Cornell Prison Education Program Advisory Board

Meeting

Thursday November 21, 2024

2:30-4 PM

In person Kennedy Hall 209

By Zoom Meeting ID 942 4260 1649

AGENDA

1. Welcome and brief remarks (Judy)
2. Old business
	1. Approval of the minutes of April 9, 2024 (posted on the portal) and September 27, 2024 (attached)
	2. Endorsement of Annual Report of the Executive Director, presented 9/27/24. Vote
3. Vacancy on Board- formerly incarcerated student. Vote. (nominee list attached)
4. Seeking volunteers for permanent committees- descriptions in bylaws (below)
	1. Nominations
	2. Curriculum
5. Update on recent campus visit by the DOCCS Commissioner- Mary Katzenstein
6. Update on November CPEP events in NYC- Rob Scott
7. Update on Oral History Archive Project-Judy (final report, attached)
8. New business (if time)

3:10 PM Part time bachelor’s degree and CPEP: discussion with Dean Mary Loeffelholz

FYI: Committee report from October 2021 (attached, lengthy, but easily scanned for bits relevant to CPEP)

3:30 PM meet and greet with CPEP staff

**Section 2.14 – The Nominations Committee**

1. Membership. The Nominations Committee is a permanent committee of the Board which will consist of three Board Members including two regular members and the Advisory Board Chair. Board Members will serve on the Nominations Committee for a minimum of two years. Terms begin on 1 July.
2. Responsibilities of the Nominations Committee. It is the responsibility of the Nominations Committee to nominate new and continuing individuals to the Advisory Board as well as new and continuing Board Members to the Nominations and Curriculum Committees. All nominations must be reported to the Advisory Board at least one month prior to the meeting in which the Board votes on the nominations forwarded from the Nominations committee.

**Section 2.15 – The Curriculum Committee**

1. Membership. The Curriculum Committee is a permanent committee of the Board which will consist of at least three current members of the Board. Curriculum Committee members will serve for a term of no fewer than two years. Each year, the Curriculum Committee will elect its own chair, with the only constraint being that the chair must be a tenured faculty member who has taught at least one CPEP class. Terms begin on 1 July. The Associate Director for Curriculum is an ad hoc member of the Curriculum Committee. Other non-Board members may serve as non-voting members of the Curriculum Committee as approved by the Board.
2. Responsibilities of the Curriculum Committee. The Curriculum Committee has the responsibility to: i) review and approve all new Cornell rostered courses offered through CPEP prior to the course proposal being forwarded to the appropriate departmental and college curriculum committees, ii) make recommendations to the Board and program staff for broader directions of course offerings and curricular policy, as well as general oversight of the curriculum, and iii) work in consultation with and be informed by the program staff with regard to curricular matters.
3. Meetings of the Curriculum Committee. The Curriculum Committee will meet at least once per semester (not including the summer) in time to approve courses for the following semester. Members of the program staff can call for a meeting of the Curriculum Committee as necessary.