

**BROOKLYN COLLEGE  
FACULTY COUNCIL  
CHARGES OF STANDING COMMITTEES**

**COMMITTEE ON ACADEMIC FOUNDATIONS**

The Committee on Academic Foundations shall consist of five members of the faculty. It shall monitor the implementation of the Basic Educational Skills document.\* It shall be the agency to receive proposals concerning the matter dealt with in this document. Subject to present authority of other committees of Faculty Council, it shall submit its recommendations concerning such matters to Faculty Council for approval. The committee shall make an annual report to Faculty Council at the regular meeting in April. This report shall include an update, if necessary, of the Basic Skills Educational document.

\*Original version approved by Faculty Council, 24 October 1978.

\*Renamed from Basic Skills on May 11, 2010

**COMMITTEE ON ACADEMIC INTEGRITY**

The Academic Integrity Committee (AIC) shall consist of five members of the faculty. To assure continuity, at least two members should serve for two consecutive years. The AIC will oversee the implementation, interpretation, maintenance, and revision of academic integrity policies at Brooklyn College. This includes: (A) educating students and faculty about the College's expectations, policies, and procedures on Academic Integrity, (B) ensuring that each academic department has a Departmental Academic Integrity Committee (DAIC) to review contested grade reductions resulting from documented incidents of student cheating and plagiarism and providing such committees with advice and assistance, (C) conducting hearings that pertain to student and faculty appeals of the decisions made by DAIC's, (D) reviewing existing policies and procedures and preparing and submitting appropriate recommendations and legislation to Faculty Council and other governance bodies. The committee will consult relevant documentation (e.g., Faculty Report forms) collected by the Office of the Dean for Student Life, and a representative from that office may attend meetings in an advisory capacity. Files on decisions from this committee will be maintained by the Office for the Dean of Student Life. An attorney from the college's legal affairs office may also be present to act as legal advisor to the committee. It shall submit to the Faculty Council at its regular April meeting an annual report of its activities.

**COMMITTEE ON ADMISSIONS**

The Committee on Admissions (Undergraduate) shall consist of four members of the faculty and one student. The committee shall monitor all policies and procedures involving the recruitment, admission and placement of students, shall evaluate these policies and procedures, and shall make recommendations to Faculty Council for their improvement whenever appropriate. The committee shall have access to the college records needed to carry out this responsibility. The committee shall submit an annual report in May and any other reports that it considers advisable.

## **COMMITTEE ON CAMPUS PLANNING**

The Committee on Campus Planning shall consist of four faculty members and two student members. The faculty-student Committee on Campus Planning is to review the allocation, reallocation, maintenance, and rehabilitation of currently available space; to recommend, if necessary, that specific space assignments be initiated, changed, or eliminated; to recommend procedures concerned with campus security. The committee shall submit to Faculty Council in March an annual report of its activities

## **COMMITTEE ON COLLEGE INTEGRITY AND ACADEMIC FREEDOM**

The Committee of College Integrity shall consist of five members of the faculty: the Chairperson of Faculty Council, one additional member of the Steering Committee of Faculty Council appointed by the Chairperson of Faculty Council, and three members of the faculty elected by Faculty Council; the Committee Chairperson shall be one of these three. The committee shall assume initiative and responsibility for protecting the reputation and integrity of the college by prompt comment on such documents, reports, statements or actions as it may judge to be inimical to the welfare of the college. The committee will also make recommendations pertaining to all issues of Academic Freedom at Brooklyn College. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to the Faculty Council at its regular April meeting an annual report of its activities.

## **COMMITTEE ON COMMITTEES**

The Committee on Committees consists of six members of Faculty Council as provided in Article IV of the Faculty Council Bylaws. These bylaws define the duties of the Committee on Committees as follows: The Committee on Committees shall make nominations to Faculty Council with respect to the faculty membership of all standing Faculty Council committees. The Committee on Committees shall report periodically to Faculty Council on the effectiveness of the committee structure.

## **COMMITTEE ON COMPUTER UTILIZATION AND EDUCATIONAL TECHNOLOGY**

The Committee on Computer Utilization and Educational Technology shall consist of four members of the faculty and one student. The committee shall make recommendations to the Faculty Council with respect to the use of college computer facilities for teaching and administrative purposes, for faculty research, and for other relevant functions. The committee shall keep the college and the various departments aware of the latest developments in educational technology and advise on problems of procurement and distribution of technological educational equipment and facilities. It shall submit to the Faculty Council at its regular March meeting an annual report of its activities.

## **COMMITTEE ON THE CORE CURRICULUM**

The Committee on the Core Curriculum shall consist of seven members of the faculty and two students (one from CLAS and one from SGS). The function of the committee shall be to review the implementation of the core curriculum and to make recommendations for any desirable modification. It shall receive core curricular proposals from the sponsoring departments and, after approving them, transmit them to the Committee on Curriculum and Degree Requirements for presentation to Faculty Council with recommendations. In addition, it shall cooperate with the administration in establishing faculty seminars on the core curriculum. The committee shall

have access to all information needed to carry out its charge and shall report annually to Faculty Council in May on the effectiveness of the Core Curriculum.

### **COMMITTEE ON COURSE AND STANDING**

The Committee on Course and Standing shall consist of five members of the faculty. It shall have power to formulate policies with respect to scholastic requirements and academic standing, including retention standards, size of programs, attendance, withdrawal from courses, absence(s) from final examinations, reexaminations and absentee examination, residence requirements, leaves of absence, readmission of students dropped for poor scholarship, changes of grade, extension of time for completion of entrance conditions, scholarship warnings, graduation with honors and modifications of degree requirements in individual cases. In these areas, it shall interpret faculty policy and shall act on appeals from decisions of administrative officers. The function set down for this committee shall apply to all undergraduate degree-bearing programs.

The committee shall submit all major policy formulations to the Faculty Council before the implementation of such policies. It shall submit to the Faculty Council at its regular meeting in May an annual report of its activities.

### **COMMITTEE ON UNDERGRADUATE CURRICULUM AND DEGREE REQUIREMENTS**

The Committee on Undergraduate Curriculum and Degree Requirements shall consist of five members of the faculty and five students. It shall be charged with reviewing proposals concerning curriculum and degree requirements submitted to it by the departments and programs, and it shall transmit its recommendations on these proposals to the Faculty Council. Changes in the requirements of departments and programs, collateral prescriptions, course descriptions and prerequisites, new courses and courses to be withdrawn shall be reviewed by the Committee on Undergraduate Curriculum and Degree Requirements after approval by the concerned department or program. The committee shall recommend to the Faculty Council as need arises the establishment of ad hoc committees to consider specific curricular problems. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to the Faculty Council at its regular May meeting an annual report of its activities.

### **FACULTY-STUDENT DISCIPLINARY COMMITTEE**

The Faculty-Student Disciplinary Committee consists of seven members as provided in the Bylaws of the Board of Trustees (Sec. 15.3, Par. g): The faculty-student disciplinary committee shall consist of three faculty and three student members plus a chairperson. The faculty members shall be selected by a lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status and the student members shall be selected by a lot from a panel of six elected annually in a election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel, or both are not elected, the president shall have the duty to select the panel or panels which have not been elected. No member of the committee shall serve more than two consecutive terms. The chairperson of the committee shall be selected by the committee from among the remaining members of the panel and shall have the power to vote in case of a tie. A quorum shall consist of at least two students and two faculty members. Persons who are to be participants in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any other person having a direct interest in the outcome of the hearing shall be

disqualified from serving on the hearing panel. A lawyer from the general counsel's office of the board may be present to act as legal advisor to the committee. The duties and procedures of the committee are further described in other paragraphs of this section of the bylaws. It shall submit an annual report to the Faculty Council at its regular May meeting.

#### **COMMITTEE ON GRADUATE ADMISSIONS AND STANDARDS**

The Committee on Graduate Admissions and Standards shall consist of five members of the faculty. It shall have power to formulate policies with respect to standards, admissions, scholastic requirements and academic standing, including retention standards, size of programs, excessive absences, dropping of courses by students, absences from final examinations and reexamination, residence requirements, leaves of absence, readmission of students dropped for poor scholarship, change of grade, maximum extension of time for the completion of entrance conditions and requirements for degrees, honors in the Graduate Division and appeals from the decisions of the administrative officers in these areas. It shall interpret faculty policies with respect to the standing of students. The committee shall submit all major policy formulations to the Faculty Council for approval before the implementation of such policies. It shall submit to the Faculty Council at its regular April meeting an annual report of its activities.

#### **COMMITTEE ON GRADUATE CURRICULUM AND DEGREE REQUIREMENTS**

The Committee on Graduate Curriculum and Degree Requirements shall consist of five members of the faculty and one matriculated student in the graduate division. It shall have the power to formulate and recommend to the Faculty Council general educational policy concerning the review and reevaluation of graduate curricula. It shall have the power to make recommendations concerning the admission of departments to the Graduate Division, the general structure of the curriculum including courses of study, requirements for graduation, course offerings, comprehensive examinations and theses, and counseling in the Graduate Division. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to Faculty Council at its regular May meeting an annual report of its activities.

#### **COMMITTEE ON HONORARY DEGREES**

The Committee on Honorary Degrees shall consist of four members of the faculty and one student. It may make recommendations to the President and shall consider the President's nominee(s) for an honorary degree from Brooklyn College and shall submit to Faculty Council the name(s) of any such nominee(s) whom it wishes to recommend for an honorary degree. The committee shall be guided in its deliberations and procedures by the relevant directives of the Board of Trustees and of the Council of Presidents.

#### **COMMITTEE ON HONORS, CITATIONS AND AWARDS**

The Committee on Honors, Citations and Awards shall consist of four members of the faculty. It shall formulate policies governing the awarding of college honors (not otherwise provided for) to students and alumni. It shall formulate policies governing nomination of students and alumni for awards in those cases where the responsibility devolves upon the faculty. It shall select recipients of honors and awards in such cases, determining the monetary award whenever necessary. It shall be responsible for the selection of alumni to be honored by the college for distinguished achievement. It shall be empowered to prepare citations and letters for appropriate occasions, reporting such actions as items of information to the Faculty Council. It shall also be charged with responsibility for recognizing honor societies and for approving their bylaws. The

committee shall submit all major policy formulations to the Faculty Council before the implementations of such policies. It shall submit to the Faculty Council at its regular May meeting an annual report of its activities.

### **COMMITTEE ON INTERCOLLEGIATE ATHLETICS**

The Committee on Intercollegiate Athletics shall consist of four members of the faculty. This committee shall screen the registration records and transcripts of all students participating in intercollegiate athletics in order to ascertain academic eligibility to participate in intercollegiate athletics according to the academic eligibility guidelines and standards approved by Faculty Council. The committee shall develop any additional guidelines and standards that it deems necessary and present these for approval to Faculty Council. It shall also ensure that these student athletes are apprised of the appropriate support services available on campus. It shall declare students who do not satisfy the guidelines ineligible to participate in intercollegiate athletics; and it shall consider student appeals to regain eligibility. The committee shall consult with the Faculty Athletics Representative and the Assistant Athletics Director for Compliance. It shall present an annual report to Faculty Council at the May meeting. (Created 1990) (Revised 2001)

### **COMMITTEE ON THE LIBRARY**

The Committee on the Library shall consist of four members of the faculty and one student. It shall have power to formulate policy in those matters which relate to the effectiveness of the Library in furthering the educational aims of the college. It shall evaluate in cooperation with the Library Department the services of the Library. The committee shall also act as an advisory body to the Chairman of the Library Department. The committee shall submit all major policy formulations to the Faculty Council for approval before their implementation. It shall submit to the Faculty Council at the regular March meeting an annual report of its activities.

### **COMMITTEE ON MASTER PLANNING, EDUCATIONAL POLICY & BUDGET**

The Committee on Master Planning, Educational Policy and Budget shall consist of six members of the faculty and one student. It shall be charged with identifying current and emerging needs in all areas within the jurisdiction of the faculty and with making appropriate recommendations. In addition, the committee shall consider the budgetary policy of the college, particularly in effect of budgetary decisions on the academic program. The committee shall exercise an advisory role in the formation of the fiscal policy of the college and shall keep the Faculty Council informed on all developments in this area. The committee shall consult with all student, faculty, and administrative agencies pertinent to its duties and shall have access to all relevant documentations. It shall submit to the Faculty Council reports and recommendations appropriate to its charge, including an annual report in May.

### **COMMITTEE ON RESEARCH**

The Committee on Research shall consist of four members of the faculty. It shall review college policy concerning funded institutional research and shall be consulted in the formation of such policy. It shall uphold the interests of the faculty in relation to the college administration and the Research Foundation of CUNY. It shall access to all information needed to carry out its charge. It shall submit recommendations to Faculty Council whenever appropriate, and shall submit an annual report in May.

## **COMMITTEE ON THE REVIEW OF PROGRAMS**

The Committee on Review of Programs shall consist of four members of the faculty. It shall perform the following functions with regard to inter-departmental and extra-departmental programs: [1] each November it shall receive from the director(s) of each such program, on the Committee's request, a brief summary of the program's curricular and enrollment status for the previous academic year; [2] if a program is inactive for three consecutive years or if the program's director(s) recommend, the Committee on Review of Programs may recommend to Faculty Council that the program be terminated; [3] the committee shall receive from each program at least once every seven years, on request from and in a format to be determined by the Committee, a curricular and programmatic self-study, after consideration of which the Committee will recommend to Faculty Council that the program be continued, continued provisionally, or terminated. The Committee shall also review each new departmental program three years after its implementation and shall recommend to Faculty Council that the program be continued; or be continued for a specific period, after which it will be reviewed again; or it be discontinued. The Committee shall submit to Faculty Council in April an annual report of its activities. (Committee created December 13, 1988.)

## **COMMITTEE ON REVIEW OF STUDENT RECORDS**

The Committee on Review of Student Records shall consist of four members of the faculty. Its function shall be to assure Faculty Council that student academic records are complete, accurate, and in conformity with college regulations. The committee shall have access to any information necessary to determine the efficiency and integrity of the Office of the Registrar, the Computer Center, the Academic Advisement Center, the Schools, and the Departments in recording grades, grade changes and all other academic decisions, and in certifying records for the granting of degrees. The committee shall report to Faculty Council prior to any vote on earned degrees. It shall submit an annual report in May and any other report that it deems useful.

## **STEERING COMMITTEE**

The Steering Committee consists of five members of Faculty Council as provided in Article III of the Faculty Council Bylaws. These bylaws define the duties of the Steering Committee as follows: The Steering Committee shall form the agenda and plan the orderly conduct of business for the meetings of Faculty Council, coordinate the operation of committees, supervise the implementation of Faculty Council directives, alert Faculty Council to matters requiring its attention, advise the President and members of the administration on all matters of interest to the faculty of the college, establish and maintain active liaison with other governance bodies of the college, and, on its own authority, call a special session of Faculty Council.

These bylaws also provide for the Steering Committee to act as the Executive Committee of Faculty Council in certain specified ways.

REVISED:     05/10/83  
                  10/16/84 (Campus Planning)  
                  11/13/84 (Honors, Citations & Awards)  
                  02/01/87  
                  05/29/87 (Corrected)  
                  01/19/89 (Committee on Review of Programs)  
                  05/08/90 (Comm's. on Computer Utilization & Educational Technology merged)

04/16/91 (Changed number of members on many committees and wrote new charge for Committee of Seven)  
05/21/91 (Renamed Committee of Seven to Committee on College Integrity)  
09/01/92 (Intercollegiate Athletics rendered inactive)  
05/11/93 (Added one member to Review of Student Records)  
05/17/95 (Returned Intercollegiate Athletics to active status)  
Fall 2001 (Committee on Master Planning went to six members)  
Fall 2004 (Committee on Academic Integrity was added)  
Fall 2005 (Committee on CORE was revised)  
Fall 2005 (Committee on College Integrity was renamed to College Integrity and Academic Freedom also member changed from three to five)  
May 11, 2010 – (Renamed Committee on Basic Skills to Academic Foundations)

Revised 05/11/2010