CUNY Faculty Affairs Advisory Board

Meeting Minutes

November 12, 2018

205 East 42nd Street, Rooms 818/819 (8th floor)

2:00 – 4:00 pm

Participants: Rebeca Araya, BCC; Barbara Bake-Campbell, QCC; Matthew Cotter, UFS; Angela Crossman, John Jay; Michael Guy, OAA; Pa Her, CityTech; Karen Hubbard, CCNY; David Humphries, QCC; Angie Kamath, OAA; William McClure, Queens; Ann Mester, Hostos; Ari Nagel, KCC; Annemarie Nicols-Grinenko, OAA; Valerie Payne, OAA; Allison Pease, John Jay; Ralf Peetz, CSI; Vincent Prohanska, Lehman; Cheryl Smith, Baruch; Zun Tang, OAA/OIRA, Greet VanBelle, York; Sloane von Wertz, CSI

1) Welcome

2) Approval of Minutes of meeting of September 28, 2018

• The minutes were approved.

3) Career Success Initiative

• Angie Kamath, University Dean for Continuing Education and Workforce Development, and Valerie Payne, University Director of Continuing Education and Workforce Development, presented an overview of the Career Success Initiative since they last spoke to the FAAB in November 2017. Their PowerPoint presentation is posted on the FAAB website and a summary of funded projects to date is included as Appendix A.

• Discussion of the initiative addressed the following issues:
  o It would be useful to students, faculty and advisors if the central office could map the skills used in courses - and majors - to jobs. Angie indicated that this is in progress and asked how to best get faculty to use such tools. Suggestions included:
    ▪ Working with the Offices of Institutional Effectiveness and Deans
    ▪ Having faculty present to other faculty about what they’ve already done and found effective.
The importance of disseminating the outcomes of the funded projects was discussed. There are plans for a white paper and for the teams to present at this year’s CUE and IT conferences. It was suggested that outcomes could also be presented at a CETL meeting.

Suggestions for the next RFP, which should be available in the spring included:
- perhaps targeting majors where CUNY graduates are less successful at securing high paying jobs (e.g., humanities);
- perhaps targeting nursing – where the vast majority of CUNY students who want to get in don’t get in – what do we offer the students who don’t get in? The QCC academy model is one option;
- finding other ways of measuring success, since jobs in the human services areas, which are available locally and growing are lower-paying;
- targeting departments and encouraging them to tweak their majors (e.g., to include internships);
- a first year, for credit course that explicitly looks at labor market data and has students assess their interests so they can better plan course taking and start thinking about getting internships (courses like this are being offered at systems throughout the country).

4) Announcements

- BMCC will host a career fair from 10:00 am to 1:00 pm on February 1, 2019 at Fiterman Hall to help CUNY community colleges recruit for open teaching positions for Fall 2019. If you are interested in having a presence at the fair, please let Jim Berg know. Please also forward this to your human resources offices if that is appropriate and at four-year colleges, let your graduate directors know about the fair. BMCC is working with the Graduate Center to offer services and information to potential faculty about what teaching at community colleges is like.
- Applications for the second cohort of Diversifying CUNY’s Leadership: A CUNY-Harvard Consortium are now being accepted, with a December 21st deadline. Please encourage faculty with leadership aspirations at CUNY to apply.
- Proposals are being accepted for the fourth biennial Faculty Diversity and Inclusion Conference through January 7, 2019. The daylong conference will be held at the GC on Friday, March 29, 2019 and the theme is “Minding the Gap: Retaining and Sustaining the Academic Community.” Please disseminate this information broadly.
- Greet van Belle shared the following message from the CUNY Faculty Cloud Policy Advisory Group encouraging participation in a survey to assess faculty use of cloud applications.

Colleagues:
On August 1st, CUNY made the Microsoft Office 365 for Education available to all faculty and staff at CUNY. There is an ongoing effort to extend the range of applications and services and you will soon be learning of additional applications being made available to all. In the meantime, we are surveying how faculty currently use the Microsoft Office 365 for Education applications and others, some of which are referred to as “cloud services”. Please take approximately 6 minutes to complete this brief survey with only 12 simple items. Your input is very important and can influence decisions concerning Ed Tech support for CUNY faculty and staff.

Below are some examples of how existing Microsoft Office 365 for Education can and has been used:

- Working with colleagues on committees
- Doing research with colleagues in CUNY and beyond CUNY
- Working with students on course work
- Doing research with students
- Interviewing candidates as part of the Search Process
- For storing and moving files between workplace and home

Please just click on this link to the brief survey.

https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduzzH2FkJ4LbxhZAsc2g1b0laCpUMk5NVjBRRFDdBSTBOWtdRS0ITtINSt1VYVC4u

We thank you for your effort and assistance.

CUNY Faculty Cloud Policy Advisory Group:

Philip Pecorino (QCC)

Greet Van Belle (York)

Scott Dexter (Brooklyn)

Christopher Stein (BMCC)

5) COACHE Faculty Satisfaction Survey

- Annemarie provided an overview of planning for the upcoming COACHE survey, which is scheduled to open the week of February 4, 2019. An updated version of her comments is available in the PowerPoint presentation she made to CUNY’s Faculty Governance Leaders on December 14, 2018, which is available on the CUNY COACHE website.

- Annemarie also surveyed the Provosts’ Offices across the system for outcomes from the 2015 COACHE survey – the list of outcomes is also available on the CUNY COACHE website.

- FAAB members were asked to encourage faculty participation in the survey and to direct all questions about the survey to her – or to their college liaison (a list of liaisons is also posted on the CUNY COACHE website).
## Appendix A

### CUNY Career Success Initiative – Overview of Funded Projects

Grants awarded include both course innovation and college team projects. Ten college teams received funding (most between $80,000 - $90,000) and 11 faculty across nine campuses received course innovation grants of $12,000 each. Below is a snapshot of the recipients and their program/course project. Also included are the recipient colleges and programs of the recently awarded Career Success - Workforce Development Initiative grants ranging from $12,000-$47,000.

<table>
<thead>
<tr>
<th>Career Success</th>
<th>College Grants</th>
<th>PI: Dr. Niesha Ziehmke, Associate Dean for Academic Affairs</th>
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<tr>
<td>Guttman CC</td>
<td>Expansion of a career readiness assessment that “grades” students’ employability using the Essential Employability Qualities (EEQ) a national certification, by embedding content into existing courses in Business Administration, Human Services, and Information Technology programs.</td>
<td>Howard Wach, Provost, Nicola Blake, Special Assistant to the Provost, Valora Blackson, Director for the Office of Partnerships and Community Engagement, Tiffany Bailey, Academic Internship Specialist, Nancy Dessables, Academic Internship and Fieldwork Manager for Human Services</td>
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<td>Baruch (undergrad)</td>
<td>Focus on the career readiness of transfer students entering Baruch, including a pre-semester career readiness intensive and semester-long career coaching, with mentorship and peer coaching options after program completion.</td>
<td>Ellen Stein, Director of Starr Career Development Center, Kevin Taylor, Director of New Student and Family Programs, Steven Melnik, Faculty at Zicklin School of Business, Art King, Vice President for Student Affairs and Dean of Students, Mary E. Gorman, Vice President for Enrollment Management and Strategic Academic Initiatives, Adia Tucker, Assistant Director of Starr Career Dev Center, Sandra Kupprat, Associate Director of Starr Career Development Center</td>
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<td>John Jay College</td>
<td>Focus on stronger career readiness and internships for criminal justice majors using an online, co-curricular career learning system that includes four new Professional in Residence courses that prepare students for internships.</td>
<td>Chantelle Wright, Senior Director, Career and Professional Development (co-lead), Dr. Dara Byrne, Associate Provost and Dean of Undergraduate Studies (co-lead), Dr. Judy Cahn, Director, John Jay Online, Dr. Gina Rae Foster, Director, Teaching &amp; Learning Center, Kathryn Crawford, Associate Director for Experiential Learning, Kristina Simonsen, Assistant Director for Employer Relations</td>
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<tr>
<td>Institution</td>
<td>Focus</td>
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| **Brooklyn College** | Focus on the career readiness of transfer students entering Brooklyn, including the development of a Career Readiness Dashboard App to track key career milestones, and comprehensive career preparation conferences. | PI: Natalia Guarin-Klein, Director of Magner Career Center  
- Lisa Schwebel, Director of the Honors Academy and Director of TransferNation and the Peer Mentoring Program  
- Richard Klein, Online Services Manager  
- Sunil Mohanty, Chair and Professor, Finance Department  
- Claudine Marcantoni, Senior Academic Advisor  
- Takiyah Charles, Senior Academic Advisor  
- Kendra Lewis, Career Engagement & Employer Relations Specialist |
| **BMCC** | Focus on the use of career-clustered recruitment, orientation, and advisement, building on the Guided Pathways approach. Career cluster implementation teams include faculty, career staff, advisors, experiential learning staff and others to be trained to integrate a career cluster focus in three programs, Business, Health, and Media. | PI: Karrin Wilks, Interim President  
- Sunil Gupta, Dean of Continuing Ed and Workforce Dev  
- Mahatapa Palit, Chair of the Business Management Department  
- Sharon Reid, Dir of Experiential Learning & Internships  
- Lesley Rennis, Chair of the Health Education Department  
- Chris Stein, Chair of the Media Arts and Technology Dept  
- Theierry Thesatus, Associate Director of Career Dev  
- Carei Thomas, Director of the Academic Advisement and Transfer Center |
| **Queens College** | Create a common mobile app, Queens College Connections, to link 10+ current career related platforms; map eight career readiness skills to existing curricula; develop career maps for five disciplines (Art, Computer Science, Economics, Secondary Education, and Psychology). | PI: Zavi Gunn, Director of Queens College Center for Career Engagement and Internships  
- Laura Silverman, Director of Academic Advising Center  
- Schiro Withanachchi, Economics Faculty and Academic Internship Advisor |
| **Lehman College** | Focus on strengthening business and economics coursework that is infused with industry feedback and sector-specific career readiness, plans include the establishment of an advisory board, and offering 3 credit and non-credit experiential credentials to students each academic year. | PI: Dene Hurley, Chair and Associate Professor of Economics, Department of Economics, and Business  
- Stanley Bazile, Dean of Students, Division of Student Affairs  
- Nancy Cintron, Director, Career Exploration and Development Center  
- Dierdre Constant, Senior Academic Advisor, Department of Economics and Business  
- Richard Finger, Senior Director, Division of Enrollment Management  
- Bascillia Toussaint, Associate Director/Employer Relations Manager, Career Exploration and Dev. |
### College of Staten Island
Focus on implementing a more comprehensive and engaging career services model through the development of a Career Success Academy that focuses on internships strong connections between academic learning outcomes and career paths, and engagement with local regional employers.

**PI:** Jennifer Borrero, Vice President for Student and Enrollment Services  
- Ralf Peetz, Associate Provost for Undergraduate Studies and Student Success  
- Caryl Watkins, Director of Center for Career and Professional Development  
- Leo Pignataro, Academic Program Manager for Student Success  
- Catherine Lavander, Professor, Department of History and Faculty Fellow in Student Success  
- Kristi Nielen, Career Assistant

### School of Professional Studies
Focus on stronger advising of adult learners starting with orientation, including peer mentoring, career advisement in foundation courses, opportunities to join career advocacy efforts, career mapping for mid-career students, and virtual job fairs.

**PI:** George Otte, Associate Dean for Academic Affairs  
- Mariette Bates, Oversees BA in Disability Studies, MA in Disability Studies, MS in Disability Services in Higher Ed  
- Ellen Karl, Oversees BS in Health Services Admin, BS in Health Info Management  
- Margaret Reilly, Oversees BS in Nursing, MS in Nursing Education, and in Nursing Org and Leadership  
- Shannon Gallo, Manager of Career Services  
- Carrie Shockley, Director of the JFK, Jr. Institute

### Bronx CC
Create a “Design Lab” for digital marketing students that works with employers and students in real case projects.

**PI:** Kenneth Adams, Dean of Workforce & Economic Dev  
- Lisa Amowitz, Curriculum Coordinator, Digital Arts Program  
- Jeanine Kelley-Williams, Digital Arts Program  
- Roni Ben-Nun, Digital Arts Program  
- Alan Fuentes, Director of the Office of Career Dev

### Career Success
**Course Innovation Grants**

| Baruch College | Course Innovation: Digital Marketing and Analytics & Career Readiness Redesign existing credit course to include hands-on digital marketing elements, enhanced networking and communication skills instruction, and job market-focused skills such as resume and cover letter writing. | **PI:** Pragya Mathur, Associate Professor of Marketing and International Business |
| Brooklyn College | Course Innovation: Film Post-Production  
Develop a new credit course that offers advanced students professional mentoring from industry specialists such as colorists, composers, sound designers, and Vimeo programmers to polish undergraduate films. | **PI:** Vinit Parmar, Professor of Film Production and Production Audio Mixing Engineer |
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<tr>
<th>Institution</th>
<th>Course Innovation: Software Engineering</th>
<th>PI: Devorah Kletinik, Assistant Professor Computer and Information Science</th>
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<tr>
<td>Brooklyn College</td>
<td>Redesign existing credit course to include more practical, career-focused skills such as Github, code review, and open-source software revisions, with input from employer partner (Google’s Abseil team).</td>
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<td>CUNY Central</td>
<td>Course Innovation: Teacher Education Convene faculty and staff across 15 colleges to re-map culminating clinical courses so that they align with NY State Education Department regulations for student teaching.</td>
<td>PI: Ashleigh Thompson, University Dean for Education</td>
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<td>Hostos CC</td>
<td>Course Innovation: Calculus-Based Physics Build a cloud-based noise monitoring system and integrate into a General Physics II course, to introduce industry methodologies and the development of a tangible product or action into the existing credit course.</td>
<td>PI: Biao Jiang, Assistant Professor Natural Sciences Department</td>
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<td>Hunter College</td>
<td>Course Innovation: Medical Translation and Interpretation Design a new course offering a comprehensive overview of ethical, linguistic, cultural, and professional aspects of language-support services pertinent to the fields of medicine and healthcare.</td>
<td>PI: Robert Cowan, Acting Assistant Dean for Program Development, Assessment, &amp; Review Margarit Ordukhanyan, Professor of Russian Literature, in charge of Translation program, Russian and Slavic Studies Maria Cornelio, Lecturer and Coordinator Spanish Concentration in Translation and Interpretation</td>
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<td>Kingsborough CC</td>
<td>Course Innovation: Tourism/Hospitality and Culinary Arts Redesign two existing courses in Tourism/Hospitality and in Culinary Arts through conversion to online and hybrid models, with increased partnering with industry to improve student success in internships.</td>
<td>PI: Anthony Borgese, Chair of Tourism and Hospitality Department Mark D’Alessandro, Assistant Professor of Culinary Arts and Culinary Arts Program Director Tanya Johnson, Lecturer, Tourism and Hospitality Department</td>
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<td>Kingsborough CC</td>
<td>Course Innovation: A Primer on NMR Metabolic Profiling, a diagnostic hands-on training to be integrated into a credit-bearing course (as an honors enrichment component) and teach students in health professions, biology, and chemical sciences how to use a metabolomics diagnostic tool.</td>
<td>PI: Homar Barcena, Associate Professor and Honors Program Director</td>
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<td>Medgar Evers CC</td>
<td>Course Innovation: Economics and Finance Department Integrate Wall St. SIE license training into the Financial Economics B.S. program; develop an Adult Continuing Education certificate that articulates to degree program.</td>
<td>PI: Chinyere Emmanuel Egbe, Chairperson and Professor, Finance and Economics Khasadyahu Zarbabal, Assistant Professor of Finance and Economics Yvonne Graham</td>
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<td>College</td>
<td>Course Innovation: Design Your Learning</td>
<td>PI: Ying Zhou, Program Director, Tech Incubator</td>
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<td>LaGuardia CC</td>
<td>Course Innovation: Technology Development of a three-day career focused bootcamp (Bridge to Tech) that provides an overview of and linkages to career pathways in the tech industry and includes career exploration and skills assessment activities.</td>
<td>PI: Francesca Fiore, Assistant Dean, Workforce Development and Business Services</td>
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<td>WDI</td>
<td>WDI Course Innovation: Foundational Business Skills in Industrial and Organizational Psychology A new course will be developed that specifically covers oral, written, and electronic communication in the workplace, use of relevant and required technology and online resources required for I/O psychologists.</td>
<td>PI: Elisabeth Brauner, Director of Industrial and Organizational Psychology Master Programs Ellen Walker, Program Instructor</td>
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<td>Lehman College</td>
<td>WDI Course Innovation: Adult Degree Program foundation course Focus areas will be 1) use of CUNYfirst, Blackboard, web-based research, MS Office; 2) the science of learning, chunking, interleaving, retrieval practice, etc. 3) career development and exploration, including identifying their knowledge, skills and abilities in the context of workforce and potential careers.</td>
<td>PI: Pam Hinden, Director of the Adult Degree Program</td>
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<td>Queens College</td>
<td>WDI Course Innovation: Shoot, Edit, Post A course redesign of entry-level social media design to integrate industry standards, develop an informal industry advisory board and solidify industry partnerships with NYC based advertising agencies.</td>
<td>PI: Kathryn Weinstein, Associate Professor of Design</td>
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<td>BMCC</td>
<td>WDI Course Innovation: Student Presentation Workshop/Design Lab A course redesign of a workshop that helps students develop portfolios and presentation skills will offer access to additional experiential learning that culminates in design solutions pitched by students to clients.</td>
<td>PI: Janet Equirol, Assistant Professor, Media Arts and Technology</td>
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<td>Institution</td>
<td>WDI Course Innovation: Building 21st Century Career Preparedness in Liberal Arts and Sciences</td>
<td>PI: Nicola Blake, Associate Professor and Special Advisor to the Provost</td>
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<td>Kingsborough CC</td>
<td>WDI Course Innovation: Creative Writing Program</td>
<td>PI: Brian Katz, Professor of English, Creative Writing Program</td>
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<td>A new course will be developed in treatment development and scriptwriting in various existing and evolving genres, in partnership with media industry partners. Course will include professional preparation such as covers letters, resumes, and other artifacts.</td>
<td>John Keller, Professor of English, Creative Writing Program</td>
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<td>Eben Wood, Professor of English, Creative Writing Program</td>
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<td>York College</td>
<td>WDI Career Success: Comprehensive support for prospective students interested in Health Sciences and students in default majors, including pre-matriculation outreach, transcript review, health sciences cohorts, peer coaching, creation of a Health Professions Pathways website, job shadowing, and targeted academic and career advising and events.</td>
<td>PI: Dr. Shawn Williams, Associate Professor and Chair Health Professions</td>
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<td>Graduate Center</td>
<td>WDI Career Success: Program plans are to support students in exploring and attaining non-academic careers through hosting faculty workshops on understanding and mentoring students; inviting representatives to lead a “train the trainer” program on effective communication skills for students and faculty; offer a “Fundamentals of Bioscience” course each semester to introduce students to corporate culture, and host an on-campus event for approximately 20 employers.</td>
<td>PI: Joshua Brumberg, Dean for the Sciences</td>
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<td>Queens College</td>
<td>WDI renewal: Course Innovation: Preparing Data Science and Analytics Enabled Graduates. Support to modify undergraduate curriculum in Sociology to promote education and build a pipeline of data savvy graduates; creation of a minor in Data Analytics; creation of a BA/MA in Sociology and Data Analytics; revision of existing required courses.</td>
<td>PI: Holly Reed, Assistant Professor of Sociology and Associate Director, Master’s Program in Data Analytics and Applied Social Research</td>
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<td>School of Professional Studies</td>
<td>WDI renewal: Advocating Student Success in Growing Dual/Joint Nursing Pathways. Supports the retention and progression of nursing students accepted into the AAS/BS dual joint degree program in Nursing at SPS, including a Faculty Success Advocate, Peer Mentoring Program, socialization to the profession and technology integration to enhance transition to an RN-BS online learning environment.</td>
<td>PI: Margaret Reilly, Professor and Academic Director of Nursing</td>
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| **NY Early Childhood Professional Development Institute** | WDI renewal: CPAC and CDA Scholarship Funding  
The Children’s Program Administrator Credential (CPAC) and Child Development Associate (CDA) programs administered by CUNY School of Professional Studies support the growth and career development of early childhood professionals at both entry level and leadership level. | PI: Raedell Wallace, Director Career Development, Career Development Services Center |
| **Baruch College** | WDI renewal: Financial Leadership Program  
Provides pre-professional training to students to master the mechanics of the financial industry. Qualifying Juniors attend two semesters of intense training in skills such as interview protocols, personal pitches, networking, mentoring, and more to obtain front office summer internships with large and mid-size investment banks ideally leading to employment offers following graduation. | PI: Marietta Bottero, Financial Leadership Program Manager |