

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

COMMITTEE ON COURSE AND STANDING

A STANDING COMMITTEE OF THE ACADEMIC SENATE

**A GUIDE FOR
COMMITTEE ON
COURSE AND STANDING
MEMBERS**

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Committee on Course and Standing
mc

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1. Introduction

Welcome to the Committee on Course and Standing. Briefly, the job of the Committee is to:

- a. Recommend and formulate to the Academic Senate policies pertaining to the academic standards of Queensborough Community College including scholastic requirements for graduation, retention standards, probationary limits, and grading systems.
- b. Consider individual student appeals, interpreting and in some cases waiving, existing College Policies.

2. Committee Composition

The Committee is composed of nine members of the faculty and is assisted by Registrar's staff.

The faculty members are elected in the spring to one-year terms by the Academic Senate through its Committee on Committees. The Committee on Committees has adopted the policy that no member of a standing committee serves more than three consecutive terms. The President of the College and the Chairperson of the Academic Senate's Steering Committee, or their designees, are ex-officio members of the Committee on Course and Standing who do not vote. In addition, the Committee has others attend its meetings as invited guests. Others who express an interest in attending the Committees meetings are also sent notices of its meetings. The Student Government appoints the student members. If they are appointed and identified, they must be afforded full rights as members.

[See *Attachment 1 - Academic Senate Bylaws Relating to the Course and Standing Committee* for dates of election, quorum information, and other Bylaws governing the Committee.]

Any member of the instructional staff may be present and request permission to speak at a meeting of any Academic Senate committee. [Art. VII, Sec. 2d]

3. General Operation

The Committee operates by general review and consensus. First the appeal is read or the case is presented, and the records and documentation are reviewed. Anyone who so desires may comment on the individual case. A decision is based on a majority vote. The Committee will base its decision in the overall welfare and education of the students and the integrity of the College by utilizing an impartial academic process.

The Committee serves as an intermediary party between individual departments and the departments and the Administration. It may arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members are appointed into particular academic departments, they do NOT represent those departments at the Committee meetings. This should be made clear by the Chairperson to both the Committee members and their respective department chairpersons. Committee members should not be relied upon as sources of information from or conduits for communications to their departments.

The Committee should have a conversation at least once each academic year with the Committee on Admissions to discuss any items of common interest and concern and then make appropriate recommendations to the appropriate college officers to address any problems, if needed.

The Committee must prepare an agenda, take minutes of the meetings, and prepare an annual report. [Refer to the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS on the QCC website

and see *Attachment 4 – Sample Format for Annual Report to the Academic Senate.*] Meetings should follow Robert's Rules of Order.

Documents generated by and received by the Committee should be forwarded to others on a timely basis. E-mail should be used whenever possible. See *Attachment 2 – Mailing List*, for the Committee's mailing list for distribution of meeting dates, agenda, meeting minutes, and documentation for review.

4. Communications with College Committees Related to the Standing Committee

There are standing committees of the Academic Senate that have committees of the College not formed by the Academic Senate acting in areas related to their charge. Such committees are expected to send a communication to those College committees requesting information such as the following:

- . current membership of the College committee
- . current charges assigned to the committee
- . date of the last meeting of the committee
- . any information the committee cares to share with the standing committee of the Academic Senate that may be helpful to the work of the standing committee

The standing committees that have such cognate committees will be informed of such in the Activities form and in the Guide for Committee Members.

Article III. POWERS OF THE ACADEMIC SENATE Section 1. Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate

Section 3. Committees' Jurisdiction The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every Academic Senate committee shall maintain a continuing review of College policy in its area. "

To assist committees to maintain a continuing review they are empowered to receive information related to their charge.

5. New Member Preparation

New members are invited to observe, question and participate to become acclimated to the workings of the Committee over a period of a year or so.

What new members should do to prepare to work on the committee:

- . read this Guide and familiarize yourselves with the pertinent policies and documents.
- . speak with the current Committee Chairperson.
- . ask their department chair not to schedule classes for them to teach during the Committee on Course and Standing meeting time [Friday mornings] and Academic Senate meeting time [Tuesdays between 2 and 5pm].

6. Committee Chair Preparation

The Committee Chair should become familiar with the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS. A copy can be obtained from the Academic Senate area of the QCC website or from the Steering Committee.

7. Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including e-mail, memoranda and newsletters.

The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

8. Meetings of Committees, Subcommittees, and Special Committees

The public has the right to attend any meeting of committees and sub committees and special committees. Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be maintained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that no non-member of the body may speak without the permission of the body.

9. Procedures

Twice a year, between semesters, the Committee meets to evaluate students on Academic Probation. The complete transcript of every student is reviewed. Factors such as progress of remediation, overall GPA, credits completed, past academic performance, such as character, and potential to graduate are considered.

Those students who are qualified are placed on Continued Academic Probation. Others are dismissed for a semester. Those students who wish, may submit documentation and one appeal. These appeals are heard at a subsequent meeting before the start of the semester, or by the Chair of the Committee during registration if the Committee empowers the Chair to do so.

During the remainder of the year, the Committee meets an additional ten to twelve times to consider other appeals made by students. These include:

- a. Late withdrawals
- b. Retroactive withdrawals
- c. Medical withdrawals
- d. Deletions

All requests must be accompanied by sufficient documentation for the evaluator.

10. Recommendations and Policy Proposals to the Academic Senate

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the college, including other Senate bodies. It is expected that the committees would be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committees who make them and responses reported in subsequent reports to the Academic Senate. If there is no response or no adequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee. The current disposition of each recommendation should be noted in a monthly report and also in a summary of all items in the annual report. See *Attachment 3 – Sample Annual Report*.

From time to time the Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case the Committee frames a proposal and sends it to the Steering Committee. See *Attachment 4– Sample Policy Statement*, for an example of a policy statement. Actions for the Academic Senate to approve, including policies of the College, are to be so designated in reports sent to the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the committees of origination and the Steering Committee. If there is no response or no adequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

Through the process of making and reporting on recommendations, the role of the Academic Senate in Governance is effectuated.

11. Chairperson's Presentations to the Academic Senate

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might make the principle presentation or simply respond to questions. If the Chairperson is in dissent from the matter forwarded from the Committee to the Academic Senate, then the Chairperson might ask to present a dissent, as is the right of any member of the minority faction of the Committee. The Committee Chairperson should be present to answer questions from the Academic Senate concerning the matters placed before the Academic Senate by the Committee. The Committee Chairperson might invite other members of the Committee or the college faculty or staff to be present at the Academic Senate meeting in order to respond to specific matters. If they are not members of the Academic Senate, either the Committee Chairperson requests permission for the nonmembers to speak, knowing that they want to do so, at the start of the Committee presentation or when nonmembers raise their hands to respond to or question the report, they need to have permission to speak.

It is best for the Chairperson to prepare the way for the Academic Senate to act on whatever measures are being sent to it. The Chairperson should contact the principle parties and apprise them of the matter. If there is opposition to the measure expected, the Chairperson should discuss this with the Steering Committee and those affected.

12. Concerns and Cautions

CCS Committee Decorum

Committee members are asked, out of deference for their fellow members, to consider the following suggestions:

1. Do not act on academic conditions on a student's transcript that you have not been requested to review or for which there is no documentation.
2. Check the course rosters to verify that Fs, FINs and FABs are earned grades, keeping in mind the attendance requirements for a WU.
3. Earned grades cannot be appealed to the Committee. Neither can open ABSs and INCs. Instructors must give their approval for all grade changes.
4. When you make a commitment to attend a meeting, try to be available. Attendance records have been requested and will be sent to the Committee on Committees.
5. If you have a bias for or against a particular student, because of your personal experience, recuse yourself from the vote. If asked, supply professional guidance to committee member's regarding student's academic performance
6. Requests should be evaluated based on their documentation and merit not on the writing quality of the appeal letter.

13. Final Remarks

The decisions of the Committee on Course and Standing require a combination of intellect, compassion, integrity and responsibility, and an impartial academic process.

ATTACHMENT 1 – ACADEMIC SENATE BYLAWS RELATING TO THE COMMITTEE ON COURSE AND STANDING

Members of the Academic Senate standing committees shall function from the date of election until September 1st of the calendar year following their election. During the changeover period from the April Senate meeting to the September first next following, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of September first. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning September first, the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws.

(Article VII, Sec. 3b)

Charge:

A. General

The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every academic Senate committee shall maintain a continuing review of College policy in its area.

(Article VII, Sec. 3a)

Each standing committee shall distribute to the members of the instructional staff an annual written report and a copy filed with the secretary of the Academic Senate prior to the first Senate meeting in September. The secretary shall inform the Academic Senate of the names of the committees, which have not filed such reports.

(Art. VII, Sec. 7b)

B. Specific

The Committee on Course and Standing shall consist of nine (9) members of the instructional staff and, in accordance with the Governance Plan, there shall be two (2) student members who shall participate and vote only on matters of policy.

The Committee on Course and Standing] shall:

- a. Formulate and recommend to the Academic Senate policies pertaining to the academic standards of Queensborough Community College including scholastic requirements for graduation, retention standards, probationary limits, and the grading system.
- b. Consider individual student appeals, interpret, and in some cases, waive existing College policies.

(Art. VII, Sec. 16)

ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS

Documents generated by and received by the Committee should be forwarded to others on a timely basis.

- A. Related to the regular meetings of the Committee: agenda, minutes, memoranda
 - Members and ex-officio members of the Committee
 - Guests who attended/participated in the meeting
 - Office of Academic Affairs
 - President's designee
 - Academic Senate Steering Committee designee
 - Liaison from Committee on Committees
 - Academic Senate website (webmaster@qcc.cuny.edu)
 - College Archives (cwilliams@qcc.cuny.edu)
 - Student Government - if no student members attend

- B. Other Materials: annual report, assessment requests etc.
 - Pertinent parties – e.g., Secretary of the Steering Committee
 - College Archives

- C. Copies of materials should be sent to the Academic Senate Steering Committee as they are deemed significant and leading to possible actions by the Academic Senate.

ATTACHMENT 3 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE

**QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York**

ACADEMIC SENATE

COMMITTEE ON [NAME]

Telephone
Fax
Email

To: _____, Secretary, Steering Committee, Academic Senate

From: _____, Chairperson

Date:

Subject: Annual Report of the Committee on _____ for 200__/200__

- . Committee members
- . Date committee met and times it meets regularly
- . Narrative summary of committee work
- . New Recommendations
- . Former Committee Recommendations/Actions of the Academic Senate /Strategic Plan items/Middle States Items/Steering Committee Charges
- . Current Disposition of all items acted on by the Committee, by the College, or by the Academic Senate
- . New Committee Members
- . New Chairperson and Secretary
- . Thank members and others that have provided assistance during the year

ATTACHMENT 4 – SAMPLE POLICY STATEMENT

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
Academic Senate
Committee on Computer Resources**

MEMORANDUM

TO: Academic Senate Steering Committee
FROM: Committee on Computer Resources, George Thorsen, Chairperson
SUBJECT: Monthly report: Two proposals regarding email and the QCC Technology Plan
DATE: Wednesday, November 30, 2005

Proposal 1. TIGERMAIL

Whereas, there are a number of benefits that come to students from the use of their college supplied email system,

whereas, there are a number of benefits that come to faculty from the students using the college supplied email system,

whereas, there are a number of benefits for the college administration that come from the students using the college supplied email system,

Be it resolved that: all students of the College use Tigermail exclusively for school related business and be it further resolved that: faculty so inform students of this requirement and attempt to enforce it if they have email communications with their students.

Be it further resolved that: the faculty be encouraged to use the college email in school business.

Proposal 2. FACULTY EMAIL

Whereas, there are a number of benefits that come to faculty use of the college supplied email system,

Whereas, faculty often continue many of their academic activities after they have retired from teaching,

Be it resolved that: all retired faculty members who worked fulltime be allowed to maintain Queensborough email accounts.