

November 25, 2014

From: Adam Luedtke

**To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee
Dr. Emily Tai, Vice Chair
Dr. Joel Kuszai, Secretary**

Chairs Peter Novick and Carolyn King called the meeting to order at 3:00 pm

In Attendance: Peter Novick, Carolyn King, Susan Garcia, Adam Luedtke, Ted Rosen, Raymond Volel, Michael Hodge, Stephen Di Dio, Emil Parrinello, Raj Vaswani

Absent: Linda Ostrowe, Gisela Rivera, Lloyd Balch, Reuvain Zahavy, Chong Jue, Christina Kofron, Jusling Lu, Hassan Jaafar, Kevinn Salazar

I: Approval of the agenda for November 25, 2014

- a. The agenda was approved by voice vote.

II: Approval of the minutes of October 28, 2014.

III: Reports

a. Old Business

1. Review from Last Meeting

- Peter welcomed VP Hodge, Stephen Di Dio, Emil Parrinello & Raj Vaswani as guests & explained why we decided in the last meeting to seek their input on methods/fora for announcing events & campus information (email, QCCconnect app, electronic signage, QCC website) since one of the Committee's official charges is to work with relevant campus offices to "monitor the use of social media to enhance student involvement in competitions and sponsored events that enhance academic performance, graduation and retention" (Annual Report '13-'14).

b. New Business

1. Publicizing Events - email activities bulletin (e.g. "TigerBlast") vs. alternatives. There is a weekly email from Student Affairs that goes to Ted and Peter, but our guests recommend focusing on the QCC Events Calendar (on Website or App), and forgetting about more emails going out. Ted & Peter informed VP Hodge that this has been under discussion for years. Peter had already sent out one of the weekly emails from Student Affairs to all of us, and Raj forwarded a second one after our meeting (See Appendix A). Currently faculty are not on the mailing list for this email, because . . .

- There was fairly strong opinion among relevant administrative personnel that the QCC Events Calendar (rather than email) would be the best place to stay informed about events, whether accessed on the App or the QCC site, <http://www.qcc.cuny.edu/calendar/2014/events-view/index.html> which also has a place where you can submit a new event—by clicking on the button or going to <http://www.qcc.cuny.edu/submitEvent.html> (see Appendix B for screenshot). Peter will send this link for submitting events to his Department, as should we all (see screenshot and/or copy/paste link).
- One reason why the Events Calendar is better than email is that QCC's Events calendar mirrors CUNY's Calendar, giving us more exposure than email. Also, the issue in sending an email "blast" for events, whether through Student Affairs or Marketing & Communications, is not lack of technical capacity, but the logistics of coordinating among depts./offices.
- Our guests explained that events are pulled off the Calendar automatically and put right on the App. The only thing needing a non-"guest" login on the App (i.e. the only things faculty cannot access) are student-specific areas like grades. Our guests explained that it is currently cost-prohibitive to have faculty-only forums on the App. Currently, Email is the #1 hit on the App, with over 6000 active students on a weekly basis, though this has been trailing off a bit. 3000 non students also use the app, which could be faculty, staff, or students using guest logins. The #2 hit on QCCconnect is "My Grades". There are also many other useful functions, such as a way to print documents on campus. It was agreed that more needs to be done by all to advertise the App to faculty, both for their own use, and to encourage more students to use it. One idea that would help both groups is if the App could do things like send out alerts if classes are going to be canceled, etc.
- Monitoring electronic boards: Lloyd Balch: the problem with the outdated slides (re. smoking, for example) has been taken care of. To the question of whether there is a way to monitor it from off-campus, his answer is that it is not currently possible (one has to be physically present to read it). In terms of what we can or can't post on the e-board? (the

question re. intramural sports), there should be no restrictions according to him, though you can't do things like a flyer, of course. Any post for the e-board should have as little text as possible, to make it more readable from a greater distance.

2. There was some discussion of the utility of QCC having a Wednesday afternoon set aside during which no clubs or meetings are scheduled, which would free up time for student activities (and faculty involvement in those). Another issue is getting the computer availability function to show all labs on campus, which requires departmental/faculty cooperation.

3. Proposed "Volunteer Fair": our guests said that there would be legal issues, etc. VP Hodge said that the Office of Institutional Advancement would be a good place to check on this – specifically VP Rosemary Zinns, at rzins@qcc.cuny.edu

4. Lockers for charging electronic devices / security – issues with cost, etc.

- The Tech Fee committee would handle digital locker funding, etc. Ray said that it might be a good idea to go to them for funding to start small, by installing a few in the Union building, perhaps. There is a cheaper way to do lockers than that being considered, but for security purposes, etc., the preference is ID-card based (swipe to use), which raises the cost.

- Ray and others want turnstiles in the Union building. There was some discussion on different ways to do turnstiles.

- Question of fees, theft, how much to charge students, etc. (gym problem - needs more security - problems with turnstiles, self-locking doors, weekends, etc. in terms of security in the gym (i.e. incidents/theft in the locker room).

5. More money from the Association will be available at end of the Semester, it was thought. Ted and others believe that they make their budget in May. This is something that Faulkner and others could help with.

6. Ray:

- SG planning end-of-year Masquerade celebration event.

- Elections starting to get underway - SERC (election review committee) having upcoming meeting.

- Italian opera company coming to Student Union this week, as well as a Thanksgiving event.

7. Adam needs to get a training to get a login and update the Committee's website – he will contact David Moretti.

8. **NEXT MEETING:** we will aim for 1st or 2nd week of February and coordinate our schedules via email before then.

Adjourned at 4 pm.

Appendix A: Examples of Weekly Emails from Student Affairs Office:

From: QCC Student Affairs studentaffairs@tigermail.qcc.cuny.edu

Date: October 28, 2014 at 12:12:21 PM EDT

Subject: Scheduled Events & Announcements for the Week of October 27th

Scheduled Events & Announcements

Week of October 27th – October 31st

Internship & Cooperative Education Forum

ALL STUDENTS: Don't miss Queensborough's free annual Internship & Cooperative Education Forum on Wednesday, November 5. Meet with employers seeking interns & learn how to earn credit for internships.

<http://www.qcc.cuny.edu/careerServices/viaTigerMail/Forum%202014.pdf>

Careers and Internships:

Click here <http://www.qcc.cuny.edu/CareerServices/Internships.html> to view new internships now available for your viewing. Feel free to visit the QCC Office of Career Services in Library Rm. 429; call 718-631-6297; careerservices@qcc.cuny.edu

Movie Screening: Fruitvale Station

- Tuesday, October 28th
- 3:00 p.m. – 5:30 p.m.
- Student Union, Lower Level

All QCC students are invited to attend this event. Refreshments will be served and a discussion will commence following the end of the film.

Effective Communication skills

- Wednesday, October 29th
- 12:30 pm – 1:30 pm
- Humanities Building, Room 436

Topics of discussion include: most and least effective communication styles, the role of body language, listening skills, e-mail/online etiquette. All QCC students are invited to attend this event. This workshop is a part of the "Student Wellness Workshops" offered to QCC students. For information on upcoming workshops, please check your Tigermail or e-mail: LOstrowe@qcc.cuny.edu.

Blood Drive

- Wednesday, October 29th
- 8:00 a.m. – 4:00 p.m.
- Student Union Lounge

Fall Activity Series: Aerobics

- Wednesday, October 29th

- 12:00 p.m. – 1:00 p.m.
- RFK Hall, Room 304

All QCC students are invited to participate in this free activity but please note, workout attire and sneakers are required in order to participate.

Single Stop – Financial Counseling Workshop

- Wednesday, October 29th
- 12:30 p.m. – 1:30 p.m.
- Medical Arts Building, Room 344B

Topics of discussion: Components of Debt, Credit Card Risks and Rewards, the Importance of Good Credit and Coping with Debt. Our guest speaker will be Mr. Mark Alpert from the New York Legal Assistance Group (NYLAB). All QCC students are invited to attend.

Liberal Arts Career Conversation

- Wednesday, October 29th
- 12:10 pm – 2:00 pm
- Library Building Basement, Room 14

Join us for a panel discussion and learn what you can do with a Liberal Arts degree. Speakers will talk about their career path and take questions from the audience. Pizza & refreshments will be served. All QCC students invited to attend.

Coffee & Conversation: Italian

- Thursday, October 30th
- 11:30 a.m. – 12:30 p.m.
- Humanities Building, Room 206

All QCC students invited to attend this event, co-sponsored by the Asian Society Club, the Motor Club & the Student Learning Center. The topic is commercials & is a great opportunity to watch interesting commercials in Italian. Refreshments served.

Flu Clinic

- Thursday, October 30th
- 11:00 a.m. – 1:00 p.m.
- Office of Health Services (MC-02)

Free flu vaccinations will be given to all students in attendance

What's Your Passion? Use FOCUS-2

Unsure about your major or future profession? Get clear about your career. Use FOCUS-2 <http://www.qcc.cuny.edu/careerServices/viaTigerMail/focus-2-flyer.html>

From: QCC Student Affairs studentaffairs@tigermail.qcc.cuny.edu
Sent: Monday, November 10, 2014 5:44 PM
Subject: Scheduled Events & Announcements for the Week of November 10th

Scheduled Events & Announcements

Week of November 10th – November 14th

Careers and Internships:

Click here <http://www.qcc.cuny.edu/CareerServices/Internships.html> to view new internships which are now available for your viewing pleasure. Feel free to visit the QCC Office of Career Services, in the Library Building, Room 429; call 718-631-6297; e-mail at careerservices@qcc.cuny.edu

Workshop: Dealing with Worry & Negative Thoughts

- Wednesday, November 12th
- 12:30 p.m. – 1:30 p.m.
- Humanities Building, Room 426

<https://tigermail.qcc.cuny.edu/owa/?ae=PreFormAction&t=IPM.Note&a=Forward&id=RgAAAABB8F2%2bSylRTr6XBleN1A6iBwBLrCxOx5aQTrAmU8LQ68irAM9B2fX8AADynS3xQJdHQZL%2frjgleVmdAAAMkMa2AAAJ#>

Queens College Teacher Education Information Session

- Wednesday, November 12th
- 12:10 p.m. – 2:10 p.m.
- Medical Arts Building, Room 130

You are cordially invited to attend an information session next week Wednesday, November 12th from 12:10 p.m. to 2:00 p.m. The guest speakers will be from the Elementary Education Department at Queens College. Faculty will be discussing the Bachelor's program as well as answering questions that you may have about the transfer process and program.

Fall Activity Series: Zumba

- Wednesday, November 12th
- 12:00 p.m. – 1:00 p.m.
- RFK Hall, Room 304

All QCC students are invited to participate in this free activity but please note, workout attire and sneakers are required in order to participate.

QCC Music Department Presents... Claude Debussy's "The Toy Box"

- Wednesday, November 12th
- 1:00 p.m.

- Humanities Building, Room 110

You are invited to join us for this week's concert: a piano and shadow-play presentation of Claude Debussy's final ballet "La Boîte à joujoux" (The Toy-box). Professor Mirna Lekic of the QCC Music Department will be joined by the talented shadow puppeteers, Caroline Borderies and Christian Barthod. We hope to see you there!

Coffee & Conversation: Spanish

- Wednesday, November 12th
- 11:00 a.m. – 12:00 p.m.
- Humanities Building, Room 224

All QCC students are cordially invited to our second Coffee and Conversation of the semester on Wednesday, Nov 12 11 am-12 pm in H-224. The topic is commercials and you will have a great opportunity to watch interesting commercials in Spanish. This event is possible thanks to the support of our sponsors: the Student Learning Center, the Department of Foreign Languages, the Haitian club, the Asian Society Club and the Motor Club. We hope to see you there. Bring your friends. Open to all levels of Spanish.

Free Flu Shots for QCC Students

- Wednesday, November 12th
- 10:00am-12:00pm
- Office of Health Services, Room MC-02

Diabetes Awareness Day

Thursday, November 13th
10:00am-12:00pm
Office of Health Services, Room MC-02

Free Flu Shots for QCC Students

- Thursday, November 13th
- 12:00pm-3:00pm
- Office of Health Services, Room MC-02

Free Flu Shots for QCC Students

- Friday, November 14th
- 1:00pm-3:00pm
- Office of Health Services, Room MC-02

What's Your Passion? Use FOCUS-2

Are you unsure about your major or future profession? Get clear about your career. Use FOCUS-2 <<http://www.qcc.cuny.edu/careerServices/viaTigerMail/focus-2-flyer.html>>.

Appendix B: Screenshot of Form to Submit an Event to the QCC Events Calendar (on the QCC Website)

Events By Month

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

SUBMIT AN EVENT

*All fields must be completed.

Submitter Contact Information

This information WILL NOT be displayed to the public.

*First Name:

*Last Name:

*Title:

*Phone: (i.e. 555-555-5555)

*Email:

Event Contact Information

This information WILL be displayed to the public.

*First Name:

*Last Name:

Phone:

*Email:

Event Information

This information WILL be displayed to the public.

*Category:

*Department:

*Event Name:

*Event Location:

*Start Date:

*Start Time:

*End Date:

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