

**The Bylaws Committee of the Academic Senate
Queensborough Community College
The City University of New York**

To: The Academic Senate

Date: February 4, 2005

The Committee on Bylaws recommends the creation of a Standing Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC) as follows:

The Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC)

The Committee on WID/WAC shall consist of the director or one co-director of the WID/WAC Program, three (3) faculty members from different departments who have participated in WID/WAC professional development and one (1) student.

The Committee on WID/WAC shall:

- a. Oversee and make recommendations to the Academic Senate related to the WID/WAC program;
- b. Review and make recommendations to the WID/WAC Director(s) concerning the WID/WAC Professional Development Program;
- c. Consult with the Committee on Course and Standing on waiver requests from students on any WI degree requirements that the Committee on Course and Standing may be called upon to decide;
- d. Make the final decision on the designation and recertification of any course or section as WI;
- e. Coordinate with the Curriculum Committee on issues concerning curriculum.

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The Committee on Bylaws recommends the creation of a Standing Committee on Distance Education as follows:

The Committee on Distance Education

The Committee on Distance Education shall consist of five (5) faculty members and two (2) students. All faculty and students should be familiar with online instruction. Faculty shall come from different departments so as to be representative of the wide range of disciplines and degree programs at the college.

The Committee on Distance Education shall:

- a. Report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes;
- b. Work on the assessment process and criteria related to the Distance Education program of the College and report findings to the Academic Senate;
- c. Serve as an advisory body for all matters related to Distance Education.

Note: Within 12 months of its formation, the committee must prepare an interim report on what type of Distance Education Program would best serve the College and its mission, including: purpose(s), resources, training program, support services and assessment.

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Date: February 4, 2005

The Committee on Bylaws recommends the adoption of the following amendments to the Bylaws of the Academic Senate:

Motion: to **Restructure** the Committee on College Environment, Bookstore and Food Services as two Committees: the Committee on Environment, Quality of Life and Disability Issues and the Committee on Vendor Services.

FROM:

Section 14. College Environment Committee

The Committee on the College Environment shall consist of five (5) members of the instructional staff and two (2) students.

The Committee on the College Environment shall:

- a. Formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance, and allocation of facilities;
- b. Evaluate and report to the Academic Senate on the administrative response to problems in the College environment;
- c. Receive all pertinent information and requests for change in the allocation and use of all space and facilities;
- d. Receive all proposals concerning naming and renaming of campus facilities and make appropriate recommendations to the Academic Senate;
- e. Evaluate, report, and recommend to the Academic Senate on matters pertaining to the services and facilities of the Bookstore and Food Services on an annual basis;
- f. Consider and evaluate suggestions and complaints regarding the service and facilities of the Bookstore and Food Services;
- g. Participate in the selection of and the contractual arrangements with the Bookstore and Food Services vendors.

TO:

Section 14. Committee on Environment, Quality of Life and Disability Issues

The Committee on Environment, Quality of Life and Disability Issues shall consist of five (5) members of the instructional staff and two (2) students.

The Committee on Environment, Quality of Life and Disability Issues shall:

- a. Formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance and allocation of facilities;
- b. Evaluate and report to the Academic Senate on the administrative response to problems in the College environment;
- c. Receive all pertinent information and requests for change in the allocation and use of all space and facilities;
- d. Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations to the Academic Senate;
- e. Review and report on College Master Plan regarding facilities and the campus environment;
- f. Review the assessment of the campus with regard to services for students with disabilities and disability issues as the assessment relates and pertains to the campus environment and campus facilities and make appropriate recommendations to the Academic Senate.

Section 23. The Committee on Vendor Services

The Committee on Vendor Services shall consist of five (5) members of the instructional staff and two (2) students.

The Committee on Vendor Services shall:

- a. Receive and evaluate the report of the Auxiliary Enterprise Board on vendor services and recommend to the Academic Senate on matters pertaining to the services and facilities of all vendors to the College, including the Bookstore and Food Services, on an annual basis;
- b. Consider and evaluate suggestions and complaints regarding the service and facilities of all vendors to the College, including the Bookstore and Food Services, sending them on to the Auxiliary Enterprise Board;
- c. Review the College's assessment of the manner of selection of and the contractual arrangements with all vendors to the College, including the Bookstore and Food Services and make recommendations.