

**QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK  
COMMITTEE ON STUDENT ACTIVITIES OF THE ACADEMIC SENATE**

**ANNUAL REPORT FOR 2015-2016**

**To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee  
Dr. Emily Tai, Vice Chair of the Academic Senate Steering Committee  
Dr. Joel Kuszai, Secretary of the Academic Senate Steering Committee**

---

**From: Dr. King, Chairperson of the Committee on Student Activities  
Date: June 2, 2016  
Subject: Annual Report of the Committee on Student Activities for 2015-2016**

---

**COMMITTEE MEMBERS:**

Dr. Carolyn King (Chairperson), Dr. Adam Luedtke (Secretary), Prof. Susan Garcia (Member), Prof. Linda Ostrowe (Member), Prof. Lawrence Bentley, (Member), Dr. Danny Sexton (member), Dr. Peter A. Novick (Steering Committee Designee), Dr. Ted Rosen (Former member/volunteer), Vice-President Michel Hodge (President's Designee), Prof. Barbara Blake-Campbell (Committee on Committees Liaison), and Mr. Raymond Volel (Student Life Specialist).

**DATES COMMITTEE MET:**

The Committee on Student Activities met twelve times in the course of the academic year on the following dates and times: August 19<sup>th</sup>, 2015 at 11:15 a.m., September 3<sup>rd</sup>, 2015 at 4:10 p.m., September 17<sup>th</sup>, 2015 at 4:07 p.m., September 29<sup>th</sup>, 2015 at 4:10 p.m., October 6<sup>th</sup>, 2015 at 4:05 p.m., November 3<sup>rd</sup>, 2015 at 4:05 p.m., December 1<sup>st</sup>, 2015 at 4:10 p.m., February 23<sup>rd</sup>, 2016 at 1:00 p.m., March 15<sup>th</sup>, 2016 at 1:25 p.m., March 29<sup>th</sup>, 2016 at 1:25 p.m., April 12<sup>th</sup>, 2016 at 1:25 p.m., and May 24<sup>th</sup>, 2016 at 3:11 p.m.

**SUMMARY OF THE WORK OF THE COMMITTEE ON STUDENT ACTIVITIES FOR THE  
YEAR 2015-2016**

**August 19, 2015, Oakland Dining Room (1<sup>st</sup> meeting)**

Dr. King, Dr. Ted Rosen, Prof. Susan Garcia, and Dr. Danny Sexton met from 11:15am until 2pm. The agenda for this meeting and the minutes of June 3<sup>rd</sup> were both approved.

**Update on Volunteer Fair (VF):**

- We have so far about 10 organizations and need each person to follow up with their contacts that haven't responded. We discussed the need for a registration form to send to our contacts. Dr. Sexton agreed to draft and email the form to the group.
- Some changes were made to the flyer to be sent to our contacts. We will ask Prof. Ostrowe to edit and to send final version of flyer to Stephen Di Dio for approval.
- Dr. King will contact B&G to confirm set-up and check on parking for the day of the VF. Dr. King will also contact Mr. Ray Volel about setting up a table at the Club Fair on Sept. 2<sup>nd</sup> to allow students to get information about the VF.
- Prof. Garcia will be contacting Ray Perez about Music (speakers for VF).
- Dr. Ted Rosen is going to look into getting some funds for the popcorn machine. Dr. King will ask Mr. Volel the proper procedure to invite the Student Government Association to participate in and to cosponsor the VF.
- **Our next meeting will be September 3<sup>rd</sup> at 4:00pm in the Oakland room.**

**September 3<sup>rd</sup>, 2015, Oakland Dining Room (2<sup>nd</sup> Meeting)**

Dr. King, Dr. Rosen, Dr. Sexton and Prof. Ostrowe met from 4:10pm until 5pm. The agenda for this meeting and the minutes of August 19<sup>th</sup> meeting were both approved.

**Update on Volunteer Fair (VF):**

- We have 10 organizations and our goal is to have **15-20 CONFIRMED!!** Each member will continue to follow-up with the contacts that haven't responded. Dr. Rosen suggested inviting someone from the Mayor's Office on Volunteering, but warned that this is a political liaison and we have to make sure that the administration at QCC approves. Prof. Ostrowe will contact Ronni Weprin about having our list of organizations vetted.
- Prof. Garcia, Dr. King and Dr. Rosen participated in the Club Fair on Sept. 2<sup>nd</sup>. They shared a table with the Mock Trial Club and displayed a large poster of the Volunteer Fair Flyer. Our presence at the Club Fair generated a lot of interest in the VF from both faculty and students.
- Dr. Sexton's registration form has been edited and can now be used for communication with our targeted organizations. Dr. Sexton will be the ONLY person to receive the registrations. However, each member will be responsible for any other communications with their organizations.
- We discussed minor changes to the wonderful flyer that Prof. Ostrowe created. We decided we need two versions: One to go out immediately in order to put the date on the calendar; and the final one that lists our co-sponsors. Prof. Ostrowe will send final version of flyer to Stephen Di Dio for approval and will also have the information for the event listed on all appropriate QCC calendars.
- Dr. Rosen and Prof. Ostrowe suggested possible avenues to seek funding. Dr. King will send a request to VP Hodge and the Student Government seeking co-sponsors and requesting \$450 that would be used to hire "Send In the Clowns" to provide a popcorn vendor for the event.
- Dr. King confirmed the parking with B&G. Ed Locke just wants a reminder one week before the event.
- We discussed all the details that need to come together to make for a successful event. To that end, we agreed that we need weekly and very short meetings to work on the Volunteer Fair. Prof. Ostrowe reminded us there are some details we have to establish

before the event. Namely, how the event proceeds from start to finish. Who will do the greetings? Where will they organizations first assemble? Should the organizations be announced? We need tablecloths? How will the tables be arranged?

- We discussed our availability to meet during the semester. It seems that Tuesdays, 4-6pm is the day that works for almost everyone. Dr. Rosen is NOT in on Thursdays, but will participate as often as possible to help with the Volunteer Fair. Because of the September holidays, we will meet on ONE more Thursday (9/17) and then will keep Tuesday as our meeting day.
- **Our next meeting will be Thursday, September 17<sup>th</sup>, 2015, 4-6pm in room TBA.**

### **September 17, 2015, MA-317 (3<sup>rd</sup> Meeting)**

Dr. King, Dr. Rosen, Dr. Sexton, Prof. Ostrowe, Prof. Garcia, and Prof. Bentley met from 4:07pm until 5:15pm. The agenda for this meeting and the minutes of the September 3<sup>rd</sup> meeting were both approved.

#### **Update on the Volunteer Fair (VF):**

- Dr. Sexton has received 3 completed registration forms from participating agencies. There are a total of 7 external agencies confirmed and 4 on campus offices. Prof. Garcia is going to contact Mary in Service Learning to ask if she would consider inviting representatives from some of the agencies they work with. Dr. King will contact Drs. Luedtke and Novick about outreach to Animal and Art related agencies for the VF. Prof. Ostrowe will call Dean Amato from Homes for the Homeless.
- Dr. King will notify Public Safety and B&G about 1 week prior so tables and parking can be allocated. She is also waiting to hear from Student Government about whether they will provide funds and/or co-sponsor the event. By Monday, 9/21, she should have a response. Once we hear from Student Government, Prof. Ostrowe will finalize the flyer and request about 500 copies to be displayed on tables throughout the campus, as well as distributed on the day of the fair.
- The fair has been posted on the Calendar of Events as well as the digital signage. Prof. Ostrowe will arrange for the Office of Student Affairs to send an email to all QCC students.
- Dr. King will invite the President of Student Government to our next meeting. We have \$250 from the Office of Academic Affairs towards the \$450 we need. Therefore we should negotiate with the popcorn vendor about the possibility of working for just 1 hour of the event for that amount.
- Prof. Garcia will contact Ray Perez about having music and a microphone.
- Prof. Ostrowe emailed and left a voicemail message for Ronni Weprin asking whether we should invite the Mayor's Voluntary Action Center. There has been no response to date.

#### **Proposed Structure of the Day for VF**

- Tables to be set up by 11am (Request an additional 1-2 tables for us and refreshments.)
- Invite the representatives to come at 11:30am. They will be greeted by Dr. King, Dr. Sexton and Dr. Rosen. Those of us who have a class during this time will join after.
- The tables will be set up in the shape of a "U", with the open side facing the Science Bldg.

- Representatives may sit where they choose.
  - At around 12:30 pm, Dr. King will speak on the microphone encouraging students to come on over. Hopefully, we can have students help out with this as well.
  - We will have a sign-in sheet by the popcorn area to obtain as many student signatures as possible.
  - Wrap up will be around 1:45pm.
- **The meeting that was scheduled for Friday, 9/15 has been rescheduled to Tuesday, 9/29 at 4pm in MA-317. It seems as though most of the committee will be available for that day and time.**

### **September 29, 2015, MA-317 (4<sup>th</sup> Meeting)**

Vice President Michel Hodge, Dr. King, Dr. Rosen, Prof. Garcia, Dr. Sexton, Prof. Bentley, and Mr. Ray Volel met from 4:10pm until 5pm. The agenda for this meeting and the minutes of the September 17<sup>th</sup> meeting were both approved.

#### **Update on the Volunteer Fair:**

- Dr. Sexton had received 9 completed registration forms from participating organizations. (We didn't get any agencies that involved animals and the arts.) There are a total of 6 on-campus offices.
- Dr. King will confirm the amount of tables by next meeting and inform Public Safety. She will also send out a reminder email. The Holocaust center will be getting back with Dr. King to let her know if they are coming. (Dr. Luedtke Adam had been in communication with Marisa Berman.)
- The Student Government agreed to co-sponsor and donated \$200.00. Wei Li should be contacted regarding payment of invoices.
- We discussed the proposed structure for the Volunteer Fair:
  - Tables will be set up at 10:00-10:30am. (Semi-circle with opening to face parking lot and popcorn stand in the center.)
  - Dr. King will send email to everyone to be ready to START @ 12:00pm. She will also purchase plastic tablecloths.
  - Dr. King, Dr. Rosen, Dr. Sexton and Prof. Bentley to greet guests and set-up tables.
  - Prof. Bentley is bringing water for the representatives of the organizations.
  - Mr. Volel wanted a table for Voter Registration.
  - We will have students sign the Sign-in sheets (At popcorn table?)
- During our next meeting, we will confirm everything else.

#### **New Business**

- Mr. Volel discussed the events coming up: Latino Festival (10/01/15), Leadership weekend (10/16/15-10/18/15), Club Presidents and Advisory Luncheon (10/21/15), Halloween Party (10/29/15).
- **Our next meeting will be on Tuesday, October 6<sup>th</sup>, 4:00pm in MA-317.**

### **October 6<sup>th</sup>, 2015, MA-317 (5<sup>th</sup> Meeting)**

Dr. King, Dr. Luedtke, Prof. Bentley, Prof. Garcia, Dr. Novick, Prof. Ostrowe, Student Government president Mr. Ricky Panayoty, Dr. Rosen, Dr. Sexton, and Mr. Ray Volel met from 4:05pm until 5:15pm. The agenda for this meeting was approved. The minutes of September 29th will be approved at the next meeting.

#### **Update on the Volunteer Fair (VF)**

- The Completion Day Assembly is happening at the same time as our VF. Student Government president Mr. Ricky Panayoty will try to attend VF, around 11am, after he attends the Completion Day Assembly. We thought it would be a great idea for him to make a statement at the VF. Dr. Rosen pointed out that we don't have to start the event right at noon – just get the music going.
- Mr. Ray Volel has someone from NYPIRG who will come.
- Dr. Sexton mentioned that Queens Public Library is coming and will be available to get students library cards.
- AHRC New York will participate. The contact person is Karen Zuckerman.
- The American Cancer Society cannot come.
- There will be 10 outside organizations in all.
- Parking has been arranged for the volunteer organizations.
- The sandwich boards are up (we have two of them).
- The VF announcement is running on the electronic bulletin board.
- The issue of Wi-Fi access for the guests was brought up and Dr. Novick volunteered to coordinate their Wi-Fi access.
- Dr. Sexton will be the main person for registration – he will collect student names & Student IDs.
- Prof. Garcia and Mr. Ray Perez will coordinate the music.
- The idea was floated to do a card for the victims and community at Umpqua Community College. It was decided to create large card(s). Dr. Luedtke will email the image from the Volunteer Fair Flyer (tree with hands) to Mr. Ricky Panayoty.

#### **New Business**

- Prof. Bentley brought up the question of what should be changed for our Committee Charges, since it goes into the Annual Report. Dr. Novick will go through the Committee Charges and indicate which tasks are either: A) Done; B) In Progress; C) Should Be Changed; or D) Irrelevant/Obsolete.
- We still have not received the names of the students who are/will be on our committee
- VP Hodge wants to come to our next meeting.
- **Our next meeting is scheduled for Tuesday, November 3 at 4 pm in MA-317.**

### **November 3, 2015, MA-317 (6<sup>th</sup> Meeting)**

Dr. King, Dr. Novick, Prof. Ostrowe, Mr. Volel, Prof. Garcia, Dr. Sexton, Prof. Bentley and Mr. Brian Kerr (in lieu of VP Hodge) met from 4:05pm until 4:55pm. The agenda for the meeting was approved and the minutes of September 29, 2015 and October 6, 2015 were both approved.

#### **Old Business**

- **Volunteer Fair:** The event was a success. Over 400 students completed the sign-in sheet. We don't know yet the number of students who registered to vote. A thank you email has been sent to all of the community partners. The email also asked to provide some data on how many students signed up and followed up after the initial event. Two representatives have both replied. Jeanie from MHA said she had a great response from students at the event but students have yet to follow up. Kyle from Reading Partners said 60-70 students signed up and was one of the strongest responses that he has ever had at an event such as this. We are looking for a way to follow up again before the end of the year to see how many students have contacted the community partners and what we can do to change/better accommodate them. We are also interested in whether BMCC's volunteer fair was similar/different to ours. Finally, the card created for the Umpqua CC was given to the SGA. We plan on holding the Volunteer Fair again in the Fall of 2016.

### **New Business**

- **Student Activities Report:** Mr. Volel reported that future events include Karaoke in the SU, a sexual harassment workshop on November 17<sup>th</sup>, a cyber mania communication workshop on November 24<sup>th</sup> and an academic success workshop on December 8<sup>th</sup>. Additionally, a multicultural show will be held on November 24<sup>th</sup> which may also include a fashion show. The Emerging Leaders Program is still meeting on Saturdays from 9am-1/3:00pm in which 28 to 30 students have been attending. There is also a leadership conference at the College of Staten Island in November that Ms. Gisella Rivera and Mr. Volel are currently recruiting students for. Finally, Mr. Volel is looking for SGA candidates for the Spring election.
- **Meeting of the Committee Chairs:** Dr. King attended the meeting on October 14<sup>th</sup> and she related to our committee the many praises that were issued regarding the Volunteer Fair. One important point that was stressed at this Committee Chair meeting was the importance of having all members at each meeting and making sure that everyone has a voice. Our liaison is Prof. Barbara Blake-Campbell and we need to come up with requirements/days/times that we meet for the 2016-2017 before the next election. Finally, if anyone is having an issue, then you should contact Dr. Emily Tai or Dr. Peter Bales directly. We need to make sure the website is continually updated as well.
- **Charges for 2015-2016:** Dr. Novick edited the outdated or completed charges so that we can focus on what is new and most important. Although we still have not been assigned student members, Dr. King will email \_SGA to find out if any students have been assigned. Our first charge that we are looking into is on updating the new student welcome packet. Mr. Brian Kerr recommended that we contact Dr. Carol Alleyne who Dr. King is going to invite to our next meeting. The second charge we picked out was about creating a survey for students to see if they are interested in any new clubs or activities. We will need to plan this out and figure out the best way to administer this survey (survey monkey, postcards, digital boards, QCC connect?). The third charge we discussed dealt with working with PTK to work with student volunteer efforts on campus.

Dr. Novick will email Dr. Tai about this charge as we don't really understand what is expected. The final charge we discussed addressed collaboration with the Committees on eLearning and The Library to work on the "Fitness while Studying" campaign. Dr. Novick will email Dr. Tai to find out the chairs of the aforementioned committees to see how we can be of assistance. We also plan on inviting Stephen DiDio and his team again to check up on the success of the QCC Connect application.

- **Our next meeting will be on Tuesday, December 1<sup>st</sup> at 4:00pm in MA-317.**

### **December 1, 2015, Ma-317 (7<sup>th</sup> Meeting)**

Dr. King, Prof. Ostrowe, Mr. Volel, Prof. Garcia, Dr. Sexton, Prof. Bentley, Prof. Barbara Blake-Campbell (Committee on Committees Liaison) and Guest Dr. Carol J. Alleyne, Director of New Student Engagement met from 4:10pm until 4:55pm. The agenda for December 1, 2015 meeting was approved. The minutes of November 3, 2015 were also approved.

#### **Old Business**

- **Volunteer Fair:** members reviewed the list of vendors who were invited to the fair and divided the list up according to who contacted the member in order to reach out to re-invite them next Fall 2016 and to see how many of our students have followed-up on volunteer opportunities.

#### **New Business**

- Our first charge for 2015-2016 is updating the new student welcome packet. To that end Dr. Carol J. Alleyne, Director of New Student Engagement was invited to describe and discuss the packets given to new students as well as the entire welcoming process, as it exists today.
- Dr. Alleyne proceeded to provide a lengthy description of her extensive program and process and much discussion ensued.

**The Student Advisement Packet**, which consists of:

1. **An Advisement Guide** which lists and describes counseling or advisement services available to students such as; CETL, The Writing Center, The Counseling Center among many other services.
2. **A CUNYFirst Guide:** full of information related to the navigation through CUNYFirst, or how to produce a degree audit form, as well as extensive financial aid information.

**(This committee will request a copy of the guides when the next batch is printed.)**

#### **Student Orientation:**

Invitations are sent to the large body of student orientees after the college receive their: Commitment Fee/Deposits and Health Forms are completed.

- Orientation Agenda: Here the packets are presented and the students are divided into smaller Welcome Sessions with groups of approximately 30 students for live information presentations to students regarding;
  1. Pretesting and the need for remediation.
  2. College Readiness.
  3. Financial Aid.
  4. Academy Placement (Academization)
- Dr Alleyne described some new ideas (An Orientation Week) to possibly be implemented in the next Freshmen Orientation in January 2016 involving spreading the orientation activities over several days or the first week leading up to classes.
  - The use of Student Ambassadors across campus at set locations to provide advice or answer questions.
  - The inclusion of Breakout Seminars in the orientation.
  - Academy seminars.
- **Committee Charge: “A Freshman Experience Survey”** After hearing the entire presentation the group agreed that there seemed to be little need for the committee to spend time re-developing what sounds like a well-planned and organized orientation session and manual. Rather the group felt that our efforts should focus on developing or enhancing a Freshman Survey. There is currently a survey issued to students after the Fall Semester. Dr. Victor Fichera (Principal Investigator for Academy Assessment Protocol, Institutional Research) was mentioned as someone who is involved in the process and should be contacted for further information. The possibility of getting a survey ready for spring was put forward.
- **Student Activities Report:** Mr. Volel reported that: (1) the SG Winter Gala, which is a formal event with DJ and free food would take place on 12/03/15; (2) The Emerging Leaders Program will have its last meeting on Saturday, 12/05/15; (3) Yearbook pictures for seniors will be held in the SU 12/07/15-12/10/15; and (4) Quiet hours will take place in SU from 12/14/15 until the end of finals.
- **Our next meeting is on Tuesday, February 2nd at 4:00 in MA-317.**

**February 23, 2016, MC-21 (8<sup>th</sup> Meeting-rescheduled from February 2<sup>nd</sup>, 2015)**

Vice President Michel Hodge, Dr. King, Dr. Luedtke, Prof. Ostrowe, Dr. Sexton, Mr. Volel, Dr. Luedtke and student representative Mr. Oscar Zagalo met from 1:00 pm until 1:45 pm. The agenda for this meeting was approved. The minutes of December 1, 2015<sup>th</sup> meeting were also approved.

### **Old Business**

- Follow-Up/Feedback on Office of New Student Engagement Survey. Dr. King will email the PDF from the survey.
- Follow-Up/Feedback on Volunteer Fair. Although the Fair was a great success, Dr. King mentioned that some of the organizations were overwhelmed with responses. One woman she spoke to took a lot of student emails, but we are unsure of the level of



follow-through. It was decided for our next fair that we should possibly focus on volunteer opportunities that are either on campus (or at least closer to campus, i.e. not in Nassau County) and/or for class credit and/or can be done in more flexible shifts (one day, on weekends, etc.). We will think and discuss more about how to implement this, and when the next Fair should be (some suggested that it might be better to do it in Spring Semester, to capitalize on students heading off for Summer break). We do have student emails from the sign-in sheets, so we could seek feedback either independently or as part of our survey of student activity needs.

### **New Business**

- We welcomed new student member Mr. Oscar Zagalo, a biotech major.
- We began to create a plan to address “A Freshman Experience Survey.” One of the Committee’s charges is to determine what student activities students are interested in. Although the OIRA collects data from the Freshman Survey, our data doesn’t have to be from Freshmen only. It was decided that we will create and publicize a survey by the end of the Semester (May). At the next meeting, on Tuesday, 3/8, we will come with plans for how to design and publicize the survey. Dr. King will contact Dr. Victor Fichera and/or Dr. Elizabeth Lackney to see if they should attend that meeting.
- **Report of Student Activities:** Mr. Volel mentioned that we are gearing up for student elections. Thirty-six (36) students have thus far picked up the application to run for office, which doesn’t mean much since the return rate is low (their goal is to give out at least 100). The Deadline is March 17, 2016. Dr. Luedtke mentioned that Mr. Volel could come to his American Government class to publicize it, and will arrange that. The elections will be the week before Spring Break. Mr. Volel also mentioned that the ratification process for clubs is underway, and will be done by March 9<sup>th</sup>, in time for the President’s luncheon. There will also be a women’s self-defense class (open to all) during club hours on March 30, entitled “Women Fight Back”. Finally, there is an upcoming student government trip to Hudson Community College for ASGA.

### **Other business**

- Dr. Luedtke will contact Dr. Emily Tai about publicizing the event for the Food Insecurity Sub-Committee.
- VP Hodge mentioned that he is not on the email list, and asked if Dr. King could add him and his assistant, Mr. Reynald Pierre-Charles.
- **Out NEXT MEETING is on Tuesday, March 8, at 1 pm in MC-21.**

### **March 15, 2016, MC-21 (9<sup>th</sup> Meeting-rescheduled from March 8, 2016)**

Ms. Julie Agustin (Student Member), Dr. Victor Fichera (guest), Prof. Garcia, VP Hodge, Dr. King, Dr. Luedtke, Prof. Ostrowe, Dr. Sexton, and Mr. Raymond Volel met from 1:15pm until 2pm. The agenda for the March 15, 2016 meeting was approved. The minutes of February 23, 2016 will be approved at the next meeting (March 29?).

### **New Business**

- Guest Dr. Victor Fichera, Principal Investigator for the Academy Assessment Protocol, was welcomed.
- We welcomed new student member Ms. Julie Agustin.

- Create plan to address “A Freshman Experience Survey”
- One of the Committee’s charges is to determine what student activities students are interested in. Dr. Fichera broke explained how he did the Freshman Experience survey. Dr. King and others chimed in on what we want, what the charge is, etc. We all discussed pros and cons of different questions. Dr. Fichera wants to percolate on it, including the question of whether or not to use Survey Monkey. One issue is the crowded survey landscape – VP Hodge said that the Title 9 survey is also launching in March. In other words, Dr. Fichera explained that students are overwhelmed with surveys. Julie agreed and said that there are too many surveys for students. The HIP survey is also happening in April-May. In regards to the Freshman Experience survey, we could use the same wording for all students. We could throw in other questions too. VP Hodge said that students use the student app. Dr. King asked what technology platform to use. We discussed the logistics of doing the survey in the Fall semester vs. the Spring semester. Dr. Sexton said the students mentioned useful things for our purposes. Julie said NO to a survey just before Final Exam week. Dr. Fichera then proposed that we go for April 9 (end of the first week of April) - aim for doing our survey between the Title 9 and the HIP one. We agreed. Regarding the question of students working on the survey, Dr. Fichera said that there are too many logistical challenges. He doesn’t want students to work on it. If we think of any other questions to give him, we should let him know. We’ll get back to him by next week, we’ll think on it. We talked about interest vs. activity questions, and other specific areas. Dr. Fichera went into specific questions on the freshman impact survey. The biggest responses were no time or too busy. Mr. Volel suggested a question about “do you know of the office of student activities?” Ray said the most common response he receives from graduating students is, “this is the first time I’ve been in here - wow, they have so much.” Dr. Fichera said a survey is different from a test. It was tentatively decided to use the following 4 questions:
  - Are you aware of the office of student activities?
    - If yes, then what are things they offer?
    - If yes, what things are you part of?
    - What would you suggest we offer?

Ms. Augustin approved the language. Dr. Fichera will write it up and send it to Dr. King. She’ll send it around. Dr. Fichera wants to send us a pilot of the survey because Survey Monkey can have problems. Before the next meeting on 3/29, we’ll send out the questions. Dr. Fichera will come to that meeting.

- **Report of Student Activities:** Mr. Volel discussed the upcoming student elections. Workshops are coming up for candidates, such as a “Slate Workshop” on forming teams to run in the elections. There will be a VP Senators’ meeting this Wednesday. There will also be a women’s self-defense class (open to all) during club hours on March 30, entitled “Women Fight Back”. Finally, there is an upcoming candidates’ orientation for the elections coming up in April, where they will learn the electoral rules. The candidates’ forum will be on April 13.
- Other Business: Prof. Garcia mentioned the wellness festival and health fair coming up, as well as the blood drive happening this week.
- **NEXT MEETING: Tuesday, March 29, at 1:15 pm in MC-21.**

### **March 29, 2016, MC-21 (10th meeting)**

Prof. Bentley, Dr. Victor Fichera (Guest), Mr. Brian Kerr (in lieu of VP Hodge), Dr. King, Prof. Ostrowe, Ms. Gisela Rivera, Ms. Julie Agustin (Student member) and Mr. Ray Volel met from 1:25 pm until 2:20 pm. The agenda for 3/29/16 meeting was approved. The minutes of 2/23/16 and 3/15/16 were also approved.

#### **Student Survey on Clubs and Activities**

- All in attendance reviewed the “First Draft of Survey Questions” which was a compilation of this committee’s questions drafted by Dr. Fichera. We discussed and revised several survey items. Dr. Fichera is going to implement the suggested changes and create the survey in Survey Monkey. He will send this out to the committee to pilot.
- Dr. Fichera and Mr. Kerr expressed that VP Hodge asked that the committee consider having the survey go out in the Fall 2016 instead of this semester due to the number of surveys being sent to students.

#### **Report of Student Activities**

- Mr. Volel informed us of the following events:
  - Family Feud event will be going on tonight (3/29) and today is the last day for students to hand in packets to be on the ballot for student elections.
  - 3/30- Girls Fight Back event
  - 4/6- Candidate orientation for student elections
  - 4/7- International Students Club is holding a Culture Clash event
  - 4/12- Civility and Anti-Hazing workshop
  - 4/13- Candidates Forum and start of SGA elections in the Admin. Building Lobby (running through 4/20)

#### **Volunteer Fair**

- Due to time constraints, we will be discussing the Volunteer Fair during our next meeting. Dr. King mentioned that it may be best to run it in the Fall 2016 as it was such a success last semester.
- **Our next meeting is scheduled for Tuesday, April 12, 2016 in MC-21.**

### **April 12, 2016, MC-21 (11th meeting)**

Prof. Bentley, Prof. Garcia, Dr. King, Prof. Ostrowe, Dr. Sexton, Mr. Oscar Zagalo (student) met from 1:25pm until 2:05pm. The minutes of 3/29/16 were approved. The agenda for 4/12/16 was also approved.

#### **Student Survey on Clubs and Activities**

- Prof. Ostrowe suggested switching the order for questions #4 and #5 and reworded question #4 to “list any QCC clubs that you may be interested in,” and Dr. Sexton suggested adding “please select all that apply” after question #4.

- Everyone was asked to try the survey at least once more and e-mail Dr. King with any suggestions for changes.

### **Volunteer Fair, Fall 2016**

- The committee discussed the following as related to the next Volunteer Fair: date, locations, and organization.
- The volunteer fair will be held in the fall 2016 semester either the last week of September or the first week of October depending upon space availability. After the fall fair, the committee will consider if another one should be scheduled for the spring 2017 semester.
- Two possible locations have been suggested: (1) the quad and (2) the new lobby space of the Science Building, if completed.
- The committee discussed what type of organizations to invite and members volunteered to be the contact for various organizations: Prof. Bentley: animals and health, Prof. Garcia: fitness, nutrition, service learning, and after school, Dr. King: environmental and parks, Dr. Luedtke: meal providers and music, Prof. Ostrowe: children and the elderly, and Dr. Sexton: library, tutoring, and criminal justice.
- **Our next meeting is scheduled for Tuesday, May 10, 2016 from 1:15 to 2:10pm. Location to be announced.**

### **May 24, 2016, M-340 (12th Meeting-rescheduled from May 10, 2016)**

Prof. Bentley, Prof. Garcia, VP Michel Hodge, Ms. Margaret Howell (new member), Dr. King, Dr. Luedtke, Prof. Ostrowe, Dr. Sexton, Dr. Kerri-Ann Smith (new member), and Mr. Volel met from 3pm until 4pm. The agenda for May 24, 2016 was approved. The minutes of April 12, 2016 was also approved.

### **Status of Student Survey**

- We continue to edit and communicate with Dr. Fichera about the survey. Due to conflicts with lots of surveys and other events, we decided to wait until the fall, 2016.
- It should be every student, ideally, although VP Hodge warned about low response rates.
- One idea is to do it during the Club Fair or the Volunteer Fair.
- VP Hodge reminded us the College does the Student Experience survey or another survey yearly.
- VP Hodge asked how many questions ours is. Ours is down to 5-6 questions
- One idea was to get the survey on the QCC App (it wouldn't be a "push notify" for emergencies).
- The issue came up of surveying Freshmen only. Do we want to do it with just them? Ideally no.
- Mr. Volel had an idea for NYPIRG to walk around and ask. Best results are hand-to-hand, face-to-face.
- We might do it over the course of a semester (could be better due to students acclimating).
- Also, talk to colleagues (Mr. Volel's point). Can we ask our classes? And get colleagues to ask theirs?

- This will go on the agenda for the fall. We'll push on it for fall.
- Prof. Ostrowe will follow-up with Dr. Fichera and email his responses to some of our questions.

### Follow-up to meeting of May 24<sup>th</sup>, 2016 (Student Survey)

- **Prof. Ostrowe and Dr. Fichera** met to clarify a few things and this is the latest survey that he has developed. <https://www.surveymonkey.com/r/2PQVSJF>
- Here are answers to some of the questions we raised.
  1. What would be a good target number of student surveys (including both freshmen and upper classmen) to have a significant sample size?
    - a. About 10-20%
  2. What does he think about using various methods of collection: asking students to administer during student events (paper), asking our colleagues to conduct in their class (Paper or Survey Monkey); using social media?
    - a. We can have the link added to the QCC FB page. Paper surveys aren't feasible mostly because of the skip logic of the survey. Best results may be found if as many people are encouraging it as possible.
  3. When is the best time to conduct survey?
    - a. Right before Thanksgiving.

### Volunteer Fair (VF) Fall, 2016

- Quad is booked for last Wednesday in September (28th). In case of rain we've got the Student Union. Dr. King looked into space in new science building - but it's cannot be reserved yet.
- Dr. King explained the Volunteer Fair to our new members.
- VP Hodge says we are welcome to put in a proposal for student affairs (reiterated \$250 budget)
- Get student government involved early, they might have money (not Mr. Volel, but the Student Government, SGA, directly). Mr. Volel explained that if we want student government to contribute money we need to show the value-added to student government and they'll support it. He can send us the officers' names and we can contact them and get the ball rolling.
- Mr. Volel had an idea to combine the survey with the Volunteer Fair, i.e. have people do the survey at the Fair. Then we don't need to take attendance separately.
- Snack discussion-Maui Wowee smoothies is one idea, some support voiced for that. Maybe we could combine the smoothie thing with our survey! Dr. King: we need to look at the budget and see about pricing for food etc.
- Recap/question - what should we do over the summer with Fair and what do we need to do for day of Fair? We need to send them registration forms, get tables, security, music, snacks, funding, flyer gets designed, vet organizations, meet at 11 day of event. Last time, we were set up too close to the music (was too loud). Sign-in sheets, press has to get there, invoices & cleanup etc. gets done afterwards.
  - Over summer we will each contact our previous organizations and inquire if they are interested in participating in the Fall 2016 fair.
  - Dr. King will send to us the organizations that participated last year, and the contact people. This way the new members can have an idea of what organizations attended.
  - Prof. Ostrowe offered to contact people (even though her term is over) and Dr.

- King approved.
- Prof. Garcia brought flyer for Nassau CC day of service as an example we might use.
- We discussed the timeliness of having a Voter registration table. Drs. Sexton and Smith realized that it would work; it wouldn't be too late for the election in November.
- Since many of us have still have the documents we used in the last Volunteer Fair we have a good start for this next fair.
- We will take it up in next meeting.

### Report on Student Activities

- Winding down the semester and preparing for recognition dinner/award dinner - achievements of clubs and student government throughout semester. Leonard's - give out awards, have a party. Admin is invited, club advisers, club officers. It's Wednesday, June 1.
- Club fair date set for next year: 8/31, first Wednesday of semester, on the field. Rain date: Sep. 7.
- Meeting with new board, getting them ready for what's ahead. Saying goodbye to current board.
- During finals they have breakfast (snacks/coffee) so students can come in Union and study.
- SGA scholarship: merit scholarship from student government. Deadline this Friday. Emails have been sent.

### New Business

- **We welcomed the new members: Ms. Margaret Howell (Financial Aid Office) and Dr. Kerri-Ann Smith (Academic Literacy).** We gave a brief orientation to our new members and also directed them to the Committee Guide.
- **Dr. Sexton was elected as Chair and Dr. Adam Luedtke was elected as Secretary.**
- Every year we have to submit an Annual Report, before annual leave. Dr. King will prepare the 2015-2016 Annual Report and will be asking each of the current members for recommendations that we have regarding the work we do, challenges, etc.
- We want to update the committee guide which is dated 2006-2007.
- We also have to officially submit the changes to our 2015-2016 charges. We'll address it in the fall.
- Our next meeting should be one week before we return for the fall semester. We will schedule this meeting electronically. We don't have to meet this summer. So let's do organizations for volunteer fair etc. via email.

### **The Committee's Recommendations for the 2016-2017 Committee on Student Activities**

The Committee recommends the following for the 2016-2017 academic year:

- 1.) It would be great to have a mid-semester Club Fair or Event with all the clubs. The college has them at the beginning of each semester, but nothing after. It would be a great way to capture students who missed it or were just preoccupied with starting their semester.
- 2.) We want to update the committee guide which is dated 2006-2007.
- 3.) We should find a regular room to meet in.

### **Acknowledgements**

The Committee on Student Activities would like to give a special thanks to Mr. Raymond Volel for attending our meetings and keeping us updated on all of the incredible events designed by the various clubs and by student government. We would like to thank the Student Government and Office of Student Affairs for their support of the 2015 Volunteer Fair. Furthermore, we would like to thank Dr. Carol Alleyne and Dr. Victor Fichera. We would also like to thank Vice President Hodge for his help and guidance this semester as the President's Designee. Finally, as always, we would like to thank Dr. Philip Pecorino, Dr. Emily Tai, and Dr. Peter Bales for taking time out of their busy schedules to answer questions and guide our committee for success.

Respectfully submitted,

Dr. Carolyn King, Chair