

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

Minutes of the meeting of the Senate Committee on Academic Development/Elective Academic Programs held on Friday, December 2, 2016 at 3 pm in L-314.

**Present:** Tirandai Hemraj-Benny (Chairperson); Mirna Lekic (Faculty); Vazgen Shekoyan (Faculty); Yusuf Gurtas (Faculty); Nicole Lopez-Jantzen (Faculty); Kathleen Landy (CETL), Anuradha Srivastava (Faculty)

**Excused:** Emily Berry (Faculty), Jodi Van Der Horn-Gibson (Faculty); Neera Mohess (Faculty)

**1.** Minutes for 11/4/16 meetings were approved, with one correction to be made by the Secretary (4c, last sentence)

**2.** The committee discussed attendance at the workshop held that day, as well as ways of promoting future ones. Committee members volunteered to present their own work in case of poor attendance. Members also agreed to inform their respective departments (at the departmental meetings) of upcoming ADC events. Dr. Srivastava mentioned that the Biology Department uses a calendar to which faculty add events of interest. Dr. Hemraj-Benny volunteered to make a list of all events to be held next semester and send that to each department.

**3.** Dates for spring workshops to be offered in collaboration with CETL were confirmed (with the exception of the Plagiarism workshop):

a) The committee agreed that the workshop on Conference Presentation Skills would be repeated on Wednesday, March 15, 2017.

b) Dr. Landy agreed to run the workshop on Structuring Feedback to Improve Student Writing, which will be offered twice: on Wednesday, February 15<sup>th</sup> and Friday, February 17<sup>th</sup>, 2017, 12-2pm. This workshop will be driven by questions/concerns from the attendees, and will not duplicate WI training.

c) For the workshop on Detecting and Avoiding Plagiarism, which would run on Wednesday, February 22<sup>nd</sup> or Friday, February 24<sup>th</sup> 2017, the committee agreed to contact Library staff, as well as the Office of Educational Technology.

**4.** Drs. Srivastava and Hemraj-Benny volunteered to complete the revision of committee documents by the end of February 2017.

**5.** A discussion on improving the current student evaluations of faculty forms followed. Drs. Gurtas and Shekoyan presented a handout with their sub-committee's suggestions. Dr. Hemraj-Benny spoke to Dr. Ian Beckford who is willing to give his opinion on the committee's suggestions. The committee agreed that it would need to come up with a form that is practical for review (one page) and that gives helpful feedback to the faculty. The committee agreed that the first step to preparing a possible evaluation document would be to create a Google file to which members would contribute evaluation questions, which could be edited/commented on by all members.

**6.** Dr. Hemraj-Benny will send a calendar doodle before scheduling the next meeting.

**7.** The meeting adjourned at 4:10 p.m.

Submitted by Mirna Lekic