

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

A GUIDE FOR
STUDENTS
SERVING ON A
STANDING COMMITTEE
OF THE
ACADEMIC SENATE

FALL 2004

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1. Introduction

Congratulations! and thank you for serving as a member of a Queensborough Community College Academic Senate Standing Committee. The Academic Senate is a valuable and integral part of the operation of the College and your service on a committee is significant for the College as well as for you personally. We welcome you to the committee that you will be serving and provide some information about the Academic Senate, its Standing Committees, and your role as a member.

2. 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 ad hoc committees as it deems appropriate for the good of the College.

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.

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.

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.

You, as a member of a committee, are in a position to bring to the committee matters of concern to students within the charge of the committee. The committee can address these matters and then present them to the Academic Senate.

3. Governance and Bylaws

The operations of Queensborough Community College are governed by the Governance Plan, the QCC Bylaws of the Academic Senate, the QCC Bylaws of the Faculty and the CUNY Bylaws of the Board of Trustees.

The Queensborough Community College Governance Plan, Bylaws of the Academic Senate and Bylaws of the Faculty can be accessed online at:

http://www.qcc.cuny.edu/Governance/Faculty_Handbook/faculty_handbook.asp

The CUNY Bylaws of the Board of Trustees can be accessed online at:

<http://cuny.edu> . Click on Trustees then click on Board of Trustees.

See Attachment 2 – *Bylaws*, that list the charges for each of the Standing Committees.

4. Committee Composition

Committees are composed of members of the instructional staff and students. The faculty members are elected in the spring to a one-year term by the Academic Senate through its Committee on Committees. The students are appointed to a one-year term by the Student Government. Faculty and students are voting members of the committee. The President of the College and the Chairperson of the Academic Senate's Steering Committee, or their designees, are ex-officio members of each Committee who do not vote. In addition, the Committee has others attend its meetings as invited guests. Others who express an interest in attending the Committees meetings are also sent notices of its meetings.

5. Standing Committees of the Academic Senate

Listed below are all the Academic Senate committees as of 2004-2005 and in parentheses are the number of instructional staff and student members who serve:

STANDING COMMITTEES :

- Steering Committee (3 instructional staff)
- Committee On Committees (9 instructional staff,)
- Academic Development/Elective Academic Programs (5 instructional staff, 2 students)
- Admissions (5 instructional staff,, 3 students)
- Awards & Scholarships (3 instructional staff, 1 student)
- Bylaws (5 instructional staff, 1 student)
- Ceremonial Occasions (7 instructional staff, 4 students)
- College Environment, Bookstore & Food Services (5 instructional staff, 2 students)
- Computer Resources (7 instructional staff, 3 students)
 - Sub-Committee on Distance Education 2003-04 (7 instructional staff)
- Continuing Education (3 instructional staff, 1 student)
- Course & Standing (9 instructional staff, 2 students that can vote only on matters of policy)
 - Sub-Committee on CPE Appeals (5 instructional staff,)
- Curriculum (7 instructional staff, 2 students)
 - Sub-Committee on WID WAC (9 instructional staff,)
- Gallery & Performing Arts (6 instructional staff, 2 students)
- Library (3 instructional staff, 1 student)
- Publications (3 instructional staff, 4 students)
- Student Activities (3 instructional staff, 3 students)

SPECIAL COMMITTEES :

- Committee on Academic Integrity and the New Technologies (7 instructional staff,)
- Special Committee of the Academic Senate for Honors Programs (8 instructional staff,)

6. General Operation

The Committee must prepare an agenda, take minutes of the meetings, and prepare an annual report. Meetings should follow Robert's Rules of Order which can be accessed at <http://www.gutenberg.net/etext/9097> .

Documents generated by and received by the Committee should be forwarded to others on a timely basis. Email should be used wherever possible. *See Attachment 2 – Mailing List*, for the Committee's mailing list for distribution of meeting dates, agenda, meeting minutes, and documentation for review.

The Committee may arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members are appointed into particular academic departments they do NOT represent those departments at the Committee meetings.

7. New Member Preparation

What new members should do to prepare to work on the committee:

- . read the Committee Guide (if available) and familiarize yourself with the pertinent policies and documents.
- . speak with the current Committee Chairperson.
- . try not to schedule classes during the Committee meeting times.

8. The Academic Senate 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.

9. Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including email, memoranda and newsletters.

The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

Students can seek input from other students and the Student Government.

10. Chairperson's Presentations to the Academic Senate

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might invite other members of the Committee or the college faculty or staff to be present at the Academic Senate meeting in order to respond to specific matters. If they are not members of the Academic Senate, either the Committee Chairperson requests permission for the nonmembers to speak, knowing that they want to do so, at the start of the Committee presentation or when nonmembers raise their hands to respond to or question the report, they need to have permission to speak.

ATTACHMENT 1 – ACADEMIC SENATE BYLAWS RELATING TO THE COMMITTEE ON [NAME]

Members of the Academic Senate standing committees shall function from the date of election until September 1st of the calendar year following their election. During the changeover period from the April Senate meeting to the September first next following, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of September first. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning September first, the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws.

(Article VII, Sec. 3b)

Charge:**A. General**

The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every academic Senate committee shall maintain a continuing review of College policy in its area.

(Article VII, Sec. 3a)

Each standing committee shall distribute to the members of the instructional staff an annual written report and a copy filed with the secretary of the Academic Senate prior to the first Senate meeting in September. The secretary shall inform the Academic Senate of the names of the committees, which have not filed such reports.

(Art. VII, Sec. 7b)

Section 9. The Committee on Academic Development

The Committee on Academic Development shall consist of three (3) members of the instructional staff and two (2) students.

The Committee on Academic Development shall:

- a. Arrange for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.
- b. Review, evaluate, and report to the Academic Senate on the system of student evaluation of faculty.
- c. Consult with the departments concerned, regarding specific programs being planned.
- d. Consult with the coordinator of cultural events regarding scheduling of events.
- e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

Section 10. The Committee on Admissions

The Committee on Admissions shall consist of five (5) members of the instructional staff and three (3) student members who shall participate and vote only on matters of policy.

The Committee on Admissions shall:

- a. Formulate and recommend to the Academic Senate matriculation standards governing entrance of students to the various curricula and programs at Queensborough Community College.
- b. Formulate and recommend to the Academic Senate matriculation standards governing re-entrance of students to the various curricula and programs at Queensborough Community College.
- c. Consider appeals for matriculation and make decisions in accordance with Board of Trustees policies.

Section 11. The Committee on Awards and Scholarships

The Committee on Awards and Scholarships shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Awards and Scholarships shall:

- a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards and scholarships.
- b. Select and recommend to the Academic Senate recipients for College awards and scholarships.
- c. Assist departments and coordinate administration of awards and scholarships.
- d. Receive data on all awards and scholarships granted in the College and report the data to the Academic Senate.
- e. Seek out new awards and scholarships.
- f. Seek out additional funds or mechanisms to support existing awards and scholarships.

Section 12. The Committee on Bylaws

The Committee on Bylaws shall consist of five (5) members of the instructional staff and one (1) student.

The Committee on Bylaws shall:

- a. Consider and recommend to the Academic Senate new bylaws and amendments to the Bylaws of the Academic Senate.
- b. Consider and recommend to the Academic Senate new bylaws and amendments to the existing Bylaws of the Board of Trustees.
- c. Consider and inform the Academic Senate of changes in the Bylaws of the Board of Trustees.
- d. Advise the Academic Senate regarding the application of the Bylaws.
- e. Upon the request of the Executive Committee of the Faculty, consider and recommend to the faculty new bylaws and amendments to the Bylaws of the Faculty.

Section 13. The Committee on Ceremonial Occasions

The Committee on Ceremonial Occasions shall consist of seven (7) members of the instructional staff and four (4) students.

The Committee on Ceremonial Occasions shall:

- a. Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.
- b. Plan and implement official College ceremonies.

Section 14. College Environment Committee

The Committee on the College Environment shall consist of five (5) members of the instructional staff and two (2) students.

The Committee on the College Environment shall:

- a. Formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance, and allocation of facilities.
- b. Evaluate and report to the Academic Senate on the administrative response to problems in the College environment.
- c. Receive all pertinent information and requests for change in the allocation and use of all space and facilities.
- d. Receive all proposals concerning naming and renaming of campus facilities and make appropriate recommendations to the Academic Senate.

- e. Evaluate, report, and recommend to the Academic Senate on matters pertaining to the services and facilities of the Bookstore and Food Services on an annual basis.
- f. Consider and evaluate suggestions and complaints regarding the service and facilities of the Bookstore and Food Services.
- g. Participate in the selection of and the contractual arrangements with the Bookstore and Food Services vendors.

Section 15. Committee on Computer Resources

The Committee on Computer Resources shall consist of seven (7) members of the instructional staff and three (3) students.

The Committee on Computer Resources shall:

- a. Report to the Academic Senate on the developments, problems and policies related to all computer resources and computer related activities at the College (i.e. registration, faculty research, library, use of local and remote computers, educational uses, etc.)
- b. Make recommendations to the Academic Senate on matters involving the present and future utilization of these resources and related policies.
- c. Survey and inform the College community about utilization and new developments related to computer technology at the College (i.e. committee newsletter, web site, etc.)
- d. Act as a general advisory group on computer resources, training, academic web site and general educational use of technology.
- e. Provide liaison members to committees concerned with computer and information technology.

Section 16. The Committee on Continuing Education

The Committee on Continuing Education shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Continuing Education shall:

- a. Report and recommend to the Academic Senate on services and facilities available to the Continuing Education programs.
- b. Serve as a mechanism for articulation between the Continuing Education instructional staff and students, and the Academic Senate.
- c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education.
- d. Recommend to the Director of Continuing Education proposals and policies which would enhance the operation of the Continuing Education Program.

Section 17. The Committee on Course and Standing

The Committee on Course and Standing shall consist of nine (9) members of the instructional staff and, in accordance with the Governance Plan, there shall be two (2) student members who shall participate and vote only on matters of policy.

The Committee on Course and Standing shall:

- a. Formulate and recommend to the Academic Senate policies pertaining to the academic standards of Queensborough Community College including scholastic requirements for graduation, retention standards, probationary limits, and the grading system.
- b. Consider individual student appeals, interpret, and in some cases, waive existing College policies.

Section 18. The Committee on Curriculum

The Committee on Curriculum shall consist of seven (7) members of the instructional staff and two (2) students.

The Committee on Curriculum shall:

- a. Consider and recommend to the Academic Senate new curricula and courses.
- b. Consider and recommend to the Academic Senate changes in established curricula and course credits or hours.
- c. Consider and recommend to the Academic Senate graduation requirements for new curricula and changes in graduation requirements for existing curricula.

Section 19. The Committee on Gallery and The Performing Arts

The Committee on Gallery shall consist of nine (9) members: five (5) members of the instructional staff, two (2) students, and the Gallery Director and the Director of Performing Arts (nonvoting members with the exception of a tie vote on matters pertaining to their area of concern).

The Committee on Gallery and Performing Arts shall:

- a. Participate in administering the College Gallery.
- b. Make recommendations and report to the Academic Senate on the purchase of all art and design objects for the campus.
- c. Plan, recommend and participate in the implementation of all College art exhibits.
- d. Select and recommend professional arts events to the Academic Senate and implement those approved.
- e. Participate in the planning and implementation of the Performing Arts Series.
- f. Consult with the coordinator of cultural events.
- g. Seek additional financial support for the Gallery and to increase the number of performing arts events at the College.

Section 20. The Committee on the Library

The Committee on the Library shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Library shall:

- a. Report and recommend to the Academic Senate on matters pertaining to the Library of Queensborough Community College.
- b. Serve as an advisory group.

Section 21. The Committee on Publications

The Committee on Publications shall consist of three (3) members of the instructional staff and four (4) students. Three of the student members (the three (3) editors of the major student publications – the student newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student publications each represents; the fourth student member votes on all issues.

The Committee on Publications shall:

- a. Recommend to the Academic Senate policies and procedures pertaining to College publications.
- b. Receive information on all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
- c. Serve as an advisory group for publications associated with the College.
- d. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.

Section 22. The Committee on Student Activities

The Committee on Student Activities shall consist of three (3) members of the instructional staff and three (3) students.

The Committee on Student Activities shall:

- a. Report to the Academic Senate on policy matters relative to student activities.
- b. Act as an advisory group to any student group seeking faculty assistance.
- c. Assist the Director of Student Activities, other administrators, and faculty involved in student activities.
- d. Participate in the implementation of Article VII, Section B, Part 2, of the Governance Plan which states: "The Faculty and student body shall share equally the responsibility and the power to establish, subject to the approval of the Board, more detailed rules of conduct and regulations in conformity with the general requirements of this article."

(Article VII, Sec. 9 - 22)

ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS

Documents generated by and received by the Committee should be forwarded to others on a timely basis.

- A. Related to the regular meetings of the Committee: agenda, minutes, memoranda
 - Members and ex-officio members of the Committee
 - Guests who attended/participated in the meeting
 - Office of Academic Affairs
 - Liaison from Committee on Committees
 - Academic Senate Steering Committee
 - Academic Senate website (webmaster @qcc.cuny.edu)
 - College Archives (CWilliams@qcc.cuny.edu)
 - Student Government - if no student members attend

- B. Other Materials: annual report, assessment requests etc.
 - Pertinent parties – e.g., Secretary of the Steering Committee
 - College Archives

- C. Copies of materials should be sent to the Academic Senate Steering Committee as they are deemed significant and leading to possible actions by the Academic Senate.