

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE

COMMITTEE ON BYLAWS

To: Dr. Joel Kuszai, Secretary, Academic Senate Steering Committee
From: Dr. Tian Ren, Chair, Committee on Bylaws
Subject: Revision to Bylaws of the Academic Senate on the Size and Terms for Faculty and Instructional Staff on the Standing Committees
Date: December 16, 2013

The Committee on Bylaws has voted to send the following bylaws changes to the Academic Senate for consideration.

**PROPOSED REVISION TO BYLAWS of the ACADEMIC SENATE
on the Size and terms for Faculty and Instructional Staff on the Standing
Committees**

Whereas, there is a need to provide more opportunities for College Service for faculty by means of membership on Standing Committees of the Academic Senate and

Whereas, there is a need to provide for continuity of service on Standing Committees of the Academic Senate,

Therefore, be it resolved that the following amendments be approved by the Academic Senate,

NOTE: ~~removed text~~ new text

Article VII. COMMITTEES

Section 1. Eligibility

- a. All persons eligible to vote as defined in Article VI of these bylaws and in addition all full-time faculty serving in their initial two (2) years shall be eligible to serve on Academic Senate Committees, except that persons on leave of any type shall be ineligible to serve on Senate committees during the period of their leaves.

- b. To be eligible to serve on a committee, students must be matriculated, possess a 2.0 index or better, and have completed at least 24 credits, of which a maximum of 9 may be equated credits. The names of students appointed to Senate committees shall be submitted to the Committee on Committees for transmittal to the Senate; the students' term of membership shall begin at the conclusion of the Senate meeting at which the name is reported. Student members may not serve on more than one committee.
- c. There shall be no ex-officio members of any standing or special Academic Senate committee except as provided in these Bylaws Senate **as with the Designees of the President and Steering Committee on Standing Committees** or upon designation by the Academic Senate **as with the Committee on Budget Allocation.**

Section 2. Organization

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

- a. Special Committees:
Special committees may be created by action of the Academic Senate for specific purposes. Special committees shall be elected by the Senate.
- b. 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.
 - 1. The subcommittee shall be appointed for a specific time with a life of not more than one (1) calendar year from the date of creation subject to renewal.
 - 2. There shall be one (1) student, designated by Student Government, from among the student members of the committee, to represent each of the committees on which there is student participation. If the student is not a designated senator, he/she may attend meetings of the Academic Senate, and shall have speaking privileges without vote when his/her committee report is under discussion.
 - 3. The President and the Chairperson of the Steering Committee, or their designees, shall be ex-officio members, without vote, on all standing committees.
 - 4. Any member of the **instructional staff College community** may be present and request permission to speak at a meeting of an Academic Senate committee.
- c. Meetings of Committees, Subcommittees and Special Committees The public has the right to attend any meeting of **standing** committees and subcommittees and special **committees that might send matters to the Academic Senate.** Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be obtained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that no non-members of the body may speak without the permission of the body.
- d. **Standing Committees of the Academic Senate shall have faculty and instructional staff members in a total number that is a multiple of three.**

- e. **Faculty and instructional staff members on Standing Committees of the Academic Senate shall be elected to three year terms. The terms shall be staggered with one third elected each year.**
- f. **In the Spring of 2014 , faculty and instructional staff members on Standing Committees of the Academic Senate will be elected one third each to terms of one , two and three years.**

Section 3. 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.
- b. Members of the Academic Senate standing committees shall function from the date of election until the first day of the Fall Semester following their election. During the changeover period from the April Senate meeting to the first day of the following Fall Semester, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of the first day of the Fall Semester. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning the first day of the Fall Semester; the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws.

Section 4. Nomination and Election.

- a. Nomination to all standing committees except the Committee on Committees shall be made by the Committee on Committees and shall be circulated to the members of the instructional staff at least two weeks prior to the election. Additional nominations may be made by a petition to be signed by seven (7) members of the instructional staff, and submitted to the Chairperson of the Committee on Committees at least one week prior to the election.
- b. All standing committees shall be elected at the April Academic Senate meeting except as herein provided. The preparation of ballots, the appointment of tellers, and the conduct of the election shall be the duty of the Chairperson of the Committee on Committees.
- c. Election to committees shall be by secret ballot. A majority of the votes cast shall be necessary for election to a committee. In the event that a candidate does not receive a majority, additional nominations from the floor are permissible.
- d. Student members shall be eligible according to Article VII, Section 1b, of these Bylaws at the beginning of the Fall semester. In the case of the Publications Committee, the three (3) editors of the major student publications — the student newspaper, the student literary magazine, and the yearbook — would be committee members.

Section 5. Vacancies.

- a. Vacancies on all committees other than the Committee on Committees shall be filled through appointment by the Committee on Committees for the unexpired term.
- b. Vacancies on the Committee on Committees shall be filled for the unexpired term by an election of the Academic Senate.

- c. Vacancies of students shall be filled by appointment by the Executive Committee of the Student Government Association.

Section 6. Officers.

Except as otherwise hereinafter provided, each committee shall elect its own officers from among the members of the committee by secret ballot at its first meeting. If the chairperson of a committee is not designated by these Bylaws, the member whose name comes first in alphabetical order, shall, within ten days of the committee's creation, call the organization meeting of the newly elected committee.

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.

Section 8. Committee on Committees.

1. Organization

- a. The Committee on Committees shall consist of nine (9) persons. These persons shall be voting faculty as defined in Article IV of the Bylaws of the Faculty.
- b. Only one member from any department may serve at any time on the Committee on Committees. In an election where more than one member from a department is elected, the person having the most votes shall be eligible to serve. The other will then be automatically deemed ineligible. In the case of a tie, a run-off will be conducted. A hiatus equal to the number of years of service must exist between terms for a person re-elected to the Committee on Committees.
- c. Nominations and elections for the Committee on Committees shall be conducted directly from the floor at the duly convened May meeting of the Senate except in the case of the first Senate body.
- d. Except as provided in paragraphs (1), (2), and (3) of this subsection d, the term of office of each member of the Committee on Committees shall be three years commencing from the time of his or her election. For the first committee, however, the members shall be elected and serve as follows:
 - 1. The nine (9) individuals receiving the greatest number of votes shall be deemed elected;
 - 2. Of the nine (9) individuals elected to the committee, the three (3) receiving the greatest number of votes shall serve for a term of three (3) years; the three (3) receiving the next three (3) highest number of votes shall serve for a term of two (2) years; and the three (3) receiving the fewest number of votes shall serve for a term of one (1) year.

3. A person elected to fill an unexpired term shall serve only to the end of the term to which he/she was elected to complete.
2. The Committee on Committees shall:
 - a. Prepare a list of committees, their structures and functions for adoption by the Academic Senate.
 - b. Present to the Senate a slate of all nominations to standing committees, including those nominated by petition.
 - c. Fill all vacancies on standing committees other than the Committee on Committees which occur between annual elections and report all such actions to the Senate at the meeting immediately following such action.
 - d. Conduct the election of members at large to the Academic Senate as provided hereinafter.
 - e. Conduct any other election as requested by the Steering Committee or the Faculty Executive Committee.
 - f. Review and report on the operations of all of the committees of the Academic Senate.
 - g. Advise and provide assistance to committees in the mechanics of committee operations.
 - h. Designate a member(s) of the Committee on Committees as liaison(s) with Academic Senate committees.
 - i. Receive and report on suggestions to establish or terminate committees of the Academic Senate.

Section 9. The Committee on Academic Development.

The Committee on Academic Development shall consist of ~~three (3)~~ **nine (9)** members of the instructional staff and two (2) students.

The Committee on Academic Development shall:

- a. Arrange for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.
- b. Review, evaluate, and report to the Academic Senate on the system of student evaluation of faculty.
- c. Consult with the departments concerned, regarding specific programs being planned.
- d. Consult with the Director of External Affairs, the Director of the Performing Arts Center and the Vice President of Institutional Advancement regarding scheduling of events.
- e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

Section 10. The Committee on Admissions

The Committee on Admissions shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and three (3) student members who shall participate and vote only on matters of policy.

The Committee on Admissions shall:

- a. Formulate and recommend to the Academic Senate matriculation standards governing entrance of students to the various curricula and programs at Queensborough Community College.

- b. Formulate and recommend to the Academic Senate matriculation standards governing re-entrance of students to the various curricula and programs at Queensborough Community College.
- c. Consider appeals for matriculation and make decisions in accordance with Board of Trustees policies.

Section 11. Committee on Assessment and Institutional Effectiveness

The Committee on Assessment and Institutional Effectiveness shall consist of **seven (7) nine (9)** members of the faculty and eligible staff, reflecting, where possible, a balanced representation of faculty from varied programs and curricula, with no more than one representative from any given department; and two (2) students.

The Committee on Assessment and Institutional Effectiveness shall:

- a. Receive and review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 - 1. The receipt of assessment reports from each department/unit of the college;
 - 2. Courses/college units assessed from each department;
 - 3. Summary of Assessment data gathered from assessments;
 - 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

Section 12. The Committee on Awards and Scholarships

The Committee on Awards and Scholarships shall consist of **three (3) six (6)** members of the instructional staff and one (1) student.

The Committee on Awards and Scholarships shall:

- a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards and scholarships.
- b. Select and recommend to the Academic Senate recipients for College awards and scholarships for all currently enrolled students and mid-year graduates.
- c. Assist departments and coordinate administration of awards and scholarships.
- d. Receive data on all awards and scholarships granted in the College and report the data to the Academic Senate.

Section 13. The Committee on Budget Advisement

The Committee on Budget Advisement shall consist of one (1) representative from the Steering Committee of the Academic Senate; one (1) representative from the Budget Committee of the College Personnel and Budget Committee/Committee of Chairs; one (1) representative from the Faculty Executive Committee; and one (1) representative from Student Government; and

The Committee on Budget Advisement shall:

- a. Meet, on at least a bi-annual basis, with the College's chief officer for Finance and Administration to discuss college budgetary matters;
- b. Serve in an advisory capacity to the President on matters of the College budget in its entirety including the Resource Allocation Process;

- c. Hold any college budget documents circulated in meetings as confidential;
- d. Report to the College Advisory Planning Committee (CAPC) and the Academic Senate concerning budgetary conditions, and any recommendations regarding the budget and/or the budget allocation process at Queensborough Community College

Section 14. The Committee on Bylaws

The Committee on Bylaws shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and one (1) student.

The Committee on Bylaws shall:

- a. Consider and recommend to the Academic Senate new bylaws and amendments to the Bylaws of the Academic Senate.
- b. Consider and recommend to the Academic Senate new bylaws and amendments to the existing Bylaws of the Board of Trustees.
- c. Consider and inform the Academic Senate of changes in the Bylaws of the Board of Trustees.
- d. Advise the Academic Senate regarding the application of the Bylaws.
- e. Upon the request of the Executive Committee of the Faculty, consider and recommend to the faculty new bylaws and amendments to the Bylaws of the Faculty.

Section 15. The Committee on Ceremonial Occasions

~~The Committee on Ceremonial Occasions shall consist of three (3) members of the instructional staff and one (1) student.~~

~~The Committee on Ceremonial Occasions shall:~~

- ~~a. Be consulted on matters pertaining to ceremonial occasions.~~
- ~~b. Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.~~

Section ~~14~~ 15. Committee on Computer Resources

The Committee on Computer Resources shall consist of ~~seven (7)~~ **nine (9)** members of the instructional staff and three (3) students.

The Committee on Computer Resources shall:

- a. Report to the Academic Senate on the developments, problems and policies related to all computer resources and computer related activities at the College (i.e. registration, faculty research, library, use of local and remote computers, educational uses, etc.)
- b. Make recommendations to the Academic Senate on matters involving the present and future utilization of these resources and related policies.
- c. Survey and inform the College community about utilization and new developments related to computer technology at the College (i.e. committee newsletter, web site, etc.).
- d. Act as a general advisory group on computer resources, training, academic web site and general educational use of technology.
- e. Provide liaison members to committees concerned with computer and information technology.

Section ~~17~~ 16. The Committee on Continuing Education

The Committee on Continuing Education shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and one (1) student.

The Committee on Continuing Education shall:

- a. Report and recommend to the Academic Senate on services and facilities available to the Continuing Education programs.
- b. Serve as a mechanism for articulation between the Continuing Education instructional staff and students, and the Academic Senate.
- c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education.
- d. Recommend to the Director of Continuing Education proposals and policies which would enhance the operation of the Continuing Education Program.

Section ~~18~~ 17. The Committee on Course and Standing

The Committee on Course and Standing shall consist of nine (9) members of the instructional staff and, in accordance with the Governance Plan, there shall be two (2) student members who shall participate and vote only on matters of policy.

The Committee on Course and Standing shall:

- a. Formulate and recommend to the Academic Senate policies pertaining to the academic standards of Queensborough Community College including scholastic requirements for graduation, retention standards, probationary limits, and the grading system.
- b. Consider individual student appeals, interpret, and in some cases, waive existing College policies.

Section ~~19~~ 18. The Committee on Curriculum

The Committee on Curriculum shall consist of ~~seven (7)~~ **nine (9)** members of the instructional staff and two (2) students.

The Committee on Curriculum shall:

- a. Consider and recommend to the Academic Senate new curricula and courses.
- b. Consider and recommend to the Academic Senate changes in established curricula and course credits or hours.
- c. Consider and recommend to the Academic Senate graduation requirements for new curricula and changes in graduation requirements for existing curricula.

Section ~~20~~ 19. The Committee on eLearning

The Committee on Distance Education shall consist of ~~seven (7)~~ **nine (9)** faculty members and two (2) students. All faculty and students should be familiar with online instruction. Faculty shall come from different departments so as to be representative of the wide range of disciplines and degree programs at the college.

The Committee on Distance Education shall:

- a. Report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes;
- b. Work on the assessment process and criteria related to the Distance Education program of the College and report findings to the Academic Senate;
- c. Serve as an advisory body for all matters related to Distance Education.

Section ~~21~~ 20. Committee on Environment, Quality of Life and Disability Issues

The Committee on Environment, Quality of Life and Disability Issues shall consist of ~~five (5)~~ **nine (9)** members of the instructional staff and two (2) students.

The Committee on Environment, Quality of Life and Disability Issues shall:

- a. Through a process that involves the administration, formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance and allocation of facilities;
- b. Evaluate and report to the Academic Senate on the administrative response to problems in the College environment;
- c. Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations to the Academic Senate;
- d. Review and report on College Master Plan regarding facilities and the campus environment;
- e. Review the assessment of the campus with regard to services for students with disabilities and disability issues as the assessment relates and pertains to the campus environment and campus facilities and make appropriate recommendations to the Academic Senate.

Section ~~22~~ 21. The Committee on Cultural and Archival Resources

The Committee on Cultural and Archival Resources shall consist of ~~ten~~ **fourteen (14)** members. The ~~seven (7)~~ **eleven (11)** voting members of the committee shall be: ~~five (5)~~ **nine (9)** members of the instructional staff; two (2) students. The nonvoting members of the committee shall be the Director of the QCC Art Gallery, the Director of the Queensborough Performing Arts Center (QPAC), and the Director of the Kupferberg Holocaust Resource Center & Archives. In the event of a tie vote, the director(s) of the institution(s) shall have a vote on matters pertaining to their area of concern.

The Committee on Cultural and Archival Resources shall:

- a. Serve as a liaison between the QCC Art Gallery, Queensborough Performing Arts Center (QPAC) and Kupferberg Holocaust Resource Center & Archives, and the campus community
- b. Report to Academic Senate concerning activities, acquisitions, and facility updates at the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
- c. Recommend involvement of the campus community in the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
- d. Advocate for pedagogy that utilizes the resources of the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives

Section ~~23~~ 22. The Committee on the Library

The Committee on the Library shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and one (1) student.

The Committee on Library shall:

- a. Report and recommend to the Academic Senate on matters pertaining to the Library of Queensborough Community College.
- b. Serve as an advisory group.

Section 24-23. The Committee on Publications

The Committee on Publications shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and four (4) students. Three of the student members (the three (3) editors of the major student publications – the student newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student publications each represents; the fourth student member votes on all issues.

The Committee on Publications shall:

- a. Recommend to the Academic Senate policies and procedures pertaining to College publications.
- b. Receive information on all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
- c. Serve as an advisory group for publications associated with the College.
- d. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.

Section 25-24. The Committee on Student Activities

The Committee on Student Activities shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and three (3) students.

The Committee on Student Activities shall:

- a. Report to the Academic Senate on policy matters relative to student activities.
- b. Act as an advisory group to any student group seeking faculty assistance.
- c. Assist the Director of Student Activities, other administrators, and faculty involved in student activities.
- d. Participate in the implementation of Article VII, Section B, Part 2, of the Governance Plan which states: “The Faculty and student body shall share equally the responsibility and the power to establish, subject to the approval of the Board, more detailed rules of conduct and regulations in conformity with the general requirements of this article.”

Section 26-25. The Committee on Vendor Services

The Committee on Vendor Services shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and two (2) students.

The Committee on Vendor Services shall:

- a. Receive and evaluate the report of the Auxiliary Enterprise Board on vendor services and recommend to the Academic Senate on matters pertaining to the services and facilities of all vendors to the College, including the Bookstore and Food Services, on an annual basis;
- b. Consider and evaluate suggestions and complaints regarding the service and facilities of all vendors to the College, including the Bookstore and Food Services, sending them on to the Auxiliary Enterprise Board;
- c. Review the College’s assessment of the manner of selection of and the contractual arrangements with all vendors to the College, including the Bookstore and Food Services and make recommendations.

Section 27-26. The Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC)

The Committee on WID/WAC shall consist of the director or one co-director of the WID/WAC Program, ~~five (5)~~ ~~three (3)~~ **nine(9)** faculty members from different departments who have participated in WID/WAC professional development and one (1) student.

The Committee on WID/WAC shall:

- a. Oversee and make recommendations to the Academic Senate related to the WID/WAC program;
- b. Review and make recommendations to the WID/WAC Director(s) concerning the WID/WAC Professional Development Program;
- c. Consult with the Committee on Course and Standing on waiver requests from students on any writing intensive (WI) degree requirements that the Committee on Course and Standing may be called upon to decide;
- d. Make the final decision on the designation and recertification of any course or section as WI;
- e. Coordinate with the Curriculum Committee on issues concerning curriculum.