

Faculty Executive Committee Meeting
January 29, 2019
3pm S-316

Agenda

1. Approval of Agenda
2. Approval of Minutes 11-27-18
3. Treasurer's Report: Faculty Account
4. Faculty Website: Status Report
5. Chairperson's Report (updates)
 - Status of Faculty teaching at Mineola HS in Connect to College Program-work in progress
 - Faculty Affairs Advisory Committee, Margot Edlin added as QCC Faculty Representative
 - College P&B Compliance with BOT Policy-update
 - QCC Faculty Diversity and CUNY Resources including FUND \$900,000 Awaiting reply from President Lynch to request in September 2018 CUNY funding request now at \$12.4 million
 - Faculty Leadership Development Program Proposal – see below
 - QCC Assessment of Governance– see below
 - COACHE Survey effort to secure faculty participation
6. Faculty Meeting -- Planning for Spring 2019—MARCH 20, 2019 Topic: ???
7. Elections Run by the FEC in 2018-2019- for Spring 2019
8. Review of the College Budget-
9. Review of the Student Technology Fee Budgets for last three years
10. Review of faculty associated with Pre-College, Continuing Education and Workforce Development and the Connect to College Program-see attached
11. Possible Academic Senate Actions:
 - Efforts to bring a restoration of academic department email distribution lists access and opt out dialogue lists for Faculty and Community—in progress
 - Religious Observances and class schedules-sent to Academic Senate-report expected by May 2019
 - Ombudsman-no action as yet
 - Anti Bullying-no action as yet
12. Vetting of Proposed Amendments to the Governance Documents for Amendments: Governance Plan, QCC Faculty Bylaws, Academic Senate Bylaws –President has indicated his support for 7 changes to Governance Plan
13. Old Business
14. New Business

PROPOSAL for QCC Faculty Leadership Development Program

components of such a program

- a. Annual Letters from FEC and Senate Steering Committee inviting faculty to volunteer for a committee and to lead a committee.
- b. Annual Letters from FEC and Senate Steering Committee and the College President thanking faculty for their service and leadership on committees
- c. Survey of faculty serving as committee chairs concerning how well prepared they were and what resources they had or now think are needed to support the chair and work of the committee.
- d. Based on information from (3) the creation of resources for committee chairpersons including texts working on the model previous established with the Committee Guides for Academic Senate Committees and workshops offered by the FEC and Steering Committee.

QCC Assessment of Governance- an item suggested in the current QQCC Middle States Report
“**Conduct periodic assessment of governance structures and processes**”

We would like to discuss a comprehensive assessment process for all aspects of governance at our College. A small effort was made with an assessment of Academic Senate Committees conducted in 2015. The results of the Committee Effectiveness and Experience Survey (CEES) are in the attached file. We know of no QCC attempts at assessment of any other aspects of our governance structures and operations.

For Assessment of Shared governance there is a questionnaire authored by the AAUP

[Questionnaire For Assessment of Shared governance by the AAUP](#)

that can provide items for consideration by our own group developing our own process.

There's also this article:

[How to evaluate faculty governance structure](#)

With the coming COACHE Survey there will be items on it that pertain to our governance for us to consider making part of our own process and the results for which we should consider in our response to the Survey.

Treasurer's Report for FEC Meeting Wednesday October 24, 2018
Submitted by Margot Edlin, Treasurer
Current Balance: \$12,057.89

<p><u>Administration:</u> Call 18/19 Steele 18/19</p>	<p><u>Art & Design</u> Tekleab 18/19 Wentrack 18/19 Mauro 18/19</p>	<p><u>Library</u> Galvin 18/19 Wengler 18/19 Williams 18/19</p>	<p><u>Music</u> Berkhout 18/19 Chang 18/19 Dahlke 18/19 Litroff 18/19</p>
<p><u>History</u> Clingan 24/25 Hall 18/19 Tai 18/19 Van Els 18/19 Visoni 18/19</p>	<p><u>Engineering</u> <u>Technology</u> Asser 18/19 Birchfield 19/20 Gayle 27/28</p>	<p><u>Counseling</u> Capozzoli 18/19 Fletcher-Anthony 21/22 Urcioli 18/19</p>	<p><u>Physics</u> Cheung 18/19 Depihawala 18/19 Holden 20/21 Lieberman 18-19 Riegel 21/22</p>
<p><u>Business:</u> Ford 19/20 Hammel 20/21 Kolios 19/20 Masterson 18/19 Murolo 18/19 Ulrich 18/19 Volchok 18/19</p>	<p><u>English</u> Anderst 19/20 Bateman 20/21 Bogacka 18/19 Byas 20/21 Carroll 18/19 Cercone 21/22 Cimino 19/20 Counihan 20/21 Darcy 19/20 Edlin 19/20 Fragopoulos 19/20 Humphries 18/19 Jacobowitz 21/22 Katz 18/19 Kuszai 18/19 Lane 19/20 Lago 18/19 Lau 18/19 Maloy 21/22 McAlear 18/19 Miller 18/19 Murley 20/21 Murray 18/19 O'Donnell 19/20 Ridinger-Dotterman 20/21 Rochford 18/19 Rothman D. 18/19 Rothman T. 21/22 Shaheen 18/19 Schrynemakers 18/19 Sexton 20/21 Talbird 18/19 Toohey 18/19 Tuszynska 19/20 Ye 21/22</p>	<p><u>Social Sciences</u> Culkin 18/19 Gilleaudeau 25/26 Goldhammer 20/21 Honey 19/20 Jankowski 21/22 Kincaid 20/21 Pecorino 27/28 Peller 18/19 Poulsen 18/19 Roberston 18/19 Traver 18/19</p>	<p><u>Nursing</u> Byfield 20/21 Campbell 19/20 Colalillo 21/22 Cupelli 22/23 Menendez 18/19 Molloy 19/20 Rosa 18/19 Riehurt 18/19 Spencer 19/20 Stroehlein 18/19 Tarasko 18/19 Weber 18/19</p>

<u>Biological Sciences and Geology</u> Gadura 18/19 Tawde 21/22 Timbilla 20/21	<u>Health, Physical Education and Dance</u> Desepoli 18/19 Garcia 19/20 Iconis 18/19 Salis 19/20 Sinclair 18/19	<u>Mathematics and Computer Science</u> Bertorelli 19/20 Carvajal 19/20 Cheng 20/21 Cifone 18/19 Franco 19/20 Holt 18/19 King 18/19 Khomyak 19/20 Lee 19/20 Liu 18/19 Molina 19/20 Pham 18/19 Pinheiro 18/19 Ren 27/28 Russell 22/23 Sassoulas 18/19 Soonza 18/19 Sosnovski 18/19 Stroumbakis 23/24 Wajngurt 18/19 Yao 20/21 Yildrim 18/19	<u>Speech Communication And Theatre Arts</u> Adair 19/20 McGill 19/20 Van Der Horn-Gibson 18/19
<u>Foreign Languages and Literature</u> Avens 18/19 Ferrari-Bridgers 21/22 Ellis 18/19 Lai 18/19 Osorio 21/22 Raya 18/19 Reeves 18/19 Ruiz 18/19 Sabani 18/19 Sanchez 18/19 Thompson 20/21	<u>Chemistry</u> Kolack 18/19 Lall-Ramnarine 27/28 Sarno 18/19 Rutenburg 27/28		<u>CETL/ACC</u> Prancl 18/19

- **Transfer of funds was made from the money market account to the checking account to pay for the Fall faculty meeting luncheon.**
- **A check for \$152.31 has been cut and delivered to Rosemary Zins office.**
- **An email requesting faculty dues was sent out on Monday 10/22/2018.**

Respectfully submitted,
 Margot Edlin
 Treasurer

	Amount	Balance
Check made to QCC Fund to remove all food pantry funds from FEC accounts	\$152.31	0

Date	Description	Amount: Checking	Amount: Money Market	Balance: Checking	Balance: Money Market
9/12/18	Reimburse Marvin Gayle	\$37.00		\$404.99	\$11,652.90
10/15	Transfer to checking		\$3,000	\$3,404.99	\$8,652.90
10/15	Check for order at Empire Garden	\$750.00		\$2,654.99	
10/24	Final Check to empire Garden	\$120.00		\$2,535.99	
10/29	Reimburse Cheryl Spencer	\$89.00		\$2,446.99	
10/31	Reimburse Margot Edlin	\$20.00		\$2,426.99	
10/31	Reimburse Phil Pecorino	\$20.00		\$2,406.99	
11/5/18	Check to Metropolitan Foods for food order	\$912.50		\$1,494.49	
10/29-11/19/18	Deposit Faculty Dues	\$70.00		\$1,316.18	\$10,051.36
11/30/18-12/18/18	Deposit Faculty Dues	\$150.00			
	Current Balance			\$1,316.18	\$10,051.36
	Total Balance				\$11,367.54

QCC FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2018-2019

FEC Meetings	Academic Senate	PSC Meetings EC 3-4pm GEN 12-2 Oakland	QCC General Faculty Meeting	Department Chairs Meet alone	Department Chairs with Provost
Fourth Tuesdays 3-5pm S316	Second Tuesdays 3-5pm M-136	EC and Chapter General Mtgs	Wednesday 12- 2pm. M-136	Second Tuesdays 2-3pm	First Tuesdays 3-5pm
August 28					
October 2	Sept 25	EC Tue, Sept 4 GEN MTG OCT 3		Sept 25	Sept 4
Oct 23	October 9	EC Oct16	Oct 24	October 9	Oct 2
Nov 27	November 13	EC Nov20		November 13	Nov 6
Dec 25 No mtg	Dec 11	GEN MTG DEC 5 EC Dec18		Dec 11	Dec 4
Jan 29					
Feb 26	Feb 19	EC Feb 5 GEN MTG Feb 6		Feb 19	Feb 5
Mar 26	Mar 12	EC Mar 19	Mar 20	Mar 12	Mar 5
Apr 30	Apr 9	EC Apr 16 GEN MTG Apr 17		Apr 9	Apr 2
May 28	May 14	EC May 21		May 14	May 7

Calendar of Meetings Fall 2018

Senate Meetings are at 3:10 pm unless noted otherwise:

Agenda Material Due	Agenda Meetings	Academic Senate Meetings
September 4, 2018	Tuesday, September 11, 2018	Tuesday, September 25, 2018
September 18, 2018	Tuesday, September 25, 2018	Tuesday, October 9, 2018
October 23, 2018	Tuesday, October 30, 2018	Tuesday, November 13, 2018
November 20, 2018	Tuesday, November 27, 2018	Tuesday, December 11, 2018

ACADEMIC SENATE Calendar of Meetings Spring 2019 at 3:10 pm unless noted otherwise:

Agenda Material Due	Agenda Meetings	Academic Senate Meetings
January 29, 2019	Tuesday, February 5, 2019	Tuesday, February 19, 2019
February 19, 2019	Tuesday, February 26, 2019	Tuesday, March 12, 2019
March 19, 2019	Tuesday, March 26, 2019	Tuesday, April 9, 2019
April 23, 2019	Tuesday, April 30, 2019	Tuesday, May 14, 2019

Spring Semester 2019

- **01/24/2019 Thursday**
 - Last day to drop for 100% tuition refund
 - Last day to file ePermit request
- **01/25/2019 Friday**
 - Start of Spring Term
 - Classes Begin
- **01/31/2019 Thursday**
 - Last day to add a course
 - Last day to drop for 75% tuition refund
- **02/01/2019 Friday**
 - Grade of WD assigned to students who officially drop a course
 - Verification of Enrollment Rosters available to faculty
- **02/07/2019 Thursday**
 - Last day to drop for 50% tuition refund
- **02/12/2019 Tuesday**
 - College Closed
- **02/14/2019 Thursday**
 - Last day to drop for 25% tuition refund
 - Last day to Change or Declare a Plan/Curriculum change to be effective Spring 2019
 - Census date
 - Verification of Enrollment Rosters due from faculty
- **02/15/2019 Friday**
 - Grade of W is assigned to students who officially withdraw from a course
 - WN grades assigned
- **02/18/2019 Monday**
 - College Closed
- **04/01/2019 Monday**
 - Last day to withdraw from course with a grade of W
- **04/19/2019 – 04/28/2019 Friday-Sunday**
 - Spring Recess
- **05/15/2019 Wednesday**
 - Departmental Uniform Final Examinations
- **05/16/2019 – 05/22/2019 Thursday - Wednesday**
 - Final Examinations
- **05/22/2019 Wednesday**
 - End of Spring Term
- **05/24/2019 Friday**
 - Final Grade Submission Deadline (48 hours after last exam date)
- **05/27/2019 Monday**
 - College Closed
- **06/01/2019 Saturday**
 - Spring 2019 degree conferral date