

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF SOCIAL SCIENCES**

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MEMORANDUM

TO: Dr. Ken Pearl, Secretary, Academic Senate Steering Committee

FROM: Dr. Peter Bales, Chairperson, Bylaws Committee

DATE: September 1, 2004

SUBJECT: Bylaws Committee, Annual Report 2003-2004

The Committee on Bylaws

Peter Bales, Social Sciences/History, Chair, 2003-4
Susan Jacobowitz, English, Chair, 2004-5

2003-4 members: Jannette Treue (Student Affairs/Counseling), Paul Marchese (Physics), Susan Jacobowitz (English) and Paul Gengo (Business)

2004-5 members: Jannette Treue (Student Affairs/Counseling), Paul Marchese (Physics), Belle Birchfield (Electrical and Computer Engineering Technology), and Kevin Kelly (Business)

Administration liaison: H. Lapidus
Committee on Committees liaison: P. Bales

Our mission is to consider and make recommendations re: the Bylaws of the Academic Senate, the Bylaws of the Board of Trustees and, upon request of the Executive Committee of the Faculty, the Bylaws of the Faculty.

I. Copies of the current Bylaws of the Academic Senate have been read and checked for accuracy. Minor “typos” and stylistic inconsistencies were corrected.

II. Recently, the Academic Senate Bylaws have been amended in regard to:

1. new charges for the Committee on Computer Resources
2. student representation in the Academic Senate
3. student representation on the Publications standing committee
4. committee procedures for electing a new chairperson

5. instructional staff membership on the Committee on Academic Development/Elective Academic Programs standing committee

III. Our committee discussed whether or not some changes should be made in the Bylaws to make the Bylaws better reflect the current reality. In particular, representation by students on all of the committees came up. It's not desirable to eliminate student representatives or even necessarily decrease the number of students who are required to participate in each committee, but the reality has been that it has been extremely difficult for students to serve. We discussed linking the participation of students on standing committees to courses in which they are enrolled. The link could be through a requirement like English 101 or to courses offered by the Political Science department where there might be a natural connection. We could try and recruit students this way, and offer extra credit or some other incentive to encourage participation, keeping in mind that there should be other avenues open to earn extra credit for those students who, because of time constraints, might find it impossible to serve in this particular capacity. We only need about sixteen students to participate and it could be a good thing for students to have on their resumes.

IV. Our Committee has examined and prepared comments on the faculty survey that have been forwarded to the Steering Committee. This survey is part of the Middle States evaluation but it is unclear exactly who created it, and to what purpose. The last survey was distributed in 1997. It would be helpful to know what was done with the results of that survey. Since the survey appears to want to keep subjects anonymous but in fact does not and seems to potentially serve several different agendas, there are many questions that need to be addressed and clarifications that need to be provided.

V. When changes are made to the bylaws, who is responsible for typing the changes and changing the college publications and website to reflect the bylaw changes? Some changes still have not been done to the official documents and website.

VI. The Bylaws committee labored extensively to create charges that would facilitate the functioning of the Honors Program. Although the charges we came up with will not be formally submitted to the Academic Senate, in part due to our efforts, there has been a revitalization of the present Honors Committee that will work to develop its own charges.

VII. In the future the Bylaws committee will work to incorporate a new Committee on Distance Education into the Academic Senate Bylaws and, if requested, formalize the charges and makeup of the WID/WAC subcommittee of the Curriculum Committee.

VIII. At the final meeting of the Bylaws Committee in May 2003, Susan Jacobowitz (English Department) was elected chair for the upcoming academic year 2004-2005. Bylaws Committee members for 2004-2005 are J. Treue, B. Birchfield, K. Kelly, and P. Marchese.

Respectfully submitted,
Peter Bales