QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

COMMITTEE ON COMMITTEES

A STANDING COMMITTEE OF THE ACADEMIC SENATE

**A GUIDE FOR
COMMITTEE ON COMMITTEES MEMBERS**

Prepared by

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1.   Introduction

Welcome to the Committee on Committees. Briefly, the job of the Committee on Committees is to:

1.   Prepare a list of committees, their structures and functions for adoption by the Academic Senate.
2.   Present to the Senate a slate of all nominations to standing committees, including those nominated by petition.
3.   Fill all vacancies on standing committees other than the Committee on Committees which occur between annual elections and report all such actions to the Senate at the meeting immediately following such action.
4.   Conduct the election of members at large to the Academic Senate as provided hereinafter.
5.   Conduct any other election as requested by the Steering Committee or the Faculty Executive Committee.
6.   Review and report on the operations of all of the committees of the Academic Senate.
7.   Advise and provide assistance to committees on the mechanics of committee operations.
8.   Designate a member(s) of the Committee on Committees as liaison(s) with Academic Senate committees.
9.   Receive and report on suggestions to establish or terminate committees of the Academic Senate.

2.   Committee Composition

The Committee is composed of nine members of the instructional staff that serve for three years of staggered terms.

Three faculty members are elected at the May meeting of the Academic Senate to serve for three years. The President of the College and the Chairperson of the Academic Senate's Steering Committee, or their designees, are ex-officio members of the Committee on Committees who do not vote.

1.   The Committee on Committees shall consist of nine (9) persons. These persons shall be voting faculty as defined in Article IV of the Bylaws of the Faculty.
2.   Only one member from any department may serve at any time on the Committee on Committees. In an election where more than one member from a department is elected, the person having the most votes shall be eligible to serve. The other will then be automatically deemed ineligible. In the case of a tie, a run-off will be conducted. A hiatus equal to the number of years of service must exist between terms for a person re-elected to the Committee on Committees.
3.   Nominations and elections for the Committee on Committees shall be conducted directly from the floor at the duly convened May meeting of the Senate except in the case of the first Senate body.
4.   Except as provided in paragraphs (1), (2), and (3) of this subsection d, the term of office of each member of the Committee on Committees shall be three years commencing from

the time of his or her election. For the first committee, however, the members shall be elected and serve as follows:

    a. The nine (9) individuals receiving the greatest number of votes shall be deemed elected;

    b. Of the nine (9) individuals elected to the committee, the three (3) receiving the greatest number of votes shall serve for a term of three (3) years; the three (3) receiving the next three (3) highest number of votes shall serve for a term of two (2) years; and the three (3) receiving the fewest number of votes shall serve for a term of one (1) year.

    c. A person elected to fill an unexpired term shall serve only to the end of the term to which he/she was elected to complete

[See *Attachment 1 - Academic Senate Bylaws Relating to the Committee on Committees* for dates of election, quorum information, and other Bylaws governing the Committee.]

Any member of the instructional staff may be present and request permission to speak at a meeting of any Academic Senate committee. [Art. VII, Sec. 2d]

3. General Operation

The Committee serves as an intermediary party between individual departments and the departments and the administration. It may arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members who are elected to the Committee are appointed into particular academic departments they do NOT represent those departments at the Committee meetings. This should be made clear by the Chairperson to both the Committee members and their respective department chairpersons. Committee members should not be relied upon as sources of information from or conduits for communications to their departments.

The Committee must prepare an agenda, take minutes of the meetings, and prepare an annual report. [Refer to the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS on the QCC website and see *Attachment 4 – Sample Format for Annual Report to the Academic Senate*.] Meetings should follow Robert's Rules of Order which can be accessed at http://www.gutenberg.net/extext/9097 .

Documents generated by and received by the Committee should be forwarded to others on a timely basis. Email should be used wherever possible. See *Attachment 2 – Mailing List*, for the Committee's mailing list for distribution of meeting dates, agenda, meeting minutes, and documentation for review.

4. Communications with College Committees Related to the Standing Committee

There are standing committees of the Academic Senate that have committees of the College not formed by the Academic Senate acting in areas related to their charge. Such committees are

expected to send a communication to those College committees requesting information such as the following:

- current membership of the College committee
- current charges assigned to the committee
- date of the last meeting of the committee
- any information the committee cares to share with the standing committee of the Academic Senate that may be helpful to the work of the standing committee

The standing committees that have such cognate committees will be informed of such in the Activities form and in the Guide for Committee Members.

Article III. POWERS OF THE ACADEMIC SENATE   Section 1. Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate

Section 3. Committees' Jurisdiction   The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every Academic Senate committee shall maintain a continuing review of College policy in its area. "

To assist committees to maintain a continuing review they are empowered to receive information related to their charge.

5.   New Member Preparation

What new members should do to prepare to work on the Committee:

- read this Guide and familiarize themselves with the pertinent policies and documents.

- speak with the current Committee Chairperson.

- ask their department chair not to schedule classes for them to teach during the Committee meeting times and Academic Senate meeting time [Tuesdays between 2 and 5pm].

6.   Committee Chair Preparation

The Committee Chair should become thoroughly conversant with the Bylaws of the Academic Senate, as well as this guide. Revisions to this guide are welcomed and encouraged, but should be discussed with the Steering Committee and the Parliamentarian of the Academic Senate prior to incorporation.

7.   Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including email, memoranda and newsletters.

The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

8.   Procedures

Academic Senate Membership:
  Maintenance of the Academic Senate roster.
  Maintenance of the Academic Senate attendance sheet.
  Notification of vacancies.
  Notification of replacements by alternates.

Academic Senate Elections:
  Faculty at large
  CLTs
  HEOs
  Adjuncts

Standing Committee Membership:
  Nomination of faculty to standing committees.

  Guiding Principles for Placement on Committees:
  - Respect rank
  - Respect seniority
  - No more than one member of an academic discipline on a Committee
  - Insure continuity on committees
  - Where possible, avoid nominating someone for more than three consecutive years unless there are compelling reasons (e.g. committee continuity; multi-year committee projects in process, etc.)

  Specific to certain committees:
  All of these need attention to the backgrounds of the faculty being nominated to them.
  Experience, Representation and Distribution of disciplines are all important.

  Gallery and Performing Arts-include all four arts
  Awards and Scholarships-insure diversity of programs
  Computer Resources-insure experience with technologies
  Distance Education-insure experience with the medium of instruction
  WID WAC-insure diversity of programs and experience with WI

Curriculum-insure diversity of programs

Specific to the Committee on Committees (CoC):
In the event that an outgoing CoC member is being considered for placement on any of the following year's Standing Committees of the Academic Senate, they should recuse themselves from any discussions the CoC has relating to their placements on the following year's Standing Committees as well as any decisions the CoC makes relating to their placement on next year's Standing Committees.

9. **TIMELINE SUMMARY**
   (NOTE: This is **only a summary**. For additional information, see Attachment 5 - Detailed Timeline for 2006-07 Academic Year and use it as a template in the future to set specific dates)

   FALL

   Monitor Senate Membership and committee membership.
   Update website Roster and email distribution list.
   Update the Senate attendance sheet.
   Attend to replacements when members retire or leave service.
   Develop and keep a "waiting list" of replacements for members of the Senate and Senate committees.

   AUGUST -- Prepare any agenda items for the September Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess or a conversion day. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3.10 pm in room M-136.

   SEPTEMBER -- Prepare any agenda items for the October Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3.10 pm in room M-136.

   OCTOBER -- Prepare any agenda items for the November Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3.10 pm in room M-136.

   NOVEMBER -- Prepare any agenda items for the December Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3.10 pm in room M-136. Also, reserve Conference Room H-345 for Spring CoC meetings.

   SPRING

   The spring semester is when most of the COC activities take place.

   JANUARY & FEBRUARY --The COC should be mapping out its meetings and due dates for the spring semester. It usually takes 3 to 4 meetings to completely name a committee slate. One must be mindful of the time constraints as the Bylaws require that the slate be posted at least 2 weeks prior to the April Senate meeting to allow for nominations by petition.

   On or around…   **…the CoC and/or its Chair should…**

January 19   Prepare any agenda items for the February Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3.10 pm in room M-136.

January 31   In preparation for the elections to the **Standing Committees**:

- Request information and recommendations from the committee chairs of the Standing Committees of the Academic Senate regarding future committee needs. (This information should be presented orally.);
- Request information from Department chairs regarding change of status for any faculty/staff in their departments (leaves of absence, etc.)
- Request a list from the Office of Faculty and Staff of all full time faculty, HEOs and CLTs---*not just* the people who can run for the Academic Senate because everyone is invited to participate on committees. The list should be broken down by department, last name, first name and rank.

January 24   In preparation for the elections to the **Academic Senate**, contact the Office of Faculty and Staff Relations and request a list of all full-time faculty, CLTs and HEOs who are eligible to vote in the Academic Senate. (This list may be smaller than the committee on committee list.). The file should be broken down by department and then by last name, first name and rank. But please note the faculty only votes for faculty candidates; CLTs only vote for CLT candidates; HEOs for HEO candidates; Adjunct for Adjunct candidates.

January 24   In order to prepare for the automated applications for the **Standing committees**, it is necessary to meet with a member of the staff in Institutional Technology (IT)T to set up:

- Application: (see Wording_Email_Application_standing_committee.doc , Attachment 9)
- Prepare Automated response. Be certain it contains the correct dates and chairperson because this information can change from year to year. (see AutomatedResponceCOC Elections.doc)
- Raj will obtain each person's name and personalize each e-mail that will contain the automated committee application form.
- A member of the IT Staff will attach the blank petition for COC which is contained in the word document entitled: standing_committees_2010-2011_Form.doc. (Attachment 7).
- be certain that these communications specify the new COC chairperson's name, the secretary's name and the correct dates on the header and footer.
- Select a return date for the on-line form
- Be certain to change all the dates from previous years and previous chairperson.

February 4 –   In order to prepare for the **Academic Senate Elections**:

Feb 21   1. Determine how many people's terms are expiring. This number is inserted into all the documents sent out.

2. Mid-February send out petitions to faculty (and CLTs and HEOS if terms expire) to run for the Academic Senate through Raj.

- The nomination petition is contained in Nomination Petition-CLT-Academic Senate.doc (for CLTs) and Nomination Petition-Faculty-Members-at-Large-Academic Senate.doc for faculty. (Attachments 10 and 11)
- The text that will appear in this e-mail is contained in: AcademicSenateNominationLetter.doc (for faculty) and AcademicSenateNominLetterCLTs.doc (for CLTs)
- Be certain you revise the number of people being elected, the chairperson's name, and the dates accordingly.
- When the e-mails are sent out, Raj sends them under the COC chairperson's name. Since some of the e-mail addresses are not accurate, they will "bounce back" to the COC chairperson's e-mail account. It is necessary to determine the correct e-mail address and send these out by using the following process:
- Open the bounced back e-mail.
- If this bounce back indicates that the recipient's e-mail box is full, you need do nothing more.
- If the e-mail address is inaccurate, open the attachment by clicking on it. Once it opens, click on the [Forward] button. Then place the recipient's correct e-mail address in the [To] section and [send].
- For your convenience I am attaching a file that contains the correct e-mail addresses for some frequently bounced-back e-mail addresses. (see Undeliverable Emails2009.doc)

3. Shortly before petitions are due send out a reminder in the following documents. Reminder_Nomination_Academic_Senate2 .doc for faculty and Reminder_Nomination_CLT_Academic_Senate.doc for CLT
4. The chairperson of the COC and its members will review the petitions and assemble a list of candidates running for the Academic Senate.
5. Three separate e-mails are sent to initiate **Academic Senate** elections. One e-mail is for faculty . The next is for HEOs, and the third is for CLTs. This document contains the text for the faculty election to the senate: text for online faculty election.doc and text_on-line_CLT_Elect_Academic_Senate.doc (for the CLT election.)
6. The Chairperson might also get some bounced-back e-mails when the confirmation e-mail is sent to this person who has voted. Use the same steps to forward the confirmation e-mail to the appropriate recipient.
7. Shortly before due date, work with Raj to send out a reminder. In addition, make a hard copy of the reminder to vote and send it to each eligible person.
8. (See text_online_faculty_Senateelec_reminder.doc and send out a fake ballot Hard_copy_Reminder_Faculty_ballot_Senate.doc)
9. Adjunct reminder (see Hard_copy_Adjunct_ballot_info.doc)
10. CLT reminder (see Hard_copy_CLT_ballot_info.doc)
11. Heo Reminder (see Hard_copy_HEO_ballot_info.doc)

February 14
1. Shortly before due date for **Standing Committee Applications**, send out a reminder to everyone.
2. Once again, when these e-mails are sent out, Raj sends them under the

COC chairperson's name, and some of the e-mail address are not accurate, so they will "bounce back" to the COC chairperson's e-mail account. It is necessary to determine the correct e-mail address and send these out by using the following process:

- Open the bounced back e-mail
- If this bounce back indicates that the recipient's e-mail box is full. You need do nothing more.
- If the e-mail address is inaccurate, open the attachment by clicking on it. Once it opens, click on the [Forward] button. Then place the recipient's correct e-mail address in the [To] section and [send].
- For your convenience I am attaching a file that contains the correct e-mail addresses for some frequently bounced-back e-mail addresses. (see Undeliverable Emails2009.doc)

3. The Chairperson might also get some bounced-back e-mails when the confirmation e-mail is sent to this person who has completed the automated application process. Use the same steps to forward the e-mail to the appropriate recipient.

February 16   Prepare any agenda items for the March Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3pm in room M-136.

MARCH: If the elections are to commence within the first 4 days of April the nomination process should be started early in March, perhaps overlapping the committee selection process.

On or around…	…the CoC and/or its Chair should…
March 5	Meet and begin Phase 1 of Committee Slates Assembly: Draft. Begin First Draft
March 6	Meet and complete Phase 1 of Committee Slates Assembly: Finish First Draft
March 7	Send Availability Confirmation Email. Some committees have fixed meeting times. Email the potential members of these committees and confirm that the meeting times fit into their schedules.
March 13	Report to Academic Senate status of Committee Slates Assembly and Academic Senate Nomination Petitions received. Meet and begin Phase 2 of Committee Slates Assembly: Addressing Problems.
March 15	After committees have been selected and the ballot has been inserted into a template (see Ballot 2010_Standing Committes.doc be sure to change the names and dates), the slate is sent out to everyone eligible to apply for a committee (faculty, CLTS and Heos). Along with this we should send out a nomination petition, if someone wants to be placed on a committee (see

NominatPetitionCommittees-Spring 2010.doc). Be certain to change the year.

March 20   Send out, via email, Finalized Slates for Standing Committees and Committee Nomination Petition.
Prepare any agenda items for the April Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3pm in room M-136.

March 30   When petitions to be on Committees of the Academic Senate are received, add them to the slate, but insert an asterisk (*) next to their names so that the senators know that this person is petitioning to be on a committee, but wasn't placed on it by the COC.

APRIL:

Elections for the standing committees takes place at the April meeting of the Academic Senate. Academic Senate elections are to be conducted:
13 Faculty-At-Large members, (this number changes each year)
1 CLT Representative
1 Adjunct Faculty Representative.

This process must be started early, as there is a spring recess that may leave little time to process the ballots and inform the electorate.

On or around…	**…the CoC and/or its Chair should…**
April 1	• The COC will receive the results from the Academic Senate elections from Raj in IT and will create a list to be presented at the April Academic Senate.
	• After the presentation of the elected senators at the Academic Senate, send each new senator: **Instructions_Clicker_Use.doc**
April 5	For the Standing Committees, add the nomination petitions to the proposed slate and have copies made for the senate. The election of the entire proposed slate can be conducted with clickers at the Senate meeting. But, if the proposed slate is not accepted, the COC must be prepared to conduct a manual vote by distributing and collecting ballots that have been completed by all the members of the Academic Senate. Then the count of the manual vote must be done by the COC members while the meeting is in progress.
April 13	Prepare any agenda items for the May Academic Senate Meeting. The Academic Senate meets on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following. Unless otherwise noted, meetings are at 3pm in room M-136.
April 15	Notify the Senate Technology Officer of new Academic Senator members and also provide the names of Senators who will not return after the April

election.

April 15   The chairperson of the COC needs to determine if any of the COC members' terms are expiring. If they are, the chairperson should contact the chair people of the departments to seek out appropriate candidates. After these candidates are selected, they must be nominated and voted on at the May Academic Senate.

MAY

Formal announcements are made of elections.

Prepare a list for the Secretary of the Senate to send welcome messages to those elected to the Senate and those appointed by the Senate to its Standing Committees.

Prepare a list for the Secretary of the Senate to send thank you notifications for service to the Senate or on its committees to those leaving service.

Obtain from Student Government the listing of the Student Government Representatives to the Senate from student government.

Obtain from the Alumni Association the name of the Alumni Association Member of the Senate.

Obtain from the Office of the President the names of the Members of the Administration who will serve in the Senate for the next academic year.

Elections of new members of the COC take place at the Academic Senate Meeting.

Name a member of the COPC as Liaison to each standing committee.

10. Recommendations and Policy Proposals to the Academic Senate

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the college, including other Senate bodies. It is expected that the committees would be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committees who make them and responses reported in subsequent reports to the Academic Senate. If there is no response or no adequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee. The current disposition of each recommendation should be noted in a monthly report and also in a summary of all items in the annual report. See Attachment 4 – Sample Annual Report.

From time to time the Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case the Committee frames a proposal and sends it to the Steering Committee. See Attachment 3– Sample Policy Statement, for an example of a policy statement. Actions for the Academic Senate to approve, including polices of the College, are to be so designated in reports sent to the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the committees of origination and the Steering Committee. If there is no response or no adequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

Through the process of making and reporting on recommendations, the role of the Academic Senate in Governance is effectuated.

11. Chairperson's Presentations to the Academic Senate

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might make the principle presentation or simply respond to questions. If the Chairperson is in dissent from the matter forwarded from the Committee to the Academic Senate, then the Chairperson might ask to present a dissent, as is the right of any member of the minority faction of the Committee. The Committee Chairperson should be present to answer questions from the Academic Senate concerning the matters placed before the Academic Senate by the Committee. The Committee Chairperson might invite other members of the Committee or the college faculty or staff to be present at the Academic Senate meeting in order to respond to specific matters. If they are not members of the Academic Senate, either the Committee Chairperson requests permission for the nonmembers to speak, knowing that they want to do so, at the start of the Committee presentation or when nonmembers raise their hands to respond to or question the report, they need to have permission to speak.

It is best for the Chairperson to prepare the way for the Academic Senate to act on whatever measures are being sent to it. The Chairperson should contact the principle parties and apprise them of the matter. If there is opposition to the measure expected, the Chairperson should discuss this with the Steering Committee and those affected.

<u>**ATTACHMENT 1 – ACADEMIC SENATE BYLAWS RELATING TO THE COMMITTEE ON COMMITTEES**</u>

Members of the Academic Senate standing committees shall function from the date of election until September 1st of the calendar year following their election. During the changeover period from the April Senate meeting to the September first next following, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of September first. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning September first, the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws.

(Article VII, Sec. 3b)

Charge:

A. General

The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every academic Senate committee shall maintain a continuing review of College policy in its area.

(Article VII, Sec. 3a)

Each standing committee shall distribute to the members of the instructional staff an annual written report and a copy filed with the secretary of the Academic Senate prior to the first Senate meeting in September. The secretary shall inform the Academic Senate of the names of the committees, which have not filed such reports.

(Art. VII, Sec. 7b)

B. Specific

    b. Organization
        1. The Committee on Committees shall consist of nine (9) persons. These persons shall be voting faculty as defined in Article IV of the Bylaws of the Faculty.
        2. Only one member from any department may serve at any time on the Committee on Committees. In an election where more than one member from a department is elected, the person having the most votes shall be eligible to serve. The other will then be automatically deemed ineligible. In the case of a tie, a run-off will be conducted. A hiatus equal to the number of years of service must exist between terms for a person re-elected to the Committee on Committees.
        3. Nominations and elections for the Committee on Committees shall be conducted directly from the floor at the duly convened May meeting of the Senate except in the case of the first Senate body.
        4. Except as provided in paragraphs (1), (2), and (3) of this subsection d, the term of office of each member of the Committee on Committees shall be three years commencing from

the time of his or her election. For the first committee, however, the members shall be elected and serve as follows:

    a. The nine (9) individuals receiving the greatest number of votes shall be deemed elected;

    b. Of the nine (9) individuals elected to the committee, the three (3) receiving the greatest number of votes shall serve for a term of three (3) years; the three (3) receiving the next three (3) highest number of votes shall serve for a term of two (2) years; and the three (3) receiving the fewest number of votes shall serve for a term of one (1) year.

    c. A person elected to fill an unexpired term shall serve only to the end of the term to which he/she was elected to complete.

c. The Committee on Committees shall:

1. Prepare a list of committees, their structures and functions for adoption by the Academic Senate.
2. Present to the Senate a slate of all nominations to standing committees, including those nominated by petition.
3. Fill all vacancies on standing committees other than the Committee on Committees which occur between annual elections and report all such actions to the Senate at the meeting immediately following such action.
4. Conduct the election of members at large to the Academic Senate as provided hereinafter.
5. Conduct any other election as requested by the Steering Committee or the Faculty Executive Committee.
6. Review and report on the operations of all of the committees of the Academic Senate.
7. Advise and provide assistance to committees in the mechanics of committee operations.
8. Designate a member(s) of the Committee on Committees as liaison(s) with Academic Senate committees.
9. Receive and report on suggestions to establish or terminate committees of the Academic Senate.

(Article VII, Sec. 8)

ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS

Documents generated by and received by the Committee should be forwarded to others on a timely basis.

A. Related to the regular meetings of the Committee: agenda, minutes, memoranda
   - Members and ex-officio members of the Committee
   - Guests who attended/participated in the meeting
   - Office of Academic Affairs
   - Academic Senate Steering Committee
   - Liaison from Committee on Committees
   - Academic Senate website (webmaster@qcc.cuny.edu)
   - College Archives (cwilliams@qcc.cuny.edu)
   - Student Government - if no student members attend

B. Other Materials: annual report, assessment requests etc.
   - Pertinent parties – e.g., Secretary of the Steering Committee
   - College Archives

C. Copies of materials should be sent to the Academic Senate Steering Committee as they are deemed significant and leading to possible actions by the Academic Senate.

ATTACHMENT 3 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

COMMITTEE on [Name] of the ACADEMIC SENATE

ANNUAL REPORT

To: _____, **Secretary, Steering Committee, Academic Senate**

From: _____, **Chairperson**

Date:

Subject: Annual Report of the Committee on _____ for 200__/200__
_____

- Committee members
- Date committee met and times it meets regularly
- Narrative summary of committee work
- New Recommendations
- Former Committee Recommendations/Actions of the Academic Senate /Strategic Plan items/Middle States Items/Steering Committee Charges
- Current Disposition of all items acted on by the Committee, by the College, or by the Academic Senate
- New Committee Members
- New Chairperson and Secretary

<u>ATTACHMENT 4 – SAMPLE POLICY STATEMENT</u>

QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
Academic Senate
Committee on Computer Resources

MEMORANDUM

TO: Academic Senate Steering Committee
FROM: Committee on Computer Resources, George Thorsen, Chairperson
SUBJECT: Monthly report: Two proposals regarding email and the QCC Technology Plan
DATE: Wednesday, November 30, 2005

_____

Proposal 1. TIGERMAIL

Whereas, there are a number of benefits that come to students from the use of their college supplied email system,
whereas, there are a number of benefits that come to faculty from the students using the college supplied email system,
whereas, there are a number of benefits for the college administration that come from the students using the college supplied email system,
Be it resolved that: all students of the College use Tigermail exclusively for school related business and
be it further resolved that: faculty so inform students of this requirement and attempt to enforce it if they have
email communications with their students.
Be it further resolved that: the faculty be encouraged to use the college email in school business.

Proposal 2. FACULTY EMAIL

Whereas, there are a number of benefits that come to faculty use of the college supplied email system,
Whereas, faculty often continue many of their academic activities after they have retired from teaching,
Be it resolved that: all retired faculty members who worked fulltime
be allowed to maintain

ATTACHMENT 6 – RESPONSIBILITIES SUMMARY

COMMITTEE ON COMMITTEE CHAIRPERSON: (3 HOURS/ ACADEMIC YEAR)

- ☐ Attend meetings of the Academic Senate
- ☐ Arrange for all meetings of the COC
- ☐ Prepare and present monthly report for Academic Senate meetings
- ☐ Prepare the Annual Report
- ☐ Supervise the Elections of the Academic Senate
  - ☐ For the Members at large,adjuncts, clt's, Heo's
  - ☐ For the members of the COC
- ☐ Conduct the nomination Process for members of Standing Committees
- ☐ Maintain a database of faculty who have served on Committees
- ☐ Distribute listings of Senate Members and Senate Committee Members
  - ☐ College Archives
  - ☐ Academic Senate
  - ☐ Cabinet
  - ☐ Faculty and Staff
  - ☐ Website
- ☐ Insure that all listings of Senate Members and Senate Committee Members are accurate
- ☐ Recruit faculty volunteers for service on Standing Committees
- ☐ Establish and operate a web based database on all faculty and staff and their committee service over time

Additional Responsibilities: (+ 3 hours/ academic year)

- ☐ Maintain a database of faculty and staff who serve on any and all committees of the College:
  - ☐ Academic Senate
  - ☐ Faculty
  - ☐ Ad Hoc
  - ☐ Special Committees
- ☐ This would be maintained on the college server and used by the college webmaster in generating pages listing those who currently serve.
  - ☐ Access would be given to the COC to maintain and update this database

- ☐ Conduct all Faculty Elections
  - ☐ Faculty Executive Committee
  - ☐ QCC Association
  - ☐ QCC
  - ☐ Student Faculty Disciplinary Committee
  - ☐ Academic Review Committee

- ☐ Assist in developing a secure website program for conducting elections

EMAIL SOLICITATION

Service in the Academic Senate and on its Standing Committees is considered an important contribution to the College and is considered as part of the personnel review process for tenure and promotion. However just volunteering and being elected to a Committee is not enough to be considered as actual service in this regard; the contribution **you** actually make to the Committee is the basis for evaluation. The agenda, minutes, and reports of all committees are now placed in the archives (print and digital) of the College. They report on the actual work being done to further the development of the College. Please consider whether or not you are willing to spend the time to attend meetings and assist the committee in fulfilling its charge.

In order to further stress the importance of participation in the Academic Senate and on its Standing Committees, I refer you to President Marti's March 22, 2006 address to the faculty:

"Let me say something about service to the College. An academic community cannot be a vibrant place without the involvement of its faculty. In those places where there is apathy, where the faculty sees its function as merely teaching class, doing a little committee work and going home, the creative atmosphere that makes our work fun is lost. The profession suddenly becomes just a job. And, we know that the monetary compensation we receive is not enough to be the sole motivator of our professional existence. We must be involved. We must be truly engaged in Academic Governance. Shortly, elections to membership of Governance Committees are going to be held. I urge all of you, specially the recent additions to our ranks, to run for committees, to run for chairmanship of committees, to run for leadership positions. Do not believe for a moment that the political nature of college governance will hurt your chances of getting tenure or of being promoted. On the contrary, good college service is recognized and respected by your peers. But, it must be done well and smartly. While it must be done diligently, it should not consume all of your time. While sometimes it is difficult to take a particular position on a particular issue, if you do it with integrity and honest concern for the welfare of the college, it is honorable and respected work. So, join those who have worked hard to make this a good place in which to teach and learn. In the ideal world, all of you would have some involvement in governance. Remember the more who become involved, the truer is the collective wisdom. Rotation of the officers is a sign of a healthy and engaged professoriate. And I, as your president, will recognize it."

The charges for each Committee appear in the Bylaws of the Academic Senate which may be found at http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_bylaws.asp

Or at http://www.qcc.cuny.edu/Governance/Faculty_Handbook/pdf_files/Faculty_Handbook.pdf (pages 85- 103 of the pdf file)

In addition, the charges for each Committee, Guides, Annual Reports, Agenda, Minutes of Meetings, and committee documents, for several of the Committees can be found on the Governance pages of the QCC website. Click on the Committee name at http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_committees.asp

When considering volunteering for service on a Committee please keep in mind the following:

Some Committees have regularly scheduled meeting times, e.g.,

      o Curriculum – meets Tuesday at 2:00pm

      o Course and Standing – meets Friday 10:00

      o Student Activities Committee – meets monthly, Friday usually at 1:30pm

Some Committees meet more frequently than others, e.g.:

     o Curriculum (several times each month)

     o Course and Standing (several times each month)

Some Committees have more "seasonal" meetings, e.g.:

     o Admissions (more in January, August, and September)

     o Ceremonial Occasions (spring semester)

For all Committees, you should do the following:

     · make arrangements in your schedules to be available for meetings

     · use email on a frequent basis

Here is some additional information on a number of the committees

Committee on Curriculum

The Committee on Curriculum (AKA curriculum committee) is charged with reviewing proposals for all academic matters including: new courses, update of existing courses, new academic and certificate programs, revising academic and certificate program requirements, and other matters germane to the academic requirements of the college. In recent semesters the committee reviewed WID/WAC, WI, computer literacy, information literacy or general education objectives requirements.

Members of the committee review and discuss the merits of each proposal to determine completeness of the proposal and to ensure conformity with established descriptions as found in the College Catalog. Frequently Department Chairs and other interested parties are invited to committee meetings to present their concerns. Committee members vote on the proposal, or the proposal as amended with consent of the proposing party. Proposals are then presented for adoption by the Academic Senate as academic requirements of the college.

The Committee on Curriculum meets on Tuesdays 2:15 – 4 PM, as needed. Some semesters the meetings occur almost every week of the academic year.

NOTE: Due to the sometimes sensitive nature of discussions members should be tenured, Full Professors. However, senior tenured Associate Professors do serve on this committee.

Committee on Academic Development

Committee is charged with the following responsibilities: reviewing and evaluating the system of student evaluation of the faculty; consulting with departments regarding specific programs being planned; and overseeing and promoting activities beneficial to elective programs

Committee on Bylaws

Our basic charge is to recommend and/or draft changes to the Bylaws of the Academic Senate. We meet when we have work to review – it varies. Perhaps 2-3 times per semester There is no set time – we analyze schedules to try and come up with the best time for all participants. We also vote on work and move work forward via e-mail – that kind of activity constitutes a kind of meetingless meeting but is also very important. Any background, rank or status.

Committee on Continuing Education

Discusses course offerings, meets with the director and serves as liaison between the Academic Senate and Office of Continuing Education. Meets 2 to 3 times a semester at convenience of committee members. Excellent choice for new faculty

Committee on Computer Resources

Basic Charge: To paraphrase the official charges established by the Academic Senate's Bylaws, the Committee on Computer Resources collects information about the College's computer and network infrastructure and makes decisions and recommendations based upon those data to the Academic Senate. It identifies technology related problems for the purpose of correction, and reports innovations and collaborations to the Faculty.

How often it meets and when: The CCR meets once per month (4 times per semester), generally on Wednesdays or Thursdays for two hours from 2-4 or 3-5 in M127. A Blackboard site is used for communication and dialog between meetings.

Background and rank: The CCR is mostly composed of Assistant Professors drawn from different departments.

Committee on eLearning:

Basic Charge: To report and make recommendations to the Academic Senate on all matters related to Distance Education at QCC; to serve as an advisory body for all DE issues; and to work on the assessment process and criteria related to the QCC Distance Education program.

Meetings: Meetings occur approximately once, monthly, directly following the Academic Senate (Tuesday afternoons, 4-5.30 PM).

Suggested qualifications for committee members: It would be preferable if the Committee consisted of faculty members who have experience teaching fully or partly online courses, because such individuals would be cognizant of the issues and problems associated with online classes.

Committee on Course and Standing:

Basic Charge: Formulate and recommend to the Academic Senate policies pertaining to the academic standards of Queensborough Community College including scholastic requirements for graduation, retention standards, probationary limits, and the grading system. Consider individual student appeals, interpret, and in some cases, waive existing College policies.

Meetings: The Committee on Course and Standing tends to meet on Friday mornings (beginning at 8.30 or 9 AM) with meetings that may last until noon or 1 PM.

Background Staffing needs: Over the years, it has been found desireable to have a member from the Department of Counseling, as students on academic probation often require various forms of support.

Application Form for Academic Senate Standing Committees
QUEENSBOROUGH COMMUNITY COLLEGE – The City University of New York

LAST NAME:		**FIRST NAME:**	
DEPARTMENT:			
PRESENT RANK:		**APPLICATION DATE:**	

INSTRUCTIONS: Please use committee numbers from the list below to indicate your order of preference of committees for which you wish to be considered for the 2006-2007 academic year. **If you are on a committee and wish to continue on that committee, you must reapply using this form.**

STANDING COMMITTEES OF THE ACADEMIC SENATE
Elected in April (81 Positions Available)

No.	Committee	Members	No.	Committee	Members
	Academic Development/Elective			**Environment, Quality of Life**	
1.	**Academic Programs**	5	13.	**and Disability Issues**	5
				Committee on Cultural and	
2.	**Admissions**	5	14.	**Archival Resources**	5
3.	**Awards and Scholarships**	3	15.	**Library**	3
4.	**Bylaws**	5	16.	**Publications**	3
5.	**Ceremonial Occasions**	3	17.	**Student Activities**	3
6.	Committee on Committees[1]	--	18.	**Vendor Services**	5
7.	**Computer Resources**	7	19.	**WID/WAC**[3]	5
8.	**Continuing Education**	3	20.	General Education Objectives[4]	--
				Student Bill of Rights / Student	
9.	**Course and Standing**	9	21.	Complaints Process[4]	--
	Sub-Committee of Course			Awards on Contribution to	
10.	and Standing: CPE Appeals[2]	--	22.	Governance[4]	--
11.	**Curriculum**	7	23.	External Assessment[4]	--
				~~College Environment, Bookstore~~	
12.	**eLearning**	7	24.	~~and Food Services~~[5]	--

[1]By nomination only; listed here for reference purposes only.
[2]Sub-Committee of Course and Standing Committee; not available for application. Listed here for reference purposes only.
[3]Must be involved with Writing Intensive (WI) courses.

[4]Special Committee (through May 2007); not available for application. Listed here for reference purposes only.

[5]Defunct committee; replaced in 2005-06 by Committees #13 and #18. Listed here for reference purposes only.

PLEASE APPLY ONLY TO COMMITTEES THAT ARE NOT GRAYED OUT

PREFERENCE	COMMITTEE #
1ST Choice	
2nd Choice	
3rd Choice	
4th Choice	
5th Choice	
Would you be willing to serve on any committee other than those you have listed above? Yes ☐ No ☐	

ACADEMIC YEAR	COMMITTEE #
Current Year: 2006-07	
Last Year: 2005-06	
2004-05	
Referring to the list above, please indicate the numbers corresponding to the committees on which you have served during the last three years.	

ONLINE RETURN (preferred method)
Please fill out the form using a computer, and send it back as an e-mail attachment to Mike Cesarano
Mcesarano@qcc.cuny.edu
The deadline to submit this application is Wednesday, February 28, 2007.

Nominations to 2007 – 2008 Standing Committees (1 of 2)

PLEASE NOTE: Many people who volunteered and were not assigned committee positions will be considered for Steering Committee Designee positions on seventeen (17) of the committees.

1. Academic Development / Elective Academic Programs (5 members)

Elias, Megan	Petersen, Joan	Ren, Tian	Salis, Andrea
Trachman, Matthew			

2. Admissions (5 members)

Anthony, Wilma	Deutsch, Marjorie	Jankowski, Jeffrey	Mader, Bryn
Molloy, Janice			

3. Awards and Scholarships (3 members)

Dowlah, Caf	Lin-Martinez, Jenny	Rusinek, Rosa	

4. Bylaws (5 members)

Birchfield, Belle	Defazio, Victor	Holt, Robert	Jacobowitz, Susan
Sarno, David			

5. Ceremonial Occasions (3 members)

Kincaid, Shannon	O'Donnell, Holly	Sciammarella, Susan	

6. Committee on Committees (9 members)

7. Computer Resources (7 members)

Ellerton, Sharon	Kueper, Robert	Moh, Namjong	Pace, Phyllis
Shin, Jun	Thorsen, George	Weber, Craig	

8. Continuing Education (3 members)

Poulsen, Jane	Sehmi, Simran	Zinger, Lana	

9. Course and Standing (9 members)

Allaire, Patricia	Bonous-Smit, Barbara	Capozzoli, Gina	Chauhan, Moni
Sweetnam, Robert	Marchese, Paul	Menendez, Anne Marie	Raya, Eladia
Scal, Roland			

10.
Sub-Committee of Course and Standing: CPE Appeals (5 members)			

11.
Curriculum (7 members)			
Cotty, Francis	Iconis, Rosemary	Karimi, Sasan	Kolios, Anthony
Tai, Emily	Tully, Nora	Yuster, Richard	

12.
eLearning (7 members)			
Darcy, Jean	Ellis, Lorena	Gao, Daqing	Garfunkel, Stanley
Wallach, Patrick			

Nominations to 2007 – 2008 Standing Committees (2 of 2)

PLEASE NOTE: Many people who volunteered and were not assigned committee positions will be considered for Steering Committee Designee positions on seventeen (17) of the committees.

13. **Environment, Quality of Life and Disability Issues (5 members)**

Beck, Sheila	Bieber, Amy	Colalillo, Georgina	Edlin, Margot
Katz, Marilyn			

14. **Cultural and Archival Resources (5 members)**

Burleson, Geoffrey	Carroll, Julia	Feldman, Elyn	Golden, Ken
McGill, Georgia			

15. **Library (3 members)**

Osorio, Jose	Van Ells, Mark	Williams, Constance	

16. **Publications (3 members)**

Dunkelblau, Helene	Harris, Eugene	Spradley, Patricia	

17. **Student Activities (3 members)**

Blake-Campbell, Barbara	Counihan, Beth	Reeves, Sharon	

18. **Vendor Sevices (5 members)**

Clingan, Edmund	Ford, Wendy	Marchitello, Peter	Pettersen, Nancy-Laurel
Yao, Haishen			

19. **Writing in the Disciplines/Writing Across the Curriculum (5 members)**

Gray, Peter	Magaldi, Maryann	Marcus, Sandra	Montgomery, Kip
Small, Margot			

Attachment 9: Communication to IT Staff:

The file that should be used for faculty eligible to vote is:

Academic_Senate_List_Faculty_2010.xls

Here is the text of the email that should go out to all eligible voters:

Dear Colleague,

You are receiving this email because you are eligible to vote in the upcoming Academic Senate Faculty Member-At-Large Election. The terms of 14 Members-at-Large of the Academic Senate expire in April, 2010. In accordance with Senate By-Laws Article I, Section 2, an election must be held for these positions. There are no term limits.

Your participation in this election is greatly appreciated and should only take a few minutes. Please click on the following link to go to your online ballot:

Please note that the above link is only able to be used once, and will work only until **5:00pm on Friday, March 26, 2010**, which is the deadline to submit your ballot.

Thank you for your participation in college governance. There are detailed instructions on the ballot page, but if you have any questions, feel free to contact me or any member of the Committee on Committees of the Academic Senate.

Regards

Communication to IT member:
Here are the instructions to be placed on the ballot page. You can copy the same ballot you created last year for Jannette – just change the names see the below names.

The terms of 14 Members-at-Large of the Academic Senate expire in April, 2010. In accordance with Senate By-Laws Article I, Section 2, an election must be held for these positions. There are no term limits. You will be able to submit your ballot one time using this interface. The online ballot will be available until **5:00pm on Friday, March 26, 2010**.

INSTRUCTIONS:
1. Check the boxes next to the names of all the candidates for whom you intend to vote. You may vote for a **maximum of thirteen (14) candidates**. Please be sure of your choices before moving on to the next step.
2. When you are sure of your choices, click on the "Submit Ballot" button at the bottom of the page. Please note that clicking on the "Submit Ballot" button indicates to the system that you are submitting your final vote. As such it cannot be changed after submittal without compromising the integrity of the election. **The deadline to submit your ballot is 5:00pm on Friday, March 26, 2010**.

3. After you have submitted your vote a "Thank You" screen will appear confirming that your ballot has been recorded. You're done!

Also, please use the same THANK YOU page after the vote has been submitted and the same verification email sent to the voter that you used last year. The verification page subject line should say: "*Ballot Receipt Confirmation - Academic Senate Elections, Faculty Member-At-Large*"

On the "Thank You" page, after the text "*Thank you for voting!*" please add "*Your ballot has been recorded.*" If possible I would like to have a verification email sent to the voter indicating not the person's choices, of course, but simply that the vote has been recorded. If this is possible, then we should add the following text to the confirmation screen as well: "*You will receive a verification email shortly.*" The text of the email can be very brief. It can say in the subject header and the email can say, simply:

- o "*Please do not reply to this email. It was sent automatically to verify the system's receipt of your ballot. No one has seen your selections and they remain confidential. Thank you again for voting. Regards, Regina Rochford , Chairperson, Committee on Committees*"

Attachment 10: CLT Nomination Form and Advise:
Queensborough Community College

The City University of New York

Committee on Committees

To:　　　　All Full-Time College Laboratory Technicians
　　　　　　　Adjunct CLT Representative

From: Committee on Committees

Date:　　　　Feb. 25, 2009

Subject:　　　Election of CLT Representative to the Academic Senate

---

In accordance with Senate By-Laws Article I, Section 2, an election must be held to fill this position. The Process has two phases: nomination and election. To become a nominee for election as CLT Representative to the Academic Senate, a candidate must submit a petition (**see the second page**) to the Committee on Committees by **5:00 PM, March 12, 2009**.

Petitions received after the deadline cannot be considered

Petitions are to be returned to: Prof. Carol Soto, Nursing, M-302 via interoffice mail

DEADLINE: 5:00 PM, Friday, March 12, 2009

It is the responsibility of the applicant to ensure delivery of the nomination petition
to Prof. Carol Soto, representing the Committee on Committees.

NOMINATION PETITION

<div align="center">

Election of CLT Representative
To the Academic Senate
(Term: Three years)

</div>

To be nominated, you must submit the signatures of five (5) eligible CLTs. The electorate, as excerpted from Article VI of the Bylaws of the Academic Senate is:

1 b. All full-time college laboratory technicians shall have the right to vote for two (2) CLT representatives to the Academic Senate.

1 c. Adjunct CLT's shall elect one (1) representative from among their number who shall cast one vote in the election of the two full-time CLT representatives to the Academic Senate and any other college-wide positions to which CLT's are elected. For purposes of this document adjunct CLT's shall be defined as any person who is employed part-time as a CLT and who does not otherwise have voting rights as described in the appropriate sections of this document.

1 e. Persons having received notice of nonreappointment shall not have the right to vote for representatives to the Academic Senate or in the Academic Senate upon immediate receipt of such notice. Persons who have submitted a resignation shall not have the right to vote for representatives of the Academic Senate or in the Academic Senate immediately upon receipt of such resignation.

1 f. Persons on leave shall retain the right to vote for representatives to the Academic Senate but shall not serve in the Academic Senate during the period of their leave.

*We hereby nominate:*_____
(Name)   (Rank)   (Department)

to be a candidate for **CLT Representative of the Academic Senate**.

      SIGNATURE   **RANK**   **DEPARTMENT**_____

1. _____

2. _____

3. _____

4. _____

5. _____

CLT Representative Advise:

Charles Prancl

In accordance with Senate By-Laws Article I, Section 2, an election must be held for this CLT position. The process has two phases: nomination and election.

To become a nominee for election to the Academic Senate, a candidate complete the petition on the reverse side of this memo, collect the required signatures and submit the petition to **Sheila Beck, Library 423 by 3:00 PM, Friday, February 26, 2010**. Petitions received after the deadline cannot be considered. It is the responsibility of the applicant to ensure delivery of the application to the Committee on Committees.

Shortly after receiving your nomination petitions, an online election will be held. The results will then be reported at the April Senate meeting.

Please note that the Senate meets **Tuesdays at 3:00 PM** and those interested in serving on Senate **need to make arrangements to be available during meeting times.**

If you have any questions, please do not hesitate to contact Sheila Beck or me.

ATTACHMENT 11

Faculty Advise regarding the Academic Senate:

Dear Colleague,

You are receiving this email because you are eligible to vote in the upcoming Academic Senate Member-At-Large Election. The terms of 14 Members-at-Large of the Academic Senate expire in April, 2008. In accordance with Senate By-Laws Article I, Section 2, an election must be held for these positions. There are no term limits.

Your participation in this election is greatly appreciated and should only take a few minutes. Please click on the following link to go to your online ballot: [insert link here]

Please note that the above link is only able to be used once, and will work only until **3:00pm on Friday, April 11, 2008**, which is the deadline to submit your ballot.

Thank you for your participation in college governance. There are detailed instructions on the ballot page, but if you have any questions, feel free to contact me or any member of the Committee on Committees of the Academic Senate.

Regards,
CHAIR, COMMITTEE ON COMMITTEES

Here are the instructions to be placed on the ballot page. Since you designed the interface, I would like you to please review the instructions for accuracy and let me know if you have any suggested revisions.
The terms of 14 Members-at-Large of the Academic Senate expire in April, 2008. In accordance with Senate By-Laws Article I, Section 2, an election must be held for these positions. There are no term limits. You will be able to submit your ballot one time using this interface. The online ballot will be available until **3:00pm on Friday, April 11, 2008***.*

INSTRUCTIONS:
1. Check the boxes next to the names of all the candidates for whom you intend to vote. You may vote for a **maximum of fourteen (14) candidates**. Please be sure of your choices before moving on to the next step.
2. When you are sure of your choices, click on the "Submit Ballot" button at the bottom of the page. Please note that **this action is not undoable**; clicking on the "Submit Ballot" button indicates to the system that you are submitting your final vote. As such it cannot be changed after submittal without compromising the integrity of the election. **The deadline to submit your ballot is 3:00pm.on Friday, April 11, 2008**.
3. After you have submitted your vote a "Thank You" screen will appear confirming that your ballot has been recorded. You're done!

Also, a few minor adjustments need to be made to the ballot page:

1.   Please remove the commas after candidates' first names.
2.   As I mentioned in my last email, the maximum number of votes should be set to 14, not 13. I mistakenly said 13 on my original proposal but there are 14 Senate seats to fill.
3.   On the "Thank You" page, after the text "*Thank you for voting!*" please add "*Your ballot has been recorded.*" If possible I would like to have a verification email sent to the voter indicating not the person's choices, of course, but simply that the vote has been recorded. If this is possible, then we should add the following text to the confirmation screen as well: "*You will receive a verification email shortly.*" The text of

the email can be very brief. It can say "*Ballot Receipt Confirmation - Academic Senate Elections, Faculty Member-At-Large*" in the subject header and the email can say, simply:

- o "*Please do not reply to this email. It was sent automatically to verify the system's receipt of your ballot. No one has seen your selections and they remain confidential. Thank you again for voting. Regards, Michael Cesarano, Chairperson, Committee on Committees*"

ATTACHMENT 12: CLICKER INSTRUCTIONS

Senate Voting and Attendance Taking

Please be advised that an Audience Response System may be used for recording both attendance and votes of the Academic Senate. Instructions for their use follow at the end of this document.

Each voting member of the Senate has been assigned a specific remote voting device (clicker).

When arriving at Senate meetings please enter via the door at the rear of M-136 (first floor entrance) and proceed to the far side of the hall where the clicker racks are located. The clickers will be arranged in numerical order in two racks (1-40 and 41-80).

Your clicker number will be listed on the posters by the racks. Please select your assigned clicker, turn it on and if the quorum vote is running, please vote to let us know you are there.

If you have any concerns about your clicker or voting via clicker, please bring them to the attention of the Senate Technology Officer Belle Birchfield or Lawrence Chan.

When leaving the meeting, we ask that you return the clicker to the same rack from which it was obtained. Your cooperation in this regard will be very much appreciated.
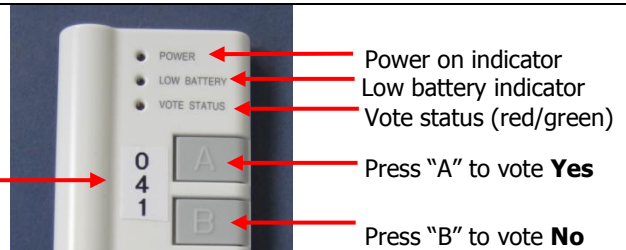
I wish you the best for an enjoyable and productive semester.

Sincerely,

Belle Birchfield
Senate Technology Officer

Casting Ballots in the Academic Senate
Using an i>clicker Remote

Prior being seated and the Senate called to order, retrieve your clicker from one of the two racks located at the rear of M-136. Each clicker is identified by a 3-digit number, displayed vertically, as shown on the right.	Power on indicator Low battery indicator Vote status (red/green) Press "A" to vote **Yes** Press "B" to vote **No**

Press " C" to **Abstain**

On/Off switch

To be able to cast your ballot, the clicker must be turned on. When on, the blue **POWER** indicator will illuminate.

Should the unit inadvertantly be turned off, or time out, simply turn it back on by pressing the **On/Off** switch.

With the exception of elections, most questions decided by the Senate call for an up or down vote. To record your vote simply press one on the voting buttons, **A**, **B**, or, **C**, as indicated in the above illustration.

Votes can be recorded only when balloting is open. Should any of the buttons A through E be pressed while balloting is closed, the **VOTE STATUS** indicator will flash red.

If any of the voting buttons is pressed when balloting is open, the **VOTE STATUS** LED will illuminate with a steady green indication for approximately half a second.

If you are not sure that you have pressed the correct button, you may press it again at any time while balloting is open. Similarly, you may elect to change your vote at any time before balloting is closed. The last vote cast will be the one that is recorded.

In rare instances, the **LOW BATTERY** indicator may illuminate. This is an indication that less than 10 hours of battery life still remain; this is more than sufficient to complete that day's Senate business. However, you are requested to report this to the person in attendance when returning the clicker at the close of the meeting,