

## COMMITTEE ON CULTURAL AND ARCHIVAL RESOURCES (CAR)

Meeting Minutes: March 27, 2012

### Attendees:

Rosemary Zins	– Vice President for Institutional Advancement
Susan Agin	– Executive and Artistic Director of the Queensborough Performing Arts Center (QPAC)
Dr. Arthur Flug	– Executive Director of the Kupferberg Holocaust Resource Center and Archives
Meg Tarafdar	– Director, Center for Excellence in Teaching and Learning (CETL)
Isabella Lizzul	– Assistant Professor of Massage Therapy (Chair of CAR Committee)
Jeffrey L. Schwartz	– Instructor of Electrical and Computer Engineering Technology (ECET)
Julia Carroll	– Associate Professor of Basic Educational Skills
Lorraine M. Cupelli	– Assistant Professor of Nursing
John Gilleaudeau	– Instructor of Social Sciences
ZivahPerel	– Associate Professor of English

### Absentees:

Faustino Quintanilla – Executive Director of the QCC Art Gallery

The meeting began at 11:00am

Everyone approved the minutes of our February 29, 2012 meeting.

### **NEH GRANT PROPOSAL**

Vice President Zins discussed how the NEA Grant Goal is to raise \$200,000 by June 30<sup>th</sup> and possibly \$240,000. She went on to add that QCC is one of 6 community colleges, which is regarded as a national resource and an example of how the humanities can be incorporated into curriculum as well as the community at large.

Vice President Zins reminded us that our committee had only received one application for the National Endowment for the Humanities (NEH), which was from Dr. Sarah Danielsson in the History Department, who specializes in Modern Europe and Genocide. We did not have an overwhelming large response to the call for proposals. She emphasized that it was our committee's responsibility to review the application, and that it was an administrative process. She followed by then recommending that we pass it.

## **CULTURAL CONNECTION VIDEOS**

Prof. Gilleaudeau updated the committee on the recent “cultural connection” videos that had been made explaining that more raw footage had been shot. He noted that unfortunately one video had been lost, which was Dr. Emily Tai’s. He mentioned that the shot had not been done well and therefore could not be used. Vice President Zins said that she did not want to sacrifice the quality of the project and as Dr. Tai was so crucial participant of the project that the video should be redone. Prof. Gilleaudeau agreed and suggested that it be done next month. He also suggested that two or three more videos should be completed. Vice President Zins said that the video featuring Dr. Tai should be done immediately, as next month, April, is devoted to fundraising and would not be a good time.

Prof. Gilleaudeau also mentioned that lab technicians in the ACC were taking a long time to complete the project. However, after he brought it to Vice President Zin’s attention, who mentioned it to Dr. Call, the pace of the project increased. Currently, two new videos are being done. Prof. Gilleaudeau feels that we should be up to date on the number of videos that need to be done.

Dr. Flug mentioned that he had the opportunity to view four videos that had been made about the Kupferberg Holocaust Resource Center and Archives and the QCC Art Gallery. He expressed how delighted he was with the high quality of the videos. He was moved by how emotionally touching the testimonials were.

Prof. Cupelli asked when the members of the committee may be able to review them. Prof. Lizzul mentioned that she would forward them to everyone.

Prof. Gilleaudeau then discussed the format of video and mentioned that there are six videos for the Holocaust Center. He emphasized that they are not finished yet as they still need templates and that they still needed to be tweaked. He also mentioned that they need to be accessible for people who have smaller mobile devices. Prof. Cupelli emphasized the need for the committee members to view the videos before other faculty.

Prof. Gilleaudeau expressed frustration that even though the work was getting done the process was difficult and required support from the administrators.

Vice President Zins stressed that the committee itself should carry enough weight to make sure that the work gets completed in a timely fashion and that Prof. Gilleaudeau should not feel compelled to rely on the administrators for political support. She then suggested that the committee should devise an annual schedule and consult the Chair of the Academic Computing Center (ACC) at the beginning of the semester.

Prof. Gilleaudeau mentioned that the technicians want to have him on site to give them specific instructions. Vice President Zins reiterated that it was important to have a schedule for the ACC. Prof. Gilleaudeau described how he works with the teachers being featuring in the videos to give them a choice of the best days during the year. Vice President Zins noted the importance of providing a personal touch but continued to stress how essential she feels that it is to work with the whole department from the beginning of the semester. She mentioned that it is very important to get an agreement upfront from the Chair of the Department, Director Bruce Naples and let him know exactly what it is that we want to do. This way the project will be very organized and everyone will know what to expect.

The Committee agreed to invite the Chair of the ACC to a Committee meeting at the beginning of the semester. Dr. Flug suggested preparing a plan and a timeline before the meeting. Prof. Perel agreed that it would be a good idea to come to the meeting with at least some rough dates.

Prof. Lizzul mentioned that the Russian Ballet was at QCC over the weekend and that again the service learning and “cultural connection” experience was highly successful. She thanked Executive and Artistic Director Agin for organizing and supporting the event.

### **CULTURAL CONNECTION PANELS**

Director Tarafdar discussed the idea of creating a faculty panel this coming academic year to discuss their experiences providing a “cultural connection” to their students with the use of the QCC Art Gallery, the Kupferberg Holocaust Resource Center, or QPAC. She mentioned the importance of helping faculty answer questions that they may have regarding how to get started. She asked the Committee for ideas of potential candidates to serve on the panel. She then suggested offering it in October 2012 and including different disciplines and high-impact strategies. Director Tarafdar then mentioned the possibility of advertising the panels in a digital brochure that would be put out by Academic Affairs, which would include a link as well as feature stories. She feels that this may also encourage different departments to update their web pages. She suggested having a feature story, which would highlight one of the projects. She said that this type of brochure may be more effective at reaching faculty since faculty tend to delete many of the emails that they receive. Director Tarafdar also pointed out that the lesson plans that were devised two years ago by this Committee were on the CETL Wiki. She also mentioned that the digital brochure could also contain a link to the lesson plans, which could facilitate access.

Prof. Carroll suggested that the series of panel discussions be thematic, each one representing a specific Cultural Resource such as the QPAC or the Art Gallery. Prof. Cupelli brought up the advantage of including some students who had participated in the projects to serve on the

panel. She also suggested the possibility of having some students from the arts to film the interview. Prof. Carroll asked how many panels the Committee felt would be necessary over the academic year. Director Tarafdar suggested four- two during the fall and two during the spring. Prof. Lizzul wondered whether it would be better to have a workshop or a panel. Director Tarafdar commented that it could be both. It could begin as a show case presentation highlighting various successful projects, featuring three professors and three students, which could then be recorded. Then, the members of the audience could have the opportunity to ask questions.

Prof. Cupelli voiced a concern regarding how doing such a project would support one's objectives for a course. Prof. Perel commented that faculty could bring their course objectives to the workshops and actually work on them with the help of others who had already had the experience incorporating the "cultural connection" into their courses. She also reminded the Committee about the specific lesson plans that had already been done, and Director Tarafdar reiterated that the lesson plans existed on the CETL Wiki.

Vice President Zins suggested that individual sites such as the Kupferberg Holocaust Center should also have links to the lesson plans, which could be specified as "For Teachers". Dr. Flug described various components of the Kupferberg Holocaust Center's web site and discussed how successful the site has been. Prof. Lizzul stressed that it is important to make the information as accessible as possible so that faculty will want to try it. Vice President Zins asked whether sending out emails to faculty had been effective. Director Tarafdar mentioned that CETL had used a variety of methods to reach faculty in addition to email such as talking to other practitioners. She said that the response has been very positive. She also mentioned the need to include faculty who were working on their teaching portfolios so that they could enrich their portfolios with a "cultural connection" experience.

Vice President Zins stressed the importance of having multiple high-impact strategies to increase graduation rates and retention. Prof. Perel mentioned that in many instances learning communities and service learning projects had been tied together.

Prof. Lizzul suggested drawing up a schedule for the workshops at our next meeting, which is scheduled for **Tuesday, April 24<sup>th</sup> at 11:00 a.m.**

At 12:00 p.m. Prof. Lizzul moved to adjourn the meeting. Several attendees seconded this motion.

*Minutes recorded by Dr. Julia B. Carroll*