

Meeting Agenda

Academic Senate Committee on Cultural and Archival Resources

Monday, November 12, 2018

12:15 -1:45pm in A-508

- I. Call meeting to order
- II. Member introductions
- III. Review and approve minutes from prior meeting
- IV. Reports from cultural center directors
- V. Chair's report; update from the Academic Senate committee chairs' meeting
- VI. Review CAR Committee Academic Senate bylaws charge:
 - *Serve as a liaison between the QCC Art Gallery, QPAC, KHC and the campus community;*
 - *Report to Academic Senate concerning activities, acquisitions, and facility updates at the QCC Art Gallery, QPAC, and KHC;*
 - *Recommend involvement of the campus community at the QCC Art Gallery, QPAC, and KHC;*
 - *Advocate for pedagogy that utilizes the resources of the QCC Art Gallery, QPAC, and KHC.*
- VII. Review the 2018-2019 specific charge from the Academic Senate Steering Committee (**distribution of tasks**)
 - *Maintain committee website, with special attention to ADA compliance; organize and hold committee meetings; attend committee chairs of the Academic Senate meetings; create annual reports, create and upload minutes to the Committee website with special attention to ADA compliance. (Cary Lane and Mirna Lekić)*
 - *Report to the Academic Senate on the purchase of all art and design objects for the campus, as well as all grants and funding received by the Art Gallery, QPAC, and KHC. (Adam Luedtke & Heather Higgins)*
 - *Continue to build the Institutional Repository at QCC-CUNY for the purpose of storing scholarship artifacts by faculty who have utilized the QCC Art Gallery, QPAC, and KHC. Ensure that works are saved in the Scholarly Works category, with tags and meta-tags for easy search on Google and other search engines. (José Osorio)*
 - *Monitor the impact of Queensborough website changes on the promotion of Art Gallery, QPAC, and KHC resources for students and faculty. (Sarbani Ghoshal)*
 - *Continue the Committee's CAR brochure initiative.*Ensure Marketing gets event content from the 3 cultural center directors; ensure Marketing provides proofs of brochure drafts (for editing) to all 3 cultural center directors, VP Zins, and CAR Committee officers; ensure Marketing meets deadlines for publication and distribution of brochures to faculty mailboxes (January 20th for spring brochure, August 20th for fall brochure). (Kathleen Pecinka and Wenli Guo)*
- VIII. Discuss and revise the inaugural CAR Committee brochure for faculty (feedback form)
- IX. Discuss signage needs/ideas/possibilities
- X. New/old business
- XI. Set agenda for spring meeting (HIPs, campus signage part II, review of spring 2019 brochure)

COMMITTEE ON CULTURAL AND ARCHIVAL RESOURCES (CAR)

Minutes: May 14, 2018

Special Meeting (Election)

Attendees:

Rosemary Zins (President's Designee)

Isabella Lizzul (Outgoing Chair, Health)

Cary Lane (Incoming Chair, English)

Mirna Lekić (Incoming Secretary, Music)

Wenli Guo (Physics)

Ian Beckford (Assessment)

Pecinka, Kathleen (Nursing)

Huggins, Heather (Speech, Communications, & Theater Arts)

Osorio, José (Foreign Languages and Literatures)

Hall, Joshua

Absentees: Zivah Perel Katz (Outgoing Secretary)

Minutes:

- The meeting began at 1:18 p.m.
- Isabella Lizzul (outgoing chair) reiterated that this was a special meeting for the CAR Committee, and was convened to elect a new chairperson and secretary.
- There was one nomination for new chair, Cary Lane, and one nomination for new secretary, Mirna Lekić. Voting took place for each position.
- Cary Lane was elected new chairperson and Mirna Lekić was elected new secretary.
- The new chair and secretary announced that there would be work done over the summer to launch the new CAR Committee brochure for faculty and that emails would be asking for event lists from cultural center directors over the summer.
- The special meeting of the CAR Committee was adjourned at 2:02p.m.

What is effective? (in terms of design, content, titles)	What improvements would you recommend? (in terms of content, design, titles)