

Queensborough Community College  
The City University of New York

Memorandum

To: Prof. Ken Pearl  
Secretary, Academic Senate Steering Committee  
From: Prof. Connie B. Williams  
Chairman, Committee on Academic Development  
Date: August 9, 2004  
Subj: **Annual Report 2003-2004**  
**Committee on Academic Development**

The Committee on Academic Development met on Wednesdays at 1 or 2pm each month. The alternate meeting day was Thursdays.

Members: Prof. Amy Bieber, Secretary, Prof. Delores Weber and Prof. Connie B. Williams

**During the academic year, the Committee immediately:**

- reviewed the Annual Report from the previous year, we met and discussed how best to proceed so that the committee would have ample time to complete our assigned task.
- Prof. Bieber and Prof. Williams, (Prof. Weber, absent) took the two folders provided by the previous committee and reviewed the contents. The folder with samples of student surveys was given to Prof. Bieber, and the folder with assessments of faculty development workshops was given to Prof. Williams. Using information from these folders, along with additional research, draft copies of student evaluation of faculty form and a faculty development workshop form were completed.
- Later in the year, Dean Kathleen Allen informed the committee that she was the liaison for the Committee on Academic Development. The committee met with her to discuss criteria for faculty evaluation forms.
- The committee also met with the Publicity Director to discuss ways to improve the faculty development workshop brochure; ways to reach a larger audience, such as using the CUNY email system, etc. and how to make the brochure more attractive.
- Committee submitted to Prof. Gerson, Chairman of the Committee on Committees a request to add members to the committee. Prof. Peter Bales, Chairman of the Bylaws Committee and the committee approved the appointment of two additional members to be added to the 2004-05 Committee on Academic Development.

**Committee Recommendations:**

1. The Academic Development Committee and the Publications Office continue to discuss ways of publicizing faculty development workshops sponsored by Queensborough Community College;

2. With the two additional committee members added to the Academic Development Committee, the student evaluation of faculty form and the faculty development workshop assessment form will be further reviewed;
3. The Committee on Academic Development shall consult with administrative liaison and Chairman of Academic Senate as needed.

The Committee met on May 20, 2004 with three members of the 2004-2005 Committee. An overview of the committee's task was discussed and Prof. Amy Bieber was elected the new chairperson .