

Governance Committee Meeting Minutes
October 16, 2019
12:15 to 1:15

Present: Joseph Fera, Duane Tananbaum, Sumana Ali, Stephen Castellano, Ron Bergmann, Quameisha Moreno, Amanda Sisselman-Borgia, Susan Markens, Provost Peter Nwosu, Anne Rice, Marie Marianetti

1. Minutes of September meeting approved with minor edit -- add Quameisha to list of present/Amanda will fix and send to Joe for records
2. Faculty access to all faculty Listserv/clarification of governance committee involvement -- Documents sent to library committee - we made modifications, sent back it was opened for discussion, sent back these documents to go to senate floor for resolution (that is attached here in our materials)

-- we are serving as advisory -- library technology committee will bring this to the floor - joe advises how to bring to senate, reminding all of the steps taken to obtain feedback -- add union chair to be list of those who have listserv -- the document will be edited at the end to say that they will report findings to senate after year-long review
3. Technology fee committee -- membership of the committee needs to be revised for next year -- need more student involvement -- students need to add reps -- guidance re: choosing faculty based on new guidelines

Governance committee determined that the General faculty group may be more appropriate for this issue b/c all faculty and not admins -- this will go to general faculty via Anne Rice who will work with Ronald Bergmann on this to get rep from each school, general faculty can nominate slate

Mike Sullivan is working to get student nominees

Theme for the next year is civic engagement or service learning in curricular way

4. Blackboard use/academic freedom -- does it have to be the used method in online or hybrid -- may be about people being prepared for using these if need be/person that this started with was not prepared to teach online or hybrid -- could also be related to labor management. Blackboard is not exactly a website, more of a space or platform for courses

--A discussion will happen at academic freedom meeting/dialogue with IT library committee and academic freedom committee to understand issues before issuing guidelines. Blackboard is what we support/limited support for this as it is.

Best practices used here -- keeping in touch with committees in CUNY and outside to make sure all happening as it should - it is the platform of record for CUNY

Duane and Joe sent email to academic freedom suggesting conversations happen at committee level and not on the senate floor, this was heeded by committee

5. Vacancies -- campus life committee Alyse Anekstein is on leave this year – Natasha Nurse will be nominated to replace. Amanda will ask her and confirm willingness to serve.
6. Follow up discussions
 - a. Meeting with committee chairs info session 2-3 before senate CA 201 Nov 6th -- all will be attending
 - b. COACHE survey -- working group meeting this week, Vinny Prohaska will give report to the group – Vinny Prohaska will be invited to the next governance meeting to discuss this
 - c. Student representation on department committees -- Debbie Rhem Jackson will reissue survey about student participation in meetings -- working on this now -- this will be included in the next governance report to the senate as informational item so people are aware we are following up on this – governance committee members will have an opportunity to help revise the survey if we have suggestions
7. Governance Documents Revisions -- tabled this to the November meeting in the interest in time -- fire drill took up time in the beginning – meeting adjourned at 1:20.

Respectfully submitted by Amanda Sisselman-Borgia

Lehman College Listserv Recommendations - Draft 8/5/19

Background:

In December 2018, the Governance Committee of the Lehman College Senate requested the Senate's Library, Technology, and Telecommunications Committee to work with Lehman's Chief Information Officer to review and codify existing guidelines regarding use of listservs for College communication. This request was based on a proposed resolution circulated to CUNY governing bodies based on an AAUP recommendation to ensure faculty and staff access and communication as it relates to teaching, scholarly, creative work, and service to the college and university.

Recommendations:

The Library, Technology, and Telecommunications Committee reviewed this matter with the college CIO at its meetings of February 27, April 10, and April 29, 2019. We recommend the following:

1. The Committee endorses the practice of using listservs to facilitate the distribution of CUNY and college-related communications to members of the college community.
2. We endorse the continued use of e-mail digests, where feasible, given the large volume of e-mail communication received by the Lehman community.
3. It is recommended that listserv ownership remain consistent with current practice with consideration of the suggestions below.
4. Listserv owners include, but are not limited to, Deans, Department Chairs, administrators, governance leaders, and committee chairs. In order to transmit timely information on behalf of the school, department, or committee, we recommend:
 - a. List owners should maintain the current ability to add/change list members.
 - b. List owners are requested to facilitate the sharing of University and college-related information as requested by faculty and staff within their area of responsibility.
 - c. List owners are requested to link to documents on the web or on a server to reduce email size.
 - d. Listservs should be made available to departments, programs and groups, upon request, to facilitate internal communication.
 - e. We recommend that faculty and staff consider the use of additional, contemporary resources beyond email to foster a sense of community. These include the CUNY Academic Commons and the use of CUNY's Office 365 tools for team collaboration.

Role of the Information Technology Division:

1. The IT division manages the Lehman listserv and related environments to create and maintain email lists. New listservs can be added upon request. Inactive lists are periodically reviewed with the list owner. The division does not oversee message content.
2. Personnel updates in CUNY first automatically update college-wide email lists. Campus-wide bulk mailing lists do not have an opt-out feature - this includes lists used to announce, for example, weather related closings. Third party listserv type-tools, such as Constant Contact are used by certain college offices and have opt-out features, as well.

CUNY Policies:

The City University of New York Policy on Acceptable Use of Computer Resources and related IT policies are applicable to these guidelines. For more information, please refer to <http://www2.cuny.edu/about/administration/offices/cis/it-policies/>

Review Process:

The Committee recommends reviewing these guidelines during the 2021-2022 academic year.

Resolution of the Lehman College Senate Concerning Listserv Guidelines

WHEREAS, the Lehman College Senate has the power to formulate policy, make policy recommendations, and review the implementation of policy concerning academic affairs, campus life and activities, practices and procedures for protection of academic freedom, and the rights and liberties of each member of the Lehman College Community in accordance with Article I, Section 1 of the Lehman College Bylaws; and

WHEREAS, the Lehman College Senate is advised by the body's standing committee on Library, Technology, and Telecommunications on matters regarding the integration of technology into the educational support service structure of the College in accordance with Article IV, Section 11 of the Lehman College Senate Bylaws; and

WHEREAS, the Lehman College Senate acknowledges the importance and effectiveness of campus-wide email communications and, thus, charged the Library, Technology, and Telecommunications Committee to review and codify existing guidelines regarding use of listservs for College communication; and

WHEREAS, the Library, Technology, and Telecommunications Committee prepared a collection of recommendations regarding the use of listservs for College communication in a transparent and inclusive way soliciting input from students, faculty, and administration;

NOW, THEREFORE BE IT RESOLVED that the Lehman College Senate endorses the listserv recommendations proposed by the Library, Technology, and Telecommunications standing Committee. More specifically, the Lehman College Senate endorses:

- the practice of using listservs to facilitate the distribution of CUNY and college-related communications to members of the college community, and
- the continued use of e-mail digests, where feasible, given the large volume of e-mail communication received by the Lehman community.

BE IT FURTHER RESOLVED that the Lehman College Senate affirms that listserv owners include, but are not limited to, Deans, Department Chairs, administrators, governance leaders, and committee chairs.

BE IT FURTHER RESOLVED that the Lehman College Senate recommends that, in order to transmit timely information on behalf of the school, department, or committee:

- List owners should maintain the current ability to add/change list members.
- List owners are requested to facilitate the sharing of University and college-related information as requested by faculty and staff within their area of responsibility.
- List owners are requested to link to documents on the web or on a server to reduce email size.

- Listservs should be made available to departments, programs and groups, upon request, to facilitate internal communication.
- Faculty and staff consider the use of additional, contemporary resources beyond email to foster a sense of community. These include the CUNY Academic Commons and the use of CUNY's Office 365 tools for team collaboration.

BE IT FURTHER RESOLVED that the Lehman College Senate recognizes the following roles of the Information Technology Division:

- The IT division manages the Lehman listserv and related environments to create and maintain email lists. New listservs can be added upon request. Inactive lists are periodically reviewed with the list owner. The division does not oversee message content.
- Personnel updates in CUNY first automatically update college-wide email lists. Campus-wide bulk mailing lists do not have an opt-out feature - this includes lists used to announce, for example, weather related closings. Third party listserv type-tools, such as Constant Contact are used by certain college offices and have opt-out features, as well.

BE IT FURTHER RESOLVED that the Lehman College Senate recommends the Library, Technology, and Telecommunications Committee review these guidelines during the 2021-2022 academic year.