

Queensborough Community College
The City University of New York

MINUTES
of the April 17, 2007 meeting of the
Academic Senate

President Eduardo J. Martí called the seventh regularly scheduled meeting of the Academic Senate to order at 3:00 p.m.

President Martí began the meeting with a moment of silence in memory of those that died or were injured at Virginia Tech. The President will be sending a letter extending sympathy and support to Virginia Tech on behalf of the Queensborough Community.

Vice-President Hartigan stated that the Student Government is forming an electronic blog to reach out to students at Virginia Tech. A Tigermail will be sent to inform students that counseling services are available to those that wish to speak to someone about this tragedy.

President Martí stated that precautions are being taken at Queensborough Community College. Mr. Edward Locke, Director of Office of Security and Safety, is available to answer any questions.

I. Attendance:

The complete Senate roster is available at http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_roster.asp

Absent, as determined from the attendance sheet circulated at the meeting, were:

Absentees 20

Dan King	Stuart Asser	James Valentino
Maureen Wallace	Paul Azrak	Robert Becker
Julia Carroll	Jean Darcy	Brenda Hersh
Allan Kashkin	Robert Kueper	Kip Montgomery
Kenneth Pearl	Margaret Reilly	Robert Fredericks
Jamal Bilal	Tanya Murray	Alicia Lopez
Christelle Dominique	Madeline Gonzalez	

II. Consideration of the minutes of the March 13, 2007 meeting:

A **motion** was **made, seconded, and approved** to accept the March minutes (*Attachment A of the April 13, 2007 Agenda*). There were no negative votes and no abstentions.

III. Communications from the Board of Trustees or any of its Committees

- President Martí noted that the url for the Board of Trustees is now included in the Agenda for those wishing to view current communications of the BOT.

IV. Communications from:

President Marti: President Martí referred to his written report (*Attachment B of the April 13, 2007 Agenda*) noting the following items:

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- The Open Hearing for the Strategic Plan will be tomorrow, April 18, 2007. All are encouraged to attend. The plan addresses how we are progressing toward the four goals which are included in the President’s Report.
- Student elections will soon be held; please encourage students to vote.
- Mayor Bloomberg and Chancellor Goldstein formally unveiled the ASAP program yesterday. Barnes and Nobles will provide free text books to students participating in this program.
- The Partners for Progress Gala will take place on April 29th. Vice-President Zins has done an excellent job with organizing this event.
- Our Walk to Aspire is May 9th. All are encouraged to participate and aid in the fund-raising. The majority of people that will donate money are those that are touched by Queensborough. This is usually the alumni, but we don’t run programs that honor alumni as other colleges do. The Walk to Aspire is a beginning of bringing students into the concept of bringing money into the College for future generations. Please support the students and please consider joining in the walk.
- The FEC is looking at the area of Academic Freedom regarding the concerns expressed by Professor Sandra Marcus. After the FEC reviews the process they will meet with the President.
- The Perez decision and its effect on our Bylaws is still being reviewed.

Steering Committee:

Chair Pecorino referred to his written report (*Attachment C of the April 13, 2007 Agenda*) and also mentioned the following additional items:

- At this meeting there will be a demonstration of interactive response devices by Dr. Belle Birchfield and Senator Tom Gerson.
- The Special Committee of the Academic Senate on General Education is on schedule with their charge. There was an open forum on March 21, and the Special Committee will be meeting with students tomorrow, April 18.
- There will be a resolution on the proposed Student Evaluation of Faculty prepared by the Committee on Academic Development/Elective Academic Programs. The proposed Student Evaluation of Faculty has been vetted with Administration, Department Chairs and the Student Government. Senators have previously been provided with the proposed evaluation.
- As the President stated, the effect of the Perez decision on our Bylaws is still under review.
- Chair Pecorino stated that last May the first award recognizing significant contribution to governance was awarded to Chief Operating Officer Lapidus. The criteria for the award is fifteen years at Queensborough, ten years on the Academic Senate, and significant contribution to the Academic Senate. Any senator can make a nomination. Two people were nominated this past fall and a committee was formed to review the nominations. The committee was: Vice-President Call (Administration), Dr. Appleman (PSC-CUNY), and Professor Anthony Kolios (Faculty). The following is noted:

Whereas, the Academic Senate Steering Committee wishes to recognize and pay tribute to those who have contributed to the governance of Queensborough Community College,

Whereas, the Academic Senate Steering Committee recognizes significant college service by a member of the Academic Senate,

Whereas, he has long served the college in various capacities to establish the form of governance that now exists and to insure its proper functioning,

Whereas, he has served students, faculty and administrators of the College as an advisor for over three decades,

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Now let it be known that the Academic Senate Steering Committee does issue a **Recognition of College Service and Contribution to Governance Award** to Senator, Parliamentarian, Past Chairperson of the Academic Senate and Professor, **Dr. Paul Weiss**.

* * * *

Whereas, the Academic Senate Steering Committee wishes to recognize and pay tribute to those who have contributed to the governance of Queensborough Community College,

Whereas, the Academic Senate recognizes significant college service by a member of the Academic Senate,

Whereas, she has long served the college in various capacities related to governance,

Whereas, she has served to represent the interest of the faculty,

Now let it be known that the Academic Senate Steering Committee does issue a **Recognition of College Service and Contribution to Governance Award** to Senator, Chairperson of the Department of English and Chair of the Faculty Executive Committee and Professor, **Dr. Sheena Gillespie**.

UFS Representative: The report on the CUNY UFS Meeting March 20, 2007 was received. (*Attachment D of the April 13, 2007 Agenda*).

- President Martí noted that the url for UFS communications is included on the Agenda as well as the urls for the draft of Research Misconduct Policy and the draft of Conflict of Interest Policy. These Policy will be voted on at the June 2007 BOT meeting. Everyone is encouraged to review these proposed policies.

V. Election of members of Standing Committees

- Professor Michael Cesarano offered the slate of nominations for the standing committee of the Academic Senate for the 2007 – 2008 academic year. After advising senators of voting procedures, Senator Cesarano along with the members of the Committee on Committees distributed and collected ballots for the current slate. Results in this election were subsequently announced as having been approved by 54 senators who voted for the committee slate as presented. (See Attachment A-1).

VI. Candidates for Graduation – January 2007

- A motion was **made, seconded, and approved** to accept the list of Candidates for Graduation for January 2007. (*Attachment E of the April 13, 2007 Agenda*). There were no negative votes and no abstentions.

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VII. Reports of Academic Senate Standing Committees

Committee on Committees:

- Professor Cesarano stated the Committee on Committees has received the votes for Faculty Member-At-Large seats. there were 158 ballots received of which 8 were invalid. There was also one late ballot.

Committee on Curriculum:

- Dr. Cotty presented the following for consideration by the Senate (*Attachment F of the April 13, 2007 Agenda*):
- A motion was **made, seconded, and approved** for the new course in the Mathematics. There were no negative votes and no abstentions.

NEW COURSE

Mathematics and Computer Science:

MA 261 Applied Calculus for Business Students
4 Class Hours, 3 Credits
Prerequisite: MA-260

Course description: Designed to provide students with knowledge of intermediate and advanced calculus needed to solve business and economic problems. Topics include: applications of derivatives; exponential and logarithmic functions; indefinite and definite integral; application of integrals to business problems; partial derivatives; Lagrange multipliers; applications of partial derivatives to business problems.

Rationale: This course will complete the Mathematics requirements for students transferring to Baruch, as per revisions to the A.S. Degree Program in Business Administration designed to meet the requirements of the City University of New York’s Pathways to Transfer to Major in Business Administration in Baruch College’s B.B. A. Program at the Zicklin School of Business (see full program revision below).

- A motion was **made, seconded, and approved** for the new course in Business. There were no negative votes and no abstentions.

NEW COURSE

Business:

BU 512 Introduction to Information Systems and Technologies
3 class hours, 1 laboratory hour; 3 credits
Prerequisites and/or co-requisites: None

Course description: Introduction to how today’s businesses use ever-changing technology to operate, compete, and do business. Students will learn the differences between the major types of hardware, software, and network solutions that meet business needs. Students will learn why familiarity with today’s information systems has become indispensable for tomorrow’s business leaders due to the rapid developments in Information technology (IT).

Rationale: Candidates for employment in the business world should have a high level of familiarity with computer technology. This course will acquaint them with computer applications appropriate for problem-solving and success in business situations. This course

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has also been designed to meet the requirements of the City University of New York's Pathways to Transfer to Major in Business Administration in Baruch College's B.B. A. Program at the Zicklin School of Business, as per revisions to Queensborough's A.S. Degree Program in Business Administration (full program revision below).

- A motion was **made, seconded, and approved** for the new courses in Music. There were no negative votes and no abstentions.

NEW COURSE

Music

Music 491, 492, 493, 494 Performance Forum for Songwriters I, II, III, IV
2 Studio Hours, 1 credit each course
No prerequisites

Course description: Study, rehearsal, and performance of songs written in class.

Rationale: There is currently no course offered in the Music Department exclusively focused on the development of original student work as it relates to the craft of songwriting. Through weekly performances reinforced with constructive feedback in group discussions, students will develop a mastery of their chosen instruments, develop a repertoire of original work, and further develop discipline-specific knowledge, skills, and tools required to advance their professional standing. This course will also be a building block for establishing a Songwriting Concentration, facilitating the development of all aspects of original student work (courses in songwriting instruction/ performance and arrangement of original work / developing music and media formats for original work / music business).

- A motion was **made, seconded, and approved** for the course revision in Business. There were no negative votes and no abstentions.

COURSE REVISION

From: BU 102 Principles of Accounting – Part II
4 credits 5 hours
Pre-requisite: BU 101 Principles of Accounting – Part I

To: BU 102 Principles of Accounting – Part II
4 credits 5 hours
Pre-requisite: BU 101 Principles of Accounting – Part I with a grade of C- or better

Rationale: When students encounter difficulty in BU 102 and subsequently withdraw from the course, it stems from a lack of understanding of the material in BU 101. By requiring a C- or better, students will be better prepared to comprehend the subject matter in BU 102.

- A motion was **made and seconded** for the program revision in Business Administration. There was discussion.
- Senator Villani noted that the Business Administration program is being revised for students transferring to Baruch College. Since only a minority of students transfer to Baruch, Senator Villani expressed concern about students enrolled in the Business Administration program that would transfer to colleges other than Baruch. The program provides for choices for some courses. Senator Villani noted that some courses transfer course-for-

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course and some transfer only as elective credit to Queens College. In addition, some of the courses that transfer course-for-course, also meet pre-requisite requirements at Queens College. Senator Villani has experienced that students are not aware of, or are not correctly advised as to, which courses transfer course-for-course, and in some cases meet pre-requisite requirements at Queens College – the effect is students take unnecessary elective courses. Given that this program is being revised exclusively for transfer to Baruch, Senator Villani requested that Administration support developing a plan to better inform students not transferring to Baruch as to which courses to take at Queensborough that would be more advantageous to them in their long-term academic plan.

- Dr. Falik stated that he is working with Queens College, and once the proposed program is approved, Queens College will review it for the purpose of coordinating the program with Queens College. Dr. Falik anticipates that a plan could be established for a smooth transition for students transferring to Queens College.
- Chair Pecorino expressed concern that the proposed program revision eliminates a choice of a humanities course and calls upon the Committee on Curriculum to review the status of the humanities at Queensborough.
- President Martí expressed support of developing a plan that improves the distribution of information to and advisement of students transferring to colleges other than Baruch. President Martí also supports a review by the Committee on Curriculum of the status of the humanities.
- President Martí commented that changes in curriculum can have impact on many areas. We should look carefully at the changes and not just pass them through. President Martí will refer the matter to Vice-President King to determine if a task force should be formed to review these matters.
- The motion for the program revision in Business Administration was **approved**. There were no negative votes and no abstentions.

318 **Program: A.S. in Business Administration HEGIS Code: 5004 Program Code: 01520**

319 **Summary of revisions: Add BU-512 as a requirement; drop Social Science, History or Humanities elective; change SS211 or**
 320 **SS212 to SS211 and SS212; change BU701 and BU401 to BU701 or BU401**

321 **FROM**

322 **Requirements**

TO

Requirements

323 **General Education Core Requirements**

Course	Description	Credits
EN-101, 102	English Composition I, II	6
	Foreign Language and/or	
	Liberal Arts and Sciences*	4-8
MA-128 or	Calculus for Technical and Business Students# or	
MA-260 or.....	Pre-Calculus and Elements of Calculus for.....	
	Business Students# or.....	
MA-440	Pre-Calculus Mathematics#.....	4
_____	Laboratory Science	4-4½
HE-101 or 102	Health Education	1-2
HI-110, 111		
or 112	History.....	3
SS-211 [or] 212	Economics.....	[3]
SP-211	Speech Communication	3
[_____]	Social Sciences, History, or	
	Humanities elective.....	3
	Sub-total	31-36½

341 **Requirements for the Major**

BU-101	Principles of Accounting I	4
BU-102	Principles of Accounting II	4
BU-201	Business Organization & Management.....	3
BU-203	Principles of Statistics.....	3
BU-301	Business Law I.....	3
[BU-401	Elements of Marketing.....	3]
[BU-701	Principles of Finance.....	3]
	
	
	
	Sub-total	23

354 **ELECTIVES**

355 **Free electives**

356 **Total Credits Required for the A.S.**.....60

357 Note on Foreign Languages and Literature Requirements: (see catalog)

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General Education Core Requirements

Course	Description	Credits
EN-101, 102	English Composition I, II	6
	Foreign Language and/or	
	Liberal Arts and Science*	4-8
MA-128*** or	Calculus for Tech. and Bus. Students# or	
MA-260 or	Pre-Calculus and Elements of Calculus for	
	Business Students# or	
MA-440	Pre-Calculus Mathematics#.....	4
_____	Laboratory Science	4-4½
HE-101 or 102	Health Education	1-2
HI-110, 111		
or 112	History.....	3
SS-211 and 212	Economics.....	6
SP-211	Speech Communication.....	3
	Sub-total	31-36½

Requirements for the Major

BU-101	Principles of Accounting I.....	4
BU-102	Principles of Accounting II.....	4
BU-201	Business Organization & Management.....	3
BU-203	Principles of Statistics.....	3
BU-301	Business Law I.....	3
BU-512	Introduction to Information Systems	
	And Technologies	3
	Select 1 of the following:	3
BU-401	Elements of Marketing.....	3
BU-701	Principles of Finance.....	3
	Sub-total	23

ELECTIVES

Free electives**.....1-6

Total Credits Required for the A.S...... **60**

* Note on Foreign Languages and Literature Requirements: (see catalog)

359 Students planning to transfer to a BBA program should *also* take a calculus course such as MA-441 Students planning to transfer to a BBA program should *also* take a calculus course such as MA 261
360 or
361 (Analytic Geometry and Calculus I) prior to transfer. Students should check with the institution MA-441 prior to transfer. Students should check with the institution to which they plan to transfer
362 to which they plan to transfer regarding the course that will satisfy this requirement. regarding the course that will satisfy this requirement. This course may be
363 taken as part of the Liberal Arts and Sciences electives or as part of the free electives. taken as part of the Liberal Arts and Sciences electives or as part of the free electives.
364 transfer.] Students should check with the institution to which they plan to transfer regarding **** Students planning to transfer to Baruch are advised to consult the Business Department
365 the course that will satisfy this requirement. about additional requirements for transfer to junior status.
366 *** Students planning to transfer to Queens College are advised to take MA-128**

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369 **Rationale:** This course sequence has been designed to meet the requirements of the City University Pathways to Transfer to Major in Business
370 Administration in Baruch College’s BBA Program at the Zicklin School of Business. Due to disparities between Baruch’s requirements and those
371 of other institutions to which Queensborough A.S. students currently transfer, the Business department will add a footnote advising students of this
372 on Page 80 of the Queensborough Catalogue, in the following language:

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374 “This course sequence is designed to meet the requirements of the City University’s *Pathways to Transfer to Major in Business Administration in*
375 *Baruch College’s BBA Program at the Zicklin School of Business.* Students wishing to transfer to other institutions should seek advisement in the
376 Business Department.”

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Committee on Gallery and Performing Arts:

- The report was received. (*Attachment G of the April 13, 2007 Agenda*):

Committee on Academic Development/ Elective Academic Programs:

- A motion was **made** and **seconded** to adopt the proposed Student Evaluation of Faculty (*Attachment H of the April 13, 2007 Agenda*). There was discussion on some of the wording. The motion to adopt the proposed Student Evaluation of Faculty was **approved**. There were no negative votes and no abstentions.

Student Evaluation of Faculty

Part 1

Instructions: In the following section use the rating scale below to indicate your response to each item:

1	2	3	4	5
strongly disagree	disagree	neutral	agree	strongly agree

1. The instructor always begins class on time.
2. The instructor is available for a full class period.
3. The instructor uses class time efficiently.
4. The instructor provides well-organized and logical explanations.
5. The instructor provides clear objectives for the course.
6. The instructor has increased my knowledge of the subject matter.
7. The instructor encourages students to ask questions and participate in class.
8. The instructor maintains a classroom atmosphere of respect towards differing viewpoints.
9. The instructor is willing to help students outside the class.
10. Assignments and exams are closely related to the course content.

Part 2

Instructions: Please answer these questions as thoughtfully as possible. Base your answers on your experience of this course and professor in particular rather than on the topic of the course.

1. What did you like best about this class?
2. Would you or would you not recommend this instructor to a friend? Why?

Additional Comments:

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VIII. Interactive Response Devices

- A very informative presentation and demonstration was provided by Dr. Belle Birchfield and Senator Tom Gerson on interactive response devices, commonly known as clickers.
- The presentation can be viewed at <http://www.gcc.cuny.edu/Governance/AcademicSenate/Presentations/default.asp>
- Many faculty use interactive response devices in the classroom. The purpose of the demonstration was to determine if they could be also be used at Academic Senate meetings to more easily account for votes as required by the Perez decision. The concern is having enough compatible clickers used in the classroom that could also be utilized at Senate meetings.
- Vice-President Call stated that faculty first must come into agreement as to which interactive response device will be used before further determination can be made regarding the funding for the purchase of the devices.
- Chair Pecorino calls upon the Committee on Computer Resources to analyze and prepare a report regarding the use of interactive response device for use in classrooms that could also be used in the Academic Senate.

IX. Old Business

(none)

X. New Business

- Senator Appleman announced the following:
 - › The general meeting of the PSC Chapter is April 25. The topic is Health and Safety Issues. More information will be forthcoming via email.
 - › Election ballots have mailed. Please complete and mail in the ballots.
 - › In the back of the room are postcards calling for the restoration of CUNY funding. Please sign and mail the postcards. Also, take postcards for students; they also may sign and mail them.
- Senator Gillespie announced April is poetry month. In honor of this, on April 27, New York City is hosting the fifth annual Poem in Your Pocket Day.

The meeting adjourned at 4.20 p.m.

Respectfully submitted,

Kathleen Villani
Secretary

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
Committee on Committees of the Academic Senate
Elected to 2007-08 Standing Committees

Academic Development / Elective Academic Programs (5 members)				
	Carroll, Julia	Petersen, Joan	Ren, Tian	Salis, Andrea
	Trachman, Matthew			
Admissions (5 members)				
	Anthony, Wilma	Bayer, Tina	Jacobowitz, Susan	Lall-Ramnarine, Sharon
	Mader, Bryn			
Awards and Scholarships (3 members)				
	Lin-Martinez, Jenny	Rothman, David	Sporn, Howard	
Bylaws (5 members)				
	Dowlah, Caf	Goldenberg, Joseph	Holt, Robert	Sarno, David
	Spencer, Cheryl			
Ceremonial Occasions (3 members)				
	Kincaid, Shannon	O'Donnell, Holly	Sabani, Laura	
Computer Resources (7 members)				
	Ellerton, Sharon	Golden, Ken	Kolios, Anthony	Kueper, Robert
	Liao, Ann	Shin, Jun	Thorsen, George	
Continuing Education (3 members)				
	Poulsen, Jane	Sehmi, Simran	Warsi, Jilani	
Course and Standing (9 members)				
	Bonous, Smit, Barbara	Burdi, Glenn	Burleson, Geoffrey	Chauhan, Moni
	Capozzoli, Gina	Magaldi, Maryann	Marchese, Paul	Raya, Eladia
	Scal, Roland			
Curriculum (7 members)				
	Cotty, Francis	Deutsch, Marjorie	Iconis, Rosemary	Karimi, Sasan
	Tai, Emily	Tully, Nora	Yuster, Richard	
Distance Education (5 members)				
	Darcy, Jean	Ellis, Lorena	Ghoshal, Samita	Mertz, Lisa
	Wallach, Patrick			

Environment, Quality of Life and Disability Issues (5 members)				
	Beck, Sheila	Colalillo, Georgina	Edlin, Margot	Katz, Marilyn
	Neuman, Charles			
Gallery and Performing Arts (5 members)				
	Avens, Indra	Donahue, Nadine	Manfra, Pellegrino	Perel, Zivah
	Sweetnam, Robert			
Library (3 members)				
	Baheri, Bahar	Cowen, Virginia	Van Ells, Mark	
Publications (3 members)				
	Dunkelblau, Helene	Harris, Eugene	Spradley, Patricia	
Student Activities (3 members)				
	Blake-Campbell, Barbara	Cohen, Andrea	Zahavy, Reuvain	
Vendor Sevices (5 members)				
	Clingan, Edmund	Ford, Wendy	Gayle, Marvin	Marchitello, Peter
	Rochford, Regina			
Writing in the Disciplines/Writing Across the Curriculum (5 members)				
	Gray, Peter	Jankowski, Jeffrey	Marcus, Sandra	Small, Margot
	Stark, Julian			