

Steering Committee Report to Academic Senate –November 2005

1. Meetings of the Academic Senate

2. The Senate Website

The Senate Website is found on the Governance webpage of the Queensborough website:
<http://www.qcc.cuny.edu/Governance/default.asp>

The site is now receiving the Agenda and Minutes of all Academic Senate Committees:
http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_committees.asp .

3. Collegial Governance

The Committee of Academic Senate Committee Chairpersons met on October 19, 2005 at a meeting hosted by President Eduardo Marti. The President shared his views on the “Responsibility of the Presidential Designees” and the “administrative view of committee Chair’s role”.

The next meeting for the Committee Chairpersons is scheduled for February 1 in M-127 at 1pm and the last on May 10, 2006 in M-136. This last meeting will again be attended by the President.

4. Standing Committees

All Senate Committees have their full complement of faculty. We do not as yet have the listing of student members.

Work in Progress:

The Committee on Bylaws hopes to present to the Senate a number of proposals for revisions in the bylaw charges of several current Standing Committees for the December meeting.

Annual Reports

The Academic Senate Bylaws (art. VII. Sect 7b) require that :

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.

Annual reports outstanding for 2004-2005: Committees on

- Academic Development
- Gallery and Performing Arts

5. Meeting Rooms

Several Committees are now making use of the meeting rooms in the Humanities and Medical Arts Buildings. For information on how to do this contact the Secretary of the Steering Committee.

6. Storage

There is now storage space available for every Standing Committee in labeled file cabinets in the Library. Committees are expected to store their materials there at the end of term of a Chairperson so that the successor committee will have access to them.

7. Committee Guide for New Members

Committee Chairpersons are realizing the value of these guides for new members and we are seeing the development of more of them. Soon we will be reporting the list of all of those guides that are already completed and located on the Academic Senate Website.

8. Faculty Handbook Revision

The Faculty Handbook is currently located on the portion of the QCC Website that is under the auspices of the faculty at http://www.qcc.cuny.edu/Governance/Faculty_Handbook/faculty_handbook.asp

There have been several changes in the college and in the bylaws and in programs for faculty since the last edition of the handbook. The Steering Committee has asked the Committee on Publications to consider how it might approach this project and the general task of revising publications, such as the handbooks, so that they are kept current.

9. Research Assistant to the Steering Committee

Dr. Maryam Vullis, (Assistant Professor, Mathematics and Computer Sciences) has agreed to serve as Research Assistant to the Academic Senate Steering Committee. Dr. Vullis has already served on several committees of the Academic Senate Committee. Her charge is to examine the archives of the Academic Senate and pull out of the minutes all policies and recommendations that were passed by or received by the Senate and to track what followed from them. Her work is solely to assist the Steering Committee. We are very grateful that she has agreed to serve in this way.