

***Can I serve on both the Academic Senate and a Committee?***

Yes, you can apply, and if nominated and elected, you may serve on both the Academic Senate and as a member of an Academic Senate committee.

***What are the Designees of the Steering Committee?***

The Steering Committee recruits faculty from the committee service waiting list to serve on the Standing Committees of the Academic Senate as designees and assistants to the Chairs of the Standing Committees of the Academic Senate. It is the hope of the Steering Committee that such service will prepare new faculty for full service on Standing Committees of the Academic Senate.

The appointment and work of the designees is supervised by the Secretary of the Steering Committee.

***Is serving as a Designee as good as serving on a Committee?***

Yes, the College will recognize service as a Steering Committee designee as it does membership on an Academic Senate Standing Committee.

***What is the Steering Committee?***

The Academic Senate shall elect a chairperson, a vice-chairperson, and a secretary of the Academic Senate, from among the elected members of the Senate, for a one-year term. These three elected members of the Academic Senate shall constitute a Steering Committee of the Senate. The Academic Senate shall also elect a member of the Senate to serve as Parliamentarian.

The Steering Committee of the Academic Senate shall represent the interest of and uphold the policies adopted by the Academic Senate. It will work with the committees to guide them in implementing their charges. It shall report to the Senate, at its next regular meeting, such College actions that may have been implemented while

the Academic Senate was not in session. If such action requires the immediate establishment of new policy, a special meeting of the Academic Senate shall be called.

The Steering Committee shall prepare the agenda for Academic Senate meetings after discussions with the President.

***Where can I find more information?***

For more information on the Academic Senate and its Standing Committees, refer to the Queensborough Community College Governance Plan and Bylaws of the Academic Senate.

Documents and other information of the Academic Senate and its standing committees can be accessed online at <http://www.qcc.cuny.edu/Governance> (click on the Academic Senate link).

This information is also included in the Faculty Handbook and can be accessed online at [http://www.qcc.cuny.edu/Governance/Faculty\\_Handbook/faculty\\_handbook.asp](http://www.qcc.cuny.edu/Governance/Faculty_Handbook/faculty_handbook.asp)

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# THE ACADEMIC SENATE

AND ITS

# STANDING COMMITTEES

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QUEENSBOROUGH   
COMMUNITY COLLEGE

DR. EDUARDO J. MARTÍ, PRESIDENT

### *What is the Academic Senate?*

The Academic Senate is the voice of the academic community of Queensborough Community College in all matters affecting the welfare of the institution. It is composed of faculty, student, alumni, and administrative representatives.

The Academic Senate may establish such standing and special committees as it deems appropriate for the good of the College.

### *What does the Academic Senate do?*

The Academic Senate deals with matters concerning the operation of the College including but not limited to the setting of educational objectives, formulation of policies on admission and retention, extracurricular programs, periodic review of academic departments, and such other areas affecting the welfare of the institution.

### *When does the Academic Senate meet?*

Regular meetings of the Academic Senate shall be held on the second Tuesday of each month unless that date falls on a period of recess. Should the date set for a regular meeting be a holiday, the meeting shall be held on the Tuesday immediately following.

### *Why do I need to know about the Academic Senate and its Standing Committees?*

The Academic Senate approves of College policies; determines the goals of the academic programs and approves of all curricular matters including new courses, certificate and degrees and all changes thereto; and generally oversees all aspects of the College.

The Academic Senate Standing Committees function to perform many necessary activities of the College. All the committees conduct an oversight of the areas under their charge and forward recommendations for changes to the administration and at times proposals for consideration of the entire Senate, including policies that govern the College. Some committees perform absolutely necessary acts such as processing admissions applications and changes in academic status of students and curricular changes.

Faculty members who have concerns about any aspect of the College may bring them to the attention of the relevant committee for its consideration and possible recommendations for action and changes.

### *Why should I consider becoming a member of the Academic Senate and a Standing Committee?*

Serving on the Academic Senate and its Standing Committees provides a valuable service to the College and a rewarding experience for the faculty. You will learn how the College operates and be enabled to make worthwhile contributions that improve the quality of the programs offered, and enhance the education and other services provided to the students and the community.

**Service on the Academic Senate and on its Standing Committees is considered an important contribution to the College and is considered as part of the personnel review process for tenure and promotion.**

### *How do I serve on the Academic Senate?*

Each spring semester, faculty volunteer for the Academic Senate for a three-year term by returning a nomination petition for such to the Committee on Committees (COC). The COC then circulates the list of nominations to faculty for a vote. Positions are filled by those receiving the most votes. No more than five people from one academic department can serve on the Academic Senate. The Chairperson of each academic department serves as a member of the Academic Senate.

### *How do I serve on a Standing Committee?*

Each spring semester, faculty volunteer for committee service for the following academic year by returning an application for such to the Committee on Committees (COC). From the list of applicants, the COC prepares a list of nominees and presents them to the Academic Senate which in turn votes on all members for all committees in April of each year. Faculty that are not included in the list of

nominees are placed on a waiting list.

New faculty should consult with their department chairperson on their plans for College service. If they wish to serve on College committees, they should apply. If due to their rather short length of time at the College they are not nominated or elected to serve on Standing Committees, they should consider serving as designees of the Steering Committee.

### *What are the Committees of the Academic Senate?*

Listed below are all the current standing committees of the Academic Senate; in parentheses are the number of faculty members who serve:

#### **STANDING COMMITTEES:**

- Steering Committee (3)
- Committee On Committees (9)
- Academic Development/Elective Academic Programs (5)
- Admissions (5)
- Awards & Scholarships (3)
- Bylaws (5)
- Ceremonial Occasions (3)
- Computer Resources (7)
- Continuing Education (3)
- Course & Standing (9)
  - Sub-Committee on CPE Appeals (5)
- Curriculum (7)
- Distance Education (5)
- Environment, Quality of Life, and Disability Issues (5)
- Gallery & Performing Arts (5)
- Library (3)
- Publications (3)
- Student Activities (3)
- Vendor Services (5)
- Writing in the Disciplines/Writing Across the Curriculum (WID WAC) (5)

At times there are also special committees of the Academic Senate.