

**QUEENSOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
COMMITTEE ON STUDENT ACTIVITIES OF THE ACADEMIC SENATE**

ANNUAL REPORT FOR 2012-2013

To: Dr. Philip Pecorino, Chairperson, Steering Committee, Academic Senate
Dr. Emily Tai, Vice Chairperson, Steering Committee, Academic Senate
From: Dr. Peter A. Novick, Chairperson of the Committee on Student Activities
Date: June 7, 2013
Subject: Annual Report of the Committee on Student Activities for 2012-2013

COMMITTEE MEMBERS:

Dr. Peter A. Novick (Chairperson), Dr. Alicia Sinclair (Secretary), Prof. Ted M. Rosen (Member), Prof. Susan Garcia (Steering Committee Designee), Dr. Pail Jean-Pierre (President's Designee), Professor Eugene Harris (Committee on Committees Liaison), Ms. Gisela Rivera (Director, Student Activities) and Mr. Raymond Volel (Student Life Specialist).

DATES COMMITTEE MET:

The Committee on Student Activities met eight times in the course of the academic year on the following dates and times: October 2nd, 2012 at 4:45 p.m., November 13th, 2012 at 4:45 p.m., December 12th, 2012 at 2:10 p.m., January 29th, 2013 at 4:00 p.m., February 27th, 2013 at 2:15 p.m., March 20th, 2013 at 2:15 p.m., April 24th, 2013 at 2:15 p.m. and May 15th, 2013 at 2:15 p.m.

SUMMARY OF THE WORK OF THE COMMITTEE ON STUDENT ACTIVITIES FOR THE YEAR 2012-2013

October

As the beginning of the semester is generally a very busy time, and due to conflicting schedules, our committee was unable to meet until the beginning of October. However, this worked out as it was after the meeting of chairpersons and student members had already been assigned. Unfortunately, even after many efforts to contact students, we were unable to contact them via email.

Members were very excited to continue the pursuit of Tigerblast emails being sent to all faculty and staff to help increase awareness of events as well as attendance and participation. Dr. Novick dictated that he would contact Dr. Paul Jean-Pierre as well as Reynald Pierre-Charles for further updates. The committee also expressed interest in continuing our focus on the importance of academic competitions. As student members were unable to be contacted via

email, Prof. Garcia volunteered to call each of them to find a time to meet that correlated to our schedules.

The committee then reviewed and discussed our charges for the 2012-2013 academic year and selected ones that would best fit our abilities and interests. We decided to continue a very strong focus on having Tigerblast emails forwarded to all faculty and staff at QCC, increase awareness of academic competitions, work with the Awards Committee to find a way to better gather and disseminate student awards, achievements, scholarships and honors, work with the Library Committee and campus security to look into the extension of Library hours or to find alternative quiet places of study, and finally, to work with campus security and RFK hall (not on our list of charges) to increase security in the gym/locker rooms.

Dr. Novick updated the SAC website monthly last academic year and volunteered to update the site again for the 2012-2013 academic year.

As Mr. Volel and Ms. Gisela Rivera were not in attendance, we were unable to have an update on current student events.

November

Dr. Novick reported that he was in contact with Reynald Pierre-Charles who stated that he would be happy to have the Tigerblast emails sent to faculty and staff, but the the decision needed to be made by Vice-President Hartigan. Dr. Novick will pursue contact with Vice-President Hartigan.

Dr. Sinclair was in contact with the Director of Security, Mr. Ed Locke. Though he was unable to attend our meeting, Lt. Jack Black stood in. As for our charge regarding the extension of library hours, or finding alternative quiet places of study, he recommended we contact Jeanne Galvin about or charges for extended library hours. If she would be able to staff the facility, he would be able to have increased foot patrol at the new extended times. We also discussed the possibility of opening the Student Union over the weekend for students to study; however, due to the lack of resources, and the fact that the building is rented out on Sundays, the Student Union Building would be less desirable than the Library.

Lt. Black then addressed the concerns of committee members on the safety of students in the gym/locker rooms. Lt. Black said that the Committee needs to speak with Dr. Kim (re: RFK Hall) regarding budget availability to hire work-study students to attend to the men's/women's locker rooms and increase presence in these areas. He said that Dr. Kim and Pete Marchitello recently hired a work-study student to help. Dr. Sinclair said she would speak with Denise Ward about getting an increased involvement of Continuing Education since they rely heavily on the RFK facility.

Prof. Garcia was unfortunately unable to contact any students that were assigned to the committee so again, there were none in attendance.

Mr. Volel reported that the Student Activities Office was recently restructured with decreased workforce. However, many events were keeping the college busy, including: a student leadership weekend, a "Stop and Frisk" workshop, pep rally for the basketball team and a multicultural festival. Hurricane Sandy caused many events to be cancelled or delayed. Mr. Volel was also very actively working on the student elections for the new academic year.

December

Dr. Novick was in contact with Dr. Hartigan and she agreed to send the Tigerblast emails to the members of the committee. She then noted that she would talk to Dr. Call about having them forwarded to all faculty and staff.

As one of our charges is to look into extended library times, Jeanne Galvin, chief librarian of QCC joined us for our meeting. She reported that although it has been poorly advertised, the library is in fact open on Sundays from 10:00 a.m. – 5:00 p.m. The statistics counter at the entrance reports about 100 people enters the library on Sundays. If the hours were to be extended, additional monies for staffing at least two support staff (circulation, reserve desk) would need to be budgeted. The Students Activities Committee and Jeanne Galvin will work on putting together a survey to better serve student needs.

Ray Volel reported that they are winding down for the end of the semester. The student union will have quiet hours during finals week and event planning for the Spring 2013 semester is underway.

As we already tackled two important charges, we decided to now focus on our next charge. Regarding our charge dealing with a means of better disseminating student awards and achievements, Dr. Sinclair said she would contact George Sherman at IT.

February

We hit a wall when it came to the charges we have been already working on. Ms. Gisela Rivera and Dean Jean-Pierre said they would contact Mr. Pierre-Charles ASAP to see what else we can do to get the Tigerblast email sent to all faculty and staff. We have also struggled with ideas on how to better advertise student awards and accomplishments. Instead of receiving emails from individual mentors/faculty about their students, and then 20 congratulating “reply to all” emails, it would be better to have one registry to not only post information on awards and scholarships already won, but also those that are available so students can apply. Dean Jean-Pierre recommended contacting Alex Burnett. Finally, in order to continue research on the current library hours, Dean Jean Pierre recommended that we contact the chair of the Library Committee.

Ms. Rivera reported that it has been a very busy time with the student union, activities and government. Clubs were allocating budgets, many events including those related to valentines and black history month have been planned. But most importantly, student government candidates are preparing for a debate in the quad.

Before we dismissed, Dr. Novick reminded members of the committee that if they wanted to serve again, they would have to reapply. Members are able to serve for three consecutive years and Dr. Rosen and Dr. Novick have served two, and Dr. Sinclair only 1.

March

Progress has still been slow in getting the Tigerblast emails sent to all faculty and staff. Both Ms. Rivera and Dean Jean-Pierre will clarify with VP Hartigan about sending the Tigerblast to faculty and staff. Ms. Rivera expressed that she’s not sure if the community dialogue is the best outlet for these announcements as most people just delete the massive amounts of emails sent via this method. Dr. Novick will forward Ms. Rivera email exchanges he’s had (regarding Tigerblast) with VP Hartigan from November 2012 in hopes of a resolution. As for the extension of library hours to better suit student needs, Dr. Novick will talk to Dr. Lall at the next meeting of committee chairs and/or email her.

Ms. Rivera reported on student activities continuing during this spring semester. Student government elections are underway, and the student government is also looking for creating scholarships for graduating students. Other events include the Aspire walk, henna tattoos, mock trial and a leadership conference.

April

Chief librarian, Jeanne Galvin and Chair of the Library Committee, Dr. DiGiorgio joined us for our meeting to further discuss our charge regarding Library hours. The Library Committee also has the charge to determine what students' library needs are. Jeanne shared the library survey John Jay has used, which she liked because it specifically addressed why a student is using the library. She stated that if students need a place to study, but not the reference desk, then the library might not be what they need. Instead, a quiet place to study is a better fit. Dr. Rosen stated that to fund the extra manpower needed to run the library (if hours were increased), he will inquire with Ellen Hartigan to see if money could be drawn from the Auxiliary or Association funds. He proposed increasing hours from 10-4 to 10-6 on Saturdays and from 10:00 a.m. – 3:00 p.m. to 10:00 a.m. – 6:00 p.m. on Sundays and tracking to see if there is an increase in student attendance. Jeanne said she could rearrange staff hours (without budget difficulty) to accommodate opening at 7:30 a.m. instead of 8:00 a.m. Monday-Friday before classes begin. This additional half hour would be with limited service. Jeanne said she would speak with her staff about opening up earlier.

Dr. Novick spoke with Alex Burnett and Dr. Sharon Lall, Chair of the Awards Committee. Alex Burnett reported,

“On the college website - on each of the Academics, Current Students, and Future Students navigation pages - there is a link for scholarships. That page is administered by George Muchita in the Office of Student Affairs. Student Affairs also emails regular notices of scholarships and deadlines to students. You may want to speak with George about his outreach.

We also produce regular feature stories on a wide variety of student accomplishment and activities. These stories – plus photos – are distributed via the college home page and news page, social media (Facebook, Twitter, YouTube, and beginning this week, Instagram), and the CUNY Newswire and Calendar. For example, this month our nursing candlelighting ceremony is featured on the CUNY home page and yesterday's Walk to Aspire featured in the CUNY This Week e-newsletter.

We also highlight a student accomplishment in QCC's monthly e-newsletter which is distributed college-wide and to a wide variety of community, schools, and CUNY stakeholders. We may distribute to the news media depending on the story. We often include student success stories in advertising. For example, Merit Scholar Jia Liu was highlighted in the NY Daily News earlier this year and will feature in the NYC College Conference Manuel to be distributed at college fairs at the Javits Center and Hofstra University. We usually also feature a student story in the President's monthly message.”

Dr. Lall recommended requesting another member each for the Student Activities Committee as well as the Awards Committee. This additional person could have the sole job of updating the website with student awards/achievements. Dr. Lall will attend our meetings beginning in the fall.

Both Ray Volel and Gisela Rivera updated our committee on the student activities and student union events. The students and advisors have been very busy. The new board of student government leaders had recently met to plan their office for the next year. Upcoming

events included karaoke, an end of the year party, a BBQ and the movie Django Unchained. The Student Union will be going quiet for finals. Additionally, the students and advisors are very excited for a CUNY wide strategic plan event for all new CUNY elected student government participants. Prof. Rosen added that there is a Law Day program coming up and Ms. Rivera and Mr. Volel discussed that they should make it CUNY wide.

Lastly, Dr. Novick asked all members to review the Student Activities Committee Handbook so that can make changes/suggestions for the annual report.

May

At our last meeting, we wrapped up some of our charges and discussed events for the following academic year. Prof. Sue Garcia is no longer a Steering Committee Designee, and now an official member of the committee.

Tigerblast emails have been received weekly for a while by members of the committee; however, we are still not quite sure if all faculty and staff are receiving them. Members also expressed that oftentimes we have been accidentally deleting them. With so many emails being received daily, it's very easy to mistake the Tigerblast for "junk" from community dialogue. Dr. Novick will email Mr. Pierre-Charles to ask to change the subject line from, the first event on the list, to "Weekly Events."

Regarding our charge to extend Library hours, Prof. Rosen spoke with Karen Steele about funding. He reported that VP Steele will be meeting with Jeanne Galvin soon about this matter.

In the Fall, the Student Activities Committee will meet with the Awards Committee to discuss the possibility of adding members to the committees for aiding in our charges, or to possibly form a new committee that will focus solely on the publicizing of awards.

Dr. Novick received edits for the Committee Handbook and will compile them all together for the annual report.

Finally, Prof. Sue Garcia is no longer a Steering Committee Designee, and now an official member of the committee. She has been elected the secretary for the 2013-2014 academic year and Dr. Novick has again been elected the chair.

The Committee's Recommendations for the 2013-2014 Committee on Student Activities

The Committee recommends the following for the 2013-2014 academic year:

- 1.) The 2013-2014 CSA should work with the QCC Awards Committee to find the best way to better advertise, publicize and disseminate information on awards, scholarships and honors achieved by students as well as those for which students can apply.
- 2.) The 2013-2014 CSA should verify that the weekly Tigerblast emails are being received by all faculty and staff and not just members of the CSA.
- 3.) The 2013-2014 CSA should find additional methods to increase faculty and staff participation in student events.
- 4.) The 2013-2014 CSA should review the CSA's charges, assign specific responsibilities to committee members with respect to specific charges and consider making

recommendations to the Academic Senate on possible revisions and amendments of such charges.

Additional Recommendations

The Committee recommends the following to the Steering Committee:

- 1.) At least one additional member should be added to the committee. As there are limited spots for an ever growing population of new faculty, adding additional members could help satisfy the high demand for committee slots, as well as provide additional manpower for accomplishing our goals.
- 2.) A template ballot is added to the Committee's handbook.
- 3.) Library hours should be extended and budgeted to monitor students.
- 4.) Additional students are assigned to various committees so that there is a better chance of at least one attending. Or, we have the option to not only use students that are serving, and can select students from our classes to attend meetings.
- 5.) Due to security concerns, an additional committee of faculty, staff, security and students be implemented and/or a mandatory training for all employees be held to educate what should be done in various security problems on campus.
- 6.) Changes to the Committee's handbook detailed below be made and updated on the Committee's website.

Acknowledgements

The Committee on Student Activities would like to give a special thanks to Mr. Raymond Volel and Ms. Gisela Rivera for attending our meetings and keeping us updated on all of the incredible events designed by the various clubs and by student government. We would also like to thank chief librarian Jeanne Galvin for attending two meetings and being an active participant. We would also like to acknowledge the help provided by Dr. DiGiorgio and Dr. Lall of the Library and Awards Committees. We hope to continue collaboration with both committees in the upcoming 2013-2014 academic year. Finally, special thanks go to Emily Tai for taking time out of her busy schedule to answer questions and guide our committee for success.

Attachments

Edited version of the Committee on Student Activities Guide

Respectfully submitted,

Dr. Peter A. Novick, Chair