

Queensborough Community College
The City University of New York

Steering Committee Report

For the May 8, 2007 meeting of the Academic Senate

1. Senate Elections

We welcome the recently elected Faculty Members-At-Large:

Paul Azrak	Peter Bales	Geoffrey Burleson	Sam Cohen
Jean Darcy	Lorena Ellis	Elyn Feldman	Linda Reesman
Regina Rochford	Emily Tai	Alexandra Tarasko	Craig Weber
Reuvain Zahavy	Lana Zinger		

and CLT Representative:

Thomas Shemanski

We thank the departing members for their service to the College:

Indra Avens	David Klarberg	Robert Kueper	Georgia McGill
Charles Pranci			

2. Steering Committee Elections

Today are the Steering Committee Elections for 2007 – 2008. I thank the departing members, Peter Bales and Kathleen Villani, for their service this year.

3. Senate Matters

MAJORITY VOTE: In order for a policy to be approved by the Academic Senate an absolute majority is recorded to vote in favor of it. That would be 39 votes. This is so regardless of the number in attendance.

AUDIENCE RESPONSE SYSTEM: As a follow-up to the presentation/demonstration by Dr. Birchfield and Senator Gerson at the last meeting, there will be a report from the Committee on Computer Resources to the Academic Senate concerning audience response system that might be employed by the Senate to record the voting and when not in use by the Senate might be used in a variety of ways in the classroom to support instruction.

4. Resolutions requiring Senate Action on the current Agenda

There are items for approval in the Reports from the Committees on Curriculum (Attachment G), Computer Resources (Attachment H), Bylaws – regarding the Perez decision – (Attachment I); and the Special Committee on General Education (Attachment L).

IMPORTANT NOTICE: If we lose quorum, the meeting will be adjourned and a special meeting of the Senate will be called in a few days in order to have the Senate take action on the remaining items, in particular, the proposals from Bylaws, Curriculum, and General Education.

5. CUNY Matters

The University Faculty Senate (UFS) members and the Faculty Governance Leaders (FGL) are asked for their views on and to report on what the campuses are thinking about matters that are before the CUNY Board of Trustees (BOT) and their committees. Such matters are placed on the agenda of other CUNY

governing bodies and on the agenda of faculty councils and senates in CUNY. Often the input of the UFS and FGL to the Chancellery does produce modifications in the proposals being considered.

The Steering Committee holds that it is a responsibility of the governing body leadership to inform the community about such matters, particularly when input from the campuses is being sought by the UFS or the Chancellery. Both the Chancellor and several Vice Chancellors meet with the UFS and FGL at least once each semester and present these matters and listen to feedback. Such matters as proposed policies are often presented to the CUNY Council of Presidents for their comments and suggestions. There needs to be some means for gauging the variety of thinking on a campus so that it can be reported through the appropriate channels to those who are working on the proposed policies. Matters of current interest include:

Two policies under development that may come before the June 4 Board Committee meetings.

- draft Research Misconduct Policy provided by VC Schaffer is posted at http://ufs.cuny.edu/co/Research_Misconduct_Policy.html
- draft Conflict of Interest Policy is posted at <http://ufs.cuny.edu/co/Col.pdf>

Report on the Status of the Senate and Governance

Steering Committee Membership Three years 2004-2007

Chairperson: Philip Pecorino

Vice-Chairperson: Kathleen Villani, Jeff Hest, Peter Bales

Secretary: Kenneth Pearl, Emily Tai, Kathleen Villani

ACADEMIC SENATE

I. The following are noted as recent additions or changes:

Meetings:

- Public Notices are now given of all Senate Meetings and Steering Committee Meetings
- Open Meetings of all Senate Meetings and Steering Committee Meetings
- Recording and public availability of Agenda and Minutes via website and archives and of Votes
- Efforts at Compliance with Perez Decision and Open Meetings Law

Guides written and posted for:

- Steering Committee
- Committee Chairpersons
- Each Standing Committee
- Student Members

Electronic Distribution of:

- Agenda and Minutes to the Queensborough Community, Academic Senate members and Archives
- Highlighting of items requiring Senate action
- Voting process supported by electronic means
- The Agenda includes the links for the Board of Trustees and UFS communications

Transparency:

- All Agenda and Minutes of the Academic Senate are in the Archives and on the College website
- Nearly all Standing Committees are now doing this as well

II. The following are ongoing activities:

Senate Membership:

- A full roster has been maintained for the Senate including the Student delegation.
- Expanded membership to include Higher Education Officers
- Full roster and officers of the Senate are on the website

Standing Committees:

- There is full staffing of all Standing Committees with faculty and with designees of the President and the Steering Committee, and liaisons form the Committee on Committees.
- There continues to be a problem with student membership on Committees
- Activities form prepared for each Committee each year and reviewed with Committee Chair, includes:
 - Bylaws charges
 - specific activities for current academic year
 - cognate committees
- Monthly reports and recommendations prepared when appropriate
- Annual reports prepared by all Committees each year.
- Change in Committees:
 - Committee on Environment, Disability Issues, and Quality of Life
- New Committees formed:
 - Committee on Distance Education
 - Committee on Vendor Services
 - Committee on Writing in the Disciplines,-Writing Across the Curriculum
- All committees have been engaged in activities related to their charges. In many cases committees working with the Administration have brought about actions that have been positive and supportive of the mission and proper functioning of the College. The Annual Reports describe these activities.

III. Special Committees:

Special Committees of the Academic Senate have been formed and have completed their work. Included have been:

- Award for Contributions to College Governance
- on the Use of External Instruments for Evaluations and Assessments
- Review of General Education Objectives
- Student Bill of Rights and Responsibilities and Student Complaints

IV. Archives:

- The archives in the library were organized and updated to set up files for all committees of the Senate.

V. Administration Support for the Senate:

The administration has made an increase in the released time for the work of the Steering Committee based on an itemized listing of all activities and responsibilities for each position. There is also released time support for the Committees on Course and Standing, Curriculum and Committees. There has been some support for incidental items related to meetings of the Chairpersons of Senate Committees and discussions have begun concerning support for a Committee Chair development program.

UFS MATTERS

The Steering Committee has included reports of the meetings of the University Faculty Senate on the agenda of Senate Meetings.

CUNY MATTERS

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SHARED GOVERNANCE

The plan has been abandoned to have Senate Committees involved with reviewing the criteria and process for regular assessments of the areas of the College performed by the Administration.

There is a strong commitment of support on the part of the Administration for the work of the Senate Committees in terms of administrative assistance. There have been strong statements from President Martí encouraging faculty to provide College Service and participation in governance through committee service.

Over the last three years the President has formed only two special Task Forces where the Senate structures might have been observed with regard to the use of space and the Library.

Strategic Planning Process

The Senate is now represented at the pre-planning meetings for the development of the College Strategic Plan where recommendations from the Senate Committees can be brought forth for consideration.

FACULTY EXECUTIVE COMMITTEE

The Faculty Executive Committee has not chosen to place any item from the Senate Agenda onto the agenda of the faculty for the review of the faculty nor has it requested any item be added to the Agenda of the Senate. It is recommended that the Faculty Executive Committee work more closely with the Steering Committee on matters that fall under the charges of the Academic Senate or that are of concern to the faculty.

ACADEMIC FREEDOM

While there is an affirmation of Academic Freedom on the part of the University and its highest officers and by President Marti, there remains no specific mention of Academic Freedom in the governance documents of the College. There has been a call for all CUNY units to have a committee on Academic Freedom but as yet the College has none. There are several reasons to have such a committee not the least of which is the need to have faculty educated in Academic Freedom to serve on an appeals panel in the event of an appeal of student complaint concerning a faculty member in an academic setting that would require a review committee including faculty to review the appeal as required by a new procedure set by the CUNY BOT. Should the Senate need to elect faculty to serve on such a review committee it would be good to have a group of faculty prepared for such service from which nominations could be drawn.