**In Attendance:** Reneta Lansiquot, Amanda Almond, Anne Leonard, Denise Sutton, Marta Effinger-Crichlow, Aida Egues, Sean MacDonald, Diana Mincyte, Monica Berger, Laureen Park, Christopher Swift, Ezra Halleck

Absent: Heidi Boisvert (excused), Candido Cabo, Gwen Cohen Brown, Olufemi Sodeinde, Robert Walljasper (excused)

**Meeting Minutes:**

1. Approval of minutes from November 19, 2020

**-Diana motion to approve minutes, Motion seconded by Marta. All voted in favor to approve minutes.**

1. Assign reviewers for existing courses
   * + **LIB/ARCH 2205ID: Learning Places**, Susan Phillip
     + **HIS 3208ID: US Immigration History**, Peter Catapano  
       <https://openlab.citytech.cuny.edu/ids/current-proposals/>

* **HIS3208ID reviewers: Robert Walljasper and Denise Sutton**
* **LIB/ARCH2205ID: Sean MacDonald and Anne Leonard**
  + **Note to reviewers: Be aware of Dept. chair permission, guest lecturer, and clear theme/ID connections are clear. Encouraged to reference exemplar ID syllabi and proposals from our website.**

1. Course Integrity Working Group

-**Ezra Halleck, Robert Walljasper, Christopher Swift, Laureen Park, Olufemi Sodeinde, and Amanda Almond**

1. ID Minor in Environmental Studies, Sean MacDonald  
   <https://openlab.citytech.cuny.edu/ids/current-proposals/>

-**Received feedback from Sustainability Council. They were in support of the proposed minor. Mark Hellerman suggested additional courses (from Hospitality). Discussion around a few courses that were added.**

**-ID discussion. Criteria for inclusion in the minor is not noted. The course descriptions are not provided. We are evaluating only by title. Examples, Geography and Government courses. This is crucial since faculty members of eligible minor courses serve as mentors for student presentations (culminating project). Move course, ESCI1210 that was in the sample, but not on the main list.**

**-Government course is upper level with prerequisite. GOV 2402 (U.S. Public Policy), which has not been offered since it was approved six years ago, as noted in the course proposal available on the College Council website has no connection to environmental studies “policy”. Each course should have a large connection to environmental studies.**

**-This proposal should include clear language for what constitutes a course as suitable for the minor, especially since new classes might emerge. For example, a certain percentage of the course needs to cover the topic of environmental studies. Example that “I cover sustainability for two weeks in my course, but I would imagine that it would be below the ‘threshold’ for being considered a course suitable for the minor.”**

**-Note learning outcome for the minor should include our two required ID course learning objectives (“Synthesize and transfer knowledge across disciplinary boundaries” is noted). Add “Purposefully connect and integrate across-discipline knowledge and skills to solve problems.” This should be addressed when students complete the culminating project.**

**-Need for a government component in the minor since the government’s response to environmental activism is paramount. Should courses be included because they could attract students to the minor? In response: this is about the minor (students having faculty mentors who are experts in environmental studies and content that elucidate the topic) not about the course running.**

1. Discuss new SBS 2000ID Research Methods for the Behavioral and Social Sciences sections
   * **An adjunct faculty member now teaching ID in the Spring 2021 section inquired about ID designation in the Fall of 2020. He had not taught SBS2000 previously. He was provided resources to pursue his request. He did not follow up with the email until after the start of the Spring 2021.**
   * **One week before the start of the Spring 2021 semester, two sections of SBS2000ID were added and assigned said instructor. Reasons for assigning this particular instructor were: a) \*Provost asked to open more ID sections and b) \*\*Registrar stated a need for more SBS2000 sections for the AS in Health Science major.**
     + **\*In a meeting with the Provost, she recalled suggesting other specific ID courses and instructors to the SS chair to increase the number of ID courses offered**
     + **\*\*Note: AS in Health in Science students do not need an ID course to complete their program of study.**
   * **There had been two emails in the last academic year from the Dean making it clear to both that in accordance with the by-laws, department Chairs have the ultimate decision in who to assign the course.**
   * **The SS chair has the right to choose an instructor for either or both SBS2000 and SBS2000ID at any time.** 
     + **there were ID faculty who taught this course in the past with cancelled courses and they were available to teach this class.**
     + **ID courses are GenEd. Therefore, we should not add an ID course that seems to suit a specific major**
   * **After the sections were offered and at 90% enrollment, the ID course coordinator was looped in. I expressed concern with the instructor assignment, while acknowledging that it was well within the right of the Chair, because this faculty member had not designated his section of the course as ID per protocol. There have been numerous and regular cases of SBS2000ID being added in previous semesters, as many adjunct and full-time faculty members have designated a section of SBS2000ID. An exception had been made.**
   * **Without the designation process, the learning objectives and course structure are not known. The course syllabus of that instructor would be the only record of these outcomes, as all other syllabus for SBS2000ID sections are specific to an instructor.**
   * **In an attempt to initiate documentation and ensure that the course was able to run as ID, the evening before classes started, the ID course coordinator reached out to the part-time faculty member.**
   * **Per ID course coordination activity each semester, a copy of ID syllabi is collected each semester.**
   * **A copy of the syllabus was received along with an incomplete ID designation form. The ID Course Coordinator provided ample feedback and requested revisions to help meet the bare minimum requirements of ID courses. (e.g., request that the syllabus contain the word Interdisciplinary, and include, at least, the incorporation of other disciplines in the learning objectives). Also, guest lecturers (an ID requirement for an ID course not being co-taught) needed to be listed on the syllabus as well. The content/outline of the course was not given feedback, as it is outside the nature of ID course coordination. Both sections of the course are asynchronous.**
   * **The ID course coordinator received a “revised” syllabus. The only thing that had changed was the addition of a table of 12 additional, non-ID learning objectives. It included assessment methods like “in-class discussions, the option to discuss in-class or online”. In other words, it was not tailored to an asynchronous section. The revised syllabus contained no other changes. The word Interdisciplinary is nowhere on the syllabus, nor is the mention of other disciplines or guest lecturers.**
   * **All but the last point has been brought to the attention of the department chair and Provost. Both have noted that this is unfortunate.**
   * **The SBS2000ID syllabus for this course will be reviewed by the Course Integrity Working Group.**
2. Guest lecture compensation, Amanda Almond

**Discussion themes:**

* What about preparation time?
* Does the math add up?
* What about those who signed up to teach this semester? And are matriculating hours over the year--- how does this impact them?
* 2.5 hours, x 15 weeks = 37.5 hours.
* How do we address the error in terms of fairness? (e.g., faculty who’ve agreed to guest lecture this academic year, presuming the old model for compensation… How does such a change impact them?)
* In general, there is pushback against this new model as a committee
* Don’t punish folks for an oversight. The Provost noted that previous compensation model was the result of a miscalculation of lecture/class time.
* It was mentioned that the existing setup was agreed to after extensive discussion and review between the ID Committee and the previous Provost. Uncertain about the claim that the earlier arrangement was an ‘error.’
* **Chris motioned to vote in opposition to changes to credit and to maintain the current standards, and extend the amount a person can use them to match college standards (3 year). Marta seconded. All voted in favor.**

1. Recording Library Instruction, Anne Leonard
   * Privacy, Consent, and the Virtual One-Shot  
     <https://acrlog.org/2020/11/13/privacy-consent-and-the-virtual-one-shot/>

**-Recording guest lectures and posting online. Many concerns including where they might be reused. Library has crafted a memo on recording lectures. This impacts the entire college. Amanda will share memo from Maura with ID faculty members. ID committee is concerned with the recording of lectures in all classes, in addition to ID courses where guest lectures and multiple asynchronous sections are added. “What is a lecture” is changing--- value of a lecture across campuses. Brings our labor, expertise, and time into the forefront of this issue. With respect to ID courses, interaction with guest lectures in paramount, and recorded videos should not be used repeatedly.**

**Next meeting:** Thursday, March 18, club hour via Zoom

**Good and welfare: Black History Month Virtual Program. Keynote event: connections to sustainability minor. Also, check out the virtual exhibit by adjunct faculty members.**