

Queensborough Community College
The City University of New York

MINUTES
of the February 11, 2014
Academic Senate

President Diane Call called the fifth regularly scheduled meeting of the Academic Senate to order at 3:13 p.m.

I. Attendance:

46 votes were recorded at the time attendance was taken; 66 members of the Academic Senate cast votes during the meeting. (See the Voting Report, Attachment A-2.)

Absentees:

Denise Ward	Cheryl Spencer	17
Stuart Asser	Paul Weiss	
Anne Marie Menendez	Richard Yuster	
Georgia McGill		
Michael Cesarano	Lida Ramos Arce	
Eugene Harris	Chaojun Dong	
Dion Pincus	Julie Ann Belaustegui	

II. Consideration of minutes of the December 10, 2013:

- A motion was made, seconded, and unanimously adopted to approve the December 10, 2013 minutes as presented (see Attachment A of the February 11, 2014 Agenda).

III. Communications from President Call: President Call referred to her written report (Attachment B of the February 11, 2014 Agenda.)

For the full report, visit:
http://www.qcc.cuny.edu/governance/academicsenate/docs/ay2013-14/February_2014/Attachment-B-Presidents%20Report-2-11-14.pdf

President call highlighted a few points from her written report, including:

- A welcome to seven new faculty who have joined QCC for the Spring 2014 semester;
- Recognition of faculty given the QCC Award for Excellence in Faculty Scholarship, including Dr. Edmund Clingan (History), Dr. Jeff Jankowski (Social Sciences-Psychology) and Dr. Paul Marchese (Physics);
- A reminder to identify students who may benefit from a Petrie Foundation emergency grant for students in difficult financial circumstances;
- An update on the Early College Initiative was provided by Professor Francis and Dr. Birchfield;
- An announcement of a reception after the March 11th Academic Senate meeting for newly tenured faculty.

IV. Senate Steering Committee Report: Chair Pecorino referred to his written report: (Attachment C of the February 11, 2014 Agenda) focusing on some of the following:

- The minutes will now be followed with a voting report detailing not only the attendance and the outcomes of votes taken but also how each member of the Senate voted. This is to comply with the NYS Open Meetings law.
- The terms of 14 members of the Academic Senate are expiring at the end of the Semester and those members should consider submitting a petition as part of the election process.

RESOLUTIONS:

RESOLUTION on Governmental Interference with Free Speech and Academic Freedom at New York Colleges and Universities

Be it resolved that the Academic Senate of Queensborough Community College strongly affirms Academic Freedom for our faculty and our institution and condemns attempts to weaken such by agents external to the institution.

A motion to table was **made, seconded** but **failed 22-27-1**

A motion to postpone was **made, seconded** but **failed 23-39-2**

A motion on the resolution was **made, seconded** and was **adopted 60-2-1**

RESOLUTION on QCC-DOE Early College High School Program (B-Tech)

Whereas, as per Article III, Section I of its bylaws, the Academic Senate, as the policy making body of the College, has purview over:

The establishment and location of new units of the College (3)

The formulation of the policy relating to the admission and retention of students, subject to the guidelines of the Board of Trustees, and curriculum, awarding of College credits, and granting of degrees. (5) other areas affecting the welfare of the institution (7)

and

whereas, the proposed Department of Education of New York City and CUNY Queensborough Community College Early College High School project touches upon all these areas;

therefore, be it resolved that :

(1) The Academic Senate provides its approval for the College to be initially involved in this project to develop a program with the NYC Department of Education and,

(2) Representatives of the Academic Senate and/or relevant committees of the Academic Senate will be included in the program development process;

(3) A final description of the participation of the College in the Early College High School project be submitted to the Academic Senate for review and consideration;

(4) A comprehensive annual progress report and assessment, prepared by the College administration, will be submitted for review by the members of the Committee on Curriculum of the Academic Senate annually.

RATIONALE:

The Early College High School project portends a significant development and change in the nature of the Queensborough Community College. While our college has maintained an array of partnerships with institutions of secondary education (through College Now and other initiatives) and the private sector (the partnership with Verizon, for example), Queensborough's involvement in the Early College Initiative (website at <http://www.earlycolleges.org/>) breaks new ground for our institution, representing a simultaneous partnership with the CUNY Central Office, the Department of Education, and a private sector corporation. Many faculty members have important questions about the direction of this initiative, relative to curricular content, instructional delivery, and the future of

104 students who would attend Queensborough in the course of their involvement with this program. The
105 Academic Senate wishes to insure that these students receive an education consistent with
106 Queensborough's educational mission and the talents of its dedicated faculty. For this reason, we
107 have already proposed that representatives of faculty governance be officially included in the process
108 of curriculum development and program review from this ground-breaking program's inception, and
109 throughout its operation.

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111 A **motion** on the resolution was **made, seconded** and **adopted 54-3-3**.

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114 **V. List of Graduates for January 2014** (*Attachment E of the February 11, 2014 Agenda*)—
115 **RESOLUTION**

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117 A **motion** on the resolution was **made, seconded** and **adopted 57-0-0**.

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119 **VI. Monthly Reports of Standing Committees of the Academic Senate**

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121 **A. Committee on Bylaws – February 2014** (*Attachments G and H of the February 11, 2014*
122 *Agenda*)

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124 **RESOLUTION**

125 **Proposal to remove the Academic Senate Committee on Ceremonial Occasions**

126 Whereas the current charge of the Committee on Ceremonial Occasions is:

- 127 a. Be consulted on matters pertaining to ceremonial occasions.
128 b. Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.

129 Whereas, on May 14, 2013 the Academic Senate voted not to designate any ceremonial occasions of the College,

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131 Whereas, the Committee on Ceremonial Occasions has no event with which it can exercise its charge and no support
132 from the Academic Senate to have an event designated by policy as a ceremonial occasion of the College,

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134 Be it resolved that the Committee on Ceremonial Occasions be removed as a standing committee of the
135 Academic Senate and Article VII, Section 15 of the Academic

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137 A **motion** on the resolution was **made, seconded** and **failed 26-23-9**.

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140 **RESOLUTION**

141 **PROPOSED REVISION TO BYLAWS of the ACADEMIC SENATE**
142 **on the Size and terms for Faculty and Instructional Staff on the Standing Committees**

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144 Whereas, there is a need to provide more opportunities for College Service for faculty by means of
145 membership on Standing Committees of the Academic Senate and

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147 Whereas, there is a need to provide for continuity of service on Standing Committees of the Academic
148 Senate,

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150 Therefore, be it resolved that the following amendments be approved by the Academic Senate,

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152 **NOTE:** ~~removed text~~ new text

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Article VII. COMMITTEES

Section 1. Eligibility

- a. All persons eligible to vote as defined in Article VI of these bylaws and in addition all full-time faculty serving in their initial two (2) years shall be eligible to serve on Academic Senate Committees, except that persons on leave of any type shall be ineligible to serve on Senate committees during the period of their leaves.
- b. To be eligible to serve on a committee, students must be matriculated, possess a 2.0 index or better, and have completed at least 24 credits, of which a maximum of 9 may be equated credits. The names of students appointed to Senate committees shall be submitted to the Committee on Committees for transmittal to the Senate; the students' term of membership shall begin at the conclusion of the Senate meeting at which the name is reported. Student members may not serve on more than one committee.
- c. There shall be no ex-officio members of any standing or special Academic Senate committee except as provided in these Bylaws Senate **as with the Designees of the President and Steering Committee on Standing Committees** or upon designation by the Academic Senate **as with the Committee on Budget Allocation.**

Section 2. Organization

The Academic Senate may establish such standing and ad hoc committees as it determines. Each committee shall elect a chairperson, secretary, and such other officers as may be appropriate.

- a. Special Committees:
Special committees may be created by action of the Academic Senate for specific purposes. Special committees shall be elected by the Senate.
- b. Sub-Committees
Any committee of the Academic Senate, standing or special, may establish subcommittees for specific purposes. Members of such a subcommittee need not be members of the parent committee. The establishment and membership, consonant with Article VII, Section 1a, of each subcommittee shall be reported to the Senate.
 - 1. The subcommittee shall be appointed for a specific time with a life of not more than one (1) calendar year from the date of creation subject to renewal.
 - 2. There shall be one (1) student, designated by Student Government, from among the student members of the committee, to represent each of the committees on which there is student participation. If the student is not a designated senator, he/she may attend meetings of the Academic Senate, and shall have speaking privileges without vote when his/her committee report is under discussion.
 - 3. The President and the Chairperson of the Steering Committee, or their designees, shall be ex-officio members, without vote, on all standing committees.
 - 4. Any member of the **instructional staff College community** may be present and request permission to speak at a meeting of an Academic Senate committee.
- c. Meetings of Committees, Subcommittees and Special Committees The public has the right to attend any meeting of **standing** committees and subcommittees and special **committees that might send matters to the Academic Senate.** Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be obtained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that no non-members of the body may speak without the permission of the body.
- d. **Standing Committees of the Academic Senate shall have faculty and instructional staff members in a total number that is a multiple of three.**
- e. **Faculty and instructional staff members on Standing Committees of the Academic Senate shall be elected to three year terms. The terms shall be staggered with one third elected each year.**
- f. **In the Spring of 2014 , faculty and instructional staff members on Standing Committees of the Academic Senate will be elected one third each to terms of one , two and three years.**

209 **Section 3. Committees' Jurisdiction.**

- 210 a. The primary function of an Academic Senate committee shall be: to study the subjects referred to it by
211 these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to
212 propose such policies to the Senate for action. Every Academic Senate committee shall maintain a
213 continuing review of College policy in its area.
- 214 b. Members of the Academic Senate standing committees shall function from the date of election until the
215 first day of the Fall Semester following their election. During the changeover period from the April Senate
216 meeting to the first day of the following Fall Semester, the various committees shall consist of members of
217 both the retiring committees and the new committees. A quorum shall consist of a majority of the
218 committee size as of the first day of the Fall Semester. Those who will constitute the new committee shall
219 elect one chairperson before the last day of classes of the semester in which the committee is elected. The
220 new chairperson shall serve beginning the first day of the Fall Semester; the retiring chairperson shall be
221 responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b,
222 of these Bylaws.

224 **Section 4. Nomination and Election.**

- 225 a. Nomination to all standing committees except the Committee on Committees shall be made by the
226 Committee on Committees and shall be circulated to the members of the instructional staff at least two
227 weeks prior to the election. Additional nominations may be made by a petition to be signed by seven (7)
228 members of the instructional staff, and submitted to the Chairperson of the Committee on Committees at
229 least one week prior to the election.
- 230 b. All standing committees shall be elected at the April Academic Senate meeting except as herein provided.
231 The preparation of ballots, the appointment of tellers, and the conduct of the election shall be the duty of
232 the Chairperson of the Committee on Committees.
- 233 c. Election to committees shall be by secret ballot. A majority of the votes cast shall be necessary for election
234 to a committee. In the event that a candidate does not receive a majority, additional nominations from the
235 floor are permissible.
- 236 d. Student members shall be eligible according to Article VII, Section 1b, of these Bylaws at the beginning of
237 the Fall semester. In the case of the Publications Committee, the three (3) editors of the major student
238 publications — the student newspaper, the student literary magazine, and the yearbook — would be
239 committee members.

240 **Section 5. Vacancies.**

- 241 a. Vacancies on all committees other than the Committee on Committees shall be filled through appointment
242 by the Committee on Committees for the unexpired term.
- 243 b. Vacancies on the Committee on Committees shall be filled for the unexpired term by an election of the
244 Academic Senate.
- 245 c. Vacancies of students shall be filled by appointment by the Executive Committee of the Student
246 Government Association.

247 **Section 6. Officers.**

248 Except as otherwise hereinafter provided, each committee shall elect its own officers from among the members of
249 the committee by secret ballot at its first meeting. If the chairperson of a committee is not designated by these
250 Bylaws, the member whose name comes first in alphabetical order, shall, within ten days of the committee's
251 creation, call the organization meeting of the newly elected committee.

252 **Section 7. Reports.**

- 253 a. All committee reports requiring Senate action shall be circulated to all members of the Senate at least one
254 week prior to Academic Senate meetings.
- 255 b. Each standing committee shall distribute to the members of the instructional staff an annual written report
256 and a copy filed with the Secretary of the Academic Senate prior to the first Senate meeting in September.
257 The Secretary shall inform the Academic Senate of the names of the committees which have not filed such
258 reports.
- 259 c. Ad hoc and special committees of the Academic Senate shall make annual reports to the Academic Senate.
- 260 d. There shall be an annual review of all ad hoc and special committees of the Academic Senate.
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Section 8. Committee on Committees.

1. Organization
 - a. The Committee on Committees shall consist of nine (9) persons. These persons shall be voting faculty as defined in Article IV of the Bylaws of the Faculty.
 - b. Only one member from any department may serve at any time on the Committee on Committees. In an election where more than one member from a department is elected, the person having the most votes shall be eligible to serve. The other will then be automatically deemed ineligible. In the case of a tie, a run-off will be conducted. A hiatus equal to the number of years of service must exist between terms for a person re-elected to the Committee on Committees.
 - c. Nominations and elections for the Committee on Committees shall be conducted directly from the floor at the duly convened May meeting of the Senate except in the case of the first Senate body.
 - d. Except as provided in paragraphs (1), (2), and (3) of this subsection d, the term of office of each member of the Committee on Committees shall be three years commencing from the time of his or her election. For the first committee, however, the members shall be elected and serve as follows:
 1. The nine (9) individuals receiving the greatest number of votes shall be deemed elected;
 2. Of the nine (9) individuals elected to the committee, the three (3) receiving the greatest number of votes shall serve for a term of three (3) years; the three (3) receiving the next three (3) highest number of votes shall serve for a term of two (2) years; and the three (3) receiving the fewest number of votes shall serve for a term of one (1) year.
 3. A person elected to fill an unexpired term shall serve only to the end of the term to which he/she was elected to complete.
2. The Committee on Committees shall:
 - a. Prepare a list of committees, their structures and functions for adoption by the Academic Senate.
 - b. Present to the Senate a slate of all nominations to standing committees, including those nominated by petition.
 - c. Fill all vacancies on standing committees other than the Committee on Committees which occur between annual elections and report all such actions to the Senate at the meeting immediately following such action.
 - d. Conduct the election of members at large to the Academic Senate as provided hereinafter.
 - e. Conduct any other election as requested by the Steering Committee or the Faculty Executive Committee.
 - f. Review and report on the operations of all of the committees of the Academic Senate.
 - g. Advise and provide assistance to committees in the mechanics of committee operations.
 - h. Designate a member(s) of the Committee on Committees as liaison(s) with Academic Senate committees.
 - i. Receive and report on suggestions to establish or terminate committees of the Academic Senate.

Section 9. The Committee on Academic Development.

The Committee on Academic Development shall consist of ~~three (3)~~ **nine (9)** members of the instructional staff and two (2) students.

The Committee on Academic Development shall:

- a. Arrange for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.
- b. Review, evaluate, and report to the Academic Senate on the system of student evaluation of faculty.
- c. Consult with the departments concerned, regarding specific programs being planned.
- d. Consult with the Director of External Affairs, the Director of the Performing Arts Center and the Vice President of Institutional Advancement regarding scheduling of events.
- e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

Section 10. The Committee on Admissions

The Committee on Admissions shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and three (3) student members who shall participate and vote only on matters of policy.

The Committee on Admissions shall:

- 320 a. Formulate and recommend to the Academic Senate matriculation standards governing entrance of students
- 321 to the various curricula and programs at Queensborough Community College.
- 322 b. Formulate and recommend to the Academic Senate matriculation standards governing re-entrance of
- 323 students to the various curricula and programs at Queensborough Community College.
- 324 c. Consider appeals for matriculation and make decisions in accordance with Board of Trustees policies.
- 325

326 **Section 11. Committee on Assessment and Institutional Effectiveness**

327 The Committee on Assessment and Institutional Effectiveness shall consist of **seven (7) nine (9)** members of the

328 faculty and eligible staff, reflecting, where possible, a balanced representation of faculty from varied programs and

329 curricula, with no more than one representative from any given department; and two (2) students.

330 The Committee on Assessment and Institutional Effectiveness shall:

- 331 a. Receive and review summary reports describing initiatives to assess student learning from academic
- 332 departments, academies, and academic programs of the college;
- 333 b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic
- 334 units of the college;
- 335 c. Make annual reports of progress in assessment of data collection, including:
- 336 1. The receipt of assessment reports from each department/unit of the college;
- 337 2. Courses/college units assessed from each department;
- 338 3. Summary of Assessment data gathered from assessments;
- 339 4. Any departmental conclusions drawn and/or actions taken as a result.
- 340 d. Review assessment procedures the College undertakes and make recommendations concerning these
- 341 assessment initiatives to the Academic Senate, in support of principles of shared governance, academic
- 342 freedom and transparency.

343 **Section 12. The Committee on Awards and Scholarships**

344 The Committee on Awards and Scholarships shall consist of **three (3) six (6)** members of the instructional staff and

345 one (1) student.

346 The Committee on Awards and Scholarships shall:

- 347 a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards
- 348 and scholarships.
- 349 b. Select and recommend to the Academic Senate recipients for College awards and scholarships for all
- 350 currently enrolled students and mid-year graduates.
- 351 c. Assist departments and coordinate administration of awards and scholarships.
- 352 d. Receive data on all awards and scholarships granted in the College and report the data to the Academic
- 353 Senate.
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355 **Section 13. The Committee on Budget Advisement**

356 The Committee on Budget Advisement shall consist of one (1) representative from the Steering Committee of the

357 Academic Senate; one (1) representative from the Budget Committee of the College Personnel and Budget

358 Committee/Committee of Chairs; one (1) representative from the Faculty Executive Committee; and one (1)

359 representative from Student Government; and

360 The Committee on Budget Advisement shall:

- 361 a. Meet, on at least a bi-annual basis, with the College's chief officer for Finance and Administration to
- 362 discuss college budgetary matters;
- 363 b. Serve in an advisory capacity to the President on matters of the College budget in its entirety including the
- 364 Resource Allocation Process;
- 365 c. Hold any college budget documents circulated in meetings as confidential;
- 366 d. Report to the College Advisory Planning Committee (CAPC) and the Academic Senate concerning
- 367 budgetary conditions, and any recommendations regarding the budget and/or the budget allocation process
- 368 at Queensborough Community College
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370 **Section 14. The Committee on Bylaws**

371 The Committee on Bylaws shall consist of **five (5) six (6)** members of the instructional staff and one (1) student.

372 The Committee on Bylaws shall:

- 373 a. Consider and recommend to the Academic Senate new bylaws and amendments to the Bylaws of the
- 374 Academic Senate.

- b. Consider and recommend to the Academic Senate new bylaws and amendments to the existing Bylaws of the Board of Trustees.
- c. Consider and inform the Academic Senate of changes in the Bylaws of the Board of Trustees.
- d. Advise the Academic Senate regarding the application of the Bylaws.
- e. Upon the request of the Executive Committee of the Faculty, consider and recommend to the faculty new bylaws and amendments to the Bylaws of the Faculty.

Section 15. The Committee on Ceremonial Occasions

The Committee on Ceremonial Occasions shall consist of ~~three (3)~~ members of the instructional staff and ~~one (1)~~ student.

The Committee on Ceremonial Occasions shall:

- ~~a. Be consulted on matters pertaining to ceremonial occasions.~~
- ~~b. Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.~~

Section ~~16~~ 15. Committee on Computer Resources

The Committee on Computer Resources shall consist of ~~seven (7)~~ **nine (9)** members of the instructional staff and three (3) students.

The Committee on Computer Resources shall:

- a. Report to the Academic Senate on the developments, problems and policies related to all computer resources and computer related activities at the College (i.e. registration, faculty research, library, use of local and remote computers, educational uses, etc.)
- b. Make recommendations to the Academic Senate on matters involving the present and future utilization of these resources and related policies.
- c. Survey and inform the College community about utilization and new developments related to computer technology at the College (i.e. committee newsletter, web site, etc.).
- d. Act as a general advisory group on computer resources, training, academic web site and general educational use of technology.
- e. Provide liaison members to committees concerned with computer and information technology.

Section ~~17~~ 16. The Committee on Continuing Education

The Committee on Continuing Education shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and one (1) student.

The Committee on Continuing Education shall:

- a. Report and recommend to the Academic Senate on services and facilities available to the Continuing Education programs.
- b. Serve as a mechanism for articulation between the Continuing Education instructional staff and students, and the Academic Senate.
- c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education.
- d. Recommend to the Director of Continuing Education proposals and policies which would enhance the operation of the Continuing Education Program.

Section ~~18~~ 17. The Committee on Course and Standing

The Committee on Course and Standing shall consist of nine (9) members of the instructional staff and, in accordance with the Governance Plan, there shall be two (2) student members who shall participate and vote only on matters of policy.

The Committee on Course and Standing shall:

- a. Formulate and recommend to the Academic Senate policies pertaining to the academic standards of Queensborough Community College including scholastic requirements for graduation, retention standards, probationary limits, and the grading system.
- b. Consider individual student appeals, interpret, and in some cases, waive existing College policies.

Section ~~19~~ 18. The Committee on Curriculum

The Committee on Curriculum shall consist of ~~seven (7)~~ **nine (9)** members of the instructional staff and two (2) students.

The Committee on Curriculum shall:

- 431 a. Consider and recommend to the Academic Senate new curricula and courses.
432 b. Consider and recommend to the Academic Senate changes in established curricula and course credits or
433 hours.
434 c. Consider and recommend to the Academic Senate graduation requirements for new curricula and changes
435 in graduation requirements for existing curricula.
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437 **Section 20 19. The Committee on eLearning**

438 The Committee on Distance Education shall consist of ~~seven (7)~~ **nine (9)** faculty members and two (2) students. All
439 faculty and students should be familiar with online instruction. Faculty shall come from different departments so as
440 to be representative of the wide range of disciplines and degree programs at the college.

441 The Committee on Distance Education shall:

- 442 a. Report and make recommendations to the Academic Senate on all matters related to Distance Education, in
443 particular, concerning policies and procedures related to the development of, support for and offering of
444 programs, degrees and classes;
445 b. Work on the assessment process and criteria related to the Distance Education program of the College and
446 report findings to the Academic Senate;
447 c. Serve as an advisory body for all matters related to Distance Education.
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449 **Section 21 20. Committee on Environment, Quality of Life and Disability Issues**

450 The Committee on Environment, Quality of Life and Disability Issues shall consist of ~~five (5)~~ **nine (9)** members of
451 the instructional staff and two (2) students.

452 The Committee on Environment, Quality of Life and Disability Issues shall:

- 453 a. Through a process that involves the administration, formulate and recommend to the Academic Senate
454 policies and practices pertaining to the College environment in matters of health, safety, security,
455 maintenance and allocation of facilities;
456 b. Evaluate and report to the Academic Senate on the administrative response to problems in the College
457 environment;
458 c. Receive all proposals concerning naming and renaming campus facilities and make appropriate
459 recommendations to the Academic Senate;
460 d. Review and report on College Master Plan regarding facilities and the campus environment;
461 e. Review the assessment of the campus with regard to services for students with disabilities and disability
462 issues as the assessment relates and pertains to the campus environment and campus facilities and make
463 appropriate recommendations to the Academic Senate.
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465 **Section 22 21. The Committee on Cultural and Archival Resources**

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467 The Committee on Cultural and Archival Resources shall consist of ~~ten~~ **fourteen (14)** members. The ~~seven (7)~~
468 **eleven (11)** voting members of the committee shall be: ~~five (5)~~ **nine (9)** members of the instructional staff; two (2)
469 students. The nonvoting members of the committee shall be the Director of the QCC Art Gallery, the Director of the
470 Queensborough Performing Arts Center (QPAC), and the Director of the Kupferberg Holocaust Resource Center &
471 Archives. In the event of a tie vote, the director(s) of the institution(s) shall have a vote on matters pertaining to their
472 area of concern.
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474 The Committee on Cultural and Archival Resources shall:

- 475 a. Serve as a liaison between the QCC Art Gallery, Queensborough Performing Arts Center (QPAC) and
476 Kupferberg Holocaust Resource Center & Archives, and the campus community
477 b. Report to Academic Senate concerning activities, acquisitions, and facility updates at the QCC Art Gallery,
478 Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
479 c. Recommend involvement of the campus community in the QCC Art Gallery, Queensborough Performing
480 Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
481 d. Advocate for pedagogy that utilizes the resources of the QCC Art Gallery, Queensborough Performing Arts
482 Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
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484 **Section 23 22. The Committee on the Library**

485 The Committee on the Library shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and one (1)
486 student.

- 487 The Committee on Library shall:
488 a. Report and recommend to the Academic Senate on matters pertaining to the Library of Queensborough
489 Community College.
490 b. Serve as an advisory group.

491 **Section 24-23. The Committee on Publications**

492 The Committee on Publications shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and four (4)
493 students. Three of the student members (the three (3) editors of the major student publications – the student
494 newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student
495 publications each represents; the fourth student member votes on all issues.

496 The Committee on Publications shall:

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498 a. Recommend to the Academic Senate policies and procedures pertaining to College publications.
499 b. Receive information on all publications associated with the College or bearing the College name, and
500 report this information to the Academic Senate.
501 c. Serve as an advisory group for publications associated with the College.
502 d. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar,
503 faculty handbooks, and other publications of this nature.

504 **Section 25-24. The Committee on Student Activities**

505 The Committee on Student Activities shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and three (3)
506 students.

507 The Committee on Student Activities shall:

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509 a. Report to the Academic Senate on policy matters relative to student activities.
510 b. Act as an advisory group to any student group seeking faculty assistance.
511 c. Assist the Director of Student Activities, other administrators, and faculty involved in student activities.
512 d. Participate in the implementation of Article VII, Section B, Part 2, of the Governance Plan which states:
513 “The Faculty and student body shall share equally the responsibility and the power to establish, subject to
514 the approval of the Board, more detailed rules of conduct and regulations in conformity with the general
515 requirements of this article.”

516 **Section 26-25. The Committee on Vendor Services**

517 The Committee on Vendor Services shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and two (2)
518 students.

519 The Committee on Vendor Services shall:

- 520
521 a. Receive and evaluate the report of the Auxiliary Enterprise Board on vendor services and recommend to
522 the Academic Senate on matters pertaining to the services and facilities of all vendors to the College,
523 including the Bookstore and Food Services, on an annual basis;
524 b. Consider and evaluate suggestions and complaints regarding the service and facilities of all vendors to the
525 College, including the Bookstore and Food Services, sending them on to the Auxiliary Enterprise Board;
526 c. Review the College’s assessment of the manner of selection of and the contractual arrangements with all
527 vendors to the College, including the Bookstore and Food Services and make recommendations.

528 **Section 27-26. The Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC)**

529 The Committee on WID/WAC shall consist of the director or one co-director of the WID/WAC Program, ~~five (5)~~
530 ~~three (3)~~ **nine(9)** faculty members from different departments who have participated in WID/WAC professional
531 development and one (1) student.

532 The Committee on WID/WAC shall:

- 533
534 a. Oversee and make recommendations to the Academic Senate related to the WID/WAC program;
535 b. Review and make recommendations to the WID/WAC Director(s) concerning the WID/WAC Professional
536 Development Program;
537 c. Consult with the Committee on Course and Standing on waiver requests from students on any writing
538 intensive (WI) degree requirements that the Committee on Course and Standing may be called upon to
539 decide;
540 d. Make the final decision on the designation and recertification of any course or section as WI;
541 e. Coordinate with the Curriculum Committee on issues concerning curriculum.

543 A **motion** to **amend** the resolution, changing the number of representatives on the WID/WAC and
544 Academic Development committees to 6 from the proposed 9, was **made, seconded** and **adopted**
545 **55-0-0**.

546 A **motion** on the resolution was **made, seconded** and **adopted 52-0-2**.
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549 **B. The Committee on Curriculum (*Attachment K of the February 11, 2014 Agenda*)**
550

551 The Committee on Curriculum has sent the following recommendations to the Academic Senate:
552

553 **1. PROGRAM DELETIONS**

554 **DEPARTMENT OF ART AND DESIGN**

555 **Certificate in Photography**
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559 **Rationale:** The enrollment in the Photography Certificate program has been declining for the
560 past few years. Student FTEs have recently been in the single digits. Many students are
561 part-time. Enrollment has slipped from 16 total students in fall 2007 to 8 in fall 2012. Of the 8
562 students enrolled in the program in 2012, only half were full-time. Significantly, 5 of the 8
563 students fall between the ages of 30 and 44, indicating a shifting demographic for the program's
564 student base from a younger, more traditional first-degree student to an older student more
565 likely to already have earned a previous degree. In addition, the commercial photography world
566 is being transformed by rapidly evolving technology. This evolution includes the increasing
567 obsolescence of traditional analog photography in favor of newer digital and online
568 technologies, as well as a shrinking professional job market, a phenomenon directly related to
569 these technological changes and a concomitant, culture-wide lowering of standards for aesthetic
570 excellence. The program once served a student cohort seeking full-time employment in the field,
571 but more recently the emphasis of the program has switched to technical and aesthetic training
572 as opposed to job-specific skills. Finally, the continuing viability of the Certificate has been
573 undermined by recent mandates of the Jobs Linkage Law (NYS Education Law Section 6304),
574 which requires an advisory board of industry professionals and other active associations with
575 the presumed, but never-existent "Photography Industry", requirements that are today
576 unreasonable if not impossible to meet, and the small enrollment to justify. In light of these
577 realities the Department of Art & Design voted at its November meeting to eliminate the
578 Certificate in Photography. We would propose to allow students presently enrolled to complete
579 the Certificate, but that no new students be enrolled. All photography courses will continue to
580 be offered under the existing Art and Design concentration in the VAPA—A.S. degree program.
581 Those interested in taking specific courses to enhance their photography skills can still take
582 them on a non-matriculated basis.
583
584

- 585 • A **motion** was **made, seconded**, and **adopted 57-0-1** to **approve** the deletion of the
586 Certificate in Photography program in the Department of Art and Design (*Attachment K of the*
587 *February 11, 2014 Agenda*).
588
589

590 **2. Course Revisions**

591 **DEPARTMENT OF ART AND DESIGN**
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Note: Detailed changes for each course have been omitted from this report because of their length. They are available upon request from the Committee on Curriculum.

<p>From: AR-230 Sculpture 4 studio hours [2] credits Prerequisite: AR-122</p>	<p>TO: AR-230 Sculpture 4 studio hours 3 credits Prerequisite: AR-122 (additional material included in the syllabus)</p>
<p>AR-231 Ceramics II 4 studio hours [2] credits</p>	<p>AR-231 Ceramics II 4 studio hours 3 credits (additional material included in the syllabus)</p>
<p>AR-232 Ceramics II2 4 studio hours [2] credits Prerequisite: AR-231</p>	<p>AR-232 Ceramics II2 4 studio hours 3 credits Prerequisite: AR-231 (additional material included in the syllabus)</p>
<p>AR-253 Illustration 4 studio hours [2] credits Offered as needed Prerequisite: AR-251.</p>	<p>AR-253 Illustration 4 studio hours 3 credits Offered as needed Prerequisite: AR-251. (additional material included in the syllabus)</p>
<p>AR-252 Drawing II 4 studio hours [2] credits Offered as needed Prerequisite: AR-251, or permission of the Department</p>	<p>AR-252 Drawing II 4 studio hours 3 credits Offered as needed Prerequisite: AR-251, or permission of the Department (additional material included in the syllabus)</p>
<p>AR-261 Painting I 4 studio hours [2] credits</p>	<p>AR-261 Painting I 4 studio hours 3 credits (additional material included in the syllabus)</p>
<p>AR-262 Painting II 4 studio hours [2] credits Prerequisite: AR-121 and AR-261</p>	<p>AR-262 Painting II 4 studio hours 3 credits Prerequisite: AR-121 and AR-261 (additional material included in the syllabus)</p>
<p>AR-263 Painting III 4 studio hours [2] credits Prerequisite: AR-262,</p>	<p>AR-263 Painting III 4 studio hours 3 credits Prerequisite: AR-262 (additional material included in the syllabus)</p>
<p>AR-271, 272 Art for Teachers of Children 4 studio hours [2] credits</p>	<p>AR-271, 272 Art for Teachers of Children 4 studio hours 3 credits (additional material included in the syllabus)</p>
<p>AR-280 Introduction to Art Therapy</p>	<p>AR-280 Introduction to Art Therapy</p>

<p>1 class hour 2 studio hours [2] credits Offered in Spring <i>Prerequisite: BE-112 (or BE-205) and BE-122 (or BE-226), or satisfactory score on the CUNY/ACT Assessment Test.</i></p>	<p>1 class hour 2 studio hours 3 credits Offered in Spring <i>Prerequisite: BE-112 (or BE-205) and BE-122 (or BE-226), or satisfactory score on the CUNY/ACT Assessment Test.</i></p> <p>(additional material included in the syllabus)</p>
<p>AR-461 Introduction to Photography 4 studio hours [2] credits</p>	<p>AR-461 Introduction to Photography 4 studio hours 3 credits</p> <p>(additional material included in the syllabus)</p>
<p>AR-462 Advanced Photographic Skills 4 studio hours [2] credits <i>Prerequisite: AR-461, or permission of the Dept. on review of portfolio</i></p>	<p>AR-462 Advanced Photographic Skills 4 studio hours 3 credits <i>Prerequisite: AR-461, or permission of the Dept. on review of portfolio</i></p> <p>(additional material included in the syllabus)</p>
<p>AR-463 Large Format and Studio Photography 4 studio hours [2] credits Offered as needed. <i>Prerequisite: [AR-121, and 462 or 474]</i></p>	<p>AR-463 Large Format and Studio Photography 4 studio hours 3 credits Offered as needed. <i>Prerequisite: <u>AR-121 and 462</u></i></p> <p>(additional material included in the syllabus)</p>
<p>AR-464 Photography as Fine Art 4 studio hours [2] credits Offered as needed. <i>Prerequisite: [AR-121, and 462 or 474]</i></p>	<p>AR-464 Photography as Fine Art 4 studio hours 3 credits Offered as needed. <i>Prerequisite: <u>AR-121 and 462</u></i></p> <p>(additional material included in the syllabus)</p>
<p>AR-465 Creating the Documentary Image 4 studio hours [2] credits Offered as needed. <i>Prerequisite: [AR-121, and 462 or 474]</i></p>	<p>AR-465 Creating the Documentary Image 4 studio hours 3 credits Offered as needed. <i>Prerequisite: <u>AR-121 and 462</u></i></p> <p>(additional material included in the syllabus)</p>
<p>AR-466 Color Photography 4 studio hours [2] credits Offered as needed. <i>Prerequisite: [AR-121, and 462 or 474]</i></p>	<p>AR-466 Color Photography 4 studio hours 3 credits Offered as needed. <i>Prerequisite: <u>AR-121 and 462</u></i></p> <p>(additional material included in the syllabus)</p>
<p>AR-468 Photographing People 4 studio hours [2] credits Offered as needed. <i>Prerequisite: AR-462 [or 474].</i></p>	<p>AR-468 Photographing People 4 studio hours 3 credits Offered as needed. <i>Prerequisite: AR-462</i></p> <p>(additional material included in the syllabus)</p>
<p>AR-473 Electronic Imaging 4 studio hours [2] credits Prerequisite or corequisite: AR-121</p>	<p>AR-473 Electronic Imaging 4 studio hours 3 credits Prerequisite or corequisite: AR-121</p>

<p>AR-473 Electronic Imaging 4 studio hours [2] credits Prerequisite or corequisite: AR-121</p>	<p>AR-473 Electronic Imaging 4 studio hours 3 credits Prerequisite or corequisite: AR-121 (additional material included in the syllabus)</p>
<p>AR-474 Digital Photography 4 studio hours [2] credits. Prerequisite: AR-473.</p>	<p>AR-474 Digital Photography 4 studio hours 3 credits. Prerequisite: AR-461. (additional material included in the syllabus)</p>
<p>AR-480/481 Special Problems in Studio Art 4 studio hours [2] credits Offered as needed Prerequisite: 6 credits in elected art discipline and approval of the Department</p>	<p>AR-480/481 Special Problems in Studio Art 4 studio hours 3 credits Offered as needed Prerequisite: 6 credits in elected art discipline and approval of the Department (additional material included in the syllabus)</p>
<p>AR-510 Printmaking: Relief and Stencil 4 studio hours 2 credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261</p>	<p>AR-510 Printmaking: Relief and Stencil 4 studio hours 3 credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261 (additional material included in the syllabus)</p>
<p>AR-511 Printmaking: Intaglio 4 studio hours [2] credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261</p>	<p>AR-511 Printmaking: Intaglio 4 studio hours 3 credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261 (additional material included in the syllabus)</p>
<p>AR-512 Printmaking II 4 studio hours [2] credits Prerequisite AR-510</p>	<p>AR-512 Printmaking II 4 studio hours 3 credits Prerequisite AR-510 (additional material included in the syllabus)</p>
<p>AR-541 Advertising Design and Layout 4 studio hours [2] credits Prerequisite or corequisite: AR-121</p>	<p>AR-541 Advertising Design and Layout 4 studio hours 3 credits Prerequisite or corequisite: AR-121 (additional material included in the syllabus)</p>
<p>AR-543 Design for Desktop Publishing 4 studio hours [2] credits Prerequisite: AR-541 Offered as needed</p>	<p>AR-543 Design for Desktop Publishing 4 studio hours 3 credits Prerequisite: AR-541 Offered as needed (additional material included in the syllabus)</p>
<p>AR-544 Design for Motion Graphics 4 studio hours [2] credits Prerequisite: AR-541 Offered as needed</p>	<p>AR-544 Design for Motion Graphics 4 studio hours 3 credits Prerequisite: AR-541 Offered as needed</p>
<p>AR-483 Portfolio Project in Studio Art [4 studio hours 2 credits offered as needed Prerequisite: 6 credits in elected art discipline and approval of the Department]</p>	<p>AR-483 Portfolio Project in Studio Art Independent Study: 1 credit: 2 studio hours 1 credit offered as needed Prerequisite: 9 credits in elected art discipline and approval of the Department (additional material included in the syllabus)</p>

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SUMMARY OF CHANGES AND RATIONALE

RATIONALE for 2 to 3 credit changes:

In fall of 2012 the department hired a consultant from NASAD (National Association of Schools of Art and Design) to evaluate the possibility of gaining accreditation for the art and design program. The consultant noted that “Foundation courses are three credits and meet for three hours and 50 minutes once a week. Studio art courses are two credits—unusual—but in compliance with four hours of studio time per week. Nonetheless, the institution is urged to move all studio classes to 3 credits... The three credits are fairly standard for studio classes and would enable students to transfer these credits more readily. It would necessitate a reconfiguration of curricula but would make Queensborough Community College students more able to transfer. The consultant’s review of typical transfer institutions for QCC students (Queens College, School of Visual Arts, Hunter College, Purchase College, SUNY) indicated that all of these institutions (and most others) use three-credit standards for most art courses.”

When studio courses were first offered at QCC they were, as were all studio art courses within, and many outside CUNY—both 4-year and 2-year institutions—4-hours/2 credits. Over the years, various units of CUNY as well as private institutions have increased the credits to 3 while leaving the contact hours the same.

At Queensborough we resisted this trend as long as possible, and so of necessity our students had to take additional courses to fulfill their credit requirements. At the same time we made sure that the rigor of our 2-credit/4 hours studio classes would be the pedagogical equal of, if not superior to, the course content of normatively similar courses at other units that were granting 3 credits for the same material, so our students would be prepared for transfer. Many years ago, however, we began to encounter the very serious and concerning problem that QCC students who transferred to 4-year colleges within CUNY were denied credit for the studio courses they took at QCC because at the transfer college the administration and department only considered the credits and not the learning content or syllabi of the course, and since the credits **we** awarded were less than what **they** awarded, they simplistically and unjustifiably concluded that so too was the learning less rigorous, and made our students take those courses all over again at considerable expense of time and personal weal. No amount of discussion could dissuade them from employing that flawed equation. So, bowing to CUNY *realpolitik*, and to try and reduce some of the needless expense and redundancy for our graduates, we upgraded several of our most commonly-taken courses, AR-121 (2-Dimensional Design) AR-148 (Color Theory), etc. to 3 credits thereby allowing for a smooth transfer of students’ credits at least for these classes. As new studio courses were introduced over the years they were designed for transferability from the outset and allocated 3 credits for 4 studio contact hours.

However, as noted by the NASAD consultant, this has now led to a checkerboard of studio courses at QCC where some 4-hour studio classes are worth 3 credits and others only 2, making the transfer of credits within and without CUNY, unpredictable, inconsistent, and most importantly all too often grossly unfair to the student who has done the work, but receives no appropriate college transfer credit. We are therefore proposing to change all remaining 2-credit/4 hour studio art classes to 3-credits/4 hours. The course scope and workload of these courses will be increased where necessary to justify the additional credit. This generally will include additional projects and a broadening of content. We have attached the revised syllabi for each course.

To further enhance the drawing, painting, design and printmaking course offerings (**AR-512 AR-541, AR-511, AR-510, AR-263, AR-262, AR-261, AR-253, AR-252**), the Department of Art and Design will acquire an additional painting/drawing studio over the summer of 2014. At present all our studios are scheduled during the week. The additional studio will allow for “Open Studio Hours” where the students can work for significant blocks of time on their projects. These projects are often too large and cumbersome to transport back and forth to school, so this additional opportunity and availability of work time outside of class will be pedagogically invaluable and will figure into the adjusted syllabi and expectations of student performance in the re-credited courses.

RATIONALE for 2 to 1 credit change for AR-483-Portfolio Project in Studio Art:

655 AR-483 was developed specifically to prepare students for transfer to four-year art programs that require
 656 a portfolio review for admission. Often the transfer college itself requires a second portfolio review before
 657 allowing their own students to continue into their Junior and Senior years. AR-483 is an Independent
 658 Study course that allows students to work with a faculty member of their choice in their field of
 659 concentration to develop a portfolio of work that will allow them to pass that second level review. Initially
 660 it was thought that the scope of the class might be broader to include general discussions and projects
 661 that looked at the different career needs of Queensborough students, but as we pursue accreditation and
 662 the required transfer agreements with other colleges, it has become clear that a more narrowly focused
 663 class would be of greater benefit to our students. Additionally, if the all the studio courses will now be 3
 664 credits, the several art programs we offer will have to divest themselves of the credit differential;
 665 restructuring AR-483 and reducing it by one credit helps to relieve that pressure.

- 666
- 667 • A **motion was made, seconded, and adopted** 57-0-2 to **approve** the deletion of the
 668 Certificate in Photography program in the Department of Art and Design (*Attachment K of the*
 669 *February 11, 2014 Agenda*).
- 670

671

672

673 **3. Program Revisions**

674

675 **DEPARTMENT OF ART AND DESIGN-AAS in Digital Art and Design (DAD)**

676

677 ***Note: Detailed changes for each course have been omitted from this report because of their***
 678 ***length. They are available upon request from the Committee on Curriculum.***

679

680 **Rationale:** One program in the Department of Art and Design will be directly affected by the changes
 681 listed above: Digital Art and Design (DAD). The Art and Design concentration VAPA will not be affected
 682 and will not have to be modified. Students will still be required to fulfill 20-26 credits in their major,
 683 however at 3 credits for all the studio courses they will simply have to take fewer courses to fulfill that
 684 credit requirement than they would have when those classes were 2 credits.

685

686 **FROM: AAS in Digital Art and Design**

687

688 **GENERAL EDUCATION CORE REQUIREMENTS**

		Credits
689		
690		
691	EN 101 English Composition	3
692	EN 102 English Composition II	3
693	MA 321 Mathematics in Contemporary Society	3
694	CH 103 or CH 106 Chemistry in the Arts (STEM or non-STEM)	3 – 4
695	Social Science Elective	3
696	History Elective (Choose from HI 100 Series)	3
697	Humanities Elective	3
698	Sub-total	21 - 22

699

700 **REQUIREMENTS FOR THE MAJOR**

701	AR 121 Two Dimensional Design	3
702	AR 122 Three Dimensional Design	3
703	[AR 148 Color Theory	3]
704	[AR 251 Drawing 1	3]
705	Art History Elective (Choose from: AR 310,311,313,315,316,317,318 or 320)	3
706	AR 325 History of Graphic Design	3
707	AR 461 Introduction to Photography	[2]
708	AR 473 Electronic Imaging	[2]
709	AR 541 Advertising Design and Layout	[2]

710	AR 543	Design for Desktop Publishing	[2]
711	AR 544	Design for Motion Graphics	[2]
712	AR 642	Web Animation	3
713	ET 710	Web Technology: Building and Maintaining Websites	4
714	CH 104	Chem in the Arts Lab (not required if CH 106 taken)	0 – 1
715	Sub-total		35 – 36

716 **Electives**

717 [Free Electives (AR 253, 903 and 905 are strongly recommended) 3]

718
 719 **Total Credits Required for the**
 720 **AAS in Digital Art and Design Program..... 60**

721
 722 All students must complete 2 WI designated classes to fulfill degree requirements.

723
 724 **TO: AAS in Digital Art and Design**

725
 726 **GENERAL EDUCATION CORE REQUIREMENTS**

			Credits
727			
728			
729			
730	EN 101	English Composition	3
731	EN 102	English Composition II	3
732	MA 321	Mathematics in Contemporary Society	3
733	CH 103 or CH 106	Chemistry in the Arts (STEM or non-STEM)	3 – 4
734		Social Science Elective	3
735		History Elective (Choose from HI 100 Series)	3
736		Humanities Elective	3
737	Sub-total		21 - 22

738
 739 **REQUIREMENTS FOR THE MAJOR**

740	AR 121	Two Dimensional Design	3
741	AR 122	Three Dimensional Design	3
742	<u>AR 251 OR AR 148: Choose either Drawing 1 or Color Theory</u>		3
743	Art History Elective (Choose from: AR 310,311,313,315,316,317,318 or 320)		3
744	AR 325	History of Graphic Design	3
745	AR 461	Introduction to Photography	3
746	AR 473	Electronic Imaging	3
747	AR 541	Advertising Design and Layout	3
748	AR 543	Design for Desktop Publishing	3
749	AR 544	Design for Motion Graphics	3
750	AR 642	Web Animation	3
751	ET 710	Web Technology: Building and Maintaining Websites	4
752	CH 104	Chem in the Arts Lab (not required if CH 106 taken)	0 – 1
753	Sub-total		37 - 38

754 **Electives**

755 Free Elective (Portfolio independent study AR 483 strongly recommended) 1

756
 757 **Total Credits Required for the**
 758 **AAS in Digital Art and Design Program..... 60**

759
 760 All students must complete 2 WI designated classes to fulfill degree requirements.

761
 762
 763

- 764 • A **motion** was **made, seconded,** and **adopted** 58-0-1 to **approve** changes in AAS in Digital
765 Art and Design in the Department of Art and Design (*Attachment K of the February 11, 2014*
766 *Agenda*).
767

768 **VII. Old Business**

769 NONE

770

771 **VIII. New Business**

772 NONE

773 The meeting was adjourned at 3:50 PM

774

775 Respectfully Submitted,

776

777 Joel Kuszai

778 Secretary, Steering Committee of the Academic Senate