

Department Meeting

Room 1A11

12 May, 2011 at 12:30pm

I. Approval of Minutes: April 12, 2011

II. Remembering Prof. Adams

III. New Business

- A. Department elections
 - P&B (Current: Amrhein, Buxenbaum, Como, Gillespie & Smith - Replacement for Como)
 - College Curriculum Committee (Current: Buxenbaum – Replacement Needed)
 - Faculty Senate (Current: Corkery and Marion at end of 2yr term)
- B. Reassigned Time Proposals and Dept. P&B
- C. Faculty/CLT Reappointment Deadline
 - T. Marion and E. Metcalf – 2nd Reappointment
 - T. Corkery – 3rd Reappointment
 - S. Gillespie – 4th Reappointment
 - G. Belcon – 2nd Reappointment
 - J. Morales - 4th Reappointment
 - 1. August 29 - 5:00 pm: Submission to Department Chair/P&B Committee:
Reappointment Applications, including Expanded CVs and
Memorandum of Evaluation, or Portfolios, or CLT Evaluation.
- D. Coordinator Accountability for Scheduling (Winter/Spring 2012)
 - Due to Chair by Monday, May 23, 2011
- E. Faculty Workloads - 3 year cycle to zero out
- F. Timely Grade Submissions
- G. 2010 Faculty Scholarship and Creative Activity Collection
- H. Fall Advisement Schedules
- I. Honor Recognition Ceremony and Commencement
- J. Academic Commons – Michael Smith

IV. OLD BUSINESS

V. ANNOUNCEMENTS

- A. **Past Events:**
 - YC MUSIC CLUB ANNUAL DANCE: HPE Building (04/29/2011) – Tom Zlabinger
 - YORKJAM '11 A Celebration of NYC HS Jazz Ensembles: AC 3D01 (04/30/2011) – Tom Zlabinger
 - KOREA 21: Illinois Jacquet Performance Space (05/02/2011) – Tom Zlabinger
 - YC FINE ARTS *STUDENT JURIED EXHIBITION*: FA Gallery (May 10, 2011)

- YC THEATRE ARTS *CHARLIE VICTOR ROMEO* By Bob Berger, Patrick Daniels and Irving Gregory: PAC Little Theatre (05/06 – 05/15/2011) – Directed by Tom Marion

B. Up-and-coming Events

- YC GOSPEL CHORUS @ *CUNY CHORAL FESTIVAL*: ATRIUM (05/15/2011) – Jonathan Quash
- YC BIG BAND SPRING CONCERT: PAC (05/18/2011) – Tom Zlabinger
- *BUDO*- TA490 Independent Project (produced in partial fulfillment of Theatre Arts major). Written and Directed by Antonio Devers. (May 19, 2011 at 4 pm) Illinois Jacquet Performance Space. Free Admission.
- THE LAST DAYS OF *JUDAS ISCARIOT*: Presented by the York College Drama Club (May 19 at 12 pm & 7 pm, May 20, 2011 @ 8 pm) Little Theatre. Free Admission.
- YC BLUE NOTES SPRING CONCERT: PAC (05/21/2011) – Tom Zlabinger

VI. Minutes for this meeting: Sarah-Kate Gillespie

VII. Next Meeting: Tentative 15 September, 2011 from 12:30-2:00pm (1A11)
Minutes - Tom Zlabinger

VIII. Adjournment

**York College, CUNY
Department of Performing & Fine Arts
Departmental Meeting Minutes, April 12, 2011**

- I. Professor Amrhein called the meeting to order at 12:40 PM.
- II. Present: Amrhein (deputy chair), (M) Adams, Awai, Belcon, Buxenbaum, Como, Corkery, Dixon, Ernst, Fredericks, Gillespie, Heywood, Jones, Marion, Meroni, Metcalf, Morales, Phelps, Quash, Robinson, Smith, Zablinger, & Dean Meleties.

Absent: (K.) Adams, medical leave.
- III. Previous minutes of December 9, 2010 were approved.
- IV. Election of new chair to fill remaining term of Professor Ken Adams.

Everyone present expressed concern for Professor Adams' health. There was a unanimous desire to express thanks to Professor Adams for his more than five years of service as the Chair of the Department.

Professor Tim Amrhein was nominated and elected by acclamation.
- V. Election of new member of Department Personnel & Budget Committee to fill remaining term of Professor Ken Adams.

Nina Buxenbaum was nominated and elected by acclamation.
- VI. New Business:
 - A. The departure of VP Jerry Posman and the retirement of Phil Simpkin were announced.
 - B. Dean Meleties was asked to provide an update on current budget matters.
His briefing described an ongoing effort to reassess the impact of Governor Como's budget passed on the 1st of April. The administration expects to face cuts that will run between 2% and 4% of the operating budget for the College. The effect will be to require "streamlining scheduling." This was described as insuring that rooms are filled to capacity and that class sizes are increased. The early retirement program instituted to soften the budget decrease had an unintended effect. Few faculty took advantage of the program but large numbers of Buildings & Grounds employees did. New hiring will adhere to the following priorities: faculty, counselors, buildings and grounds personnel. Security and building engineers are excluded from this prioritization. Hiring of new faculty may involve deferring employment starts for a full semester. Professor Buxenbaum made an explicit appeal to Dean Meleties to hire a replacement for retiring Professor Simpkin stating that to not do so would jeopardize the art program.
 - C. Search updates presented by Professors Metcalf and Amrhein deferred to the previous statements by the Dean, concluding that no clear picture of when or if candidates applying for lecturer positions in the

speech and theatre programs would be extended offers of employment. Professor Como stated that the Dean had presented so many variables upon which these decisions would hinge that it wasn't possible to forecast when we could expect some concrete answers about hiring for these ongoing searches.

- D. Professor Amrhein drew notice to new policies governing the filing of multiple position forms for faculty. These policies specifically prohibit the simultaneous acceptance of outside funding when using release time.
- E. Faculty were reminded to provide observation schedules as soon as possible. Professor Smith suggested that these notifications could be mailed electronically.
- F. Professor Zablinger brought forward two new changes to the curriculums in the Speech/Theatre and Fine Arts programs. The change to the Speech/Theatre program was approved. The change in the Fine Arts program was deferred in favor of further amendments.
- G. Other items on the agenda were skipped to jump to....

VII. Old Business:

- A. An update on the General Education proposal was offered by Professors Corkery, Smith and Amrhein. Their description of the lack of progress on the proposal suggested that any Departmental action would be deferred.

VIII. Announcements:

- A. Professor Amrhein recognized a host of events sponsored by the Department and thanked the individuals involved for their efforts. These included:
 - Mark Adams and Jonathan Quash, for their record release concert – *The Q. and A. Project* - held in the Little Theatre on March 25, 2011.
 - Tom Zablinger for his performance with *Macroscopia* in the Jazz Chapel on March 28, 2011 as well as the ongoing presentations in the Jazz Chapel film series.
 - The staff (inclusive of director Amrhein) responsible for the production of *All in the Timing*, written by David Ives between March 18 and March 22, 2011.
 - Jessica Morales for her work on the dance production, *Red Shoes, Mix It Up* on March 7, 2011.
 - Jennifer Formica for her ongoing exhibit, *Microscopic Nature*, that concludes on May 6, 2011.
 - Jonathan Quash for his direction of the YC Gospel Spring Concert held on March 4, 2011.
- B. A list of the Department's Upcoming Events was noted:
 - YC Fine Arts Juried Exhibition – TBA
 - YC Music Club Annual Dance: HPE Building, April 29, 2011, Zablinger
 - YorkJam '11 A Celebration of NYC HS Jazz Ensembles*: AC 3D01, April 30, 2011, Zablinger
 - YC Theatre Arts, *Charlie Victor Romeo*, written by Bob Berger, Patrick Daniels and Irving Gregory, Little Theatre, April 6 – 15, 2011, Marion

- YC Gospel Chorus, CUNY Choral Festival: Atrium, May 15, 2011, Quash
- YC Blue Notes Spring Concert: PAC, May 21, 2011, Zablinger
- YC Big Band Spring Concert: PAC, May 18, 2011, Zablinger

IX. The meeting was adjourned.

Minutes submitted by Eric Metcalf

Saint Luke's Episcopal Church, 85 Greenway South, Forest Hills Just west of Ascan Avenue at the corner of Harrow Street. The nearest major intersection is Ascan Avenue and Greenway South.

Subway
Take the E, F, R or V train to 71st Avenue / Continental Avenue subway station. Walk south on Continental Avenue. Go under LIHR overpass and continue straight on Continental Avenue. Turn left on Harrow Street. The Church is straight ahead of you, just where Harrow Street turns sharply left and intersects with Greenway South.

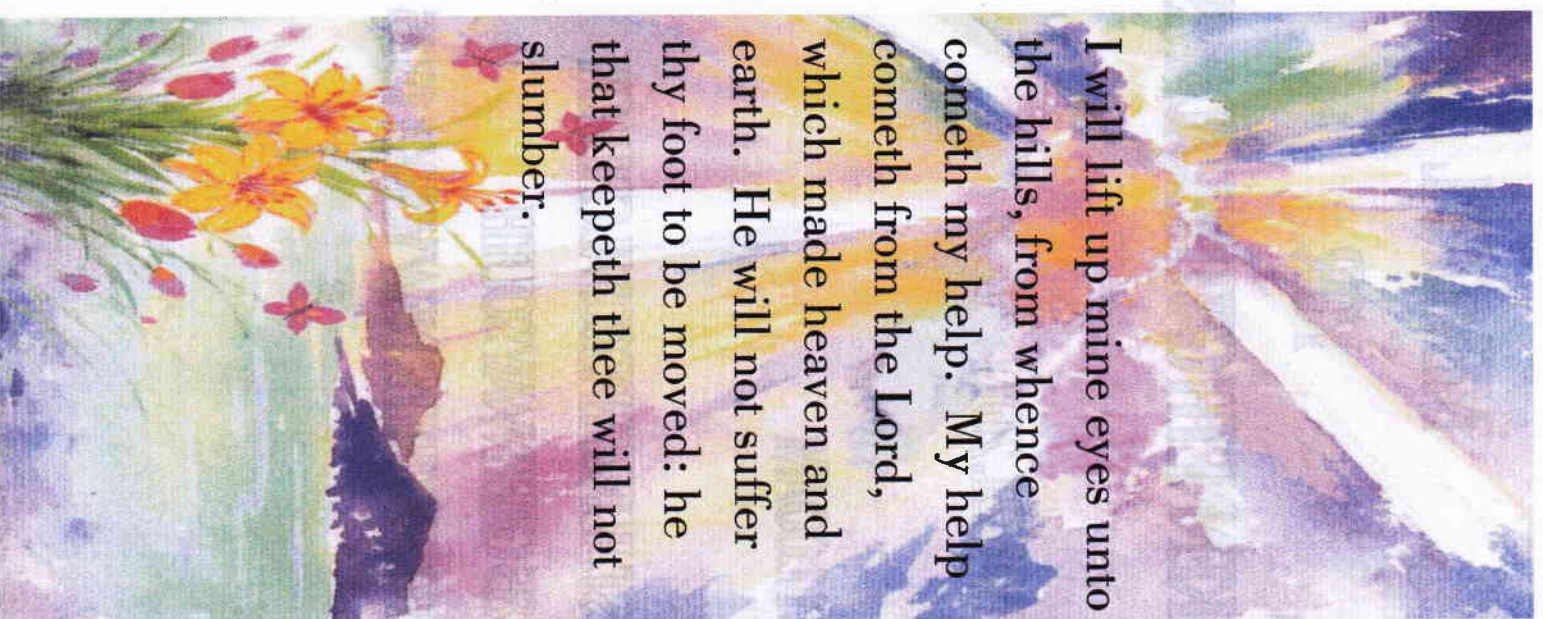
Long Island Railroad, Forest Hills Station
Go south on Continental Avenue (the street that goes under the LIHR overpass), heading away from Queens Blvd Turn left on Harrow Street. The Church is straight ahead of you, just where Harrow Street turns sharply left and intersects with Greenway South.

Auto
From East - take Grand Central Parkway to Jackie Robinson Parkway (formerly Interboro Parkway). Take Exit 6 to Metropolitan Avenue west. At second traffic light (Fox Funeral Home), turn right onto Ascan Avenue. At first light turn left onto Greenway South. Church is third building on your left, at Harrow Street.

From West - take Queens Boulevard east. Watch for Ascan Avenue exit to service road. Turn right onto Ascan. Go under LIHR overpass. Turn right onto Greenway South. Church is third building on your left, at Harrow Street.

NOTE: The streets of Forest Hills Gardens are private. To avoid booting charges, please pick up & park in the church vestibule and place it in the inside dashboard (driver's side) of your car.

I will lift up mine eyes unto
the hills, from whence
cometh my help. My help
cometh from the Lord,
which made heaven and
earth. He will not suffer
thy foot to be moved: he
that keepeth thee will not
slumber.



MEMORIAL

FOR

KENNETH GAITHER ADAMS

MAY 21, 2011

11:00 AM

ST. LUKE'S EPISCOPAL CHURCH

85 GREENWAY SOUTH

FOREST HILLS, NEW YORK 11375

MUSICIAN

TEACHER

DEADDER

MAN OF INTEGRITY

PAID IT FORWARD



Behold,

he that keepeth Israel

shall neither slumber

nor sleep...

-Psalms 121

Instruments for Existing Faculty Following the Five-Year Tenure Clock

Appointment	Instrument	Years of Service
• All before Fifth Reappointment	Reappointment Application	Various
• Fifth Reappointment (tenure)	Portfolio	5

Instruments for Existing Faculty Following the Seven-Year Tenure Clock

Appointment	Instrument	Years of Service
• Initial appointment	Resume and application	0
• First reappointment	Reappointment Application	1
• Second Reappointment	Reappointment Application	2
• Third Reappointment	Portfolio	3
• Fourth Reappointment	Reappointment Application	4
• Fifth Reappointment	Reappointment Application	5
• Sixth Reappointment	Reappointment Application	6
• Seventh Reappointment (tenure)	Portfolio	7

Instruments for New Faculty (following the Seven-Year Tenure Clock)

Appointment	Instrument	Years of Service
• Initial appointment	Resume and application	0
• First reappointment	Reappointment Application	1
• Second Reappointment	Reappointment Application	2
• Third Reappointment	Portfolio	3
• Fourth Reappointment	Reappointment Application	4
• Fifth Reappointment	Reappointment Application	5
• Sixth Reappointment	Reappointment Application	6
• Seventh Reappointment (tenure)	Portfolio	7

Instruments for Instructors /Lecturers (Five-year Clock)

Appointment	Instrument	Years of Service
• Initial appointment	Resume and application	0
• First reappointment	Reappointment Application	1
• Second Reappointment	Reappointment Application	2
• Third Reappointment	Portfolio	3
• Fourth Reappointment	Reappointment Application	4
• Fifth Reappointment	Portfolio	5

Instruments for College Laboratory Technicians (Five-year Clock)

Appointment	Instrument	Years of Service
• Initial appointment	Resume and application	0
• First reappointment	CLT Evaluation	1
• Second Reappointment	CLT Evaluation	2
• Third Reappointment	CLT Evaluation	3
• Fourth Reappointment	CLT Evaluation	4
• Fifth Reappointment	CLT Evaluation	5

3.6.2 Reappointment Application

The Reappointment Application will become the alternate instrument to the Portfolio. However, departments are free to require the preparation of Portfolios for internal departmental purposes.

The Reappointment Application will comprise the following:

1. A Candidate's Letter of up to two pages, addressed to the President.

The Letter shall address four questions:

What was the nature and value/scope of the teaching, scholarship/creative work, and service during the year under review?

The Letters for Instructors and Lecturers shall focus on teaching and service.

What was new or different in the relevant areas (teaching, scholarship, and service) between the year under review and the previous year?

What is contemplated in the relevant areas for the forthcoming year?

How have the experiences over the past year led to plans for improving or facilitating teaching and learning in future years?

2. An Expanded Curriculum Vita.

3. The Memorandum of Evaluation.




YORK COLLEGE

The City University of New York

MEMORANDUM

TO: Department Chairs and Program Directors

FROM: P. Meleties, Ph.D. 
Dean of the School of Arts and Sciences

DATE: April 15, 2011

SUBJECT: Course Scheduling Winter 2012 and Spring 2012
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At the recommendation of the Chair's Enrollment Committee please submit your department's or program's course schedule for the **Winter 2012** and **Spring 2012** to the Office of Academic Affairs (Dean P. Meleties) **by Friday May 27, 2011**. The submitted tentative schedule will be reviewed, discussed and approved by the OAA. The approved schedule will be forwarded to the Office of the Registrar by **July 1, 2011** for processing. The Office of the Registrar will process the schedule by **October 1, 2011**. Department chairs and program directors will have the opportunity to proof read and review the processed schedule for accuracy beginning **October 7, 2011** with a return due date of **October 14, 2011**. The Office of the Registrar will update and edit the schedule as needed by **October 21, 2011**. The updated Winter 2012 and Spring 2012 schedules will be published by **November 1, 2011**.

In preparing, proofreading and reviewing your course schedule please observe the following recommendations and guidelines of the Chair's Enrollment Committee:

- 1) Keep in mind the goals of the College to increase the number of evening, weekend and WEB course offerings.
- 2) **Do not** schedule more sections than the number of sections offered during the previous corresponding term winter 2011 and spring 2011. The OAA will strictly enforce this requirement in order to avoid extensive course cancellations and inconvenience of faculty and students.
- 3) Full time Faculty of **professorial** ranks have to be scheduled to teach 21 class contact hours during the academic year.
- 4) Full time faculty of **lecturer** or **instructor** ranks have to be scheduled to teach 27 class contact hours during the academic year.
- 5) **Substitute** faculty have to teach 3 more class contact hours than the corresponding tenure track ranks (21+3 for professorial ranks, 27 + 3 for lecturers and instructors).
- 6) Consult with the OAA to make sure that all faculty are in compliance. Faculty (full time) completing their 3-year cycle must be at a 0-balance at the end of the Spring 2012 term.
- 7) **Adjunct faculty** can teach up to 9 class contact hours at York and one course (up to 6 hours) in another CUNY unit or vice versa.
- 8) **Adjunct faculty** teaching more than 6 class contact hours are entitled to an additional professional hour to be used as office hour or for faculty development etc.

- 9) **Full time faculty can have adjunct teaching or non teaching assignments** up to the equivalent of 8 class contact hours per academic year, or 4-class contact hours per term. They also can have additional adjunct assignments up to the equivalent of 6-class contact hours during the winter session, during the weekend or for online degree programs.
- 10) **Non tenured full time faculty using their PSC scholarship time are not eligible for adjunct assignments during the terms(first 5 years) they receive their scholarship reassigned time.**
- 11) Schedule faculty (full time or adjunct) for a reasonable number of class contact hours/day. Excessive teaching assignments of more than 4-5 hours/day should be avoided.
- 12) When possible avoid scheduling untenured first year (began their service Spring 2011 or Fall 2011) faculty on Fridays. Fridays are used for faculty development and orientation workshops.
- 13) The **maximum** class size limit will be 55. No compensation for students beyond 55 (Jumbo) will be given.
- 14) Writing Intensive courses have a class size limit of 25.
- 15) WEB courses have a class size limit of 22.
- 16) Lab courses have a class limit equal to number of students accommodated by the available lab space.
- 17) In order to maximize the use of space avoid scheduling classes with 1.5hour patterns.
- 18) Include the required breaks for every classroom period.
- 19) Use the scheduling grid (attached).
- 20) Submit all information that is required on the scheduling grid.
- 21) Changes to the schedule processed by the Office of the Registrar will correct discrepancies between the submitted and the processed schedule. Changes in course and section time and dates will not be accepted. Additional sections can be scheduled if justified (most likely during the registration period).

For your convenience please see the following attachments:

- a) Scheduling Forms
- b) Spring 2011 course enrollment
- c) Schedule Grid

Thank you.

C: Ivelaw L. Griffith, Provost and Senior Vice President for Academic Affairs
Michel Hodge, Acting Assistant Vice President, Enrollment Management
Thomas Gibson, Assistant Dean of Student Development
Sharon Davidson, Registrar
Jo-Ann Densen, Associate Registrar

Schedule Grid effective Fall 2010

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50 am	A	L	B	L	B
9:00-9:50 am	A	M	A	L	B
10:00-10:50 am	C	M	D	M	D
11:00-11:50 am	C	N	C	N	D
12:00-12:50 pm	E		F		F
1:00-1:50 pm	E		E		F
2:00-2:50 pm	G	P	H	P	H
3:00-3:50 pm	G	Q	G	Q	H
4:00-4:50 pm	J	R	K	Q	K
5:00-5:50 pm	J	R	J	R	K
6:00-8:50 pm	S	T	V	W	X
9:00-11:50 pm	SS	TT	VV	WW	XX
Sat 9:00-11:50 Y	Sat 12:00-2:50 YY	Sat 3:00-5:50 YYY	Sun 9:00-11:50 Z	Sun 12:00-2:50 ZZ	Sun 3:00-5:50 ZZZ

Microsoft Excel - Fall 2010 Late Grade Rosters for Provost by dept															
File Edit View Insert Format Tools Data Window Help															
Type a question for help															
A7B MATH															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
78	MATH	479	G	23	Lidia	Gonzalez	FT	20-Dec	23-Dec	26-Dec	late	one day	submitted late F'08 - Gonzalez sent		
79															
80	Number of students affected			467											
81															
82															
83	Performing & Fine Arts Department														
84	CT	201	QQR	20	Che-Tsao	Huang	FT	16-Dec	21-Dec	23-Dec	late	two days			
85	CT	360	DCFE	10	Eric	Tyrer	PT	15-Dec	20-Dec	22-Dec	late	two days			
86	CT	385	SSS	10	William	Kane	PT	20-Dec	23-Dec	17-Dec	early				
87	FA	150	PQRR	15	Phillips	Simkin	FT	21-Dec	28-Dec	17-Dec	early				
88	FA	151	SSS	13	Nina	Buxenbaum	FT	20-Dec	23-Dec	17-Dec	early				
89	FA	155	GGJJ	20	Lance	Paladino	PT	20-Dec	23-Dec	27-Dec	late	one day			
90	FA	155	PQRR	20	Dustin	Klare	PT	21-Dec	28-Dec	15-Dec	early				
91	FA	155	TTT	14	Nicole	Awai	PT	21-Dec	28-Dec	18-Dec	early				
92	FA	253	ACCE	18	Lance	Paladino	PT	20-Dec	23-Dec	27-Dec	late	one day			
93	FA	258	PQRR	16	Lisa	Mackie	PT	21-Dec	28-Dec	17-Dec	early				
94	FA	264	EGGJ	16	Nina	Buxenbaum	FT	20-Dec	23-Dec	17-Dec	early				
95	FA	274	VVV	3	Jeffrey	Price	PT	15-Dec	20-Dec	21-Dec	late	one day			
96	FA	374	VVV	5	Jeffrey	Price	PT	15-Dec	20-Dec	21-Dec	late	one day			
97	FA	381	WWW	11	Clifford	Owens	PT	16-Dec	21-Dec	28-Dec	late	three days			
98	FA	381	YY	11	Clifford	Owens	PT	15-Dec	20-Dec	28-Dec	late	four days			
99	FA	465	TBA	1	Michael	Smith	FT	No final	28-Dec	5-Jan	late	five days	submitted late F'08, Sp'10		
100	MUS	101	MNSK	28	Sandra	Billingslea	PT	16-Dec	21-Dec	22-Dec	late	one day	submitted late F'09, Sp'10		
101	MUS	101	QRSK	18	Sandra	Billingslea	PT	16-Dec	21-Dec	22-Dec	late	one day	submitted late F'09, Sp'10		
102	MUS	110	EFF	33	David	Ernst	FT	20-Dec	23-Dec	15-Dec	early		submitted early Sp'10		
103	MUS	131	TW	10	Jonathan	Quash	PT	21-Dec	28-Dec	16-Dec	early		submitted early Sp'10		
104	MUS	220	AAB	8	David	Ernst	FT	20-Dec	23-Dec	15-Dec	early		submitted early Sp'10		
105	MUS	225	CFE	12	Michael	Espar	PT	15-Dec	20-Dec	22-Dec	late	two days			
106	MUS	225	GKJ	12	Michael	Espar	PT	15-Dec	20-Dec	22-Dec	late	two days			
107	MUS	231	TW	6	Jonathan	Quash	PT	21-Dec	28-Dec	16-Dec	early		submitted early Sp'10		
108	MUS	241	N	2	Yoichi	Uzeki	PT	16-Dec	21-Dec	22-Dec	late	one day			
109	MUS	331	TW	4	Jonathan	Quash	PT	21-Dec	28-Dec	16-Dec	early		submitted early Sp'10		
110	MUS	425	CDD	8	David	Ernst	FT	20-Dec	23-Dec	15-Dec	early		submitted early Sp'10		
111	MUS	431	TW	2	Jonathan	Quash	PT	21-Dec	28-Dec	16-Dec	early		submitted early Sp'10		
112	TA	110	PQQ	27	Timothy	Amrhein	FT	16-Dec	21-Dec	22-Dec	late	one day			
113															
114	Number of students affected			373											
115															
116															
117	Business & Economics Department														
118	BUS	402	T	7	Geng-Wen	Su	FT	21-Dec	28-Dec	17-Dec	early				
119	ECON	103	Y	29	David	Johnson	FT	18-Dec	22-Dec	23-Dec	late	one day	submitted late Sp'08, Sp'09		
FA10_CRSES/															

Detailed Instructions for the 2010 Faculty Scholarship and Creative Activity Collection

This application is intended to facilitate reporting certain types of work first published, produced or performed in the calendar year 2010 by full-time professorial faculty at each CUNY college. The web application is currently available and faculty may begin entering their data today. **The collection will close at 10:00 am on Friday, June 3, 2011.**

The following types of work are to be reported:

- | | |
|--|---|
| <ul style="list-style-type: none">• Book, authored• Book, edited• Book Chapter• Book, introduction, preface etc.• Conference Presentation - published as proceedings• Conference Presentation, other• Journal Article, peer-reviewed• Journal Article, other• Newspaper/Magazine Article | <ul style="list-style-type: none">• Lecture (Invited)• Art Exhibit Curated• Art Exhibited (juried show)• Direction/Choreography/Dramaturgy/Design (dance, theater, film)• Performance (music, dance, theater)• Music Composition Published/Performed• Play Produced/Performed• Review/Commentary (including Blogging)• Patent• Other |
|--|---|

The application is the same as the one used last year. Below are some reminders:

- Users log in only once, to their CUNY Portal account. No additional log in is required.
- Faculty may report on a broad set of scholarship/activity. The instructions on the web application also indicate what types of activity should not be reported.
- Professorial faculty who were active in spring 2010 and fall 2010 are required to report their scholarship. All other faculty/administrators may report but are not required to do so.
- There are three types of reports available.
 - View Entries report (listing of entries submitted to date)
 - Faculty Not Yet Reporting report (to help Department Chairs and Provosts follow up with faculty to encourage reporting)
 - Summary report (provides counts of entries including the number of faculty reporting)
 - OIRA can provide a complete offload of the faculty scholarship database upon request to Mark Casazza (mark.casazza@mail.cuny.edu).

The application is available to all full-time faculty and staff to report their scholarship and creative activity for 2010. Users will log into their CUNY Portal Account as faculty/staff. On their "My Page" page, faculty and staff users will see a link in the box labeled *SSO Applications for Faculty and Staff*. Click on the link: **Faculty Scholarship** to bring up the application. Instructions are available at the top of the page.

Separate entries are required for each piece of scholarship/creative activity. Users begin by selecting the college and then the department to which they are appointed. Then, the faculty member should find his/her name in the faculty drop-down list. A faculty member whose name is not listed can type in his/her name in the available space. It is important that entries are categorized appropriately. Full citations are required for this collection. The format of the citation should follow the standard for the faculty member's discipline. Each citation must include the year first published, produced, performed (only 2010 entries are acceptable).

Faculty may designate anyone with a Faculty/Staff CUNY Portal account to report on their behalf. For example, at some colleges, support staff for a given department may be charged with entering scholarship/creative activity for the faculty members of that department (usually working from faculty CV's). Please make sure that all faculty and staff who will be entering the information into the web application have a copy of this email.

Full-time professorial faculty members who were active in both the spring and fall of 2010 (2010 Calendar Year) are designated as “mandatory” which means they must report their scholarship/activity, or designate that they have nothing to report this year by checking the box at the bottom of the Entries page. Full-time professorial faculty who were active one semester, but not both, and other kinds of full-time faculty may report their scholarship though they are not required to do so. Any faculty (or staff) member who wishes to report scholarship/creative activity whose name does not appear in the drop-down list may add their name in the appropriate box and report their work. Any names added manually are, by definition, considered “optional” reporters. Please note that the required/optional designations are based on data available from the CUNYfirst system at the time the list was generated in early 2011.

Questions about the web application or the template should be directed to Cheryl Littman, Asst. Dean for Institutional Research (cheryl.littman@mail.cuny.edu).

Academic Advisement & Registration Schedule by Department

Summer and Fall 2011

Instruction: List faculty by Day and Hour; **In the Academic Core Atrium**

Department: Performing and Fine Arts

Date: 17 April, 2011

	Friday	Monday	Tuesday	Wednesday	Thursday
	August 19	August 22	August 23 Class Cancellation	August 24	August 25
Time	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name
8:00 – 8:50 am	T. Corkery	T. Amrhein	T. Marion	D. Ernst	T. Amrhein
9:00 – 9:50 am	T. Corkery	T. Amrhein	T. Marion	D. Ernst	T. Amrhein
10:00- 10:50 am	T. Corkery	T. Amrhein	T. Marion	D. Ernst	T. Amrhein
11:00 – 11:50 am	T. Corkery	T. Amrhein	T. Marion	D. Ernst	T. Amrhein
12:00- 12:50 pm	T. Corkery	T. Amrhein	T. Marion	D. Ernst	T. Amrhein
1:00 – 1:50 pm	E. Metcalf	M.Smith	T. Corkery	T. Zlabiner	M. Smith
2:00 – 2:50 pm	E. Metcalf	M.Smith	T. Corkery	T. Zlabiner	M. Smith
3:00 – 3:50 pm	E. Metcalf	M.Smith	T. Corkery	T. Zlabiner	M. Smith
4:00 – 4:50 pm	E. Metcalf	M.Smith	T. Corkery	T. Zlabiner	M. Smith
5:00 – 5:50 pm	E. Metcalf	M.Smith	T. Corkery	T. Zlabiner	M. Smith

Academic Advisement & Late Registration and Change of Program Schedule by Department
Summer and Fall 2011

Instruction: List faculty by Day and Hour; **In faculty offices or other designated Department Areas**

Department: Performing and Fine Arts

Date: 17 April, 2011

	Friday	Monday	Tuesday	Wednesday	Thursday
	August 26 First Day of Classes Late registration	August 29 Late Registration	August 30 Late Registration	August 31 Late Registration	September 1
Time	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name
8:00 – 8:50 am					Not Applicable
9:00 – 9:50 am	S. Gillespie (1A12)	T. Zlabinger (1B11)	T. Amrhein (1A12)	T. Marion (AT 105)	Not Applicable
10:00- 10:50 am	S. Gillespie (1A12)	T. Zlabinger (1B11)	T. Amrhein (1A12)	T. Marion (AT 105)	Not Applicable
11:00 – 11:50 am	S. Gillespie (1A12)	T. Zlabinger (1B11)	T. Amrhein (1A12)	T. Marion (AT 105)	Not Applicable
12:00- 12:50 pm	S. Gillespie (1A12)	T. Zlabinger (1B11)	Club & Meeting Hours	T. Marion (AT 105)	Club & Meeting Hours
1:00 – 1:50 pm	T. Marion (AT 105)	M. Smith (4G04D)		E. Metcalf (1B10)	
2:00 – 2:50 pm	T. Marion (AT 105)	M. Smith (4G04D)	T. Zlabinger (1B11)	E. Metcalf (1B10)	Not Applicable
3:00 – 3:50 pm	T. Marion (AT 105)	M. Smith (4G04D)	T. Zlabinger (1B11)	E. Metcalf (1B10)	Not Applicable
4:00 – 4:50 pm	T. Marion (AT 105)	M. Smith (4G04D)	T. Zlabinger (1B11)	E. Metcalf (1B10)	Not Applicable
5:00 – 5:50 pm	T. Marion (AT 105)	M. Smith (4G04D)	T. Zlabinger (1B11)	E. Metcalf (1B10)	Not Applicable

Office of the Provost

April 15, 2011

Dear Colleague:

As we fast approach the end of the semester, not only are you and other faculty members planning for final exams and related matters, but the College is preparing for our annual celebratory send-off of hundreds of graduating seniors.

That send-off—Commencement—is scheduled for Friday, June 3rd on the lawn of the HPE Complex. I would like to invite you to participate in it; to have you witness the culmination of the educational journeys of over 900 students, journeys in which you have played critical roles.

An additional highlight of the Commencement will be the Commencement Address, to be delivered by Aprille Ericson, Aerospace Engineer at National Aeronautics and Space Administration (NASA). See her bio at <http://www.york.cuny.edu/commencement>.

In order to enable the ceremony to begin promptly at 9:00 am, please assemble in the Gym at 7:45 am. The Processional will begin at 8:15 am. As is traditional with Commencements, I encourage you to wear your academic regalia. If you do not have your own regalia and wish to rent some for the event please act now; the deadline is May 6. For more details, visit <http://www.york.cuny.edu/commencement/faculty>

As you also know, we traditionally hold the Honors Award Ceremony a few days before Commencement. This year the Honors event will be held on Wednesday, June 1st at 6:30 pm. in the Performing Arts Center.
http://www.york.cuny.edu/commencement/copy_of_honors-recognition-ceremony

I look forward to seeing you at these two signally important events as we celebrate with our students and their families and friends.

Sincerely,

A handwritten signature in black ink, appearing to read "Ivelaw Lloyd Griffith". The signature is fluid and cursive, with the first name "Ivelaw" being more prominent and the last name "Griffith" following in a similar style.

Ivelaw Lloyd Griffith, Ph.D.
Provost and Senior Vice President for Academic Affairs

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