

Glossary of Terms

Academic Senate. The Academic Senate is the official governing body of Queensborough Community College of The City University of New York.

Academies. Academies are cohorts of students organized according to the curricula in which they are enrolled and whose programs, faculty, and academic support contribute to a more focused and engaging undergraduate experience that leads to higher degree or a career. There will be six academies: Liberal Arts, STEM (Science, Technology, Engineering, Mathematics), Business, Visual and Performing Arts, Health Sciences, and Education.

ACBSP. Association of Collegiate Business Schools and Programs, the local accrediting body for business programs.

ACC - Academic Computing Center. The ACC houses computer facilities, with printing capability, for all students.

AAO – Affirmative Action Officer. Compliance officer in the Office of Affirmative Action/Pluralism and Diversity/Compliance.

APP - Academic Program Planning. The APP is a report submitted by Academic Affairs every year (around June) to the CUNY central office. It includes information about new programs developed and programs evaluated.

ASAP – Accelerated Studies in Associate Programs. Funded by monies from the city and Mayor Bloomberg’s Center for Economic Opportunity, ASAP emphasizes enriched academic support services, mentoring, block programs, and graduation with an associate degree within two to three years.

ATB – Ability to Benefit. The Ability-to-Benefit test is required of students seeking federal financial aid who did not graduate from high school in the United States.

Auxiliary or Queensborough Community College Auxiliary Enterprises Association Inc. The Auxiliary supports certain student activities and provides facilities and auxiliary services for the benefit of the campus community and The City University of New York.

Blackboard. An online course management system that provides off-campus access to course materials, assignments, and class discussions.

Bridge to Transfer. The Bridge to Transfer Program is for Queensborough Community College students who are double-exempt from the ACT placement test and who indicate they plan to transfer to Queens College or who have indicated Queens College as their first choice. All students in the program take courses during their first year in learning communities.

Campaign for Student Success. In response to the university’s own Campaign, Queensborough Community College’s Campaign is a call to action—the planning, development, and implementation of the academy model across campus for all first-time, full-time freshman by fall 2009. A copy of the campaign is available on the college website.

Campus Learning Center. Providing tutorial support for all students and located in the Library Building, the center comprises four sub-centers: Arts and Humanities Learning Center, Business Learning Center, Health Sciences/Nursing Learning Center, and Social Sciences/Education Learning Center.

Campus Writing Center. Located in the Library Building, the center provides writing support for all students, including support for students preparing for the ACT writing examination and the CUNY Proficiency Examination (CPE; see below) and enrolled in writing-intensive courses.

CAPC – College Advisory Planning Committee. The CAPC, which has wide representation from across campus and is chaired by the president, is responsible for the discussion of planning for the college and the setting of priorities. Its work initiates the strategic planning process each year.

Capital Budget Master Plan. This plan, which is university based, is the one that reflects the major renovation and construction projects to be undertaken on the campuses.

Capstone experience. A capstone experience is a culminating educational experience that provides, at the conclusion of a student’s curriculum, a mechanism through which a student can integrate knowledge and skills from his or her discipline and is intended to foster higher-level thinking skills and to involve critical reading and writing, information literacy, creative applications, and research and/or analysis of issues from multiple perspectives. A capstone experience may involve internships, practica, service-learning (see below), field experiences, e-Portfolios (see below), etc.

CCIP - Community College Investment Plan. The CCIP was a university-based investment in the recruiting and hiring of new faculty among the CUNY community colleges. Queensborough Community College benefited from this plan through the hiring of scores of new faculty.

CELL. Located in the Basic Skills Learning Center, the Center for English Language Learners provides academic support specifically to ESL students but is open to all students.

CETL – Center for Excellence in Teaching and Learning. CETL is the primary site on campus for the discussion of community college pedagogical issues and provides guidance and workshops that focus on pedagogical concerns and techniques and on the development of pedagogical research. The center also works in conjunction with the ACC and Academic Affairs to host faculty development workshops in the technology available to instructors and students. In addition, CETL has computer facilities for faculty use.

Classified service. A division of the workforce determined by Civil Service Law and subject to CUNY Civil Service Regulations, this group includes Gittleston titles, 220 titles (see below), and the information systems title series.

CLT – College Laboratory Technician. CLTs are members of the instructional staff (see below) performing laboratory functions and technical duties that are highly skilled and non-teaching in nature.

COMPACT. Compact is a financial agreement among the university, the individual colleges, and the city and state. In this agreement, the state and city agree to provide funding to maintain basic services and facilities at the campuses and to increase tuition only modestly each year. The colleges agree to raise money, at levels established by the university, and to improve productivity. The result of the productivity savings and tuition increases is a fund for each college to sponsor special initiatives

related to improving teaching and learning and academic support services according to priorities set by the Campaign for Student Success (see above) and CUE (see below).

COMPASS. The computerized portion of the placement tests in reading and mathematics, COMPASS assesses the skills levels of applicants to CUNY as part of the admissions process.

Completion Report. The ultimate phase of the strategic planning process (see under Strategic Plan below), the Completion Report is the Strategic Plan with one additional column at the far right that contains information whether the college completed or met its targets. These are targets set both by CUNY and by the college.

COPE – College Opportunity to Prepare for Employment. A program that provides a broad range of support services to students who are receiving public assistance or who meet specific economic guidelines and assists students in finding long-term economic self-sufficiency and independence through gainful employment.

Cornerstone experience. A cornerstone experience is an educational experience that provides the foundation for a student’s academic life and career. Intended to establish engagement with the institution and academic and career focus, it is designed to ensure that, by the time that students have completed 15 credits, they have fundamental knowledge and skills to support their success in college through fundamental remedial courses and/or entry-level courses and an orientation to college life.

CPE – CUNY Proficiency Examination. A “rising junior” examination, the CPE must be passed by any student who wishes to obtain an associate degree and/or wishes to transfer to a CUNY baccalaureate institution. A CUNY-wide requirement, the examination may be taken as early as the 45th credit, and students have three chances to pass it.

CSTEP – The College Science and Technology Entry Program. A program that provides support services for traditionally underrepresented students interested in science, technology, health, and certain other fields. Services include tutoring and computer-aided assistance, peer mentoring, academic advisement, workshops, financial aid, and student internships.

CUE – Coordinated Undergraduate Education. The logical extension of what used to be the CFP, or Coordinated Freshman Program, CUE is a university-wide initiative to develop an integrated educational experience for students to promote greater engagement with the institution and better student focus, yielding better retention and graduation rates. Every year, the college is expected to submit a proposal to the university with plans for innovative projects and initiatives in support of the college’s strategic plan and Campaign for Student Success (see above). The university then provides a special tax-levy budget to fund the college’s efforts.

CUNYfirst (also referred to as ERP or Enterprise Resource Plan). CUNY First is the City University of New York’s Enterprise Resource Planning (ERP) Project, an initiative to implement an ERP system on all the CUNY campuses. A product of Oracle/PeopleSoft, ERP will play a key role in the transformation of the university and the promotion of an integrated CUNY. As an integrated suite of software, it will replace all computer systems overseeing student administration, finance, and human resources. The overall implementation of ERP will be conducted in multiple phases over the duration of approximately five years. Two colleges have been chosen as vanguard schools to pilot the suite of software. Queensborough Community College is the community college vanguard, and Queens College is the baccalaureate vanguard. The vanguard schools will pilot and demonstrate the systems in advance of the rest of the university and will be particularly instrumental in their design. Many administrative staff from offices like Information Technology, Academic Computing, Registrar,

Financial Services, and Finance and Administration have been recruited to work with Oracle/PeopleSoft and the CUNY central office to develop and implement this system.

CUNY Master Plan. The master plan is the overarching plan, with areas of priority and focus, that the university sets for the individual colleges. The components of the master plan then become the organizational model by which the college's strategic plan (see below) is structured.

DASNY - Dormitory Authority of the State of New York. The organization responsible for major construction on campus.

ECET – the Electrical and Computer Engineering Technology Department.

ECP – Executive Compensation Plan. This term is used to refer to positions covered by the Executive Compensation Plan. Titles include administrator, dean, vice president series, and president.

ePortfolio. An ePortfolio is an electronic medium by which students can archive their academic and personal work and document and explore their own self-growth as individuals and as students. The electronic system would include an eMAP (students' My Academic Plan, see below), the college's educational objectives, and assessment features by which students document when they have obtained general education skills and explore their own learning.

ERP – Enterprise Resource Plan. See under CUNYFirst.

ESL – English as a Second Language.

Executive team. Chaired by the college president, this group comprises all vice presidents and deans.

Facilities Master Plan. Description of the College's plan regarding allocation of resources to improve buildings, offices, and other campus facilities to support learning.

Factbook. Produced each year by the Office of Institutional Research and Assessment since 1999, the Factbook includes, among other things, enrollment, demographic, and graduation data of students, by departments and curricula. It is available on the Queensborough website.

Faculty. This group comprises teaching members of the instructional staff (see below) and includes full-time titles: instructor, lecturer, assistant professor, associate professor, and professor. Some faculty function as counselors and librarians. Adjuncts are employed to teach part-time or to perform related duties on a part-time basis.

FEC – Faculty Executive Committee. The principal agency of the faculty responsible for the academic status, role, rights, obligations and freedoms, and other matters concerning the welfare of the faculty. The chair and six other committee members are elected by the full faculty.

Foundation or Queensborough Community College Foundation. The organization through which funds are solicited from outside agencies and individual donors and endowments are established.

FTE – Full-time equated student (usually used in the plural: FTEs). This term defines the equivalent number of full-time students (at 12 credits/semester) when all full-time students and all part-time students are combined in one calculation. For example, an enrollment of four full-time students at 12 credits each combined with four part-time students at 3 credits each yields an overall enrollment of 5 FTEs.

Functional title. Specific position title that describes function, this group is separate and apart from the payroll title that identifies instructional or classified grouping.

General Education Inquiry. Working locally on campus and in conjunction with other CUNY campuses in teams of faculty members and administrators, Queensborough Community College faculty embarked on deliberate efforts to strengthen general education programs, including writing across the curriculum, developmental education programs, learning communities, and transfer and articulation initiatives. Out of this inquiry, groups of faculty members have created focused committees that explore “Teachers Who Care,” “Cornerstone/Capstone Experiences, and “e-portfolios.”

Gittlesons. This group comprises clerical and administrative employees in the titles of CUNY office assistant and CUNY administrative assistant.

HEO title series – Higher Education Officer. Individuals in this series perform administrative duties. Titles include: higher education officer (HEO), higher education associate (HEA), higher education assistant (HEa), and assistant to higher education officer (aHEO).

Instructional staff. The instructional staff comprises all full-time and part-time teaching faculty titles and non-teaching titles, including the college laboratory technician (CLT) title series and the higher education officer (HEO) title series, among which are assistant to higher education officer (aHEO), higher education assistant (HEa), higher education associate (HEA), and higher education officer (HEO).

IR – Office of Institutional Research. IR is the office on campus responsible for data collection and data analysis. Reporting to Academic Affairs, the IR director conducts and provides reports of campus surveys, produces the annual Factbook (see above), and assists in innumerable ways with the planning, developing, and executing of data and research projects involving courses and programs and various initiatives and projects, including grant-funded.

IRB – Institutional Review Board. The IRB is responsible for the review of all protocols involving human subject research.

IT title series. Individuals in this series perform administrative duties in the Office of Information Technology.

Learning Centers. The following learning centers on campus provide tutorial services to students: Basic Skills Learning Center, Campus Learning Center (see above), Mathematics and Science Learning Center, and Campus Writing Center (see above).

Learning Communities. A cohort of students who take two or more courses together.

LibQual 2005 Survey. A survey of student satisfaction with library services.

MAP – My Academic Plan. A development of the Academic Advisement Center, MAP is the tool by which students lay out their academic and career plans with the consultation of an academic adviser. As a work in progress, the student’s MAP is revisited and reevaluated every semester. The electronic version of this, which would be included in an ePortfolio (see above), is an eMAP.

MDRC. A nonprofit, education and social policy organization dedicated to learning what works to improve programs and policies that affect the poor (the initials no longer stand for anything). Queensborough Community College received a grant from the Robin Hood Foundation through MDRC, to assess the impact of learning communities on retention.

METDD – Mechanical Engineering Technology and Design Drafting Department.

Milestone experience. A milestone experience is an educational experience that marks an important level of achievement around the midpoint of a student’s overall academic experience at the college. It should be embedded in courses that a student typically takes in the second or third semester. A milestone experience should involve assignments that require a student to perform analytical tasks; it should require that students find, evaluate, interpret, and synthesize ideas and information from a variety of sources.

NACAC – National Association for College Admission Counseling.

NCES/IPEDS – National Center for Education Statistics: The Integrated Postsecondary Education Data System.

NNES – Non-native English speakers.

OAS – Office of Admission Services.

OIRA – Office of Institutional Research and Assessment.

OTPS - Other Than Personnel Services. All college budgets have both “Personnel” and “OTPS” budget lines. When paying individuals for work, budget items appear under “Personnel.” When paying for supplies or materials, budget items appear under “OTPS.”

OSHA - Occupational and Safety Health Administration. This organization determines and enforces policies concerning safety and health in occupational environments. These policies have been incorporated into the general policies and procedures of the college. The college office responsible for ensuring compliance is Environmental Health and Safety.

P & B. – Personnel and Budget Committee. The Faculty P & B committee considers appointments, reappointments, promotion, and compensation with respect to the instructional staff and recommends actions on such matters to the president.

PEG – Program to Eliminate the Gap.

PIE – Plan for Integrated Education. Incorporated subsequently into the Campaign for Student Success (see above), this term is now defunct.

PMPs – Performance Management Plan Report, with Key Indicators. Established by the university, these key indicators represent targets (percentages and numbers) for community and baccalaureate colleges by which the college’s senior executives (or presidents, vice presidents, provosts, and deans) are annually evaluated. Those who fall within this category are referred to as ECP (or Executive Compensation Plan; see above) because their annual increases are based on their individual contributions to the college’s success with meeting the PMPs.

PSC – Professional Staff Congress. The Professional Staff Congress is the bargaining unit of The City University of New York (CUNY). Most instructional and non-teaching instructional staff (see above) are represented by this bargaining unit.

PVN – Personnel Vacancy Notice.

QSA or Association. See below under Student Executive Board.

RF – Research Foundation/CUNY. Affiliated with CUNY, this organization is responsible for administering all grant-funded projects across the university. It has an entire staff and budget separate from CUNY and is not a union shop.

Service learning. Service learning is a pedagogical mode or curricular or course enrichment that places students in a work environment directly related to the students' curricular or course material and objectives. Students provide an unpaid service in a particular work environment whose overall experience complements the students' academic experience.

SIMS – Student Information Management System.

ST 100 – *Introduction to College Life*, a 10-hour, 0-credit course designed to introduce new students to Queensborough Community College. Students are given information regarding academic programs and curriculum requirements. The class is open to all members of the college community and is required of all new freshmen.

Staff. Staff comprises all employees not represented by the PSC (see above) but by the other unions. This group is differentiated from faculty and instructional staff (see above) and includes civil service positions like Buildings & Grounds personnel and secretaries and also supervisory positions like information systems titles, administrative superintendents, and engineers.

STEM – Science, Technology, Engineering, Mathematics. A traditional grouping of disciplines in higher education, this will be one of the Academies at Queensborough Community College when the academy model debuts in fall 2009.

Strategic Plan. Organized around CUNY's Master Plan priorities (see above) and part of the college's overall assessment and planning, the Strategic Plan sets out the institutional priorities, programs, and initiatives and the targets the college seeks to meet (in some cases, negotiated with CUNY) for the academic year. The plan for the upcoming year is developed over the course of the current academic year and involves the input of constituencies across campus, culminating in campus-wide forums led by the college president. The final, official version of the Strategic Plan emerges from a consultation between the chancellor and president of the college. The current year's Strategic Plan is ultimately evaluated and reaches closure in the yearly Completion Report (see above). Available on the college website.

Student Executive Board. Queensborough Student Association (QSA), as the student government is known, is led by its executive board, which consists of a president, executive vice president, administrative vice president, programming vice president, vice president for evening students, vice president for part-time student and treasurer.

TAC of ABET – Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

Tech fee. The fee paid by all students to support the purchase, maintenance, and dissemination of technology across campus. A college-wide committee, with student representation, is responsible for developing the plan (Technology Plan; see below) and monitoring the budget for these efforts.

Technology Plan. Developed by a college-wide committee and funded by Tech Fee money (see above), the Technology Plan is the plan by which the college purchases, maintains, and disseminates technology across campus.

Tutoring or tutorial services. See under Learning Centers.

220 titles. Skilled trades titles whose salaries and certain working conditions are governed by a determination of the New York City comptroller.

UAPC – University Application Processing Center.

UFS – University Faculty Senate.

Unclassified staff. CUNY’s teaching and non-teaching instructional staff (see above).

WI – Writing-intensive. The designation given to course sections whose instructors have gone through the WID/WAC training (see below) and adopted a mode of instruction in which writing is more centralized, WI indicates courses and/or sections of courses in which writing—and the revision of writing—assists students both with their writing and with their learning of material. Low stakes and high stakes writing is included, and at least 30 percent of the students’ grades depend on their writing results. Students who wish to earn an associate degree at Queensborough must complete at least two WI courses by graduation.

WID/WAC – Writing in the Disciplines/Writing Across the Curriculum. Part of a university-wide initiative over a decade, WID/WAC is a pedagogical mode that places writing at the center of the student learning experience. The college’s program sponsors faculty development workshops in which faculty are encouraged to incorporate this pedagogical mode into their own course material. Both low stakes and high stakes writing is involved, and students are required to engage in revision of their writing. The goal is both improvement of writing and better understanding of the course material. WI courses are meant to help students prepare for the CPE (see above) and to become better critical thinkers. Two WI courses are required to receive an associate degree at the institution. The WID/WAC committee, whose membership includes one co-director of the WID/WAC program, is charged with recommending policy concerning WI to the Academic Senate, approves the lists of WI courses offered each semester, and adjudicates student WI appeal cases.