

Queensborough Community College
Faculty Executive Committee Meeting
Tuesday October 7, 2014 at 3-5pm in H-217
Minutes

Members present: Philip Pecorino, Wilma Fletcher-Anthony, Anthony Kolios, Maan (Jenny) Lin, Edmund Clingan, Alicia Sinclair

1. The Agenda was approved, and the minutes of September 2nd were approved with an edit.
2. Chairperson's Report
 - Hest Matter: An e-mail will be sent to the President to ask with whom to collaborate
 - Klarberg Matter: A response was sent to Professor Klarberg's e-mail to say that discussions are in progress. This is also being addressed by the Academic Freedom Committee.
 - Celebration of Service Event: Phil will meet with VP Zins to clarify his role. Following the event, there will be a follow-up to find out which adjuncts have been at QCC for 40 semesters. They may have interrupted service due to closing of sections, illness or some other life event outside of their control.
 - Rosen Matter: Document located on Faculty website. The website is to be reorganized to include committees on which faculty serve in addition to the Committees of the Academic Senate.
 - Neuman matter regarding searches and the role of the Affirmative Action:-for discussions with Mavis Hall
 - Other Matters
1. Parking for Lots 4, 5 & 6: Faculty can go around the line of student cars at the entrance to Lot 6 to expedite parking. This information is to be shared with faculty. Faculty has reported long waits for parking spaces in the main lot. Anthony is to provide the list of suggestion previously collected for reduction of the problem with parking. One suggestion was to have person dropping off students to do so at the gate rather than coming on campus, sometimes to park. Public Safety can provide transportation from the gate for people who need assistance.
2. Office space for faculty: some faculty are sharing office space as well as desks and equipment. The requirement for specific dimensions of office space (110 square feet) applies to new structures only.
3. The list of faculty and CLTs eligible to vote has not yet been received for Liza. Phil will follow up. It will be sent to Alicia Sinclair and Jeffrey Schwartz. Anthony will also have access to the list to prepare a database that can be updated for FEC use. John Luby will be asked for a list of CLTs.
4. Jenny reported on a meeting with Dr. Paul Marchese regarding the process for grant proposals to be reviewed by the cabinet. The rationale is that sometimes there are duplications of proposals when only one should be submitted from the college, and some grants require equipment, release time or other support. An explanation with a timeline will be provided to faculty.
3. Review of assignments for FEC members: Phil shared that the list of FEC members in the Campus Telephone Directory will include our roles/responsibilities.
 1. It was noted that perhaps the faculty would benefit from an explanation of what the FEC does. Alicia will meet with the ACC to create a video with that information.

Links will be created to FEC members' personal/department websites with their bios.

2. Discrepancies in the Clery report were noted. The campus report for 2013 includes 2 incidents of sexual attack and none are listed as reported to the NYPD. This will be looked at by the Environment/Quality of Life Committee for clarification of who has the responsibility of reporting, and whether there has been underreporting.
4. Review of September 17 meeting of the Faculty:
 1. Attendance may have been affected by department meetings and events at the Holocaust Center.
 2. Faculty seemed to be reluctant to submit questions, even anonymously.
 3. Faculty requested an open-meeting in addition to the regularly scheduled formal faculty meeting.
5. Items for an informal survey of the faculty:
 1. Views on criteria for reappointment tenure and promotion
 2. CLTs request to vote for Chairpersons
 3. Changes in the bylaws to permit instructors and lectures to serve on the department P & B Committee
 4. Other items will be added from the index cards collected at the Faculty Meeting
6. Pathways 1-year assessment as part of the next CAPC meeting to see 1) how transfers are actually proceeding; 2) the impact on departments, especially the flashpoint departments of English and Languages. Data required regarding changes in number of sections and cancelation of sections.
7. Scheduling an "open FEC meeting": date to be determined. Jenny will find a location for Tuesday 3 p.m. and Wednesday at 12 noon to maximize participation.
8. Possible items for Faculty Meeting: March 25, 2015: reappointment, tenure and promotion
9. Old Business
 1. Missing e-mails are being sought to get clarity of a faculty issue under investigation
10. New Business
 - Criteria and processing of appointments to Lecturer with CCE
 - Identification of terminal degrees
 - Department P & B actions
 - Agenda items for meeting with President Call were discussed.

Respectfully submitted,
Wilma Fletcher-Anthony
Secretary