

STEERING COMMITTEE REPORT

The Steering Committee wishes to welcome all senators returning from Annual Leave and/or sabbatical. Over the summer, a number of matters came to the Steering Committee's attention. The Steering Committee wishes to thank members of the Administration, Faculty, and staff who worked with us, often expending energy far beyond the call of duty, to resolve issues and prepare for the challenges of the fall semester.

1. Senate Matters: Composition and Membership

According to the By-laws, representation to the Senate should include "*two (2) full-time CLTs ... elected by the full-time CLTs to serve with vote.*" Over the summer, members of the Computer Laboratory Technician staff were asked to consult in order to determine who would be nominated to replace Ms. Amy Ching, on TRAVIA leave as of September 1, 2008. According to the By-laws, the procedure for replacing Ms. Ching should be as follows:

"...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...."

Because these elections were not held in April (as Ms. Ching was still serving as Senator), I call upon the CLTs of Queensborough to circulate nominations for a CLT Senator. If this has already been done, we can proceed to elections; if it has not yet been done, the Steering Committee recommends that it be done in anticipation of elections at the October Senate, as per the revised by-laws provision adopted last year:

*"...In the event that there are vacancies in Faculty Member-At-Large positions or with the Adjunct members or CLT's or HEO's that cannot be filled by available Alternates, these positions are to be filled by a direct vote by the entire Senate **at the next regular meeting of the Academic Senate following the occurrence of the vacancy.** The elected replacement Senator will then serve for the length of the remaining term of that Senator who has left the college, or for the period that Senator is on leave."*

The Steering Committee wishes to thank Dr. Jannette Urciuoli, chair of the Committee on Committees, for working with the Steering Committee to resolve ongoing issues related to representation in the Academic Senate.

The Steering Committee would also like to ensure adequate student representation in the Academic Senate. The By-laws of the Academic Senate mandate student representation by "*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.”

While there is now no separate “Evening Student Government” we believe it would be appropriate to invite a representative of the Evening Student body, the Vice-President for Evening Students, to act as Evening Student representative, along with seven other Student officers, in order that our body may maintain a necessary quorum.

2. Committee Matters: Composition and Membership

The Steering Committee also notes that the By-Laws mandate student representation on most committees of the Academic Senate as follows:

- The Committee on Academic Development (2)
- The Committee on Admissions (3)
- The Committee on Awards and Scholarships (1)
- The Committee on Bylaws (1)
- The Committee on Ceremonial Occasions (1)
- The Committee on Computer Resources (3)
- The Committee on Continuing Education (1)
- The Committee on Course and Standing (2)
- The Committee on Curriculum (2)
- The Committee on Distance Education (2)
- The Committee on Environment, Quality of Life and Disability Issues (2)
- The Committee on the Gallery (2)
- The Committee on the Library (1)
- The Committee on Publications (4)
- The Committee on Student Activities (3)
- The Committee on Vendor Services (2)
- The Committee on Writing in the Disciplines/Writing Across the Curriculum (1)

In a few cases, student representation has been waived for particular committees where it has been persuasively argued, as with the Committee on Course and Standing (on which this chair served for six years), that student representation would compromise student privacy. In most instances, however, the Steering Committee believes that active student representation would facilitate committee work and create a real partnership between students and faculty that would actually be consistent with and supportive of the college mission. The vital input of a student representative on the Committee on Ceremonial Occasions, as per that committee’s annual report, underscores the importance of this.

For this reason, the chair of the Steering Committee has spoken with Ms. Gisela Rivera, Director of Student Activities, urging that Student Government appoint student representatives to all designated college committees. The Steering Committee has suggested that appointments might take into account the times when students are free to participate in Committee meetings; in a meeting I will be hosting as Chair of the Steering Committee for chairs of standing committees on Wednesday, September 10 (in Academic

Building Room 314 between 1-2.30). I will be asking standing committee chairs to indicate if their committees meet at any regular times that could be conveyed to Ms. Rivera and the members of student government for this purpose. I have been assured that I will have a list of student designees by October. I wish to thank Ms. Rivera and the members of Student Government for all they have done, and will do.

3. Committee Matters: Activities

In early July, the Steering Committee was approached by the Vice-President of Academic Affairs, and the Chair of the Department of Art and Photography, regarding a request that the Department be renamed the Department of Art and Design. The proposed departmental name change was suggested by external consultants who conducted a program reviews for the Department during the 2007-2008 academic review. It reflects generally accepted changes in the arts disciplines and is thought to be a more accurate and up-to-date representation of the department's mission and function. This proposed change had been discussed by the College Cabinet and was begin referred to the Academic Senate prior to being submitted to the Board of Trustees.

The Steering Committee saw two possible courses of action: either it could be considered by the Faculty Executive Committee, and then brought before the Senate as a resolution, or the Department title change could be brought as a matter before the Curriculum Committee of the Academic Senate (as Professor Rodgers has indicated that it was suggested by an external evaluation), together with any modification of the departmental mission statement that the title change might require.

Upon consultation with both the Chair of the Faculty Executive Committee and the Curriculum Committee, it was determined that the matter would be vetted by the Curriculum Committee. The Steering Committee wishes to thank Dr. Sheena Gillespie, Dr. Philip Pecorino, and the members of the Curriculum Committee for their prompt action in this matter.

4. Matters on current agenda for consideration and approval

Under new business there are several issues that I would like the Academic Senate to review and consider:

- First, I have been approached by Senator Pecorino, who has asked to introduce a motion to add to the agenda of each meeting of the Academic Senate a second item after the taking of Attendance: **Approval of the Agenda**. Senator Pecorino requested that the proposal be sent to the Committee on Bylaws for its consideration and possible action by the Senate. This proposal, as detailed below, is currently under review by the Committee on Bylaws, as per its charge:

FROM:

Article II. Meetings **Section 4. Proposed Agenda**

- a. The Steering Committee shall prepare the agenda after discussions with the President.
- b. The proposed agenda of a regular meeting shall be sent to all members of the Academic Senate and faculty and students serving on standing committees of the Academic Senate at least one week prior to the meeting. The agenda for a special meeting shall be communicated with the notice of the meeting. All original motions and amendments should be visually presented.
- c. The order of business at any meeting, except where otherwise specially provided for, shall be as follows:
 1. Attendance.
 2. Consideration of the minutes of the previous meeting.
 3. Communications from the Board of Trustees or any of its committees.
 4. Communications from the President of the College or his designee on matters concerning the College or University.
 5. Elections.
 6. Degrees.
 7. Reports of Standing Committees.
 8. Reports of Special Committees.
 9. Unfinished Business.
 10. New Business.
- d. The regular order of business may at any time be suspended by an affirmative vote of two-thirds (2/3) of the members present.

TO:

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 1. **Approval of Agenda**
 2. Attendance.
 3. Consideration of the minutes of the previous meeting.
 4. Communications from the Board of Trustees or any of its committees.
 5. Communications from the President of the College or his designee on matters concerning the College or University.
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 11. New Business.

- d. The regular order of business may at any time be suspended by an affirmative vote of two-thirds (2/3) of the members present.

RATIONALE:

Such approval of the agenda is a fairly standard item for the agenda for meetings of organizations. It will also provide the presiding officer, the College President, with an opportunity to alter the agenda and the order of the agenda to include urgent items and to have important items addressed while there is still a quorum present.

- Another matter that the Steering Committee would like to ultimately task both the Committee on Bylaws, and the Committee on Committees with would be the creation of a new, elected officer to serve alongside the members of the Steering Committee and the Senate Parliamentarian for annual terms: a “Senate Technology Officer.” During the 2007-2008 Academic year, Dr. Thomas Gerson, working closely with Thomas Shemanski, Charlie Pranci, Nestor Arboleda, and Ray Perez, implemented the “clicker system” in QCC’s governance process. The implementation of a clicker system has put Queensborough on the cutting edge, as only about half of CUNY’s governance bodies are utilizing this technology to uphold the Perez decision and maintain efficient governance at the same time. Dr. Gerson has made an important contribution to faculty governance, well beyond the call of duty, and our entire senate continues to be grateful. But because this job technically lies beyond Dr. Gerson’s responsibilities in retirement, it has been suggested that it might be best for the Senate to consider electing someone to manage the clickers on an annual basis, a “Senate Technology Officer.” The Senate Technology officer would be responsible for working with the Steering Committee, the Committee on Committees, and members of the Audio-Visual staff to assure the maintenance of the Clickers, the establishment of clicker numbers for each senator, and the relay of voting results after each senate to the Secretary of the Steering Committee, for incorporation into the minutes. This would require not only the amendment of the Bylaws, but the nomination and election of such an officer in the forthcoming May, 2009 senate. The Steering Committee welcomes any negative or positive comments members of the Academic Senate or Faculty Executive Committee might have concerning this course of action.
- Senator Birchfield has also suggested that it might be useful to consider a bylaws amendment concerning procedures to follow when the situation the Senate faces for its October meeting arises, in which the second Tuesday of the month carries a class schedule for a different weekday. Because such a situation could jeopardize the maintenance of a quorum, it might be useful to consider scheduling Senates for an alternative Tuesday. Here again, the Steering Committee will be asking the Bylaws committee to consider crafting an amendment for consideration by the Senate.
- Finally, I wish to draw the Senate’s attention to the annual report of the Committee on Ceremonial Occasions, which acted in its advisory role,

both during the last academic year and over annual leave, to consult with members of the administration before President Marti decided to set the date for 2009 graduation at June 5. You will observe that the current annual report of the Committee makes a recommendation that it might be useful to revisit and refine the Committee's revised charge as per the bylaws, to consider whether additional charge revisions might be necessary. I am inviting the new members of the Ceremonial Occasions committee to consider this recommendation. The Steering Committee is also going to recommend that the Committee on Ceremonial Occasions consider possible means by the college might solicit a greater sampling of student opinion on the important question of when graduation is scheduled.

- In the coming months, the Steering Committee will be working with the chairs and members of the Standing Committees of the Academic Senate to implement matters related to college curriculum and assessment that may arise from the introduction of the Learning Academies, and the wider dissemination of the Middle States Report. The Steering Committee will be meeting with all committee chairs on Wednesday, September 10, between 1-2.30 in Academic Building 314 to begin a conversation about committee charges, and working with committee members as new directions are indicated, but we invite all members of the Senate and the college to contact us if they see a matter in which governance can serve our institution's best interests.

4. University and College matters with direct bearing on the Senate

I. Over the course of the summer, the Board of Trustees took several actions where committees of the Academic Senate were invited to consider their implications for Queensborough. At the June 2, 2008 meeting, the Board of Trustees adopted the following resolution (additional information is available at the UFS website at <http://www.cunyufs.org/co/GradingPolicy.pdf>):

I.B.1. Revised Uniform Grading Symbols: Glossary and Guidelines

RESOLVED, That the University's Uniform Grading Symbols: Glossary and Guidelines be revised;

and be it further

RESOLVED, That a new administrative grading symbol WN be added to the University's Uniform Grading Symbols Glossary and Guidelines;

and be it further

RESOLVED, That the ABS, FAB, and the FPN grades be discontinued and the INC and FIN be used in lieu of these grades;

and be it further

RESOLVED, That the definition of the PEN grade be revised;

and be it further

RESOLVED, That these changes become effective September 1, 2008.

EXPLANATION: The University has a uniform glossary of grades which faculty use as a guide to grade students.

Grades are assigned by faculty based on the definitions contained in the glossary.

The establishment of a WN grade will provide necessary information concerning attendance

which is a requirement of Federal Title IV regulations for the disbursement of financial aid to students.

The new WN grade will reduce Federal A-133 audit findings related to R2T4 (Return to Title IV) requirements for unofficial withdrawals.

The WN grade is being introduced in order to clearly differentiate between two groups of students: students who attended at

least one class and unofficially withdrew (they would receive a WU grade) and students who never attended any classes

(these students would receive the new WN grade).

The new WN grade will make it easier for faculty to grade appropriately and for colleges to perform the R2T4 calculations more quickly and with better accuracy.

Furthermore, with the implementation of CUNYFIRST it will be necessary that only one lapse grade be assigned to students who do not complete required course work.

Therefore, the INC (incomplete) and FIN (F grade when the INC lapses into a final F) grading symbols will replace ABS, FAB, and FPN which will be discontinued.

The definition of 'PEN' (pending) will be revised so that its use will be restricted to pending grades that do not automatically lapse to an F (FPN) and

for the implementation of the Board's Academic Integrity Policy, whereby colleges must hold a student's grade in abeyance while pending the outcome of the college's academic review process.

Prior to the passage of this resolution by the CUNY Board of Trustees, the Steering Committee was asked by Dr. Manfred Phillip, Chair of the University Faculty Senate, to solicit input from Senate committees that review student grades. In response to Dr. Phillip's query, the Steering Committee forwarded the proposed policy change to the Committee on Course and Standing and the Committee on Admissions for comment on its potential impact for Queensborough students. The Chair of Course and Standing indicated that WN grades would reduce their committee's workload when reviewing the records of students who never attended. Otherwise, workload and evaluation procedures

would remain unchanged. The response of the Admissions Committee concurred with this judgment.

II. On Monday July 21, the Board of Trustees Executive Committee (attended by Trustees Schmidt, Berry, Pesile, Beale, and Lhota) passed the following resolution:

THE CITY UNIVERSITY OF NEW YORK - TECHNOLOGY FEE INCREASE

RESOLVED, That the Board of Trustees of The City University of New York approve that the technology fee be increased from \$75.00 to \$100.00 per semester for full-time students and from \$37.50 to \$50.00 per semester for part-time students, effective Fall 2008. Revenue from this fee will be used to improve academic and administrative computing services. In cases of financial hardship, colleges may waive the technology fee for individual students.

EXPLANATION: In February of 2002 CUNY established a technology fee of \$75 for every full-time student and \$37.50 for part-time students. The fee was approved to provide the colleges the means to secure for the student body the level of technology essential to a high quality education. Since 2002 the cost of providing the full array of technology options for our students increased by approximately 20% due to inflation. During this period, the University also enrolled an additional 23,000 students. In order to meet our goal of continuing to provide quality services to our students, CUNY is increasing the fee for all full-time and part-time students. For Federal Pell grant recipients, this fee increase will be covered by an increase in the maximum Pell grant award which helps defray educational expenses. The grant award will be raised from \$4,310 to \$4,731, an increase of \$421. In addition, the University is more broadly defining the use of the technology fee to include important academic and administrative computing services not currently covered by the fee. This change will enhance the services available to students and faculty.

The Steering Committee has been advised by Vice-President Call that the Technology Fee Committee will be convened to review the plan adopted at its June meeting in light of the fee increase, as per the requirement that campuses submit a revised plan made by Vice-Chancellor for Financial Affairs, Ernesto Malawe. This committee will include representation from a Committee of the Academic Senate, as it includes the chair of the Committee on Computer Resources, Dr. Kenneth Golden. We would like to thank Vice-President Call for her assistance in the process of shared governance by advising the Steering Committee on this point.


III. Finally, we would like to thank both Vice-President Call and Vice-President Zins, for advising the Steering Committee and the Committee on Environment, Quality of Life, and Disability Issues regarding a third action taken by the Board of Trustees at its June 2, 2008 meeting, approving the following “namings” of Queensborough Community College Spaces:

- Naming of the Eva Bobrow Nursing Lounge at Queensborough Community College (Attachment I-B-26)
- Naming of the Claire Shulman Educational Technologies Lab at Queensborough Community College (Attachment I-B-27)
- Naming of the Robert F. Kennedy Gymnasium at Queensborough Community College (Attachment I-B-28)
- Naming of the Kurzweil Recital Hall at Queensborough Community College (Attachment I-B-29)

VP Zins also advised the Steering Committee that none of these changes were a response to a money donation, and that all represented changes that had been previously approved but were being “grandfathered.”

5. University Matters: Additional Communications, Actions, and Policies approved by the Board of Trustees.

Finally, on May 7, 2008, the following advisory was sent to all College Presidents, Admissions Officers, Registrars, Testing Directors, and CUE coordinators by former Vice-Chancellor Selma Botman, indicating a modification of existing transfer requirements from two-year to baccalaureate institutions:

To: Chief Academic Officers
From: Selma Botman 
Date: May 7, 2008
Subject: Reading and Writing Standards for Transfer Applicants

I write to announce a change in the University’s skill standards for students applying to transfer into a baccalaureate program.

In my memorandum of December 17, 2007, I articulated a new admission policy for students wishing to transfer from an associate degree program to a baccalaureate program. Under this policy, which takes effect 10/1/08, all prospective transfer students can satisfy the University’s admissions requirements for mathematics by earning a grade of C or better in a credit-bearing mathematics course worth three or more credits. In that memorandum, I also announced that the 45-credit blanket exemption for students transferring into CUNY will no longer be available after 10/1/08.

To bring the reading and writing requirements for transfer students into alignment with the new policy for mathematics, effective 10/1/08, all transfer applicants may meet the University's skill requirements in reading and writing by earning a grade of C or better in freshman composition, its equivalent, or a higher-level English course. This provision applies both to students seeking to transfer from a CUNY associate degree program and to students applying from an institution outside CUNY. Transfer applicants may continue to meet the skill requirements in reading and writing based on the current SAT or ACT and New York State Regents cut points.

If you have any questions about this policy please do not hesitate to contact Dean David Crook.

Respectfully submitted,
Emily S. Tai, Chair
Linda Reesman, Vice-Chair
Devin McKay, Secretary
Steering Committee of the Academic Senate
Queensborough Community College, CUNY