

Date: 11/29/11

From: Peter A. Novick Ph.D.

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

Chair, Professor Ted Rosen, called the meeting to order at 4:24 p.m. in the upper level of the Student Union.

In attendance: Prof. Rosen, Dr. Peter A. Novick, Prof. Susan Garcia, Mr. Ray Volel & Student member Joseph Attanasio

Absent: President's Designee: Dean Paul Jean-Pierre, Committee on Committee Liaison: Prof. Eugene Harris, Committee Member Azita Mayeli & Student Members: Joseph Aladegbemi and Bryan Soriano

I. Approval of the agenda for November 29th, 2011

- a. The agenda was approved by voice vote by Prof Rosen and Prof. Garcia.

II. Approval of the Minutes of September, 20th 2011 and October 25th, 2011.

- a. Minutes for both prior meetings were approved by Prof. Garcia and Dr. Novick as a print copy of the September 20th meeting was not available at the October 25th meeting.

III. Reports

a. Old business

- i. Follow up on a weekly email blast to be sent to faculty advertising the weekly student activities. The IT department has to approve this before sending emails once a week to faculty. This can be conducted through the steering committee and the president's designee. Susan Garcia will send an email to Dean Jean-Pierre for more information on how we can have this matter approved.
- ii. Discussion of charges of the Committee and allocation of charges to the committee members. Dr. Novick agreed to monitor the QCC electronic boards for content and activity. Additionally, he agreed to contact IT to discuss the possibility of adding a component to the QCC website that details student achievements and awards. Dr. Ted Rosen agreed to look into expanding library hours on Sundays and/or finding some other quiet study space for students. All members discussed finding ways to increase faculty involvement in government voting in student elections and hosting students in their classrooms. Mr. Volel is going to continue his active recruitment in increasing student involvement in activities on campus. We also discussed the possibility of additional academic competitions in which both students and faculty can be involved. Though Prof. Mayeli was absent for the meeting, she has been elected to update the publications for students, should it be our committees responsibility.

b. New Business

- i. Mr. Ray Volel reported on Student Activities at QCC including a ping pong tournament that had 25-30 students involved, the addition of Tuesday trivia for the chance to win gift certificates. However, he reported that they are short staffed as an evening coordinator has left for other employment. Mr. Volel also stated that 2 more computers are being purchased. Overall, things went well this semester, and everything is beginning to wrap up.
- ii. Dr. Novick is in charge of the committee website and will be posting both agendas and minutes for each meeting.

- iii. We also discussed our role in the updating/editing of the brochure: "Invest in Success: A Guide to Academic Support and Tutoring Services." If we are in fact notified by Dr. Tai that we are responsible for such updates, we have elected Prof. Mayeli to take lead in this task.
- iv. Next meeting will be decided via email and at a new location. As members were absent, and the next meeting is held during finals week, we must ensure that everyone can attend the next meeting at a quieter location.

Meeting adjourned at 5:10pm.

Sincerely,

Peter A. Novick, Ph.D.