So look for a request for review and ratification in early Fall 2025.

Obviously, that is just the beginning of the work – the real effort will come with a phased implementation and ongoing review of our progress between now and the year 2030.

C. Special Rules of Order, Parliamentarian, John Mikalopas

The Parliamentarian presented on the Special Rules of Order for Ratification of the Constitution.” These have been included below.

STEP	ACTION
Notification	Proposed Constitution must be posted/announced (a reasonable time) prior to the Meeting at which the Ratification Vote will occur.
Amend	A member may move to Amend the Proposed Constitution by saying "I move to amend the proposed constitution as submitted to the Secretary." <ul style="list-style-type: none"> • <i>Motion to Amend must be given to the Secretary in writing prior to the start of the Meeting.</i>
• States	The Chair states the motion. (Places it on the view screen for all to read.)
• Second	Another member must second the motion by saying "I second it."
• Poll to Discuss	The Chair polls the members. <ul style="list-style-type: none"> • <i>Majority (show of hands) required to Discuss, else motion is tabled.</i>
• Discuss	The maker of the motion starts the discussion.
• End of Discussion	The chair closes discussion at the chair's discretion. (Can be overruled by a majority of members.)
• Vote	Motion to Amend the Proposed Constitution requires two-thirds vote of Quorum.
Voting	Ratification of Proposed Constitution requires two-thirds vote of Quorum.

The PowerPoint presentation is included in the Minutes under *Attachment A for the 3/18/25 Meeting – PowerPoint: Special Rules of Order for Ratification of the Constitution.*

D. Legislative Committee, Shoshana Friedman, Chair

- Two-Meeting Rule Vote: Ratifying the updated College Council Constitution

The Chair of Legislative Committee, Shoshana Friedman, presented the incorporated changes to the Constitution in preparation for the vote to ratify. These documents are included in the Minutes under *Attachment B for the 3/18/25 Meeting – Comments on Proposed Draft 2025 and Track Changes Draft 2022 Constitution*.

Prior to the Vote for ratification of the Constitution and in accordance with the Special Rules of Order for Ratification of the Constitution, a motion was made by Jacob Segal to amend the Constitution as follows:

Resolution on Title of Governance Document

Whereas, the current name of the Kingsborough governance document is “Kingsborough College Council Constitution and By-laws”;

Whereas, this name is imprecise because the word “by-laws” has no specific reference and can be confused with the CUNY Bylaws;

Whereas, the title is not comprehensive of the document content since the Faculty Review Committees, established by the document, are not part of College Council;

Whereas, the governing documents of all the other CUNY colleges refer to the entire contents of their governance plans with titles such as Governance Plan or Charter of Governance;

Be it Therefore Resolved that the document be retitled Kingsborough Community College Governance Plan. References in the document should be changed as noted below.

ARTICLE I, SECTION II, iv.

The College Council may make bylaws for its own operations consistent with its Constitution **this Governance Plan** and the policies and regulations of the Board of Trustees.

ARTICLE V, SECTION II, v.

Legislative Committee: must be concerned with the Governance of the College, including the constitution **Governance Plan** and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.

ARTICLE VI, a.

Amendments to the Constitution **Governance Plan** may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments must then be submitted to the Legislative Committee for its consideration.

ARTICLE VI, b.

Amendments must be incorporated into the Constitution **Governance Plan** after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.

ARTICLE VI, f.

The College Council must have a two-thirds majority vote to amend the constitution. **Governance Plan**. All amendments require the approval of the Board of Trustees.

The following additional information regarding the change was also presented.

CUNY College	Name of Governance Plan
Baruch College	Governance Charter
BMCC	Governance Plan
Bronx Community College	Governance Plan
Brooklyn College	Governance Plan
City College of New York	Governance Plan
Hostos Community College	Charter of Governance
Hunter College	Charter for the Governance of Hunter College
John Jay College	Charter of Governance
Kingsborough Community College	College Council Constitution and Bylaws
LaGuardia Community College	Governance Plan
Lehman College	Documents of Governance
Medgar Evers College	Governance Plan
New York City College of Technology	Plan of Governance
Queens College	Charter
Queensborough Community College	Governance Plan
York College	Charter
College of Staten Island	Governance Plan

The College Council Chair, Daniel Kane, polled the members to discuss the motion. The discussion did **not** meet the required simple majority, **18 (Yes), 29 (No), 0 (Abstentions)**, and in turn was **tabled**.

The ratification of the Constitution was presented for vote and was ratified with a vote of 54 (Yes), 0 (No), and 2 (Abstentions).

The ratified Constitution is included in the Minutes as *Attachment C for the 3/18/25 Meeting – Ratified Constitution*

E. The following Standing Committee Chairs shared updates about their current work to date.

- Curriculum Committee, Scott Cally, Chair
- Instructional Committee Updates, Dorina Tila, Chair
- Shared Governance Committee, Matthew Gartner, Chair
- Strategic Planning and Budget Committee, Thomas DeGrezia, Chair
- Students Committee, Jeffrey Delgado, Chair

The Chair of the Curriculum Committee, Scott Cally, shared the Curriculum Committee Semester Meeting Template which is included in the Minutes as *Attachment D for the 3/18/25 Meeting – Curriculum Committee Semester Template*.

The Chair of the Instructional Committee, Dorina Tila, presented on the Regular Substantive Interaction (RSI) Policy, the associated plans for Professional Development, and carrying through the Policy on the Faculty Observation Form, and Faculty Handbook. The PowerPoint presentation is included in the Minutes as *Attachment E for the 3/18/25 Meeting –Instructional Committee Presentation*.

F. Two-Meeting Rule Discussion: College Council Membership

The Chairmanship of College Council was temporarily transferred to the Secretary, Amanda Kalin, in order for the College Council Chair, Daniel Kane, to present on the College Council Membership.

Daniel Kane opened the College Council Membership discussion by presenting an overview of the potential College Council membership configurations, which was shared at the College Council Membership Roundtable that was held on March 11, 2025. Feedback received at the College Council Membership Roundtable was incorporated into the Membership option presented to the College Council.

Daniel then opened the discussion about College Council membership to the College Council for additional thoughts and feedback from the current College Council members.

The Overview of College Council Membership is included in the Minutes as *Attachment F for the 3/18/25 Meeting – Overview College Council Membership Document*. The Membership option presented to College Council is included in the Minutes as *Attachment G for the 3/18/25 Meeting – College Council Membership*

G. Faculty Vote for three *nominees* (each from a different Department) for consideration for CUNY's Pathways review committee known as the Common Core Course Review Committee (CCCRC) to serve a two-year term from Fall 2025 to Spring 2027.

The following eligible members of the Full-Time Faculty were nominated to for consideration for the Common Core Course Review Committee (CCCRC):

- Sara Rutkowski (English)
- Scott Cally (Communications & Performing Arts)
- Shawna Brandle (History, Philosophy & Political Science)
- Christopher Ingrassia (Mathematics & Computer Science)
- Caterina Pierre (Art)

Initial results were as follows:

	VOTES
Sara Rutkowski	16
Scott Cally	17
Shawna Brandle	15
Christopher Ingrassia	15
Caterina Pierre	7

A run-off election was held between Shawna Brandle and Caterina Pierre as they were tied, which resulted in Shawna Brandle receiving 14 votes and Caterina Pierre receiving 9 votes, and 4 abstentions.

Final results of the vote were:

NOMINATED	VOTES
Sara Rutkowski	16
Scott Cally	17
Shawna Brandle	14

The above three faculty nominees will be put forward to the CCCRC where **one** nominee will be selected to serve.

III. New Business

A. The following Resolution was presented by Rick Armstrong under the Two-Meeting Rule:

Whereas, online classes' impact on student learning is not yet understood;

Whereas, the Kingsborough campus is our collective work and learning location;

Whereas, part of the mission of our community college is to establish an active community of students, faculty, support staff, and administrators;

Whereas, a critical mass of students on campus creates a community where they participate in clubs, student government, and other social activities that are constitutive of the college experience;

Whereas, the physical classroom is an extremely effective space to learn, create community, and instill a culture of diverse ideas and free educational inquiry;

Whereas, the implications of the dramatic changes of fewer students on the actual campus have not been substantively discussed by the College Council;

Be it resolved, that the College Council, as the college's representative body, assert that bringing more students back to campus by expanding the number of in-person classes is an essential institutional priority as the college establishes its current strategic plan for future operations.

A motion was made to waive the Two-Meeting Rule, which passed with a simple majority of 36 (Yes).

The Resolution passed by a vote of 41 (Yes), 2 (No), and 3 (Abstentions).

IV. Events/Announcements

The meeting was adjourned at 5:04 PM.

Respectfully Submitted,



Amanda Kalin, Secretary

COLLEGE COUNCIL CALENDAR 2024-2025

Tuesday, April 29, 2025 @ 3:00 PM in U-219

Tuesday, May 27, 2025 @ 3:00 PM in U-219

Attachment A for the 3/18/25 Meeting – Special Rules of Order for Ratification of the Constitution

Recommended

Special Rules of Order
for
Ratification of Constitution

Voting Requirement

Previous Ruling of our Chair

(To Which No Point of Order Was Raised)

With Previous Notification to the Members

A Two-thirds Vote of the Quorum

is the Voting Requirement

Amend the Constitution

- Articles
- Sections
- Subsections

Revise the Constitution

- Extensive rewrite
- Fundamental changes

Housekeeping Our Constitution for Approval

- Organizing, Tidying Up, & Straightening Up
- **Our Constitution Requires the Approval**
Of the Board of Trustees of The City University of New York

STEP	ACTION
Notification	Proposed Constitution must be posted/announced (a reasonable time) prior to the Meeting at which the Ratification Vote will occur.
Amend	<p>A member may move to Amend the Proposed Constitution by saying "I move to amend the proposed constitution as submitted to the Secretary."</p> <ul style="list-style-type: none"> • <i>Motion to Amend must be given to the Secretary in writing prior to the start of the Meeting.</i>
<ul style="list-style-type: none"> • States 	The Chair states the motion. (Places it on the view screen for all to read.)
<ul style="list-style-type: none"> • Second 	Another member must second the motion by saying "I second it."
<ul style="list-style-type: none"> • Poll to Discuss 	<p>The Chair polls the members.</p> <ul style="list-style-type: none"> • <i>Majority (show of hands) required to Discuss, else motion is tabled.</i>
<ul style="list-style-type: none"> • Discuss 	The maker of the motion starts the discussion.
<ul style="list-style-type: none"> • End of Discussion 	<p>The chair closes discussion at the chair's discretion. (Can be overruled by a majority of members.)</p>
<ul style="list-style-type: none"> • Vote 	Motion to Amend the Proposed Constitution requires two-thirds vote of Quorum.
Voting	Ratification of Proposed Constitution requires two-thirds vote of Quorum.

Attachment B for the 3/18/25 Meeting – Comments on Proposed Draft 2025 and Track Changes Draft 2022 Constitution

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1. ARTICLE I: GOVERNANCE OVERVIEW

a. SECTION I: FUNCTION OF COLLEGE COUNCIL

- i. The College Council must be responsible, subject to guidelines, if any, as established by the Board of Trustees of The City University of New York for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curricula, and the award of college credit. The Faculty, however, must reserve the right to confer degrees. The Council must make its own bylaws, consistent with the policies and regulations of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations on policy with respect to the facilities, budgetary matters, and faculty personnel matters of the College within the framework of the Bylaws of the Board of Trustees.
- ii. Upon a petition of twenty (20) percent of the membership of the Faculty or the Student Body, and the presentation of such a petition to the Chair of College Council, a referendum must be held in order to determine if the Faculty and the Student Body both desire to reverse (repeal) any Council decision. Petition for reversal (repeal) must be filed within four (4) weeks after publication of the action in the minutes of the Council. A decision must be reversed (repealed) by a two-thirds vote of the Faculty and a two-thirds vote of the Student Body in which at least twenty percent of each constituency must participate.
- iii. All actions of the College Council that have been duly presented and passed by the Council for consideration by the Board of Trustees must be presented to the Board by the President, together with their own recommendations.

b. SECTION II: MEETINGS

- i. The College Council must meet at least twice each semester as determined by the Steering Committee of the Council. Such meetings must be incorporated into the College calendar.
 - ii. Upon petition of twenty (20) percent of the membership of the Council, a meeting must be called in order to deal with matters of Council concern.
 - iii. Meetings of the College Council and committees of the Council must follow Robert's Rules of Order.
 - iv. The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.
 - v. Meetings of the College Council fall under the laws of New York State, in particular, they are subject to the Open Meeting Law, and therefore must take place in person.
- c. **SECTION V: Kingsborough Community College Student Government Association**
- i. There must be a Student Government Association charged with promoting and protecting the interests of all students, and with ensuring appropriate student representation on all campus boards and committees requiring student members. The Student Government must be structured and governed according to the provisions outlined in the Student Government Association constitution and bylaws, provided that all provisions within said documents remain consistent with policies set forth by the City University of New York Board of Trustees.

2. ARTICLE II: COMPOSITION OF COLLEGE COUNCIL

The College Council must be composed of

- i. The President of the College
- ii. The Chief Academic Officer of the College
- iii. The Chief Administrative Officer of the College
- iv. The Registrar
- v. The Chairperson of each instructional department
- vi. One department delegate from each instructional department

- vii. Full-time instructional staff delegates-at-large equal to the number of departments
- viii. Two part-time instructional staff delegates-at-large
- ix. Three delegates-at-large from the HEO and CLT series
- x. One alumni delegate
- xi. Two delegates elected by the full-time regularly appointed non-probationary supporting staff
- xii. Twenty student delegates
- xiii. One non-voting delegate-at-large seat to be designated for Emeritus/Emerita Teaching Faculty

3. ARTICLE III: ELECTIONS OF DELEGATES TO COLLEGE COUNCIL

a. SECTION I: ELECTIONS

- i. All elections must be supervised by the Legislative Committee. This must also apply to faculty voting under Article III, Section III.

b. SECTION II: ELECTION RULES AND PROCEDURES

- i. The elections for chairperson must be conducted in the first full week of May. These elections must be in person.
- ii. Elections for delegates-at-large must be conducted in May of each year following the elections of department chairpersons and department delegates.
- iii. Nominations for delegates-at-large must be conducted by secret ballot provided that nominees must have the opportunity to decline nomination before preparation of the final ballot. Elections for delegates-at-large must also be conducted by secret ballot. Mail ballots must not be used. Electronic balloting shall be permitted, as determined and administered by the Legislative Committee.
- iv. Persons eligible to vote for delegates-at-large shall be eligible to nominate candidates and be nominated for the position of delegate-at-large.
- v. Persons who have tendered their resignation or who have received notice of non-reappointment must not be eligible to vote, or be nominated or elected to office.
- vi. Eligible voters must be entitled to vote for as many candidates as there are vacant positions to be filled. Election must be by plurality with ties

determined by the Chair of College Council.

- vii. For all delegate-at-large seats that become vacant before November 1, vacancies must be filled from the list of unsuccessful candidates of the previous election with the person having the greatest number of votes among the unsuccessful candidates designated to fill the vacancy until the next scheduled election for that seat. Should a special ballot be necessary, it must be held prior to the end of that fall semester to fill the vacancy.
- viii. If a seat becomes vacant after November 1, then it will be filled at the next scheduled election, by special ballot if necessary.
- ix. Where vacancies for unexpired terms are to be filled at a regular election, the candidates receiving the next highest number of votes after filling the regular three-year term vacancies shall be declared elected for the unexpired term. The longer terms shall be assigned to those with the highest number of votes.

c. SECTION III: DEPARTMENT DELEGATES

- i. Department delegates must be elected following the election of department chairpersons by the full-time members of the department having faculty rank or faculty status and must serve a term on the Council equal to that of the department chairpersons. Vacancies must be filled by the Department for the unexpired portion of the term.
- ii. Persons eligible to vote for department delegates must be eligible to nominate candidates and be nominated for the position of department delegate.
- iii. Elections for department delegates must be conducted by secret ballot. Mail and/or electronic ballots must not be used.
- iv. Persons holding the rank of Lecturer at the College who have been awarded the Certificate of Continuous Employment must be enfranchised to vote for Department Chairperson and for members of the Department Personnel and Budget Committee.

d. SECTION IV: DELEGATES-AT-LARGE:

- i. Full-Time Instructional Staff Delegates-at-large (equal to the number of instructional departments) must be elected by members of the full-time instructional staff who have faculty rank, faculty status or, who have received notification of reappointment for the third or succeeding years of full-time service. The term of office for these delegates-at-large must be three years, with elections staggered so that approximately one-third must be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than two (2) persons. Those eighteen (18) eligibles who receive the highest number of nominations,

plus ties, must appear as candidates on the final ballot.

- ii. Two (2) Part-Time Instructional Staff Delegates-at-large must be elected by members of the part-time instructional staff (“Adjunct faculty”). All current adjunct faculty must be eligible to vote for delegates-at-large. However, members of the full-time instructional staff or administrative staff who are concurrently teaching in an adjunct capacity at the college are ineligible to participate in the part-time elections. Part-time faculty serving on a Substitute Full-Time line are eligible to participate in the part-time elections. The term of office for these delegates-at-large must be two years, with elections staggered so that one delegate must be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligibles who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.
- iii. Three (3) HEO and CLT Delegates-at-large must be elected by eligible voters including all Higher Education Officer series and CLT series employees, including Assistant to HEO, HEO Assistant, HEO Associate, HEO, and CLTs; employees on leave serving in Executive Compensation Plan titles must not be eligible. The term of office for these delegates-at-large must be three years, with elections staggered so that one delegate must be elected each year.
- iv. Two (2) Support Staff Delegates-at-large must be elected from the regularly appointed non-probationary supporting staff. The term of office for these delegates-at-large must be three years, with elections staggered so that one delegate must be elected each year for two years, and the third year must have no election. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligible who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.

e. SECTION V: ALL OTHER DELEGATES:

- i. Eligible student delegates must be elected for one year terms in accordance with the constitution and bylaws of the Kingsborough Community College Student Government Association.
- ii. The alumni delegate must be elected by the Alumni Association to serve a term of three years.
- iii. Those elected must be selected on the basis of a plurality vote with ties to be broken by the Chair of College Council. The elections in (i) and (ii) must be conducted by secret ballot. Mail ballots must not be used. Electronic balloting shall be permitted, as determined and administered by the Legislative Committee.

- iv. One non-voting delegate-at-large seat must be designated for Emeritus/Emerita Teaching Faculty. This seat must have a two-year term. Nominees for this seat must be recommended by the President of the College and appointed with the advice and consent of the College Council, with confirmation to be voted upon at the Council meeting in May of that year. All College Council members shall be eligible to vote in this confirmation process.

4. ARTICLE IV: ORGANIZATION OF COUNCIL

a. SECTION 1: OFFICERS OF COUNCIL

- i. The Chairperson and Vice Chairperson must be chosen by the College Council every year by a vote of the Council. To be eligible, a person must be a member of the College Council at the time of the vote. Student members are not eligible. The Vice Chairperson will serve as Chairperson if the chairperson is absent or unable to perform their duties with respect to College Council.
- ii. The Secretary of the Council must be chosen by the College Council by a majority vote of the Council. This individual must also serve as Secretary of the Steering Committee with voting privileges.
- iii. A Parliamentarian must be elected by the College Council every two years. The eligibility requirements and duties of the Parliamentarian are stated in the Procedural Guide of Council.

b. SECTION III: STANDING COMMITTEES

- i. The College Council must be divided into ten committees: two special committees, Steering and Committees; and eight standing committees, Curriculum, Instructional, Legislative, Strategic Planning and Budget, Facilities, Shared Governance, Diversity Equity and Inclusion, and Students. The number of members and the membership of each committee must be determined by the Committee on Committees and must include student representation.
- ii. The Steering Committee must be composed of the Chairperson and Vice Chairperson of the College Council, the Secretary of the College Council, the Parliamentarian and the Chairpersons of the Standing Committees.
- iii. A chairperson of a standing committee may be represented by a member of the same committee who must enjoy the same privileges as the chairperson.
- iv. The Chair of College Council must serve as the chairperson of the Steering Committee.
- v. The Steering Committee must meet regularly during the academic year

and must meet by call of the chairperson.

c. SECTION IV: COMMITTEE ON COMMITTEES

- i. The College Council Committee on Committees must be elected from among the members of the College Council. The committee must be comprised of ten members elected by plurality vote after nominations from the floor, three of whom must be student members.
- ii. Voting must be by secret ballot. If more than one vacancy needs to be filled, members must vote for no more than two-thirds of the faculty vacancies and two-thirds of the student vacancies from the list of nominees. Tie votes must be resolved by the Chair of College Council.
- iii. The Committee must meet immediately after election to elect a chairperson.

5. ARTICLE V: STANDING COMMITTEES OF COLLEGE COUNCIL

a. SECTION I: RULES FOR STANDING COMMITTEES

- i. Each standing committee must elect its own Chairperson and Secretary.
- ii. Each standing committee must meet regularly and keep minutes of its meetings.
- iii. Standing committees must be empowered to create sub-committees in order to discharge their responsibilities. Membership on sub-committees need not be restricted to members of the College Council. Sub-committee membership can be utilized as a means of involving a wider range of expertise, a diversity of views on the issues at hand and individuals and groups directly concerned with the subject matter under consideration.

b. SECTION II: POWERS AND DUTIES OF THE STANDING COMMITTEES

- i. Committee on Committees: must name the members of each of the eight standing committees and determine the number of members based on a list of preferences (a minimum of three) obtained from each member of the Council.
 1. The committee must name replacements to the eight standing committees from the list of preferences of each member, which it must maintain. The committee must consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of their term, and must make such decisions at its discretion.
- ii. Steering Committee: The Steering Committee must prepare the agenda for the College Council meetings.
 1. The committee must refer matters brought to its attention to the

appropriate committee. It must receive all recommendations and resolutions from the college community prior to submission to the College Council.

2. The committee must submit such recommendations and resolutions to the full College Council or must return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.
3. The committee must, in addition, have power to do the following:
Call the College Council into session, coordinate the activities of all committees, and must be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).

iii. Curriculum Committee: must be concerned with the formulation, development, modification, and evaluation of curricula.

1. The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) must be submitted through, and approved by, appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).
2. The Chair of the committee must establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who must distribute the calendar to department chairpersons.
3. The committee must consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.

4. The committee must report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--must be reported to the College Council as informational items.)
- iv. Instructional Committee: must review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.
1. The data provided by instruments must be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.
 2. The committee may receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, regarding the instructional process.
- v. Legislative Committee: must be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.
- vi. Strategic Planning and Budget Committee: must review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.
1. The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures.
 2. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer must designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.

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- x. Diversity, Equity, and Inclusion Committee: must be concerned with advancing diversity, equity, and inclusion across our college community, cultivating an environment of respect, understanding and belonging for faculty, staff and students at all levels of academic and campus life.

6. ARTICLE VI: AMENDMENTS

- a. Amendments to the Constitution may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments must then be submitted to the Legislative Committee for its consideration.
- b. Amendments must be incorporated into the Constitution after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.
- c. Twenty percent of either the Instructional Staff or the Student Body may petition for the repeal of an amendment, if such appeal is filed within two months of ratification by the Council and approval by the Board of Trustees.
- d. All petitions for repeal of an amendment must be considered in referendum once a year. At such referendums, an amendment must be considered repealed by a two-thirds vote of the instructional staff and a two-thirds vote of the student body. The two-thirds majority must be determined by the number who participate in each referendum.
- e. All proposed amendments or repeal of amendments must be approved by the Board of Trustees.

7. ARTICLE VII: FACULTY REVIEW COMMITTEES

a. SECTION I: ORGANIZATION OF FACULTY REVIEW COMMITTEES

- i. The qualifications of candidates recommended for appointment, reappointment, tenure, and advancement to the various ranks are considered and reviewed by the College Committee on Faculty Personnel and Budget. This committee receives recommendations from the Department Personnel and Budget committees. Recommendations of the review committees are made to the President and reported to the College Committee on Faculty Personnel and Budget.
- ii. There are six faculty review committees:
 1. The Review Committee on Reappointment and Tenure Committee One. Years: 1st, 3rd, 5th, 7th.
 2. The Review Committee on Reappointment and Tenure Committee Two. Years: 2nd, 4th, 6th, Tenure.
 3. The Review Committee on Advancement to Associate Professor
 4. The Review Committee on Advancement to Professor
 5. The Review Committee on Reclassification and CLT Series
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- iii. These committees are each composed of five members - three members of the faculty and two department chairpersons.
- iv. Each Department Personnel and Budget Committee must nominate four members of their respective faculties.
- v. All faculty members who are nominated must hold faculty rank.
- vi. All nominations must be submitted to the President.
- vii. The President designates the chairperson of each committee under leadership, guidance and coordination of the Dean of Faculty.
- viii. The following criteria govern the nomination and selection of at-large members to each of the faculty review committees:
 1. They must be tenured.
 2. They must be of equal or higher rank than that rank to which advancement is sought; or, in the case of the Committee on Reappointment and Tenure, they must hold one of the professorial titles.
 3. There must be no more than one member of a single department on any single committee.
- ix. Each faculty review committee must be constituted for one year. To

provide continuity of experience and perspective, wherever practicable, at least two members of each committee must be appointed for a second year.

- x. Departmental Personnel and Budget committees, and faculty review committees, will prepare written reports concerning their recommendations for appointment, reappointment, tenure and advancement.
- xi. Members of faculty review committees will not vote on candidates under consideration by their committee who are members of their own departments.

b. SECTION II: CRITERIA FOR EVALUATION

- i. In accordance with the policy of the Board of Trustees, the evaluation of classroom teaching effectiveness is a basic element in the procedure for recommending reappointment, tenure and advancement of teachers. This procedure is the legal equivalent of an unassembled civil service examination. Consideration is given to such matters as:
 - 1. command of subject matter and distinctive methods of the discipline
 - 2. ability to communicate with students and colleagues
 - 3. effectiveness in stimulating thought
 - 4. ability to foster active student participation in the learning process
 - 5. ability to develop a conscious sense of a learning experience for the students
- ii. In addition, major consideration is given to such areas of performance as:
 - 1. service to the students
 - 2. service to the instructional department
 - 3. service to-the College
 - 4. professional development
 - 5. scholarly and creative achievement
- iii. For Library and Student Development personnel as well as for College Technicians, service to students, service to the department, service to the College, relations with other members of the department, librarianship, and/or other appropriate criteria must be primary foci of evaluation.

- iv. With respect to initial appointment, the criteria described in paragraph (i) above are applied to the candidate's experience, education and character in terms of the apparent potential and/or achievement described or reflected in interviews, submitted credentials and references.
- c. SECTION III: VERIFICATION OF DATA
- i. Candidates having their qualifications evaluated will submit all pertinent materials to the Office of Academic Affairs for review by the Departmental Personnel and Budget Committee and the appropriate faculty review committee.
 - ii. Each committee will have the responsibility for verification of the data submitted to it by the candidates; written submissions, interviews, etc. may be required as the committees deem necessary.
 - iii. Quantitative and qualitative evaluations will be made.
 - iv. Greatest consideration by the committees will be given to a candidate's achievements since promoted last.
 - v. In the evaluation of teaching effectiveness, classroom observation will be supplemented by review of materials used in the classroom (e.g. examinations, reprints, et al.) and other standard instruments employed for the evaluation of teaching effectiveness; classroom observation will be scheduled, in advance, in conformity with the spirit of and letter of the contract between the Board of Trustees and faculty bargaining agents.
- d. SECTION IV: EQUIVALENCY AND WAIVERS
- i. The President is authorized by the Board of Trustees to approve individual petitions for waivers of the Bylaws. They may consult with the departmental committee on Personnel and Budget and the College Committee on Faculty Personnel and Budget regarding equivalencies in technical, creative, and career areas. It should be noted that a presidential recommendation for a waiver of the Bylaws is subject to the approval of the Board of Trustees and is not tantamount to approval.

Attachment C for the 3/18/25 Meeting –Ratified Constitution

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1. ARTICLE I: GOVERNANCE OVERVIEW

a. SECTION I: FUNCTION OF COLLEGE COUNCIL

- i. The College Council must be responsible, subject to guidelines, if any, as established by the Board of Trustees of The City University of New York for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curricula, and the award of college credit. The Faculty, however, must reserve the right to confer degrees. The Council must make its own bylaws, consistent with the policies and regulations of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations on policy with respect to the facilities, budgetary matters, and faculty personnel matters of the College within the framework of the Bylaws of the Board of Trustees.
- ii. Upon a petition of twenty (20) percent of the membership of the Faculty or the Student Body, and the presentation of such a petition to the Chair of College Council, a referendum must be held in order to determine if the Faculty and the Student Body both desire to reverse (repeal) any Council decision. Petition for reversal (repeal) must be filed within four (4) weeks after publication of the action in the minutes of the Council. A decision must be reversed (repealed) by a two-thirds vote of the Faculty and a two-thirds vote of the Student Body in which at least twenty percent of each constituency must participate.
- iii. All actions of the College Council that have been duly presented and passed by the Council for consideration by the Board of Trustees must be presented to the Board by the President, together with their own recommendations.

b. SECTION II: MEETINGS

- i. The College Council must meet at least twice each semester as determined by the Steering Committee of the Council. Such meetings must be incorporated into the College calendar.
 - ii. Upon petition of twenty (20) percent of the membership of the Council, a meeting must be called in order to deal with matters of Council concern.
 - iii. Meetings of the College Council and committees of the Council must follow Robert's Rules of Order.
 - iv. The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.
 - v. Meetings of the College Council fall under the laws of New York State, in particular, they are subject to the Open Meeting Law, and therefore must take place in person.
- c. SECTION V: Kingsborough Community College Student Government Association
- i. There must be a Student Government Association charged with promoting and protecting the interests of all students, and with ensuring appropriate student representation on all campus boards and committees requiring student members. The Student Government must be structured and governed according to the provisions outlined in the Student Government Association constitution and bylaws, provided that all provisions within said documents remain consistent with policies set forth by the City University of New York Board of Trustees.

2. ARTICLE II: COMPOSITION OF COLLEGE COUNCIL

The College Council must be composed of

- i. The President of the College
- ii. The Chief Academic Officer of the College
- iii. The Chief Administrative Officer of the College
- iv. The Registrar
- v. The Chairperson of each instructional department
- vi. One department delegate from each instructional department

- vii. Full-time instructional staff delegates-at-large equal to the number of departments
- viii. Two part-time instructional staff delegates-at-large
- ix. Three delegates-at-large from the HEO and CLT series
- x. One alumni delegate
- xi. Two delegates elected by the full-time regularly appointed non-probationary supporting staff
- xii. Twenty student delegates
- xiii. One non-voting delegate-at-large seat to be designated for Emeritus/Emerita Teaching Faculty

3. ARTICLE III: ELECTIONS OF DELEGATES TO COLLEGE COUNCIL

a. SECTION I: ELECTIONS

- i. All elections must be supervised by the Legislative Committee. This must also apply to faculty voting under Article III, Section III.

b. SECTION II: ELECTION RULES AND PROCEDURES

- i. The elections for chairperson must be conducted in the first full week of May. These elections must be in person.
- ii. Elections for delegates-at-large must be conducted in May of each year following the elections of department chairpersons and department delegates.
- iii. Nominations for delegates-at-large must be conducted by secret ballot provided that nominees must have the opportunity to decline nomination before preparation of the final ballot. Elections for delegates-at-large must also be conducted by secret ballot. Mail ballots must not be used. Electronic balloting shall be permitted, as determined and administered by the Legislative Committee.
- iv. Persons eligible to vote for delegates-at-large shall be eligible to nominate candidates and be nominated for the position of delegate-at-large.
- v. Persons who have tendered their resignation or who have received notice of non-reappointment must not be eligible to vote, or be nominated or elected to office.
- vi. Eligible voters must be entitled to vote for as many candidates as there are vacant positions to be filled. Election must be by plurality with ties

determined by the Chair of College Council.

- vii. For all delegate-at-large seats that become vacant before November 1, vacancies must be filled from the list of unsuccessful candidates of the previous election with the person having the greatest number of votes among the unsuccessful candidates designated to fill the vacancy until the next scheduled election for that seat. Should a special ballot be necessary, it must be held prior to the end of that fall semester to fill the vacancy.
 - viii. If a seat becomes vacant after November 1, then it will be filled at the next scheduled election, by special ballot if necessary.
 - ix. Where vacancies for unexpired terms are to be filled at a regular election, the candidates receiving the next highest number of votes after filling the regular three-year term vacancies shall be declared elected for the unexpired term. The longer terms shall be assigned to those with the highest number of votes.
- c. SECTION III: DEPARTMENT DELEGATES
- i. Department delegates must be elected following the election of department chairpersons by the full-time members of the department having faculty rank or faculty status and must serve a term on the Council equal to that of the department chairpersons. Vacancies must be filled by the Department for the unexpired portion of the term.
 - ii. Persons eligible to vote for department delegates must be eligible to nominate candidates and be nominated for the position of department delegate.
 - iii. Elections for department delegates must be conducted by secret ballot. Mail and/or electronic ballots must not be used.
 - iv. Persons holding the rank of Lecturer at the College who have been awarded the Certificate of Continuous Employment must be enfranchised to vote for Department Chairperson and for members of the Department Personnel and Budget Committee.
- d. SECTION IV: DELEGATES-AT-LARGE:
- i. Full-Time Instructional Staff Delegates-at-large (equal to the number of instructional departments) must be elected by members of the full-time instructional staff who have faculty rank, faculty status or, who have received notification of reappointment for the third or succeeding years of full-time service. The term of office for these delegates-at-large must be three years, with elections staggered so that approximately one-third must be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than two (2) persons. Those eighteen (18) eligibles who receive the highest number of nominations,

plus ties, must appear as candidates on the final ballot.

- ii. Two (2) Part-Time Instructional Staff Delegates-at-large must be elected by members of the part-time instructional staff (“Adjunct faculty”). All current adjunct faculty must be eligible to vote for delegates-at-large. However, members of the full-time instructional staff or administrative staff who are concurrently teaching in an adjunct capacity at the college are ineligible to participate in the part-time elections. Part-time faculty serving on a Substitute Full-Time line are eligible to participate in the part-time elections. The term of office for these delegates-at-large must be two years, with elections staggered so that one delegate must be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligibles who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.
 - iii. Three (3) HEO and CLT Delegates-at-large must be elected by eligible voters including all Higher Education Officer series and CLT series employees, including Assistant to HEO, HEO Assistant, HEO Associate, HEO, and CLTs; employees on leave serving in Executive Compensation Plan titles must not be eligible. The term of office for these delegates-at-large must be three years, with elections staggered so that one delegate must be elected each year.
 - iv. Two (2) Support Staff Delegates-at-large must be elected from the regularly appointed non-probationary supporting staff. The term of office for these delegates-at-large must be three years, with elections staggered so that one delegate must be elected each year for two years, and the third year must have no election. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligible who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.
- e. SECTION V: ALL OTHER DELEGATES:
- i. Eligible student delegates must be elected for one year terms in accordance with the constitution and bylaws of the Kingsborough Community College Student Government Association.
 - ii. The alumni delegate must be elected by the Alumni Association to serve a term of three years.
 - iii. Those elected must be selected on the basis of a plurality vote with ties to be broken by the Chair of College Council. The elections in (i) and (ii) must be conducted by secret ballot. Mail ballots must not be used. Electronic balloting shall be permitted, as determined and administered by the Legislative Committee.

- iv. One non-voting delegate-at-large seat must be designated for Emeritus/Emerita Teaching Faculty. This seat must have a two-year term. Nominees for this seat must be recommended by the President of the College and appointed with the advice and consent of the College Council, with confirmation to be voted upon at the Council meeting in May of that year. All College Council members shall be eligible to vote in this confirmation process.

4. ARTICLE IV: ORGANIZATION OF COUNCIL

a. SECTION 1: OFFICERS OF COUNCIL

- i. The Chairperson and Vice Chairperson must be chosen by the College Council every year by a vote of the Council. To be eligible, a person must be a member of the College Council at the time of the vote. Student members are not eligible. The Vice Chairperson will serve as Chairperson if the chairperson is absent or unable to perform their duties with respect to College Council.
- ii. The Secretary of the Council must be chosen by the College Council by a majority vote of the Council. This individual must also serve as Secretary of the Steering Committee with voting privileges.
- iii. A Parliamentarian must be elected by the College Council every two years. The eligibility requirements and duties of the Parliamentarian are stated in the Procedural Guide of Council.

b. SECTION III: STANDING COMMITTEES

- i. The College Council must be divided into ten committees: two special committees, Steering and Committees; and eight standing committees, Curriculum, Instructional, Legislative, Strategic Planning and Budget, Facilities, Shared Governance, Diversity Equity and Inclusion, and Students. The number of members and the membership of each committee must be determined by the Committee on Committees and must include student representation.
- ii. The Steering Committee must be composed of the Chairperson and Vice Chairperson of the College Council, the Secretary of the College Council, the Parliamentarian and the Chairpersons of the Standing Committees.
- iii. A chairperson of a standing committee may be represented by a member of the same committee who must enjoy the same privileges as the chairperson.
- iv. The Chair of College Council must serve as the chairperson of the Steering Committee.
- v. The Steering Committee must meet regularly during the academic year

and must meet by call of the chairperson.

c. SECTION IV: COMMITTEE ON COMMITTEES

- i. The College Council Committee on Committees must be elected from among the members of the College Council. The committee must be comprised of ten members elected by plurality vote after nominations from the floor, three of whom must be student members.
- ii. Voting must be by secret ballot. If more than one vacancy needs to be filled, members must vote for no more than two-thirds of the faculty vacancies and two-thirds of the student vacancies from the list of nominees. Tie votes must be resolved by the Chair of College Council.
- iii. The Committee must meet immediately after election to elect a chairperson.

5. ARTICLE V: STANDING COMMITTEES OF COLLEGE COUNCIL

a. SECTION I: RULES FOR STANDING COMMITTEES

- i. Each standing committee must elect its own Chairperson and Secretary.
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- vi. All nominations must be submitted to the President.
- vii. The President designates the chairperson of each committee under leadership, guidance and coordination of the Dean of Faculty.
- viii. The following criteria govern the nomination and selection of at-large members to each of the faculty review committees:
 1. They must be tenured.
 2. They must be of equal or higher rank than that rank to which advancement is sought; or, in the case of the Committee on Reappointment and Tenure, they must hold one of the professorial titles.
 3. There must be no more than one member of a single department on any single committee.
- ix. Each faculty review committee must be constituted for one year. To

provide continuity of experience and perspective, wherever practicable, at least two members of each committee must be appointed for a second year.

- x. Departmental Personnel and Budget committees, and faculty review committees, will prepare written reports concerning their recommendations for appointment, reappointment, tenure and advancement.
- xi. Members of faculty review committees will not vote on candidates under consideration by their committee who are members of their own departments.

b. SECTION II: CRITERIA FOR EVALUATION

- i. In accordance with the policy of the Board of Trustees, the evaluation of classroom teaching effectiveness is a basic element in the procedure for recommending reappointment, tenure and advancement of teachers. This procedure is the legal equivalent of an unassembled civil service examination. Consideration is given to such matters as:
 - 1. command of subject matter and distinctive methods of the discipline
 - 2. ability to communicate with students and colleagues
 - 3. effectiveness in stimulating thought
 - 4. ability to foster active student participation in the learning process
 - 5. ability to develop a conscious sense of a learning experience for the students
- ii. In addition, major consideration is given to such areas of performance as:
 - 1. service to the students
 - 2. service to the instructional department
 - 3. service to-the College
 - 4. professional development
 - 5. scholarly and creative achievement
- iii. For Library and Student Development personnel as well as for College Technicians, service to students, service to the department, service to the College, relations with other members of the department, librarianship, and/or other appropriate criteria must be primary foci of evaluation.

- iv. With respect to initial appointment, the criteria described in paragraph (i) above are applied to the candidate's experience, education and character in terms of the apparent potential and/or achievement described or reflected in interviews, submitted credentials and references.

c. SECTION III: VERIFICATION OF DATA

- i. Candidates having their qualifications evaluated will submit all pertinent materials to the Office of Academic Affairs for review by the Departmental Personnel and Budget Committee and the appropriate faculty review committee.
- ii. Each committee will have the responsibility for verification of the data submitted to it by the candidates; written submissions, interviews, etc. may be required as the committees deem necessary.
- iii. Quantitative and qualitative evaluations will be made.
- iv. Greatest consideration by the committees will be given to a candidate's achievements since promoted last.
- v. In the evaluation of teaching effectiveness, classroom observation will be supplemented by review of materials used in the classroom (e.g. examinations, reprints, et al.) and other standard instruments employed for the evaluation of teaching effectiveness; classroom observation will be scheduled, in advance, in conformity with the spirit of and letter of the contract between the Board of Trustees and faculty bargaining agents.

d. SECTION IV: EQUIVALENCY AND WAIVERS

- i. The President is authorized by the Board of Trustees to approve individual petitions for waivers of the Bylaws. They may consult with the departmental committee on Personnel and Budget and the College Committee on Faculty Personnel and Budget regarding equivalencies in technical, creative, and career areas. It should be noted that a presidential recommendation for a waiver of the Bylaws is subject to the approval of the Board of Trustees and is not tantamount to approval.

Attachment D for the 3/18/25 Meeting –Curriculum Committee Semester Template

Kingsborough Community College

Curriculum Committee



Semester Meeting Template

Approved by Curriculum Committee 2/27/25

The activities listed in the weeks below will serve as guidelines for the committee chair and secretary as they formulate the curriculum schedule each semester. Each semester's schedule may have small variations due to the academic calendar. The committee chair and secretary may substantially deviate from the template with the approval of the Curriculum Committee.

- | | |
|---------|---|
| Week 1 | Completed substantive and informational curriculum proposals are submitted from the academic departments to the chair and secretary of the Curriculum Committee who will review for completion. Substantially incomplete proposals will be returned to the originating department by the committee chair for submission in a subsequent semester. |
| Week 2 | Proposals are forwarded by the committee secretary to the Office of Academic Affairs. |
| Week 3 | The Provost's Review Committee meets to consider proposals. |
| Week 4 | Outreach to Departments with questions/remands/adjustments. |
| Week 5 | Curriculum Discussion – meeting to review and discuss substantive proposals that have been moved forward from the Provost's Review Committee. Subsequent revisions may be submitted from Department Chairs with the approval of both the Committee Chair and the Provost. It will be understood that neither will unreasonably deny minor or editorial changes.

The remand subcommittee meets, if necessary, to review and vote on remanded proposals if requested by the affected Department Chair.

Outreach to Departments with questions/remands/adjustments (Continued) |
| Week 6 | Materials posted to Curriculum Committee Website for review by committee members and the college community. |
| Week 7 | Review of curriculum proposals continues. |
| Week 8 | Curriculum Committee meets to consider and approve substantive and informational proposals. |
| Week 9 | Minutes sent to College Council Secretary for inclusion at Steering Committee Meeting |
| Week 10 | |
| Week 11 | College Council considers and votes on substantive curriculum proposals approved by the Curriculum Committee |
| Week 12 | Discussion and Planning for the Upcoming Semester. The Committee meets to consider and discuss completed or in progress proposals for potential submission in subsequent semesters as well as to review the schedule for the upcoming semester. |

Kingsborough Community College

Curriculum Committee



Proposed Semester Meeting Template (Spring 2025)

Week 1 (3/12)	Completed substantive and informational curriculum proposals are submitted from the academic departments to the chair and secretary of the Curriculum Committee who will review for completion. Substantially incomplete proposals will be returned to the originating department by the committee chair for submission in a subsequent semester.
Week 2 (3/17)	Proposals are forwarded by the committee secretary to the Office of Academic Affairs.
Week 3 (3/28)	The Provost's Review Committee meets to consider proposals.
Week 4	Outreach to Departments with questions/remands/adjustments (3/28-4/21)
Week 5 (4/8)	Curriculum Discussion – meeting to review and discuss substantive proposals that have been moved forward from the Provost's Review Committee. Subsequent revisions may be submitted from Department Chairs with the approval of both the Committee Chair and the Provost. It will be understood that neither will unreasonably deny minor or editorial changes. The remand subcommittee meets, if necessary, to review and vote on -remanded proposals if requested by the affected Department Chair. (4/7 to 4/9 prior to Spring Break) Outreach to Departments with questions/remands/adjustments (3/28-4/21)
Week 6 (4/24)	Materials posted to Curriculum Committee Website for review by committee members.
Week 7	
Week 8 (5/8)	Curriculum Committee meets to consider and approve substantive and informational proposals.
Week 9	Minutes sent to College Council Secretary for inclusion at Steering Committee Meeting (5/13)
Week 10	
Week 11 (5/27)	College Council considers and votes on substantive curriculum proposals approved by the Curriculum Committee
Week 12 (6/5)	Discussion and Planning for Upcoming Semester: Committee meets to consider and discuss completed or in progress proposals for potential submission in subsequent semesters.

Attachment E for the 3/18/25 Meeting –Instructional Committee Presentation

KCC Instructional Committee

March 18, 2025

Regular Substantive Interaction (RSI)

- What

- U.S. Department of Education Final Rules on Distance Education and Innovation ([July 2021](#)) make RSI a requirement for institutions that receive federal financial aid.

- Why

- Correspondence (little or no instructor presence)
- Distance courses (significant instructor interaction)

- How

- **KCC Initiative:** College Council voted “Regular and Substantive Interaction (RSI) Policy in Online and Distance Learning” on May 28th, 2024 ([page 5](#)).
- **Implementation Plan:** Instructional Committee

“Professional Development”

“Oversight and Evaluation”

“RSI Rubric”

- **Professional Development** *“Faculty will have access to **regular training aimed at reaching 'Exemplary' levels in our RSI Rubric**. This rubric serves not as an evaluation tool but as a pathway for professional growth, aligning courses with our standards for excellence.”*
- **Oversight and Evaluation.** *As Departmental Personnel and Budget Committee are the responsible body for course instructor evaluations according to Article 18 of the PSC-CUNY agreement, **Department P&B will guide the evaluation of courses instructors to meet minimum RSI requirements**. Reviews will include **student feedback**, contributing to the continuous improvement of our instructors’ courses. **Faculty will receive clear instructions and ample time to make any needed adjustments**, with the P&B overseeing decisions on online teaching roles, ensuring fairness and quality.*
- **Annual Review:** *To stay current with the best educational practices and regulatory changes, this policy and the RSI standards will be reviewed and revised each year.*

“Professional Development”

“Faculty will have access to regular training aimed at reaching 'Exemplary' levels in our RSI Rubric”

- **Completed:** Collaborated with KCEL which will offer three sessions on RSI during Spring 2025.
- **Needed:** How to keep this viable in the future?
 - Allocate specific funding for annual RSI training

“Oversight and Evaluation”

Peer Observation Form

- **Completed:**
 - RSI Working Group identifies no changes on the Observation Form
 - Questions asked to the observer already allow for completion and evaluation of RSI.
 - *48-hour limitation* of the Observation Form - discussed with Union Representative
- **Needed:**
 - Edits on the Page 1 of Observation Form. To be voted by College Council

Observation Form [Page 1]

- **Changes to be voted on in May**
- 2. Observation of the lesson: The observer will complete the Peer Observation of Teaching report. The purpose of the report is to serve as a tool to evaluate instruction in a way that is as equitable as possible for all disciplines, styles, and modes of instruction (in-person, hybrid, and online) ~~and~~ to create a standardized reporting format *and comply with RSI minimum requirements*. The observer rates the instructor's performance based on each criterion and provides written comments to assist colleagues to identify specific strengths or opportunities for instructional improvement.

“Oversight and Evaluation”

“RSI Rubric”

“...Department P&B will guide the evaluation of courses instructors to meet minimum RSI requirements...”

RSI Checklist

- **In-progress:** RSI Working Group is working on a draft Checklist which will be **recommended** to each Department to help comply with the RSI Policy.
- **Needed:** Complete RSI Checklist in collaboration.

Faculty Handbook Update

- **Completed:** Important parts of the RSI Policy will be included in Chapter 4: Instructional Policies and Procedures (page 17).
- **Needed:** Frequent updates need to be made annually.

Other items in the agenda

- Regular Substantive Interaction (in-progress)
- Required Syllabus Template (in-progress)
- Civic Engagement Process (not-started)

Attachment F for the 3/18/25 Meeting – Overview College Council Membership Document

Elected Members		
Seat Type	Number	Faculty Only (Y/N)
Chairpersons	14	Yes
Departmental Representatives (delegates)	14	Yes
Full-Time Instructional Staff Delegates at Large	14	No
Part-Time Instructional Staff Delegates at Large	2	No
HEO/CLT Delegates at Large	3	No
Alumni Delegate	1	No
Support Staff	2	No
Emeritus/Emerita Delegate at Large Teaching Faculty (Non-Voting)	1	No
Appointed Administrative Members		
Seat Type	Number	Faculty Only (Y/N)
President	1	No
Senior Vice President & Provost (Chief Academic Officer)	1	No
Vice President for Finance and Administration	1	No
Registrar	1	No

Student Members		
Seat Type	Number	Faculty Only (Y/N)
Student Members (SGA)	18 (if filled)	No
General Student Members	2 (if filled)	
Total Overall	74 (Members) + 1 Emeritus/Emerita Delegate at Large Teaching Faculty (Non- Voting) seat not filled	
Only 28 seats are guaranteed Faculty	37.8% Voting Members (Based on Total Overall)	
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (Currently)	51.4% Voting Members are Faculty (Total)	

We must ensure that faculty members are guaranteed a minimum of 51% of the seats on the College Council. We would be out of compliance if we did not have the 10 faculty members serving as Full-Time Instruction Staff Delegates at Large.

Standing Committee Information and Membership:

The Standing Committees of the College Council:

- Curriculum Committee*
- Instructional Committee
- Legislative Committee
- Shared Governance Committee
- Strategic Planning and Budget Committee
- Students Committee
- Facilities Committee (Going live 2025)
- DEI Committee (Going live 2025)

* The Curriculum Committee must have a representative from each instructional department represented in addition to the Senior Vice President & Provost (Chief Academic Officer) for a minimum of 15 members.

Breakdown:

- Before the new standing committees start
 - Spring 2025
 - Total Voting Members = 69
 - SGA seats filled = 16
 - Quorum 35

- Best case scenario for 2025 -2026
 - 74 Voting Members - 15 Minimum for Curriculum Committee = 59 Members to be divided between 7 Standing Committees
 - Average
 - 7 Committees = 8 Members per Committee (If SGA has filled all 20 members)
 - Quorum 38

Recommendations:

Option 1:

Adding one new representative from each academic department. A total of 14 new seats to the College Council. This would raise the voting membership to 88, guaranteeing that 48% of the council would be faculty. We could still be out of compliance if faculty members do not win Instructional Staff Delegates at Large seats.

Total	Number
Voting Members	88 (Voting Members)
Only 42 seats are guaranteed Faculty	48% Voting Members
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (as of now)	59% Voting Members are Faculty (Total)
CC Quorum	45
Average Standing Committee (Not Curriculum) and if SGA is filled	10

Option 2:

Adding two new representatives from each academic department. A total of 28 new seats to the College Council. This would raise the voting membership to 102, guaranteeing that 55% of the council would be faculty.

Total	Number
Voting Members	102 (Voting Members)
Only 56 seats are guaranteed Faculty	55% Voting Members
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (as of now)	65% Voting Members are Faculty (Total)
CC Quorum	52
Average Standing Committee (Not Curriculum) and if SGA is filled	12

Option 3:

Adding one new representative from each academic department, one new support staff, and one new HEO Delegate at Large. A total of 16 new seats to the College Council would raise the new voting membership to 90 members, guaranteeing 47% of the council would be faculty. We could still be out of compliance if faculty members do not win Instructional Staff Delegates at Large seats.

Total	Number
Voting Members	90 (Voting Members)
Only 42 seats are guaranteed Faculty	47% Voting Members
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (as of now)	58% Voting Members are Faculty (Total)
CC Quorum	46
Average Standing Committee (Not Curriculum) and if SGA is filled	12

Option 4:

Adding two new representatives from each academic department, one new support staff, and one new HEO Delegate at Large. A total of 30 new seats to the College Council would raise the new voting membership to 104 members, guaranteeing 54% of the council would be faculty.

Total	Number
Voting Members	104 (Voting Members)
Only 56 seats are guaranteed Faculty	54% Voting Members
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (as of now)	64% Voting Members are Faculty (Total)
CC Quorum	53
Average Standing Committee (Not Curriculum) and if SGA is filled	14

Option 5:

Adding two new representatives from each academic department, one new Full-Time Instructional Staff Delegate at Large, one Part-Time Instructional Staff Delegate at Large, one HEO/CLT Delegate at Large, and one Support Staff. Adding a total of 32 seats to College Council.

Total	Number
Voting Members	106 (Voting Members)
Only 56 seats are guaranteed Faculty	54% Voting Members
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (as of now)	62% Voting Members are Faculty (Total)
CC Quorum	54
Average Standing Committee (Not Curriculum) and if SGA is filled	13

If we do not add membership there is a risk where we would be out of compliance.

Option 6:

We do not add new members but instead allow members to serve on two committees. We would have a two-meeting rule to change the Constitution to allow it. This would keep College Council membership the same.

Option 7:

The Chair of the College Council creates an emergency procedure to have chairs from instructional departments serve on two committees for a year. Currently, chairs only serve on the Curriculum Committee (unless requested to serve on another committee, the delegate from the department would serve on the Curriculum Committee).

Additional Information:

If the Council adds new members, the number will stagger over the next three years. For example, if we add 15 new members, it would be five new members a year.

Attachment G for the 3/18/25 Meeting –College Council Membership

Adding one new representative from each academic department, one new support staff, nine UFS senators and one new HEO Delegate at Large. A total of 25 new seats to the College Council would raise the new voting membership to 99 members, guaranteeing 52% of the council would be faculty.

Total	Number
Voting Members	99 (Voting Members)
Only 51 seats are guaranteed Faculty	52% Voting Members
10 Full-Time Instructional Staff Delegates at Large are held by Faculty (as of now)	62% Voting Members are Faculty (Total)
CC Quorum	51
Average Standing Committee (Not Curriculum) and if SGA is filled	14

Additional Information:

- KCC UFS membership numbers can change over time. The UFS website (May 2024), currently we have seven UFS senators with 2 alternatives.
 - o If a UFS member resigns or the seat is vacated, and faculty falls under 51% a special election will be held in Spring to fill that seat.
 - o If KCC UFS membership falls under nine representatives, a faculty only election will be held in Spring to raise the faculty membership back to 51%
- The new members would be staggered in over the next few years. New academic members would join the council when their department has elections. For the UFS members seats, some current UFS members are College Council members already and cannot be counted twice. In future UFS elections, UFS representatives that also hold a council seat will vacate their council seat and a special election for their council seat will be held in Spring with no change to the original seat holders term ending.