STEERING COMMITTEE
OF THE ACADEMIC SENATE

A GUIDE FOR
STEERING COMMITTEE MEMBERS

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1. Introduction

Welcome to the Steering Committee of the Academic Senate. As a member of this prestigious Committee, you are considered to be part of the leadership of the College. Briefly, the Steering Committee of the Academic Senate shall represent the interest of and uphold the policies adopted by the Academic Senate.

According to its Bylaws, "The Academic Senate shall be the voice of the academic community of Queensborough Community College of The City University of New York in all matters which shall appropriately be brought before it, including:

- Extracurricular programs: athletics and cultural, fine and performing arts.
- Educational objectives of the College.
- The establishment and location of new units of the College.
- The periodic review of all departments of the College with the power to recommend to the Board of Trustees the creation, deletion, or restructuring of departments of the College.
- The formulation of the policy relating to the admission and retention of students, subject to the guidelines of the Board of Trustees, and curriculum, awarding of College credits, and granting of degrees. In granting of degrees, student members of the Senate shall not vote.
- The recommendation of search and evaluation procedures.
- And such other areas affecting the welfare of the institution."

[See Attachment 1 – Bylaws of the Academic Senate – Powers of the Academic Senate ]

The Academic Senate membership is composed of:

- The President
- 5 Administrators selected annually by the President
- 8 officers of Student Government
- 41 faculty at large – elected for 3 year staggered terms
- the chairperson of each department (or their designee)
- 2 CLTs
- 1 adjunct faculty member
- 2 HEOs
- 1 alumni

[See Attachment 1 – Bylaws of the Academic Senate – Members of the Academic Senate ]

Currently, the committees of the Academic Senate consist of the Steering Committee, 18 Standing Committees and 1 Subcommittee. The members of the Steering Committee are members of the Academic Senate. The members of all the standing committees are faculty, but do not have to be members of the Academic Senate. All the standing committees, other than the Steering Committee, have specific charges according to the Bylaws of the Academic Senate; each committee will meet as needed, prepare an agenda and minutes of the meetings, and distribute documents to the appropriate people.

The Steering Committee functions quite differently than all the other Standing Committees. They do not prepare an agenda and minutes of their committee meetings, but rather, prepare the Agenda and Minutes of the Academic Senate Meetings. They do not attend the meetings of all the other committees, but rather guide each of the other standing Committees. As a member of the Steering Committee, it is essential to be knowledgeable of the Bylaws of the Academic Senate and to understand the charges of each of the Standing Committees.
2. Committee Composition

The Committee is composed of three at-large members of the Academic Senate. At the May meeting of the Academic Senate, the members of the Steering Committee are elected to a one-year term effective immediately.

[See Attachment 1 – Bylaws of the Academic Senate – Officers for specific information that relates to the Steering Committee.]

3. General Operation

When the Steering Committee is elected at the May Academic Senate meeting, the members should be prepared to begin work immediately, including attending any meetings that had been scheduled prior to the election (see 6. Ordinary Matters below).

The Steering Committee meets as often as necessary and is in continual contact via email. Some work is done over the summer in preparation for the upcoming academic year or in the event of the implementation of a College policy when the Academic Senate is not in session.

[See Attachment 1 – Bylaws of the Academic Senate – Presidential Consultation]

The Steering Committee will prepare the Agenda for the Academic Senate meetings along with all appropriate attachments after discussions with the President; prepare minutes of the Academic Senate meetings; distribute the Agenda with attachments and the minutes to the Queensborough Community and to the Webmaster for posting on the website; work with the standing committees of the Academic Senate to guide them in implementing their charges; and in general, be involved in all matters affecting the welfare of the College.

4. New Member Preparation

Members of the Steering Committee need to be familiar with all aspects of the Academic Senate and each of the standing committees of the Academic Senate. New members of the Steering Committee should do the following for preparation of service to this Committee:

- read this Guide for Steering Committee Members
- speak with the current Steering Committee Chairperson
- meet with your department chair regarding your teaching schedule:
  - arrange your teaching schedule to be available on Tuesday’s at 3 pm for the Academic Senate Meetings and the Agenda Meetings with the President
  - if you will receive released time, revise your teaching schedule accordingly
- become familiar with the following documents (most are available online, click on the link or refer to Attachment 2: Documents URLs):
  - the Bylaws of the Academic Senate
  - the Governance page of the Queensborough Community College website and the related links (go to www.qcc.cuny.edu/Governance, then, on the left, click Academic Senate):
    - Academic Senate
      - About the Senate
      - Calendar
        - Senate Meeting Calendar
      - Committees
        - click on each of the Committee names and review their Bylaws charge, Guide, Agendas, Minutes, and other documentation
5. **Committee Chair Preparation**

To prepare for the position of Chair of the Steering Committee, the new Chair should review the items listed above for New Member Preparation. In addition, the new Chair should do the following:

- speak with the retiring Steering Committee Chair regarding matters specific to the position of Chair
- review carefully the past Reports of the Steering Committee, usually Attachment C of the Academic Senate Agenda
- obtain copies of additional documents or additional information the retiring Chair may have, such as
  - College Advisory Planning Committee (CAPC) (see item 6. Ordinary Matters below)
  - Council of University Faculty Governance Leaders (see item 6. Ordinary Matters below)
  - University Faculty Senate
  - the annual request for support (see item 7. D Support below)
- meet with the President of the College
- meet with the Chair of the Faculty Executive Committee

6. **Ordinary Matters**

The two primary routine functions of the Steering Committee are:

1. the preparation of the Agenda, along with the appropriate attachments, for the Academic Senate Meetings, and
2. to provide guidance to the standing committees of the Academic Senate.

There is a substantial amount of work involved in accomplishing these functions which is an ongoing process. While these are the primary routine tasks, there are many other occurrences throughout the year that affect the welfare of the College with which the Steering Committee becomes involved.
Members of the Steering Committee are automatically members of the College Advisory Planning Committee (CAPC). The CAPC is chaired by the President of the College who calls the meetings several times each semester. The primary function of the CAPC is the preparation of and follow-up each year of the College Strategic Plan.

The Steering Committee will periodically meet with the Faculty Executive Committee to review items and share input on matters affecting the College.

The Chair of the Steering Committee is a member of the Council of University Faculty Governance Leaders and attends their meetings, usually twice each semester. The Council of University Faculty Governance Leaders is generally composed of the head of the Governance body and the head of the Faculty body for each of the CUNY colleges. The Chair of the Steering Committee serves as a conduit of UFS matters as they relate to Queensborough Community College.

The Chair of the Steering Committee may also serve as the Steering Committee representative on task forces formed by the President.

The Steering Committee has taken a role in the format of the Governance page of the College website and periodically meets with the Webmaster to review the organization of governance-related materials on the webpage.

7. Procedures

The routine procedures of the Steering Committee include:

A. Calendar

It is a requirement of the College under the Freedom of Information Law and the Open Meetings Law to inform the public in advance of its governance body meetings. It is the responsibility of the Steering Committee to meet with the President to set the dates of the Senate Meetings so that the College will be able to issue press releases to the public and post the dates on its public calendar.

- Academic Senate Meetings

  The Academic Senate meets at 3:00 pm in M136 on the second Tuesday of the month when classes are in session. In the event of a holiday, it is scheduled the next Tuesday of the month. There are usually four meetings each semester. Special meetings of the Academic Senate can be called but this is rare.

  [See Attachment 1 - Bylaws of the Academic Senate –Meetings: Regular Meetings, Special Meetings, Quorum, and Rules of Order]

- Agenda Meetings

  On the Tuesday two weeks before the Academic Senate Meeting, the Steering Committee meets at 3:00 pm with the President and some members of his cabinet, to review the Agenda and any other pertinent matters. The proposed Agenda is sent to the President and his cabinet the Friday before the Agenda meeting.

  In accordance with the Bylaws, the President is consulted in the setting of the Agenda. The President may make recommendations, suggestions, or requests for additions and deletions to the Steering Committee but the final responsibility and authority rests with the Steering Committee.

  [See Attachment 1 – Academic Senate Bylaws Relating to the Officers of Academic Senate – Proposed Agenda]
GUIDE FOR STEERING COMMITTEE MEMBERS

1. Items to be included in the Agenda

The proposed Agenda along with all appropriate attachments is prepared the week before the Agenda meeting with the President. The Friday before the Agenda meeting is designated as the final day items can be submitted to the Steering Committee for inclusion in the current proposed Agenda although most submissions are received by the Steering Committee prior to that day.

2. Notification of calendar dates

The Academic Senate and Agenda meeting dates are reviewed with the President, then the Secretary of the Steering Committee forwards the dates for the Academic Senate Meetings, the Agenda meetings with President and his cabinet, and the deadlines for submission to the Steering Committee to the Webmaster to be posted on the Governance page of the Queensborough website at

http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_calendar.asp.

The dates of the Academic Senate Meetings are also sent by the Secretary to the appropriate officers of the College to secure room reservations, technical support, and placement on all College calendars, including but not limited to:

- Office of Academic Affairs
- Box Office to reserve room M136 for the meetings
- Academic Computing Center
- the Director of Registrar for inclusion in the Academic Calendar in the College Catalog and Schedule of Classes booklets, and
- the Director of Publicity for inclusion in the online Calendar.

B. Preparation and Distribution of the Agenda, Attachments and Minutes

The Agenda is prepared in the order stipulated by the Bylaws:

1. Attendance.
2. Consideration of the minutes of the previous meeting.
3. Communications from the Board of Trustees or any of its committees.
4. Communications from the President of the College or his designee on matters concerning the College or University.
5. Elections.
6. Degrees.
7. Reports of Standing Committees.
8. Reports of Special Committees.

[See Attachment 1 – Bylaws of the Academic Senate – Proposed Agenda and Minutes]

Typically the Agenda and the related attachments include, the first page which is the Agenda, Attachment A which are the minutes from the prior Academic Senate Meeting, Attachment B which is the President’s Report, and Attachment C which is the Steering Committee Report. Thereafter, the attachments will vary depending on the items on the Agenda. Any item requiring a vote of the Academic Senate is noted on the Agenda as an ELECTION or a RESOLUTION. When the List of Graduates is included on the Agenda it is noted as INFORMATION only or as RESOLUTION for Approval.

Note: Refer to the Agenda and attachments on the website for an example:

http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_current_agenda.asp
Other items on the Agenda may include:

- monthly reports from the standing committees
  - The most common monthly reports are from the Committee on Committees and the Committee on Curriculum. These monthly reports typically require a vote and will be marked RESOLUTION on the Agenda.

- List of Candidates for Graduation – RESOLUTION
  - The List of Candidates is sent to the Steering Committee from the Director of Institutional Research and Planning.
  - The List of Candidates for Graduation are usually included in the Agenda as follows:
    - June Graduates – September Agenda
    - August Graduates – October Agenda
    - January Graduates - February Agenda
  - Often the June List will be included in the May Agenda and the January List will be included in the December Agenda, but these are for informational purposes only and will be so marked as INFORMATION ONLY. It is the final list as scheduled above that needs to be voted on and is listed as a RESOLUTION on the Agenda.

- Annual Reports from standing committees
  - The annual reports from the chair of each standing committee should be submitted the Steering Committee by August 15 and be included in the September Agenda. Most will be included in the September Agenda, some will be included in the October or November Agenda. If they are not received by the December meeting, it will be noted in the December Steering Committee Report as per Bylaws requirement.

  [See Attachment 1 – Bylaws of the Academic Senate – Reports]

  - Annual Reports are received by the Senate. Items may be discussed but typically they do not require a RESOLUTION. Items requiring a resolution should be included in a separate monthly report.

  [See Attachment 3 - Mailing Lists for Committee Materials – Steering Committee]

C. Standing Committees

There are currently 18 standing committees and one subcommittee of the Academic Senate. The charges for each of these committees can be found in Bylaws of the Academic Senate – Article VII which can be found on the Governance page of the Queensborough website at

  http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_bylaws.asp

In the summer, the Steering Committee meets to review the charges for each of the standing committees and identify special items that are anticipated to need attention in the coming academic year by each of the committees. To aid in the organization of the standing committee charges an “Activities Form” is prepared by the Steering Committee for each of the standing committees.

Also to assist the committee chairs, they are provided with a copy of *A Guide for a Standing Committee Chairperson*. This Guide is posted on the Governance page of the QCC website:

  http://www.qcc.cuny.edu/Governance/AcademicSenate/SC/Documents/Guide-for-Chairpersons-9-30-06.doc

  [See Attachment 4 -- Standing Committee Activities Form]
At the start of the academic year, the Chair and Vice-Chair will then meet individually with the Chair of each of the standing committees to review the charges and special items as identified in the Activities form. Each committee is advised to send their Agenda and Minutes of Meetings to the webmaster and College archivist. Annual reports which are due in August are sent to the Secretary of the Steering Committee for inclusion in the Agenda of the September Academic Senate meeting.

The Steering Committee will appoint a designee to each of the Standing Committees. The designees are often selected from the waiting list of volunteers to Standing Committees. The Secretary of the Steering Committee will meet individually with each of the designees to review the charges of the committee to which they are assigned, to provide an overview of the Governance at Queensborough, and to inform them as to their role as a Steering Committee designee.

The Committee on Committees appoints a liaison to each Standing Committee from the membership of the Committee on Committees.

The Chair of the Steering Committee will request from the President his designees to each of the standing committees.

The Steering Committee will request the Committee on Committees obtain a list of students who will serve as members on the Standing Committees from the Student Government.

Group meetings with the all the Standing Committees Chairs are scheduled periodically throughout the academic year. In May, there is a meeting of all Standing Committee Chairs along with the President and his Cabinet to discuss the work and recommendations of each of the Committees.

Throughout the year, Standing Committee Chairs will seek advice from the Steering Committee. Most often, the Chair of the Steering Committee will address theses issues.

[See Attachment 3 – Mailing Lists for Committee Materials – Standing Committees]

D. Annual Support

At the start of the spring semester, the Steering Committee will prepare a request for support to be submitted to the President. This will request the support for the Steering Committee as well as the Standing Committees. The request for support usually falls into three categories:

- financial
  - reimbursement for travel expenses to meetings
  - supplies
  - refreshments for meetings

- released time
  - for members of the Steering Committees
  - for chairs of some of the Standing Committees

- clerical assistance

[See Attachment 5 — Proposal for Support]

E. Steering Committee Tasks

Tasks of the Steering Committee are described and summarized in Attachment 6. These are guidelines for the distribution of the tasks among the Steering Committee members. The distribution can be revised
according to the distribution of released time to each member of the Steering Committee. The support for the Steering Committee in the form of released time should be apportioned according to the tasks for which the support was given.

[See Attachment 6 – Steering Committee Tasks]

The Secretary of the Steering Committee will send various emails or memos to committee members and Steering Committee designees.

[See Attachment 7 – Correspondence Templates]

F. Senate Membership

The Steering Committee should monitor that there is a full compliment of members of the Academic Senate and that the rosters are accurate. This is also applicable to the Standing Committees. The Steering Committee is assisted by the Committee on Committees in this task.

The Committee should note and make known to the Senate the arrival and departure of Senators from Senate service and the replacement of Senators by alternates.

8. Agenda Matters

Agenda Items arrive at the Steering Committee for consideration for inclusion from:

A. Inside QCC
   
   · Any individual Senator
   · Committees of the Senate
   · President and the Administration
   · Faculty Executive Committee
   · Faculty –" by a simple majority of a faculty meeting or by a petition"
   · Committee of Department Chairpersons
   · Student Government
   · Alumni Representative to the Academic Senate

B. Outside of QCC
   
   · Board of Trustees
   · Chancellor’s Office
   · University Faculty Senate
   · University Student Senate

The Steering Committee sees to the business matters of the Senate including its membership, membership on committees, bylaws, reports and follow-up to reports.

9. Work of the Standing Committees

A. Primary Charge of every Academic Senate Committee

According to the Bylaws, the primary function of each 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.
In addition, every Academic Senate committee is responsible for maintaining a continuing review of College policy in its area. To assist committees in this responsibility, they are empowered to receive information related to their charge as stated in the Bylaws: “Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate.”

Committees should request such information as is needed to apprise themselves of the current state of affairs and any planned changes and recent initiatives by having the committee chairperson request it through the President’s designees or through the student government member of the committee or from student organizations directly and from such other sources as may be appropriate. If there is any difficulty with obtaining such information the Steering Committee should be informed so they may assist in the effort.

B. Strategic planning goals presented to Senate Committees

Each committee is charged with making reports and recommendations to the Senate for the areas of the College that are associated with its charge. To better inform the committees as to what is expected in those areas, the President’s designee to each committee may present information that the Administration believes could be of assistance in achieving particular strategic plan objectives. The committees will review these reports and discuss matters described therein with parties involved or interested in them.

C. Senate Committee Reports sent to the Academic Senate

After reviewing College policy in its area, a standing committee might report to the Senate those matters thought to be significant enough to warrant attention by the Senate. At times, but rather rarely, a committee may reach a decision to send a recommendation or a resolution for a College policy to the Academic Senate. Such items in accord with the Bylaws would be discussed at the monthly Academic Senate Agenda Meetings that occur between the Administration and the Steering Committee.

D. Creation of Subcommittees and Special Committees

At times a committee may decide that to facilitate and further distribute the work the creation of a subcommittee of the committee or the creation of a special committee of the Senate might be needed. The Bylaws allow for the formation of special committees and sub-committees for a specific purpose. The creation of such committees would be discussed with and assisted by actions of the Steering Committee.

E. Annual Committee Charges:

Academic Senate Standing Committees will have charges presented to them by the Academic Senate Steering Committee; such charges will result from a consideration of a number of items including:

1) the charges for the committee as contained in the Bylaws of the Senate
2) specific items referred by an action of the Academic Senate
3) activities consistent with (1) that result from:

- CUNY Master Plan
- QCC Mission Statement
- QCC Strategic Plan
F. Committee Reports:

Committees of the Academic Senate send both occasional (monthly) and annual reports to the Academic Senate. In both forms of reports, there may be contained recommendations being made by the committee. The Academic Senate receives these reports and may decide to discuss items contained therein.

[See Attachment 1 – Bylaws of the Academic Senate – Reports]

G. Committee Annual Reports:

Following the Bylaws it is the responsibility of each standing committee to submit an annual report. The Committee may call upon the assistance of the Steering Committee designee and/or the President’s designee in the preparation of that report. The intention behind the preparation and content of the annual reports is the positive goal of having the work of the committees completed. The reports will serve both to inform on what has been done and to make known what might be done to further the work of the committee. These reports will assist the Steering Committee and the Administration in identifying areas in need of attention or where clarification is in order and possibly where more support must be given.

These reports will contain:
- events of the year
- activities in fulfillment of the committee's charges, both Bylaws and specific annual charges from the Steering Committee
- issues related to the work process of the committee
- description of what might be done to support and further the work of the committee.

Those who prepare these reports should feel free to indicate what additional resources or forms of assistance might better enable them to complete their work including aid from the Steering Committee and the President’s designees. Involving the Committee chair and the Steering Committee and the President’s designees in the preparation of the annual report should make the basic task of preparing the report more manageable and provide the information needed by the Administration and the Steering Committee to assess the needs of the Senate.

[See Attachment 8 – Sample Annual Report]

H. Recommendations

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the College, including other Senate bodies. It is expected that the Committees would be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committees making the recommendation and subsequent responses are to be reported to the Academic Senate. If there is no response or an inadequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee.
H. Senate Actions and College Policies

Actions for the Academic Senate to approve, including policies of the College, are to be so designated in reports sent to the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the Committees of origination and the Steering Committee. If there is no response or an inadequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

10. Policy Statements

From time to time the Steering Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case, the matter is presented on the Agenda either under New Business or, if not that significant a matter, as part of the monthly report of the Steering Committee.

Such matters are brought to the Senate through the work of Standing Committees or from the Administration or the Student Government or the Steering Committee.

[See Attachment 9 – Sample Policy Statement]

11. Special Committees of the Academic Senate

As stated above, sometimes a Standing Committee may recommend the creation of a special committee or sub-committee. There may be occasions when the Academic Senate may also recommend the creation of a special committee. If it is determined that some matter needs to be addressed and either there is no Standing Committee under whose charge the matter lies or, even if there is, the matter requires attention in a manner that the Standing Committee is not equipped or structured to handle, a special committee may be created. Such a committee may consist of whatever group the Senate deems needed. Special committees should be created with a specific charge and with a fixed duration. If resources are needed they should be so designated as well. The Senate may also specify that the committee submit interim reports.

[See Attachment 1 – Bylaws of the Academic Senate – Special Committees and Sub-Committees]

Where matters are of concern to several constituencies of the Academic Senate the makeup of the special committee should so reflect this. In such cases a Special Committee of the Academic Senate is a mechanism consistent with governance and more appropriate than the creation of a Task Force by the Administration and should be preferred by the leadership of the Academic Senate.

12. Chairperson’s Presentations to the Academic Senate

The Chair of the Steering Committee prepares a report to the Academic Senate for each meeting. The Steering Committee is the author of the report and all members contribute to it. The report should include any important events within the University and communications from outside of the College that Senators should know about. It should also alert members to what is coming up and what may be headed for the Agenda of the Senate. In addition, there should be some mention of the ongoing work of the standing committees.

As the Steering Committee represents the Senate when it is not in session, the report should include detailed description of those events that have transpired since the last Senate meeting. In particular, the report should be constructed in a manner that would include the fulfillment of the charge below:
“The Steering Committee of the Academic Senate shall represent the interest of and uphold the policies adopted by the Academic Senate when it is not in session. 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.”

13. Cautions and Concerns

The Academic Senate is the voice of the College and the governance body. It is the sole body authorized by the Board of Trustees to set policies and to make recommendations to the Board of Trustees. It is a representative body. The major constituencies of the College are represented within the Senate: Students, Faculty, Department Chairpersons, Administration, College Lab Technicians, Higher Education Officers and Alumni. Matters brought before the Senate should have the support of at least one constituency and should not be brought before it until after there has been consultation on the matter with the leadership of at least two or three of the constituencies.

On important matters and proposals for policies strong effort should be made to achieve a consensus or to secure a majority support for measures brought to the Senate before they are placed on the Agenda.

Matters referred or brought to the attention of the Steering Committee should be discussed with the constituency most directly related to the matter before it is brought elsewhere.

Students should be treated with respect as an autonomous constituency and matters related to their interests should be referred to them directly and not to the Office of Student Affairs unless the leaders of the Student Government at the time so indicate.

The Faculty Executive Committee should be consulted on matters that are of direct interest to or related to the faculty.

The Administration meets with the Steering Committee at least two weeks prior to each meeting of the Academic Senate and at that time can be presented with matters of importance concerning which the Administration has an interest.

14. Final Remarks

As it is provided in the Bylaws that “The Steering Committee of the Academic Senate shall represent the interest of and uphold the policies adopted by the Academic Senate when it is not in session. 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 should fulfill this charge and dutifully represent the interest of the Senate in the welfare of the College and in the process of Shared Governance. It should uphold the policies of the College and act in a manner consistent with its charge and bring matters of importance to the Senate for its consideration.
POWERS OF THE ACADEMIC SENATE

Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate. It may address communications to the Board of Trustees by the President in some document whether it be a Chancellor's Report or some other report in which the vote must be recorded. The Academic Senate shall be the voice of the academic community of Queensborough Community College of The City University of New York in all matters which shall appropriately be brought before it, including:

1. Extracurricular programs: athletics and cultural, fine and performing arts.
2. Educational objectives of the College.
3. The establishment and location of new units of the College.
4. The periodic review of all departments of the College with the power to recommend to the Board of Trustees the creation, deletion, or restructuring of departments of the College.
5. The formulation of the policy relating to the admission and retention of students, subject to the guidelines of the Board of Trustees, and curriculum, awarding of College credits, and granting of degrees. In granting of degrees, student members of the Senate shall not vote.
6. The recommendation of search and evaluation procedures.
7. And such other areas affecting the welfare of the institution.

(Article III, Section 1)

Presidential Consultation

The President shall inform and discuss with the Academic Senate or with the Steering Committee when the Senate is not in session, prior to his recommendation to the Board of Trustees on all College-wide matters which fall within the purview of the Academic Senate, where his recommendations will be in disagreement with the vote of the Academic Senate and in areas that could not have been presented to the Academic Senate because of the necessity of meeting a deadline.

(Article III, Section 2)

Members of the Academic Senate

The Academic Senate shall be composed of faculty, CLT, HEO, student, alumni and administrative representatives with full privileges and vote, and shall include: the President and five (5) administrators selected by him annually; eight (8) officers of Student Government, designated by virtue of office; and one (1) alumni representative, to be selected annually in a manner prescribed by the Alumni Association.

The faculty senators shall be elected in April to serve immediately upon election for three years and shall consist of the following: forty-one (41) faculty at large, elected by those who have been granted faculty rank, and shall not include members of the administration. The chairperson of each department shall also serve as a faculty senator. If a chairperson wishes to decline the office of senator, the department shall elect another representative to the Academic Senate. No more than five (5) faculty members totally shall be permitted to be from any one department. Two (2) full-time CLTs shall be elected by the full-time CLTs to serve with vote. Two (2) representatives from the Higher Education Officer series (HEOs) shall be elected by the full-time HEOs to serve...
with vote. The election of the two (2) HEO members-at-large to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least five (5) members of the full-time HEOs. Elections shall be conducted in April by secret ballot of the full-time HEOs. Elections shall be decided by plurality for a term of three (3) years. Vacancies shall be promptly filled using a list of the most recent election tally. One (1) adjunct faculty member shall be elected at large by the adjunct faculty to serve with one vote.

The election of the forty-one (41) faculty members-at-large to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least seven (7) members of the bylaws faculty. Elections shall be conducted in April by secret ballot of those having faculty rank. Elections shall be decided by plurality for a term of three (3) years. Vacant seats among the faculty members at large shall be filled by the Committee on Committees, using the top of the list from the most recent election. A seat shall be so filled until (1) the Senator elected thereto is qualified to resume the seat, or (2) the term expires.

Where two or more nominees are tied for the same place in the preferential order, the names of those so tied shall be presented to the Academic Senate for action.

The election of the two (2) CLT members-at-large to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least five (5) members of the full-time CLTs which may include the voting adjunct CLT. Elections shall be conducted in April by secret ballot of the full-time CLTs and the voting adjunct CLT. Elections shall be decided by plurality for a term of three (3) years. Vacancies shall be promptly filled using a list of the most recent election tally. Where two or more nominees are tied for the same place in the preferential order, the names of those so tied shall be presented to the Committee on Committees for a run-off election.

The election of one (1) adjunct faculty representative to the Academic Senate shall be conducted by the Committee on Committees. Nominations shall be made by petition signed by at least five members of the adjunct faculty, as defined in Article VI, Section 1d of these Bylaws. Election shall be conducted in April by secret ballot of adjunct faculty members. The election shall be decided by plurality for a term of three (3) years. Vacancies shall be promptly filled using a list of the most recent election tally.

Where two or more nominees are tied for the same place in the preferential order, the names of those so tied shall be presented to the Academic Senate for action.

(Article I, Section 1)

Officers:

a. The Academic Senate shall elect a chairperson, a vice-chairperson, and a secretary for the Academic Senate, from among members elected at large to 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. Nominations and elections for the Steering Committee of the Senate shall be conducted directly from the floor at the duly convened May meeting of the Academic Senate except in the case of the first Senate body.

b. Vacancies in the Steering Committee or the office of Parliamentarian shall be filled by election of a person normally eligible for such office to fill the unexpired term. Nomination and election shall be conducted from the floor at the Senate meeting next following the occurrence of the vacancy.

c. The Steering Committee of the Academic Senate shall represent the interest of and uphold the policies adopted by the Academic Senate when it is not in session. 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.

(Article I, Section 4)
MEETINGS

The President shall preside over regular meetings of the Academic Senate, or, in the President’s absence, the chairperson of the Steering Committee shall preside. The President shall open the special meetings. The first item on the agenda shall be the election of the chairperson for that meeting by the members of the Academic Senate.

(Article II, Section 1)

Regular Meetings.

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.

(Article II, Section 2)

Special Meetings.

Special Meetings shall be called by the President, the Chairperson of the Academic Senate, on the written request of any eight (8) senators, or by written petition from one hundred (100) faculty members who are eligible to vote for the academic senators. The agenda for the special meeting shall be fixed five (5) days before the meeting. Additional business may be considered only by two-thirds (2/3) consent of those present.

(Article II, Section 3)

Quorum

A quorum for both stated and special meetings shall consist of a majority of the members of the Academic Senate.

(Article II, Section 5)

Proposed Agenda.

b. The Steering Committee shall prepare the agenda after discussions with the President.

c. The proposed agenda of a regular meeting shall be sent to all members of the Academic Senate and faculty and students serving on standing committees of the Academic Senate at least one week prior to the meeting. The agenda for a special meeting shall be communicated with the notice of the meeting. All original motions and amendments should be visually presented.

d. The order of business at any meeting, except where otherwise specially provided for, shall be as follows:

1. Attendance.
2. Consideration of the minutes of the previous meeting.
3. Communications from the Board of Trustees or any of its committees.
4. Communications from the President of the College or his designee on matters concerning the College or University.
5. Elections.
6. Degrees.
7. Reports of Standing Committees.
8. Reports of Special Committees.

e. The regular order of business may at any time be suspended by an affirmative vote of two-thirds (2/3) of the members present.

(Article II, Section 4)
Rules of Order

In all matters not covered by these Bylaws, the Senate shall be governed by parliamentary rules and usage as set forth in Robert’s Rules of Order, Revised, latest edition.

(Article II, Section 6)

Minutes.

Minutes of each meeting shall be sent to the members of the faculty and students serving on standing committees of the Academic Senate as soon as practicable after the meeting, but in no case less than one week before the next regular meeting. Attendance of members of the Academic Senate shall be recorded in the minutes.

(Article II, Section 7)

Reports

a. All committee reports requiring Senate action shall be circulated to all members of the Senate at least one week prior to Academic Senate meetings.

b. 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.

c. Ad hoc and special committees of the Academic Senate shall make annual reports to the Academic Senate.

d. There shall be an annual review of all ad hoc and special committees of the Academic Senate.

(Article VII, Section 7)

Committees Jurisdiction

a. 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, Section 3)

Organization - Special Committees and Sub-Committees

a. The Academic Senate may establish such standing and ad hoc committees as it determines. Each committee shall elect its own chairperson, secretary, and such other officers as may be appropriate.

1. Special Committees:
   Special committees may be created by action of the Academic Senate for specific purposes. Special committees shall be elected by the Senate.

2. Sub-Committees
   Any committee of the Academic Senate, standing or special, may establish subcommittees for specific purposes. Members of such a subcommittee need not be members of the parent committee. The establishment and membership, consonant with Article VII, Section 1a, of each subcommittee shall be reported to the Senate.

(Article VII, Section 2)
### Attachment 2 – Documents URLs

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<th>Category</th>
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<tr>
<td>Bylaws of the Academic Senate</td>
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<td>Bylaws of the Faculty</td>
<td><a href="http://www.qcc.cuny.edu/Governance/docs/bylaws_of_the_faculty.pdf">http://www.qcc.cuny.edu/Governance/docs/bylaws_of_the_faculty.pdf</a></td>
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</tbody>
</table>
ATTACHMENT 3 – MAILING LISTS FOR COMMITTEE MATERIALS

Mailing List for Steering Committee

A. Agenda Meeting with President

The Friday before the Agenda meeting with the President a draft of the Agenda, attachments, and minutes of prior Academic Senate meeting are sent to:

- President and Cabinet

B. Agenda, Attachments, and Minutes of the prior Academic Senate meeting:

One week before the Academic Senate Meeting, the Secretary of the Steering Committee sends to:

- QCC Community Dialog
  The Agenda, Attachments, and Minutes in a single Word document; Agenda included in email; instructions for printing; highlights of the meeting requiring a vote.

- Webmaster
  The Agenda, Attachments, and Minutes in separate documents to be posted on the website.

- College Archives

- Printing Office
  For at least 10 copies to be distributed at the Academic Senate Meeting

Mailing Lists for Standing Committees

The mailing list for the Standing Committees are listed below. Note that members of the Steering Committee will be receiving email copies from standing committees.

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
- President’s designee
- Academic Senate Steering Committee designee
- Liaison from Committee on Committees
- 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.
### QCC Academic Senate Standing Committee Activities Form
#### 2006 – 2007

<table>
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<th>Committee Name:</th>
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<tr>
<td>Bylaws Charge:</td>
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<tr>
<td>Members:</td>
<td>instructional staff:</td>
</tr>
<tr>
<td></td>
<td>students</td>
</tr>
<tr>
<td>President’ Designee:</td>
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</tr>
<tr>
<td>Chairperson:</td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td></td>
</tr>
<tr>
<td>Steering Committee Designee:</td>
<td></td>
</tr>
<tr>
<td>Committee on Committees Liaison:</td>
<td></td>
</tr>
</tbody>
</table>

**Activities of the Committee for the coming year as self generated:**

**Recommendations of the Academic Senate from previous year to be followed up:**

**Specific charge from Steering Committee:**

**Annual Report:**
- [ ] Received
- [ ] Academic Senate

**Website:**
- [ ] Created
- [ ] Content placed
- [ ] Annual Report
- [ ] Guide placed

**Committee Guide:**
- [ ] Explained
- [ ] Completed
- [ ] In progress
- [ ] On website

**Recommendations for next Strategic Plan:**

**Reports provided by President/Administration:**

**Reports requested from President/Administration:**
- [ ] Requested
- [ ] Received

**Reports Requested from College Committees:**
- [ ] Requested
- [ ] Received
QUEENSBOROUGH COMMUNITY COLLEGE
ACADEMIC SENATE

A Proposal for Support

For

2006-2007

Realizing the Role of the Academic Senate under the Governance Plan of the College

Submitted by:

Philip Pecorino, Chairperson, Steering Committee
Jeffrey Hest, Vice Chairperson
Emily Tai, Secretary

February, 2006
A Proposal for Support

The 2005 – 2006 Steering Committee of the Academic Senate is requesting support from the Administration for the work of the Steering Committee and several of the Standing Committees of the Academic Senate.

In order to further shared governance at the College, the Steering Committee presents the following request for support. Offered in support of this request are descriptions of the activities for the officers and committee chairs for whom support is being requested. There are a substantial number of new activities indicated. We hold that the responsibilities being assumed by the work of these committees warrant the increase in support being requested herein.

The Steering Committee would appreciate a response to this request in a timely fashion as measures will need to be taken during the spring semester in preparation for the next academic year. We request a response by March 17, 2006 because we need time to place people on the list of nominees for Academic Senate committee service for 2006-2007. The Committee on Committees needs to finalize that list by March 24th to place it on the agenda of the Academic Senate meeting in April, 2006.

We thank you for your past support for the work of the Academic Senate and for your attention to this request.

***************
Support For the Work of the Academic Senate

1) Personnel: Released Time

- Steering Committee: 12 hrs (was 9 hrs)
  - Steering Committee Chairperson: 6
  - Steering Committee Vice Chairperson: 3
  - Steering Committee Secretary: 3

- Standing Committee Chairpersons:
  - Committee on Committees: 6 hrs (was 3)
  - Committee on Curriculum: 3 hrs (ongoing)
  - Committee on Course and Standing: 3 hrs (ongoing)
  - Committee on Awards and Scholarships: 6 hrs (new request)

2) Support from Administrative Liaison-Clerical Assistance

- Data Collection re: Faculty Service on Committees of the College
- Research re: Senate actions located in Senate Minutes

3) Chairpersons of the Standing Committees

Stipends for each committee chairperson (19 @ $750) for a program of development for Senate Committee chairpersons in August, 2006: A day from 9am to 1pm.

Program:

- Role of faculty in governance
- Academic Freedom, the AAUP and Governance
- QCC and Collegial Governance
- Managing the committees agenda, workload issues
- Getting matters before the Senate and preparing for their acceptance/adoption
- QCC and Planning, The Master Plan, Templates and the Strategic Planning Process
- QCC, Assessments and Middle States: the Process and Criteria

4) Funds

- Luncheons for Meetings of Committee Chairpersons (4/year @ $180 each)
- Travel to CUNY Governance Meetings (@ 6/year)
- Travel to AAUP Governance Meetings (1/year)
- Travel to Community College Governance Meeting (1/year)
- Travel to Middle States Function (1/5 years)
Steering Committee Chairperson \( \text{arranged according to several of the “Indicators of Sound Governance”} \)

1. **Appropriate Boundaries: the faculty does have primary responsibility for its areas, and the administration for its areas**
   
   - Serve as a Governance resource for Academic Senate committees
   - Meet with Academic Senate Committees as needed concerning fulfillment of bylaws charges and specific charges for the academic year
   - Collaborate with the Committee on Committees on faculty and student appointments to the Senate committees.
   - Conduct monthly Academic Senate Committee Chairs meeting
   - Mentor junior faculty in College and University Governance
   - Encourage junior faculty participation in leadership positions that will strengthen the future faculty leadership of the College in their roles to work effectively and collaboratively with administration to attain the College’s mission and goals.
   - Correspond with the UFS on Academic matters
   - Encourage student participation in senate committees – work with the Office of Student Activities to develop strategies to increase student participation in committees
   - For the Standing Committees insure that
     - Committee’s reports on standing and specific charges for the coming year
     - there are Committee Guides for new members of each Standing Committee
     - the Website exists and contains : agenda, minutes, annual reports, monthly reports, yearly assessment reports, GUIDE
     - they are provided with a Template for Annual Reports
     - Template for Annual Assessment Report
     - Tracking Report for past and present actions
     - Specific Instructions for the Assessment Process leading to regularly issued assessment reports and reviews of such reports that will relate to the Middle States process.

2. **Communication Channels: formal communication channels exist between the faculty and administration**
   
   - Schedule Academic Senate Agenda meeting with the President, Administration and Academic Senate Steering Committee
   - Provide appropriate University and Senate committee reports and materials in need of consideration for the Academic Senate Agenda
   - Organize, schedule and Chair the Annual Joint Meeting of the President, Administration and Senate Committee Chairs
   - Track all committee work and recommendations
   - Arrange meetings with appropriate administrative liaisons to ensure follow-up on committee work and recommendations
   - Answer emails!
   - Collaborate with Academic Senate Steering Committee Secretary and administrative liaison in the preparation of the Academic Senate agenda and minutes
   - Represent the Academic Senate and committees as part of the College Advisory Planning Committee Meetings (CAPC)
3. **Influence: faculty has real influence on the outcome of decisions**

   - Report and follow-up on all recommendations made by the Academic Senate and its Standing Committees
   - Report and follow-up on all recommendations assigned to the Academic Senate committees in the Strategic Plan, Middle States Self-study and Periodic review
   - Support and organize initiatives that will strengthen and continue the ongoing process of institution self-study in preparation for the Middle States self-study.
   - Governance and self study conferences – work with CETL
   - Work with the Office of Institutional Records, Planning, Research and Assessment and the Office of Academic Affairs in the ongoing process of College-wide assessment and data analysis
   - Organize college survey assessment meetings with Academic Senate committee Chairs and the Office of Institutional Records, Planning, Research and Assessment

4. **Representativeness: the bodies that are supposed to represent the faculty do reflect the faculty at large**

   - Meet with Academic Senate Steering Committee on College and University Academic matters
   - Attend and participate in University Governance Meetings:
     - Council of Faculty Governance Leaders
     - University Faculty Senate (UFS) – typically senate chair people are senators with voting rights
     - Participate in UFS committee work
     - Read all University documents and report to the College Academic Senate as needed
   - Attend and participate in College Governance Meetings
     - Academic Senate Agenda Meetings
     - Academic Senate Meetings
     - Organize and Chair Monthly Academic Senate Committee Chairs Meetings
     - Organize and Chair Annual Joint President, Administration and Senate Committee Chairs Meeting
   - Attend Faculty Leadership Meetings
     - College Advisory Planning Committee Meetings (CAPC)
     - Strategic Plan Open College Hearings

5. **Additional Activities**

   - Supervise the work of the Steering Committee: the Vice Chairperson and Secretary
   - Work with the Faculty Executive Committee to organize College governance conferences
   - Attend AAUP governance meetings
   - Partner with CETL to develop ongoing conferences and publications in areas of College and University governance
   - Develop an Academic Senate committee template that would be considered with departmental/office templates in the formation of the strategic plans
   - Prepare the Standing Committees to perform annual assessments of the areas of the College related to their charges, such reports to become part of the assessments for the accreditation self studies and reviews.
   - Prepare Reports:
     - Tracking Report on Previous Actions of the Academic Senate
     - Reports on each Standing Committee on standing and specific charges for the year
   - Supervise the revision of the Academic Senate Website:
Steering Committee Vice Chairperson

1. **Attend Meetings**
   - Academic Senate Meetings
   - Academic Senate Monthly Agenda Meeting
   - Steering Committee Meetings
   - Academic Senate Committee Chairpersons Meeting
   - Joint Administration and Academic Senate Committee Chairpersons Meeting
   - CAPC
   - Strategic Plan Hearings
   - CUNY Governance Leaders Meetings

2. **Instruction and Supervision: Committee Chairpersons**
   - Preparation of Committee Websites
   - Sending Documents to the Websites: agenda, minutes, annual reports, monthly reports, yearly assessment reports, GUIDES
   - Preparation of a Guide for each Committee
   - Distribution of Guide
     - printed for each new member each year
     - placed on website for future members
     - updated as needed through revision of document and distribution to
       - Steering Committee
       - Committee website
       - College archives
   - Annual Reports
   - Annual Assessment Report
   - Annual Review of Standing Charge and Special Charges
   - Prepare Committee Activity Lists on standing and specific charges for the coming year
   - Update the Activity Report with past and present actions

3. **Use of OUTLOOK for Committee Work**
   - Maintenance of a Public Calendar in OUTLOOK for the Academic Senate
   - Distribution Lists for Senate Committees
   - Developing a Voting Protocol
   - Developing a Protocol for Committee correspondence

4. **Coordination of Efforts with College Offices**
   - Office of Institutional Records, Planning, Research and Assessment

5. **Prepare Reports:**
   - Tracking Report on Previous Actions of the Academic Senate
   - Reports on each Standing Committee on standing and specific charges for the year

6. **Review and Revise** Academic Senate Website:
   - Redesign the Academic Senate Website
   - Prepare it to receive documents from the Standing Committees
   - Prepare it to function for presentations at Senate meetings
   - Review database of all faculty-service on committees
Steering Committee Secretary

1. Attend Meetings
   - Academic Senate Meetings
   - Academic Senate Monthly Agenda Meeting
   - Steering Committee Meetings
   - Academic Senate Committee Chairpersons Meeting
   - Joint Administration and Academic Senate Committee Chairpersons Meeting

2. Prepare monthly Academic Senate Agenda

3. Prepare minutes of the Academic Senate Meetings

4. Distribution of Academic Senate Agenda and Minutes (with Administrative Liaison)
   - College Archives: Library
   - Faculty and Staff
   - Cabinet
   - Website

5. CORRESPONDENCE OF THE ACADEMIC SENATE
   - To new and Departing Members of the Senate
   - To new and departing members of Standing Committees
   - To Designees of the Steering Committee to the Standing Committees
   - To University Faculty Senate
   - To Office of the Chancellor
   - To Board of Trustees

*****************************************************************************
Committee on Committees: (6 hours/ academic year)

Basic Responsibilities (3 hours/ academic year)

· Attend meetings of the Academic Senate
· Arrange for all meetings of the COC
· Prepare and present monthly report for Academic Senate meetings
· Prepare the Annual Report
· Supervise the Elections of the Academic Senate
  ➢ For the Faculty Members at large
  ➢ For the CLT Members at large
  ➢ For the HEO Members at large
  ➢ For the Adjunct Members at large
  ➢ For the members of the COC
· Conduct the nomination Process for members of Standing Committees
· Distribute listings of Senate Members and Senate Committee Members
  ➢ College Archives
  ➢ Academic Senate
  ➢ Cabinet
  ➢ Faculty and Staff
  ➢ Website
· Insure that all listings of Senate Members and Senate Committee Members are accurate
· Recruit faculty volunteers for service on Standing Committees
· Establish and operate a web based database on all faculty and staff and their committee service over time

Additional Responsibilities: (3 hours/ academic year)

· Maintain a database of faculty and staff who serve on any and all committees of the College:
  ➢ Academic Senate
  ➢ Faculty
  ➢ Ad Hoc
  ➢ Special Committees
· This would be maintained on the college server and used by the college webmaster in generating pages listing those who currently serve.
  ➢ Access would be given to the COC to maintain and update this database

· Develop, maintain and operate a secure website program for conducting all Faculty Elections
  ➢ Faculty Executive Committee
  ➢ QCC Association
  ➢ QCC Auxillary Enterprises
  ➢ Student Faculty Disciplinary Committee
  ➢ Academic Review Committee

*****************************************************************************
Committee on Curriculum: (3 hours/academic year)

- Attend Meetings of the Academic Senate
- Arrange all meetings of the Curriculum Committee
- Advise academic departments of guidelines for submissions to Curriculum Committee
- Receive all requests for items from academic departments and Office of Academic Affairs to be reviewed by Curriculum Committee
- Review submissions for completion, distribute to all Committee members
- Prepare the agendas for the meetings
- Guide and advise departments as necessary
- Prepare and present monthly report for Academic Senate meetings
- Prepare the Annual Report

***************************

Committee on Course and Standing: (3 hours/academic year)

- Attend Meetings of the Academic Senate
- Arrange all meetings of the Committee on Course and Standing
- Arrange for all materials to be ready for meetings
- Work with Administrative liaison for applications to Committee on Course and Standing
- Prepare the Annual Report

***************************

Committee on awards and scholarships (6 hours/academic year)

- Attend Meetings of the Academic Senate
- Arrange all meetings of the Committee on Awards and Scholarships
- Due to increased workload in recent years, the Committee meets five to six times each semester
- Arrange for all materials to be ready for meetings
- The Committee receives dozens of applications for Who’s Who, College Awards, Merit scholarships, and so on. All applications need to be sorted out, spreadsheets have to be prepared for relevant data, and copies of applications and spreadsheet have to be made available to all members.
- Work with President’s Designee on the Committee
- The Committee meets frequently with President’s designee and the Chair of the Committee must interact with President’s designee more frequently—through emails and telephones.
- Work with Institutional Development Office
- The Committee members are often called upon to attend fund raising or donor-recognition meetings or donor-recipient gatherings.
- Work with the Office of Student Affairs
- The Committee needs background information and transcripts of students, which requires frequent interaction with the Office of Student Affairs.
- Answering numerous emails and telephone calls throughout the year
- The Chair of the Committee receives numerous calls—between 25-50 a week when calls for application go out—from potential applicants, faculties and administrative officials.
- Meeting with numerous students throughout the year
- Many students drop by—with or without appointment—especially when applications are due to awards, recognition or scholarships
- Prepare the Annual Report to the Senate.

CLERICAL ASSISTANCE- Office of Student Affairs

- 50-60 hours of clerical assistance time, especially for preparing materials for Committee meetings.
### ATTACHMENT 6 – STEERING COMMITTEE TASKS

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<tr>
<th>TASKS</th>
<th>CHAIR</th>
<th>VICE-CHAIR</th>
<th>SECRETARY</th>
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</thead>
<tbody>
<tr>
<td><strong>ANNUALLY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>set calendar</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>notify: OAA, Box Office, ACC, Registrar, Publicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>discuss items for Activities Form for each Standing Committee</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>update Activities Forms</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>assign Steering Committee designees to each Committee</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>request President’s designees for each Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>meet with each Committee Chair at beginning of academic year</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>meet with each Steering Committee designee at beginning of academic year</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>update Academic Senate brochure</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>update Governance webpage with new membership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>update Academic Senate stationary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>conduct joint meeting of Administration and Committee Chairs</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>correspondence to new and departing members of the Senate</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>correspondence to new and departing members of Standing Committees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>request and receive annual Committee Reports</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>welcome letters to new senators, new committee members, and new students</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>thank you letters to outgoing senators, committee members and students</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>email / letter to Steering Committee designees</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>MONTHLY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prepare Agenda and Attachments</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>prepare monthly Steering Committee Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prepare minutes of Academic Senate Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>send draft of Agenda and Attachments to President and Cabinet</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>send Agenda and Attachments to QCC Community, Webmaster, and College Archivist</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>CAPC meetings</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>ONGOING</strong></td>
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<td></td>
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<tr>
<td>serve as Governance resource for Academic Senate committees</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>supervise the Steering Committee</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>guide and advise all Committees</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>meet with Committee Chairs as needed</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>report and follow-up on Committee recommendations</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>review data base of all faculty-service on committees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>review website, notify indicate items to item</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>work with Committees on preparation of Committee Guides</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>mentor junior faculty in College and University Governance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>correspond with UFS on academic matters</td>
<td></td>
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<td>X</td>
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</tbody>
</table>
## PERIODICALLY

<table>
<thead>
<tr>
<th>Task</th>
<th>1st Column</th>
<th>2nd Column</th>
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<tbody>
<tr>
<td>attend Council of University Faculty Governance Leaders meetings</td>
<td>X</td>
<td>X</td>
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<tr>
<td>attend AAUP meetings</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>work with Office of Student Affairs</td>
<td>X</td>
<td></td>
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<tr>
<td>conduct meetings of all Committee Chairs</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>meet with FEC</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>attend College Open Hearings</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>partner with CETL to develop ongoing conferences and publications in areas of College and University Governance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>work with Office of Institutional Records, Planning, Research and Assessment and OAA in ongoing process of College-wide assessment and data analysis</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Dear….

On behalf of the Steering Committee of the Academic Senate, I write to welcome you as a member of the Academic Senate. Your service to our college on this important governing body is greatly valued by your colleagues on the Academic Senate and throughout our College community.

We hope you will accept our best wishes for your service in this capacity.

Sincerely yours,

Secretary
Academic Senate
Dear….

On behalf of the Steering Committee of the Academic Senate, I write to welcome you as a member of the Committee on….. Your service to our College on this important Committee is greatly valued by your colleagues on the Academic Senate and throughout our College community.

We hope you will accept our best wishes for your service in this capacity.

Sincerely yours,

Secretary
Academic Senate
Dear….

On behalf of the Steering Committee of the Academic Senate, I write to welcome you as a student member of the Queensborough Academic Senate. Your service to our College on this important governing body is greatly valued by our faculty as well as the fellow students you will be working to represent.

We hope you will accept our best wishes for your service in this capacity.

Sincerely yours,

Secretary
Academic Senate
Dear….

On behalf of the Steering Committee of the Academic Senate, I write to welcome you as a student member on the Committee on…. Your service to our College on this important Committee is greatly valued by our faculty as well as the fellow students you will be working to represent.

We hope you will accept our best wishes for your service in this capacity.

Sincerely yours,

Secretary
Academic Senate
Dear….

On behalf of the Steering Committee of the Academic Senate, I write to thank you for your service as a member of the Academic Senate. I know I speak for all your colleagues on this important governing body in thanking you for your thoughtful participation in the Senate’s work and our common task of College Governance. We are all extremely grateful for your service.

Please accept our thanks for your time, care, and efforts in this capacity.

Sincerely yours,

Secretary
Academic Senate
Dear….

On behalf of the Steering Committee of the Academic Senate, we write to thank you for your service as a member of the Committee on….. We know that we speak for the Senate and for the Administration and for all your colleagues on this important Committee in thanking you for your thoughtful participation in the work of this Committee and our common task of College Governance. We are all extremely grateful for your service.

Please accept our thanks for your time, care, and efforts in this capacity.

Sincerely yours,

Secretary
Academic Senate
Dear…. 

On behalf of the Steering Committee of the Academic Senate, I write to thank you for your service as a student member of the Academic Senate. Your service to the Queensborough faculty in this capacity has not only assisted your fellow students but helped to further the work of College Governance. Your efforts have demonstrated the fine leadership skills we value so highly in our Queensborough students.

Please accept our thanks for all your efforts, as well as our best wishes for your future endeavors.

Sincerely yours,

Secretary
Academic Senate
Dear…. 

On behalf of the Steering Committee of the Academic Senate, I write to thank you for your service as a student member of the Committee on….. Your service to the Queensborough faculty in this capacity has not only assisted your fellow students but helped to further the work of College Governance. Your efforts have demonstrated the fine leadership skills we value so highly in our Queensborough students.

Please accept our thanks for all your efforts, as well as our best wishes for your future endeavors.

Sincerely yours,

Secretary
Academic Senate
Hello ..........,

I am sending you this email to inform you that you have been appointed as the designee of the Academic Senate Steering Committee on the Committee on ........... This has taken place as you volunteered to serve on a Standing Committee of the Academic Senate but were not nominated by the Committee on Committees.

Please be informed that although designees are non-voting members of the Committee, the College recognizes service as a Steering Committee designee as it does membership on an Academic Senate Standing Committee.

Please reply to this email to inform me if you will accept this appointment. If so, we will then meet briefly at the start of the Fall semester at a mutually convenient time to review your role as Steering Committee designee.

Thanks much,

Secretary
Academic Senate
Dear [Name],

Thank you for your enthusiastic acceptance to serve as Steering Committee Designee to the Committee on ….. The Chair of your Committee is being notified of your appointment and acceptance so that you will included in communications from your Committee. You may access some information about your Committee from the Governance pages of the QCC website:

http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_committees.asp

The memberships, Chairs, and designees on the website are in the process of being updated for the coming academic year.

The Bylaws of the Academic Senate state:

Article VII. COMMITTEES: Section 2 Organization, Sub section C:
The President and the Chairperson of the Steering Committee, or their designees, shall be ex-officio members, without vote, on all standing committees.

The Steering Committee appointed you from the faculty waiting list for service on Standing Committees of the Academic Senate. It is the hope of the Steering Committee that such service will prepare new faculty for full service. New faculty might serve in such a capacity with several different committees over their first years at the College to learn about how the committees and the Academic Senate operate. Then, the faculty might volunteer to serve on the committees that they think they are most suited for or interested in, and they will arrive on that committee better informed and capable of becoming the secretary or perhaps chairperson of a Standing Committee.

Beginning in the academic year 2004-2005, the Steering Committee has been able to involve more faculty in service to the College by inviting them to serve as Senate Steering Committee designees. Many of the designees have gone on to serve as full voting members of Senate Standing Committees this year. Service as a designee is regarded by the Administration as College service in the same manner as being a voting member of the Committee. The "job descriptions" for designees is:

- Assist the Standing Committee Chairperson with the preparation and transmission of documents and communications to the Academic Senate:
  --agenda and minutes to the College archives and website
  --monthly reports to the Steering Committee
  --annual report to the Steering Committee
  --annual assessment to the Steering Committee
  --completion of Guide for Committee Service - to the website

- Work as a designee for the Steering Committee to the Standing Committee.

- Coordinate designee activities with the Secretary of the Steering Committee.

The appointment and work of the designees will be supervised by the Secretary of the Steering Committee. I look forward to meeting with each of you briefly in the fall. I will contact you again towards the end of August. If you have any questions before that, please don't hesitate to contact me.

Enjoy the summer.

Sincerely yours,

Secretary

Academic Senate

718.281.5038 • Fax 718.631.6023 • Medical Arts, Room 104 • 22005 56th Avenue, Bayside, NY 11364-1497
Email to New and Outgoing Chairs:

Designees:
The Steering Committee has made Designee appointments to each of the Committees for 2006 – 2007, listed below.

Designees are selected from the waiting list of those that had volunteered for service on a Committee but were not nominated to a Committee by the Committee on Committees. While they are not voting members of the Committee, their service to the Committee is considered service to the College.

The Bylaws of the Academic Senate state:
Article VII. COMMITTEES: Section 2 Organization Sub section C:
The President and the Chairperson of the Steering Committee, or their designees, shall be ex-officio members, without vote, on all standing committees.

The following are considered the responsibilities of the Steering Committee designee:

- Assist the Standing Committee Chairperson with the preparation and transmission of documents and communications to the Academic Senate:
  --agenda and minutes to the College archives and website
  --monthly reports to the Steering Committee
  --annual report to the Steering Committee
  --annual assessment to the Steering Committee
  --completion of Guide for Committee Service - to the website

- Work as a designee for the Steering Committee to the Standing Committee.

- Coordinate designee activities with the Secretary of the Steering Committee.

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

Please be sure to include the designee for your committee in your contact list for the Committee.

Academic Development
Admissions
Awards and Scholarships:
Bylaws:
Ceremonial Occasions:
Computer Resources:
Continuing Education
Course and Standing Curriculum
Distance Education
Environment, Quality of Life, and Disability Issues
Gallery and Performing Arts
Library
Publications
Student Activities
Vendor Services
WID WAC

Committee Chair Meeting Dates
The Steering Committee meets with Chairs of the Standing Committees twice a semester. Meetings will be held in M127 at 1pm. Please note the following dates for 200X – 200X:
In addition, there may be one meeting each semester with the President and his designees with Committee Chairs. Those meetings are tentatively scheduled for:

**Annual Reports**
The outgoing Chair of the Committee is responsible for preparing the annual report for 200X – 200X. If you have not already done so, please prepare this report and send it to the Steering Committee by August 15, 200X so that it may be included in the Agenda of the Academic Senate Meeting in September.

If you have any questions, do not hesitate to contact us.

Chair

Vice – Chair

Secretary
ATTACHMENT 8 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
ACADEMIC SENATE

COMMITTEE ON [NAME]

To: __________________, Secretary, Steering Committee, Academic Senate

From: __________________, Chairperson

Date:

Subject: Annual Report of the Committee on ________________ for 200_/200_

· Committee members
· Date committee met and times it meets regularly
· Narrative summary of committee work
· New Recommendations
· Former Committee Recommendations/Actions of the Academic Senate /Strategic Plan items/Middle States Items/Steering Committee Charges
· Current Disposition of all items acted on by the Committee, by the College, or by the Academic Senate
· New Committee Members
· New Chairperson and Secretary
· Thank members and others that have provided assistance during the year
Approved by the Academic Senate December, 2005:

Whereas, there are a number of benefits that accrue to everyone from the use of their college supplied email system,

Be it resolved that: all members of the college community use the college supplied email system to receive and send communications related to any college matter.