

October 2, 2012

From: Alicia Sinclair, Ed.D.

To: Dr. Emily Tai, Chair of the Academic Senate Steering Committee; Dr. Barbara Blake-Campbell, Secretary

Chair, Dr. Peter Novick, called the meeting to order at 4:53pm in the upper level of the Student Union.

In attendance: Dr. Peter Novick, Prof. Sue Garcia, Prof. Ted Rosen, Dr. Alicia Sinclair

Absent: President's designee: Dean Paul Jean-Pierre; Committee on Committee Liaison: Dr. Eugene Harris; Student Members: Dierdre Corrigan, Josephina Oluwanifise, Stephanie Bridgelall

- I. Approval of the agenda for October 2, 2012
 - a. The agenda was approved by voice vote.

- II. Approval of the minutes of May 23rd, 2012
 - a. The minutes were approved by voice vote.

- III. **Reports**
 - a. Old Business
 - i. Emily Tai said our Committee's end-of-year report was very well executed. She indicated continued interest in getting faculty included on the weekly Tigermail blast (to increase faculty involvement, etc. with student events on campus). Last semester, Sue contacted Dean Jean Pierre, but there has been no update since. Peter will contact him again as well as his administrator: Raynauld St. Pierre.

- ii. We want to continue with focusing on academic competitions involving new faculty members and their various disciplines. We decided to give a mini-presentation to new faculty (will ask for an RSVP) to be held on 11/14/12.
- iii. Student members: Dierdre, Josephina, and Stephanie were all absent. Sue will call them.
- iv. Materials for Committee Members can be found at: <http://www.qcc.cuny.edu/governance/academicSenate/Sc/documents.html> This provides clear explanation of committee members roles and responsibilities as well as procedures.

b. New Business

- i. New student members were not present (could not be introduced).
- ii. Charges for 2012-2013 academic year:
 - 1. We will work to implement the weekly email blast to all faculty to advise them of student activities and events.
 - 2. We will seek to find new ways to increase faculty involvement in student activities and events at QCC including establishing “educational” teams and internship programs such as the Mock Trial Association, Fed Challenge, etc.
 - 3. We will gather and disseminate information on student competitions and achievements.
 - 4. We will work with the Committee on the Library to explore the creation of a quiet study space for use on Sunday afternoons and early morning hours, either on library or student gov’t premises.
 - 5. We will work with the campus security office to increase security in the library (see above #4) as well as RFK Hall, which lacks security (i.e. no one to check IDs of community member entering the building for Continuing Education programs). Alicia will contact Ed Locke to invite him to our next meeting.

- iii. Report of student activities: Ray not present for update
- iv. Update on Committee's website: up and running well.
- v. Annual Report: as previously mentioned, Emily Tai said ours was very good.
- vi. Next meeting: November 6, 2012 at 4:45pm in Student Union upper level

Meeting adjourned at 5:49pm

Respectfully,

Alicia Sinclair, Ed.D.

Associate Professor, HPED