

## **STEERING COMMITTEE REPORT**

### **1. Senate Matters: Composition and Membership**

The Steering Committee would like to welcome Dean Denise Ward, who will be serving as a Presidential Designee to the Academic Senate, filling the vacancy left by the departure of Vice-President Dan King.

The Steering Committee would like to congratulate the former Adjunct Representative to the Academic Senate, Professor Arlene Kemmerer, who we are happy to report will be joining the faculty for the 2009-2010 year as a full-time Substitute Lecturer in the Department of Basic Skills. Because Dr. Kemmerer will be teaching full time, the Steering Committee would like to also welcome Professor Georgeanne Albanese, another member of the Department of Basic Skills, who will be serving as adjunct representative in her place.

### **2. Committee Matters: Composition and Membership**

As members of the Senate will read in the attached report from the Committee on Committees, various resignations and assigned campus responsibilities made it necessary to replace a few members of the committees. The Steering Committee will shortly be contacting the officers of Student government to secure the names of student representatives who can serve on all committees of the Academic Senate where student representation is called for by the By-laws of the Academic Senate.

Once again, the Steering Committee would like to remind all members of standing committees that it is customary for the election of a committee chairperson and secretary to occur at its first meeting as a newly constituted committee. Usually, this means the election will take place at the final meeting of the spring semester, during which all members attend, and incoming members—that is, those who will serve on the committee in the coming academic year—vote. If a committee of the Academic Senate did not find an opportunity to convene a final meeting, then a chair should be elected at the first meeting convened in the fall semester. If the outgoing chair of the committee no longer serves, then the meeting should be convened and chaired by the committee member whose surname is first alphabetically. This committee member then presides over an election of a committee chair and secretary.

Because these, and other questions regarding committee procedures, are always pressing at the beginning of the semester, and because the members of the Steering Committee would be grateful for an opportunity to meet with new committee chairs, discuss their concerns, and have some immediate feedback regarding the charges given their committees for the 2009-2010 academic year, the Steering will be calling a meeting of all chairs of standing

committees of the Academic Senate on **Wednesday, September 30, 2009, during Free Hour, (1-2.30 PM) in Humanities 314.**

### **3. Committee Matters: Activities**

The Steering Committee would like to take this opportunity to thank all the chairs of our various committees and sub-committees, who labored assiduously to add their reports to this September's Senate agenda. To these extensive reports, the Steering Committee would like to add a few brief notices concerning matters that came to our attention over the annual leave period:

- The Special Committee to Develop On-Line Education at Queensborough managed to meet twice before the beginning of annual leave, and Dr. Edward Volchok, its busy and dedicated chair, has advanced at least one possible suggestion for a pilot program the college might try to launch on line: the AAS Program in Marketing Management. Several exciting suggestions have also emerged from the consultation of faculty members serving on this special committee, as well as Vice-President Zins, Ms. Christina Johnson, Dr. Volchok, Dr. Lorena Ellis, and our Academic Senate Parliamentarian, Dr. Philip Pecorino, concerning ways in which Queensborough Community College might contribute to the Obama Administration's Community College Open Learning Initiative. The most promising of these seems to be the notion an "On-line Academy," which would offer opportunities for degree completion to students who completed thirty credits at Queensborough, but never finished their degrees. Launching on-line programs will require cooperation from a number of departments that contribute general education courses to Queensborough's programs, so there are a number of matters that would require close scrutiny and discussion, but the Steering Committee did wish to take this opportunity to thank Vice-President Zins, Dr. Volchok and all his colleagues on this special committee, as well as Dr. Ellis and Pecorino, for all their energy and dedication.
- Over the summer, the Steering Committee was gratified to receive several communications from faculty members regarding matters within the purview of our committee on Environment, Quality of Life, and Disability Issues. We are happy to report that all these concerns will be added to the Committee's charges for the coming year, during which the Committee on Environment, Quality of Life, and Disability Issues expects to work closely with Presidential designee Vice-President Diane Call to consider these recommendations and any proposals that emerge from the work of the QCC Sustainability Council. The Steering Committee urges members of the college community to visit the Council's website at <http://www.qcc.cuny.edu/susproj/> and to share any additional thoughts they may have about improving our campus environment and rendering our carbon footprint as shallow as possible.

- The Steering Committee would like to draw the attention of members of the Academic Senate to the Report from the Special Committee on the Assessment Database (Attachment W) including the working design for an assessment template forwarded by this committee. As of this writing, the Steering Committee is in receipt of a memorandum from our Senate Parliamentarian that reminds us that Assessment has never formerly been under the purview of the Academic Senate, which is a policy-making body. There are some useful reasons why undertaking to make policy in the area of assessment might be regarded as an infelicitous course, as this might diminish the flexibility of departments in devising assessment templates and activities appropriate to their disciplines. There are also some reasons why it might be argued that such involvement would be consistent with the recommendations of Assessment experts, as, for example, Wendy F. Weiner, who wrote in her recent article, “Establishing a Culture of Assessment,” *Academe: Bulletin of the American Association of University Professors* (July-August, 2009), 28-32, that “faculty ownership” is crucial to a successful assessment initiative on any campus. In particular, faculty remain the best judges of what students should learn, and whether they’ve learned; and they also are the most qualified to gage the average between an assessment effort that enhances student learning, versus one that interferes with other crucial instructional activities. The Steering Committee would like to propose entering into a conversation with the Faculty Executive Committee concerning whether—and if so, how--our college’s governance structure might be able to facilitate assessment efforts at Queensborough, and help our college construct a system that helps us help our students most efficiently.

#### **4. University and College Wide Matters with Direct Bearing on the Senate**

- Over the summer, Vice Chancellors Gillian Small and Frederick P. Schaffer met with members of the University Faculty Senate’s Executive Committee, regarding the submission of the final draft of a document entitled *Human Research Protections: Programs, Policies, and Procedures* (2009). The purpose of this document was to create a set of specifications, both for the appointment of members of each CUNY institution’s Institutional Review Board (IRB), and for each IRB’s deliberations, that would be fully in compliance with the “Belmont Report” on *Ethical Principals and Guidelines for the Protections of Human Subjects of Research* (1979). The Steering Committee has forwarded this extremely instructive document to Dr. Robert Becker, current chair of Queensborough’s IRB, and is awaiting his comments, as Dr. Manfred Phillip, Chair of the University Faculty Senate, has asked that IRB chairs on each of CUNY’s 19 campuses forward their recommendations concerning possible modifications to this document before it is considered by the CUNY Board of Trustees.
- The Steering Committee is also in receipt of the transactions of Assessment Rubrics workshops that represent the work of faculty who met under the direction of Dr. Derek V. Price, director of DVD-PRAXIS LTD, an educational consulting firm, and his colleague, Dr. Michelle Kalina, a specialist in Classroom Assessment Techniques,

or CATS, during the end of June and the beginning of July. The Steering Committee wishes to thank Drs. Price and Kalina for accommodating the Steering Committee by forwarding these documents, which we would like to indicate are available to any faculty who could not attend these workshops due to conflicting commitments they may have had during the annual leave period upon request.

- Finally, the Steering Committee wishes to congratulate the following members of Queensborough's Faculty and Staff who, in collaboration with the Office of Academic Affairs and Queensborough's Center for Excellence in Teaching and Learning, will be serving as CETL associates during the coming academic year, 2009-2010. These faculty and staff members have graciously consented to be a resource both for their colleagues, and for our students, as we all strive to offer our students the best education possible:

Pedagogical Research and Publications: Maureen Wallace  
Instructional Technology: Christine Mooney

Distance Education

Lorena Ellis: facilitator and OAA Faculty Fellow with support from ACC staff  
Karen Steele and Paul Marchese: OAA liaisons

Service Learning Program

Jo Pantaleo  
Sharon Ellerton

Writing Intensive Coordinators

Linda Stanley  
David Humphries  
John Talbird  
Megan Elias  
Jeffrey Jankowski

e Portfolio

Ed Hassen, facilitator with Support from ACC

Learning Outcomes Developers/Assessors

Margot Edlin  
Peter Bales

Basic Skills and Math Liaisons to Academies

David Rothman (BES)  
Sylvia Svitak (Math)

Faculty Coordinators

STEM—Moni Chauhan and Bob Kueper  
Liberal Arts—Anne Marie Bourbon, Linda Stanley, Megan Elias

Education—Rene Rhodd  
VAPA –Georgia McGill  
Health –Alex Tarasko  
Business—Shelley Bannon and Kelly Ford

Campus Learning Center Academic Facilitators  
Business—Glenn Burdi  
Science—Peter Campbell  
Arts and Humanities—Jenny Lin  
Social Sciences/History