

**Faculty Executive Committee Meeting  
December 14, 2017  
3:10 pm-4:15 pm in RFK 202  
Amended Minutes**

**Faculty Executive Committee Members Present:** Philip Pecorino (Chair), Edmund Clingan, Margot Edlin, Marvin Gayle, Ted Rosen, Alicia Sinclair and Cheryl Spencer

Other Members of the Faculty Present: Vice-President Timothy Lynch

Also Present: Dean of Faculty Sandra Palmer

The Chair called the meeting to order at 3:10 pm.

1. Proposed Agenda

The proposed agenda was approved.

1. The amended minutes of the Faculty Executive Committee (“the Committee”) meeting of November 16, 2017 were approved by a vote of 5 to 0, with Marvin Gayle and Cheryl Spencer abstaining. The minutes of the Committee’s meeting of November 28, 2017 were approved by a vote of 7 to 0.
2. The Treasurer, Margot Edlin, presented three reports: (i) Treasurer’s Report Faculty Association Account for the period from October 25, 2017 through December 7, 2017; (ii) Food Pantry Transactions for the period from October 25, 2017 through December 13, 2017; and (iii) Treasurer’s Report for Fall Faculty Meeting Wednesday October 25, 2017. Copies of these three reports are attached hereto collectively and made a part hereof as Attachment A.
3. Chairperson’s Report

The Chairperson presented his report as follows:

- Cheryl Spencer and the Chair are working on a joint statement on the issue of “Predatory Journals” which the Committee will offer to the CODC as a proposed joint statement to be issued by the Committee and the CODC.
- Parking – Following the Committee’s meeting with Vice-President William Faulkner at the Committee’s November 16, 2017 meeting, Vice-President Faulkner was to check on certain items relating to the proposed parking renovations and the protocol for entry into the rear parking lots. The Chair prepared a draft of a proposed report to the faculty on the issue of parking. The Committee is waiting to hear further from Vice-President Faulkner on this matter and an email has been sent to him requesting an update.
- Guidelines on Flyers – Based on the discussion with Vice-President Sherri Newcomb at the Committee’s November 28, 2017 meeting and as confirmed by a subsequent email received from Vice-President Newcomb, the applicability of the Guidelines on Flyers previously issued by the Administration has been clarified to the effect that the Guidelines on Flyers applies only to certain designated campus bulletin boards and does not apply to faculty and to classrooms and faculty office doors. The Committee expected that this clarification was to be made transparent to the College community and the Vice-President added that she would be working with the Academic Senate Steering Committee on this matter.

- Update on proposal for FEC Associates position – Following the approval at the Committee’s November 16, 2017 meeting of the creation of the position of FEC Associate, the Chair sent out a communication to the faculty inviting them to apply. Marvin Gayle had previously reported that a faculty colleague had expressed to him an interest in applying for that position, but he has not received a written statement of application from that faculty colleague.
- Possible changes to the Governance Plan and Faculty By-Laws and Concerns related to the ARC – Ted Rosen and Edmund Clingan will report to the FEC by January 31, 2018 concerning possible changes to the Governance Plan and the Faculty By-Laws.

Ted Rosen has prepared a memorandum to the Committee with respect to certain questions/issues with respect to the manner in which the ARC conducts its operations. The Committee’s discussion of this matter was adjourned to the Committee’s January 23, 2018 meeting.

4. Report on the FEC website - Marvin Gayle reported that the website is current and up to date and that we are making sure that it is ADA compliant.
5. Faculty Travel and Research Funds - Vice-President Faulkner has reported that with respect to funds that are paid to support faculty travel and research, QCC is providing more than other community colleges.
6. Fellowship Leaves – There was discussion concerning changes by CUNY in the way fellowship leaves are to be funded and how the College plans to provide for such fellowship leaves. It was discussed that CUNY will be providing these funds to the individual colleges and that each college may allocate such funds as the College deems appropriate. There was discussion that such funds should be allocated to faculty leaves. CUNY has reported that a high number of fellowship leave requests are approved. There was discussion that hopefully the same level of support will continue.
7. Student Technology Fee - There was discussion concerning the Student Technology Fee.
8. Invited Guest: Vice President Timothy Lynch
  - a. Assessment of HIPS for Retention and GPA – There was a discussion of the value of HIPS for student retention and the correlation, if any, between HIPS and GPA. A report prepared by Dr. Victor Fichera showed some correlation between HIPS and GPA. The Vice-President stated that he had some concerns about HIPS including training and certification of faculty to teach writing intensive courses and whether there should be a recertification requirement. The Vice-President has requested Dr. Kathleen Landy and Dr. Fichera to further assess HIPS and after that assessment is completed, the Vice-President will make recommendations concerning HIPS. The Chairperson stated that the Committee will not request the reports that had been completed on HIPS now because of the Vice-President’s statement that he has requested that additional assessment be done.
  - b. Faculty Excellence Awards - There was discussion about how it is determined who is to serve on the committee that makes the nominations for the recipients of the Faculty Excellence Awards. It was suggested that a member of the faculty should serve on the nominating committee, including perhaps, past recipients of the Faculty Excellence Award or members of the Committee.
  - c. Teaching Load Reduction Phasing - The question about how the recently agreed upon teaching load reduction phasing will be implemented was discussed. Vice-President Lynch indicated that there was some discussion that there might be a phasing in of the reduction by one unit in classroom teaching for each of the next three years. The Vice-President stated that some senior college provosts had indicated

that the reduction in teaching workload be made up in scholarly work. It was stated that there was no mandatory language to that effect. It was discussed that the University Provost had expressed the view that the faculty use the time resulting from the teaching load reduction in matters that would benefit the students, such as student consultations, office hours and preparation of letters of recommendation. It was further discussed that the time obtained through the teaching load reduction be utilized for advisement, research and other ways that would improve successful outcomes for the students.

- d. Items of the Vice-President - Vice-President Lynch was invited by the Chairperson to bring up other items. The Vice-President stated that letters would be sent out tomorrow to Associate Professors advising them of the procedure and deadline for applying for promotion to Full Professor. There was discussion of the faculty mentoring program in place at New York City College of Technology and also, whether the current requirement that candidates for promotion to Full Professor submit 25 copies of the materials in support of their application could be changed to allow for such materials to be submitted electronically.

9. Old Business – There was no other old business matters discussed.

10. New Business –

- The Chair inquired of the members of the Committee and of the audience members whether there were any new business matters to discuss.
- There were no other new business matters discussed.

The meeting adjourned at 4:15 pm.

Respectfully submitted,

Ted Rosen,

Secretary