

BMCC Academic Senate Sub-Committee on Student Affairs
Meeting Minutes
February 3, 2021

Present: Matthew Chan, Marva Craig, Erik Freas, Christine Jacknick, Laurie Lomask, Maureen Matarese

1. Minutes from December 2nd meeting approved as amended.
2. Check in and recap from Fall 2020
 - a. Teaching in Crisis memo: revised and ready to distribute.
 - b. Resources regarding housing insecurity and homelessness will be posted to the ARC webpage.
 - c. Starfish update: L. Lomask met with G. Clock and J. Zummo about this and there is a request
 - d. Panther Partners update: 12 new mentors added this semester, and
3. Registration/Communication issues
 - a. M. Matarese reported that students have been swapped from parallel courses without notice. Students were upset because they had chosen a particular professor, and the notification from the Registrar was confusing. She will forward an example to us. M. Craig will take a look at all the communications sent out by the Registrar and bring drafts of adjustments to our next meeting.
 - b. L. Lomask reported that there were issues with students taking an INC in a prior semester and not completing the work prior to the semester in which they're taking the next semester (e.g., Spanish I to Spanish II), so students need to be told when they take the INC that they must complete the work and get the grade change prior to the start of the next semester.
 - c. C. Jacknick reported that there are many ESL students in need of placement coming in around the beginning of the semester. We may want to see the communication that students receive about these exams to see what timing they are expecting between taking the exam and being able to register.
4. Statement regarding required camera use for pedagogical purposes, but faculty must provide accommodation for students who do not want to share their cameras.
5. Official language for syllabi regarding gender affirmation. We discussed language provided by Brian Kelley, and we will put forward a resolution to include a sentence about this on the syllabus template. L. Lomask will coordinate with Andres Colapinto (Chair of Instruction Committee) and Odelia Levy.

M. Matarese made a motion to approve the following resolution, seconded by E. Freas:

Whereas all CUNY students have the right to be referred to according to their designated name and/or personal pronouns according to New York City law as well as CUNY policy,

Be it resolved, that a landing page explaining how to change gender and preferred name at BMCC be created by Public Affairs,

and be it also resolved that we add the following language to college syllabus templates:

BMCC students have the right to be referred to according to their designated name and/or personal pronouns (for information on how to change your gender and preferred name at CUNY, go here), and have the right to use the restroom of their choice according to their identification.

*place link on the word “here” to the new webpage

Information for the webpage:

Students wishing to change their names or genders in CUNYFirst (including on Blackboard) can submit a “Gender Change Request Form” and/or “Preferred Name Request Form” on BMCC Portal. Further, students can inform all CUNY personnel with whom they work, and their peers, about their preferred name and appropriate pronouns and expect that the name/pronouns will be used appropriately. Please note that such changes cannot affect legal paperwork, such as diplomas or transcripts, as legal documents must be attached to legal names. For more information on legal name changes, please visit this site: <https://nycourts.gov/courthelp/NameChange/index.shtml>

We would also like screenshots and video included in the “How to.”

6. Ongoing:
 - a. Swap-fees charged to bursar. Hugo Fernandez is the liaison for Student Affairs at UFS. Executive Committee of UFS meets next week, so L. Lomask will reach out to him this week to see if he is willing to bring a resolution to UFS to remove swap fees during the first week of classes at all CUNY campuses.
 - b. Review of student services
 - c. Navigate: D. Wallecer had invited us to join sessions in January to give feedback on Navigate, but we did not hear. L. Lomask will follow up.
7. Suggestions for Spring 2021
 - a. Workshop for students on Zoom Participation. C. Jacknick will be on the panel, and we will reach out to the recipients of the Distinguished Teaching Award, and we will ask several students to join the panel as well. We will plan to hold this in March 3rd 2-3pm.

The meeting was adjourned at 3:55pm.

Respectfully submitted,

Christine Jacknick