

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

Committee on Committees of the Academic Senate

MEMORANDUM

To: Dr. Barbara Blake-Campbell
Steering Committee of the Academic Senate

From: Dr. Jannette Urciuoli, Chairperson
The Committee on Committees

Date: June 2, 2009

Subject: Committee on Committees Annual Report, 2008 – 2009

Committee Members for 2008 – 2009 were:

Name	Department	Expiration of Term
Jannette A. Urciuoli	Student Affairs	May, 2009
Carol Soto	Nursing	May, 2009
Jan Ramjerdi	English	May, 2009
Craig Weber	MT	May, 2010
Richard Yuster	ECTC	May, 2010
Sheila Beck	Library	May, 2010
Regina Rochford	Basic Skills	May, 2011
Phyllis Pace	Business	May, 2011
Eugene Harris	Biology & Geology	May, 2011

- I. Organization Meeting – Election of Officers of the Committee on Committees was held in May 2008, Jannette Urciuoli (Counseling) and Carol Soto (Nursing) were elected Chairperson and Secretary, respectfully, for 2008 – 2009. Sheila Beck (Library) was appointed to fill Jay Appleman’s seat, with an expiration date of May 2010; and newly elected members were introduced: Eugene Harris, Regina Rochford, and Phyllis Pace.

- II. Vacancies filled in Academic Senate and on Standing Committees during 2008 – 2009. The Committee on Committees communicated via e-mail and voted electronically to fill vacancies on the Academic Senate and Standing Committees.
- a. Replacements for the Faculty Members-at-Large of the Academic Senate:
 - i. Roland Scal, of the Biology & Geological Department, next in order of votes cast (actually, Alicia Sinclair was next in order but declined due to course scheduling conflict), was appointed an At-Large Member of the Senate, replacing Sam Cohen for the balance of the term expiring in April 2010. Professor Cohen is no longer eligible to be a Senator due to his professional change in status with the college.
 - ii. Richard Yuster, of the ECET, next in order of votes cast, was appointed an At-Large Member of the Senate, replacing Kip Montgomery for the balance of the term expiring in April 2011. Dr. Montgomery continues to serve in the Senate by virtue of his election as Chairperson of the Music Department.
 - iii. Edward Volchok, of the Business Department, next in order of votes cast, was appointed to replace Julian Stark's Senate seat, with an expiration date of April 2009. Dr. Stark requested a leave from the Senate for Spring 2009.
 - b. Replacement for CLT Representative of the Academic Senate:
 - i. Charles Pranci was elected to replace Amy Ching's Senate seat, (expiring in April 2009) due to being on TRAVIA leave.
 - c. Replacements on Standing Committees of the Academic Senate:
 - i. Jung Cho of the Library was appointed to the Admissions Committee to replace Sharon Lall-Ramnarine, who resigned from this committee due to taking maternity leave for the Spring 2009 semester.
 - ii. Alexandra Tarasko of Nursing was appointed to the Curriculum Committee to replace Julia Carroll, who requested to withdraw from her service on the committee due to a scheduling conflict.
 - iii. Todd Holden of Physics was appointed to the Course and Standing Committee to replace Paul Marchese, who was promoted to an administrative position.
 - iv. Lawrence Bentley of Nursing was appointed to the WID/WAC committee to replace Margot Small, who had resigned her services with the college.
 - 1. Replacements for Steering Committee Designees due to changes in committee memberships:
 - a. Pelligrino Manfra of the Social Sciences Department was appointed as the new Steering

Committee Designee for the Admissions Committee.

- b. Christina Manzo of Business was appointed as the new Steering Committee Designee for the Awards and Scholarship Committee.
- c. John Gordon of Math and Computer Science was appointed as the new Steering Committee Designee for the Course and Standing Committee.
- d. Nidhi Gadura of Biology and Geology was appointed as the new Steering Committee Designee for the WID/WAC committee.

III. Academic Senate Elections-

- a. Throughout the Fall of 2008 into the early part of the Spring 2009 semester, this committee worked closely with Raj Vaswani, Information Systems Specialist, to create an interactive electronic system for the background work involved in processing the Application for Nomination to the Standing Committees (ANSC). The rationale for creating an electronic system was to work more efficiently as a committee; thereby eliminating the following tasks: ordering interoffice envelopes, providing enough copies of the ANSC for all faculty and HEOs, stuffing envelopes with the ANSC, and labeling the inter-office envelopes for distribution. Once faculty and HEOs filled out the ANSC, the committee also eliminated the following other tedious tasks: unfolding the applications, in-putting faculty names, rank, and preferences onto an excel sheet, maneuvering names onto committees on a white board, and keeping track of diversifying each committee. The electronic system made the receipt of the ANSC seamless; that is, the responses on the ANSC were programmed to be set up into this interactive electronic system. Once in the electronic system, the members on the Committee on Committees were able to place faculty and HEOs onto committees much more efficiently. Therefore, in making this system electronic, we saved many hours of laborious work, as well as paper. This supports the college's sustainability efforts.
 - i. Early in the Spring 2009 semester, the Committee on Committees sent out an e-mail informing faculty and HEOs of this new electronic method in filling out and submitting the ANSC. A total of 108 ANSC were received electronically (five additional ANSC were received in hard copy format) to fill 81 committee positions and 17 Steering Committee Designee positions. The Committee on Committees recommended a full slate of candidates to the Academic Senate; four additional candidates were nominated by petition. At the April 2009 Senate meeting, the Committee on Committees' slate was approved by the Academic Senate.

The list of standing committees for the 2009 -2010 academic year is attached to this report, as well as the list of Steering Committee Designees.

IV. Academic Senate Election-

- a. In accordance with the Bylaws of the Academic Senate, the Committee on Committees conducted four elections to fill the different representation on the Academic Senate: 13 positions for Faculty Member-At Large, 2 HEO positions, 1 CLT position, and 1 Adjunct position. All of these elections were conducted electronically.

The results of these elections are attached to this report.

V. Recommendations-

- i. There are four recommendations for consideration:
 1. There have been suggestions made by adjuncts to have an available biography for those running for the Senate. The Committee on Committees should consider this as an option for future elections, especially for the adjunct elections, where there are an abundance of adjuncts and not much is known about them.
 2. The Committee on Committees should consider putting a question on the Application for Nomination of Standing Committees that allows faculty who are coming up for tenure or promotion to check off a box. That will provide more information to the COC when selecting faculty for committees.
 3. When conducting the electronic votes, the ballot should have an abstention vote for those whom prefer to abstain from certain elections. This issue was raised during the adjunct election.
 4. The adjunct election process encountered some problems that we hope CUNY First will rectify. The most important one being how to best reach out to adjuncts – the COC needs to have access to an up to date list of e-mail addresses that adjuncts use. Using their QCC e-mail address has proven to be ineffective – especially since there is no list of accurate e-mail addresses for these adjuncts. This issue needs to be addressed with the office of Faculty and Staff or Adjunct Services.

VI. Outgoing Members-

The chair wishes to thank Professor Carol Soto and Professor Jan Ramjerdi for their dedicated service to the Committee. Their terms, as well as that of the chairperson, expired with the election of three new members of the Committee on Committees in May.

Respectfully submitted,
Jannette Urciuoli, Chairperson
Committee on Committees, 2008- 2009 Academic Year