

QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK  
DEPARTMENT OF ENGLISH

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MEMORANDUM

**TO: Dr. Emily Tai, Secretary, Academic Senate Steering Committee**

**FROM: Dr. Susan Jacobowitz, Chair, Bylaws Committee**

**DATE: January 23, 2006**

**SUBJECT: Bylaws Committee, Monthly Report  
Motions Passed December 2005-January 2006**

The committee has acted to recommend the following revisions of the Academic Senate bylaws.

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**Item 1. HEO Representation**

**Motion: to include Higher Education Officers, Assistants and Associates (HEOs) as representatives on the Queensborough Community College Academic Senate.**

From:

Article I. Organization

Section 2.

[Paragraph One] The Academic Senate shall be composed of faculty, student, alumni and administrative representatives with full privileges and vote, and shall include: the President and five (5) administrators selected by him annually; eight (8) officers of Student Government, designated by virtue of office – seven (7) by the Day Student Government and one (1) by the Evening Student Government; one (1) alumni representative, to be selected annually in a manner prescribed by the Alumni Association.

[Paragraph Two] The faculty senators shall be elected in April to serve immediately upon election for three years and shall consist of the following: forty-one (41) faculty at large, elected by those who have been granted faculty rank, and shall not include members of the administration. The chairperson of each department shall also serve as a faculty senator. If a chairperson wishes to decline the office of senator, the department shall elect another representative to the Academic Senate. No more than five (5) faculty members totally shall be permitted to be from any one department. Two (2) full-time CLTs shall be elected by the full-time CLTs to serve with vote. One adjunct faculty member shall be elected at large by the adjunct faculty to serve with one vote.

[Paragraph Five] The election of the two (2) CLT members-at-large to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least five (5) members of the full-time CLTs which may include the voting adjunct CLT. Elections shall be conducted in April by secret ballot of the full-time CLTs and the voting adjunct CLT. Elections shall be decided by plurality for a term of three (3) years. Vacancies shall be promptly filled using a list of the most recent election tally.

## Article VI. Voting

### Section 1

- a. Lecturers (full-time), Instructors, and the persons in Registrar series who have received notice of appointment on an annual salary basis for a third or later year of continuous full-time service, and all individuals in professorial titles who do not hold administrative positions shall have the right to vote for faculty representatives to the Academic Senate and to serve as faculty senators.
- b. All full-time college laboratory technicians shall have the right to vote for two (2) CLT representatives to the Academic Senate.
- c. Adjunct CLTs 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 CLTs are elected. For purposes of this document, adjunct CLTs 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.
- d. Adjunct faculty shall be permitted to vote for one (1) adjunct representative to the Academic Senate upon receipt of the fifth continuous notice of reappointment.
- e. Persons having received notice of non-reappointment 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.
- 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.

To: (additions in bold)

## Article I. Organization

### Section 2.

[Paragraph One] The Academic Senate shall be composed of faculty, **CLT, HEO**, student, alumni and administrative representatives with full privileges and vote, and shall include: the President and five (5) administrators selected by him annually; **eight (8) officers of Student Government, designated by virtue of office**; and one (1) alumni representative, to be selected annually in a manner prescribed by the Alumni Association.

[Paragraph Two] The faculty senators shall be elected in April to serve immediately upon election for three years and shall consist of the following: forty-one (41) faculty at large, elected by those who have been granted faculty rank, and shall not include members of the administration. The chairperson

of each department shall also serve as a faculty senator. If a chairperson wishes to decline the office of senator, the department shall elect another representative to the Academic Senate. No more than five (5) faculty members totally shall be permitted to be from any one department. Two (2) full-time CLTs shall be elected by the full-time CLTs to serve with vote. **Two (2) representatives from the Higher Education Officer series (HEOs) shall be elected by the full-time HEOs to serve with vote. The election of the two (2) HEO members-at-large to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least five (5) members of the full-time HEOs. Elections shall be conducted in April by secret ballot of the full-time HEOs. Elections shall be decided by plurality for a term of three (3) years. Vacancies shall be promptly filled using a list of the most recent election tally.** One (1) adjunct faculty member shall be elected at large by the adjunct faculty to serve with one vote.

[Paragraph Five] The election of the two (2) CLT members-at-large to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least five (5) members of the full-time CLTs which may include the voting adjunct CLT. Elections shall be conducted in April by secret ballot of the full-time CLTs and the voting adjunct CLT. Elections shall be decided by plurality for a term of three (3) years. Vacancies shall be promptly filled using a list of the most recent election tally.

## Article VI. Voting

### Section 1

- a. Lecturers (full-time), Instructors, and the persons in Registrar series who have received notice of appointment on an annual salary basis for a third or later year of continuous full-time service, and all individuals in professorial titles who do not hold administrative positions shall have the right to vote for faculty representatives to the Academic Senate and to serve as faculty senators.
- b. All full-time college laboratory technicians shall have the right to vote for two (2) CLT representatives to the Academic Senate.
- c. Adjunct CLTs 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 CLTs are elected. For purposes of this document, adjunct CLTs 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.
- d. **All full-time members of the Higher Education Officer series as of** [enter date the motion is approved by the Academic Senate here] **shall have the right to vote for two (2) HEO representatives to the Academic Senate.**
- e. Adjunct faculty shall be permitted to vote for one (1) adjunct representative to the Academic Senate upon receipt of the fifth continuous notice of reappointment.
- f. Persons having received notice of non-reappointment 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.
- g. 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.

Notes:

*HEOs are not eligible to serve on Academic Senate Standing Committees as stipulated in the bylaw description of each committee. HEOs elected as at-large members of the Senate may be elected to the Steering Committee of the Senate. HEOs elected as at-large members of the Senate can serve on special committees of the Senate according to the wishes of the Senate. HEOs elected as at-large members of the Senate can serve on sub-committees of the Standing Committees according to the action of the parent committee. In short, HEO members of the Senate who are eligible to vote may serve on any committee that they are not specifically excluded from, such as Standing Committees.*

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**Item 2. Committee on Environment, Quality of Life and Disability Issues**

The Committee on Bylaws recommends the adoption of the following motion as an amendment to the Bylaws of the Academic Senate:

**Motion: to Restructure the Committee** on Environment, Quality of Life and Disability Issues so that the charges reflect the following changes:

From:

- a. Formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance and allocation of facilities;
- b. Evaluate and report to the Academic Senate on the administrative response to problems in the College environment;
- c. *Receive all pertinent information and requests for change in the allocation and use of all space and facilities;*
- d. Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations to the Academic Senate;
- e. Review and report on College Master Plan regarding facilities and the campus environment;
- f. Review the assessment of the campus with regard to services for students with disabilities and disability issues as the assessment relates and pertains to the campus environment and campus facilities and make appropriate recommendations to the Academic Senate.

To:

- a. Through a process that involves the administration, formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance and allocation of facilities;
- b. Evaluate and report to the Academic Senate on the administrative response to problems in the College environment;
- c. Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations to the Academic Senate;
- d. Review and report on College Master Plan regarding facilities and the campus environment;

- e. Review the assessment of the campus with regard to services for students with disabilities and disability issues as the assessment relates and pertains to the campus environment and campus facilities and make appropriate recommendations to the Academic Senate.

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**Item 3. “Coordinator of Cultural Events”**

The Committee on Bylaws recommends the adoption of the following motion as an amendment to the Bylaws of the Academic Senate:

**Motion: to Restructure the Committee** on Academic Development so that the charges reflect the following changes:

From:

- a. Arrange for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.
- b. Review, evaluate, and report to the Academic Senate on the system of student evaluation of faculty.
- c. Consult with the departments concerned, regarding specific programs being planned.
- d. Consult with the coordinator of cultural events regarding scheduling of events.
- e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

To:

- a. Arrange for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.
- b. Review, evaluate, and report to the Academic Senate on the system of student evaluation of faculty.
- c. Consult with the departments concerned, regarding specific programs being planned.
- d. Consult with the Director of External Affairs, the Director of the Performing Arts Center and the Vice President of Institutional Advancement regarding scheduling of events.
- e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

The Committee on Bylaws recommends the adoption of the following motion as an amendment to the Bylaws of the Academic Senate:

**Motion: to Restructure the Committee** on Gallery and the Performing Arts so that the charges reflect the following changes:

From:

- a. Participate in administering the College Gallery.
- b. Make recommendations and report to the Academic Senate on the purchase of all art and design objects for the campus.
- c. Plan, recommend and participate in the implementation of all College art exhibits.
- d. Select and recommend professional arts events to the Academic Senate and implement those approved.
- e. Participate in the planning and implementation of the Performing Arts Series.
- f. Consult with the coordinator of cultural events.

- g. Seek additional financial support for the Gallery and to increase the number of performing arts events at the College.

To:

- a. Participate in administering the College Gallery.
- b. Make recommendations and report to the Academic Senate on the acquisition of all art and design objects for the campus.
- c. Plan, recommend and participate in the implementation of all College art exhibits.
- d. Select and recommend professional arts events to the Academic Senate and implement those approved.
- e. Participate in the planning and implementation of the Performing Arts Series.
- f. Consult with the Director of External Affairs, the Director of the Performing Arts Center and the Vice President of Institutional Advancement.
- g. Seek additional financial support for the Gallery and to increase the number of performing arts events at the College.

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**Item 4. Committee on Awards and Scholarships**

**Motion: to Restructure the Committee on Awards and Scholarships** so that the charges reflect the following changes:

From:

Section 11. The Committee on Awards and Scholarships

The Committee on Awards and Scholarships shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Awards and Scholarships shall:

- a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards and scholarships.
- b. Select and recommend to the Academic Senate recipients for College awards and scholarships.
- c. Assist departments and coordinate administration of awards and scholarships.
- d. Receive data on all awards and scholarships granted in the College and report the data to the Academic Senate.

To:

Section 11. The Committee on Awards and Scholarships

The Committee on Awards and Scholarships shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Awards and Scholarships shall:

- a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards and scholarships.
- b. Select and recommend to the Academic Senate recipients for College awards and scholarships **for all currently enrolled students and mid-year graduates.**
- c. Assist departments and coordinate administration of awards and scholarships.
- d. Receive data on all awards and scholarships granted in the College and report the data to the Academic Senate.

Rationale: The Committee does not have the time or interest in reviewing the high school transcripts of our incoming students to determine eligibility. This work is being done by the Admissions Office. This has been discussed amongst the Administration (Vice Presidents Howard Lapidus and Ellen Hartigan), the current committee chairperson (Dr. Caf Dowlah) and the Steering Committee (Dr. Philip Pecorino).

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