

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE

COMMITTEE ON ACADEMIC DEVELOPMENT/ELECTIVE ACADEMIC PROGRAMS

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To: Joel Kuszai, Secretary, Steering Committee, Academic Senate

From: Tirandai Hemraj-Benny, Chairperson

Date: 1st June, 2016

Subject: Annual Report for the Committee on Academic Development/Elective Academic Programs for 2015/2016

I) COMMITTEE MEMBERS (2015-2016)

Members	Department
Tirandai Hemraj-Benny (Chairperson)	Chemistry
Susan McLaughlin (Secretary)	Biological Sciences
Emily Berry	Health, Physical Education and Dance
Yusuf Gurtas	Mathematics & Computer Science
Susan Jacobowitz*	English
Nicole Lopez-Jantzen	History
Neera Mohess	Library
Ryan Moore	Social Sciences
Vazgen Shekoyan	Physics
Sandra Palmer	Academic Affairs, President's Liaison

*Dr. Susan Jacobowitz requested to be removed from the ADEAP Committee since she was unable to attend all meetings.

II) MEETING TIMES

1. The committee members met seven (7) times during 2015-2016: 4th Sept. 2015; 7th Oct. 2015; 11th Nov. 2015; 2nd Dec. 2015; 3rd Feb. 2016; 2nd March and 11th May, 2016.
2. During Fall 2015, doodle surveys were conducted and meeting times were decided based on maximum availability. The spring teaching schedules for all members were

collected to determine a common meeting time for the spring 2016 semester. Since some members were unwilling to attend meetings on days they do not teach, a common meeting time was set for Wednesdays at 1:00 pm. **The Committee on Committees were informed that in the future the ADEAP will meet on the first Wednesday of the month at 1:00 pm. This information is updated on the committee's webpage.**

III) WEBPAGE

1. David Moretti posted all agendas and minutes for fall 2015-spring 2016.
2. Ms. Constance Williams was contacted to obtain past annual reports of the ADEAP Committee, which was then posted on the committee's webpage.

IV) STUDENT REPRESENTATIVES

No student representatives attended the ADEAP Committee's meetings during the fall 2015 and spring 2016. Several emails were sent to the President of the Queensborough Student Senate about the meeting times.

V) ACTIVITIES: COLLABORATIONS

CETL

1. Dr. Kathleen Landy, Director of CETL, attended several meetings to discuss offering a workshop to full time faculty and adjuncts for faculty development.
2. The ADEAP Committee members created a survey, to determine which topics adjuncts and full time faculty would be most interested in.
3. The survey was transformed into Google Forms by Ms. Neera Mohess which was then sent to all adjuncts and full time faculty on January 27th.
4. The results were tabulated by Ms. Neera Mohess (Attachment A).
5. Based on the results, the ADEAP Committee in collaboration with CETL decided to offer a workshop titled "Structuring Feedback to Improve Student Writing". Due to Dr. Landy's availability the date of the workshop was set to be on Friday, 11th March, 2016 between 2:00 pm and 3:30 pm. The ADEAP Committee sent an invitation to all faculty (Attachment B).
6. Dr. Landy created an agenda for the workshop (Attachment C) and Dr. Yusuf Gurtas created an exit survey (Attachment D).
7. Since only one person RSVP, other than the ADEAP Committee members, Dr. Landy cancelled the workshop.

COMMITTEE ONE LEARNING

1. The chairperson of the eLearning Committee, Dr. Kevin Kolack was contacted to establish a possible collaboration.
2. I met with Barbara Saur from the eLearning Committee on 11th April, 2016 to

further discuss a collaborative project with their Brown Bag lunch series.

VI) COMMITTEE MEMBERS (2016-2017)

Members	Department
Tirandai Hemraj-Benny	Chemistry
Emily Berry	Health, Physical Education and Dance
Yusuf Gurtas	Mathematics & Computer Science
Mirna Lekic	Music
Nicole Lopez-Jantzen	History
Neera Mohess	Library
Vazgen Shekoyan	Physics
Anuradha Srivastava	Biological Sciences & Geology
Jodi Van Der Horn-Gibson	Speech Communication & Theatre Arts
Sandra Palmer	Academic Affairs, President's Liaison

VII) ELECTION

On 11th May, 2016 at 1:30 pm elections for Chairperson and Secretary were held.

Nominations:

(a) Tirandai Hemraj-Benny was nominated by Emily Berry to continue as Chairperson. The nomination was seconded by Nicole Lopez-Jantzen.

(b) Mirna Lekic was nominated by Tirandai Hemraj-Benny to serve as Secretary. The nomination was seconded by Emily Berry.

Elections were held by secret ballot. 8 voting committee members were present.

(a) Chairperson:

8 votes for Tirandai Hemraj-Benny

0 abstentions

Note: 1 vote for Tirandai Hemraj-Benny was discarded, as it was a vote by a non-continuing committee member.

(b) Secretary:

8 votes for Mirna Lekic

0 abstentions

Election Results:

Continuing Chairperson: Tirandai Hemraj-Benny

Secretary: Mirna Lekic

VIII) ACTION PLAN FOR 2016-2017

The committee members reviewed the specific charges from the Steering Committee. It was determined that many of the charges are currently assigned to other committees and offices on campus.

Thus, the committee propose the following action plan for 2016-2017:

Since there are nine (9) committee members and there are several Bylaws Charges and Steering Committee Charges, we will form three subcommittees. These three (3) subcommittees will specifically address:

1. Updating Documents

- a) The Bylaws Charge for 2017-2018
- b) The Guide for Committee on Academic Development Members

Members who volunteered: Tirandai Hemraj-Benny, Nicole Lopez-Jantzen, Anuradha Srivastava and Sandra Palmer

2. Student Evaluation of Faculty

Review, evaluate and report recommendations to the Steering Committee and the Academic Senate.

Members who volunteered: Yusuf Gurtas, Neera Mohess and Vazgen Shekoyan

3. Bi-weekly or Monthly Newsletter/video

Write a newsletter or create a video on upcoming events which promote faculty development. The committee members can contact the person(s) offering the event or workshop for additional description to establish and promote collaborations across disciplines. Events will be categorized according to the Academies.

Members who volunteered: Emily Berry, Mirna Lekic and Jodi Van Der Horn-Gibson

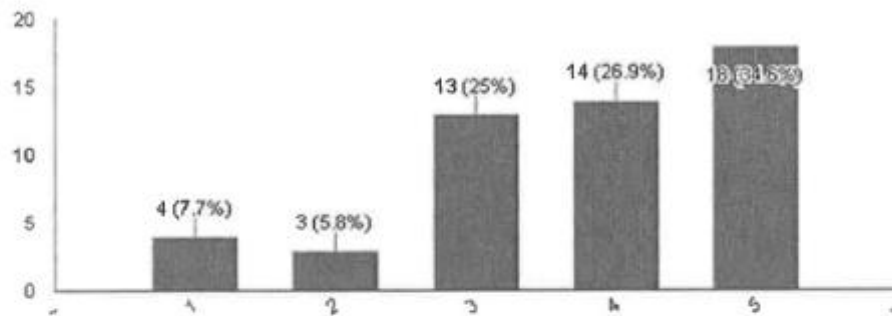
All nine members will contribute to all three tasks.

ATTACHMENT A

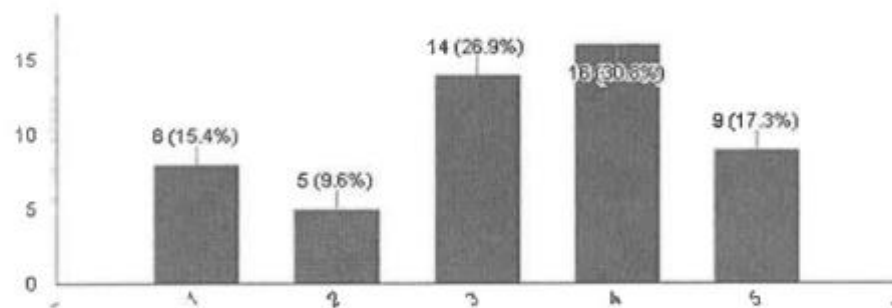
52 responses

Accepting responses

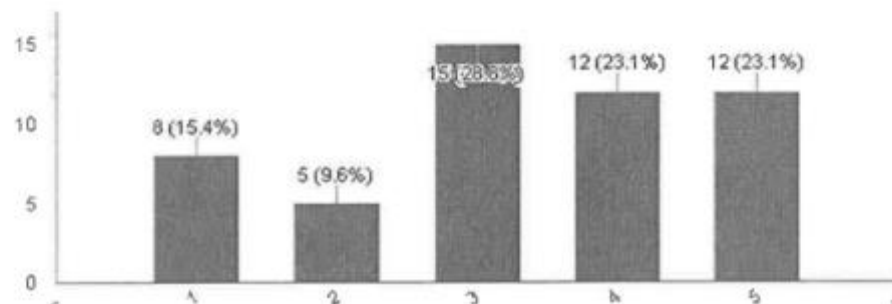
Workshop Idea #1: Structuring Feedback to Improve Student Writing (52 responses)



Workshop Idea #2: Techniques for Detecting and Preventing Plagiarism (52 responses)



Workshop Idea #3: Academic Freedom: Rights & Limitations (52 responses)



ATTACHMENT B

You are invited to the
**2016 Academic Development Committee's
Faculty Workshop**

This year's topic:

**STRUCTURING FEEDBACK
TO IMPROVE STUDENT
WRITING**

When: Friday, March 11th 2016

Time: 2:00 pm to 3:30 pm

Location: CETL Lab (L-313)

Facilitated by

Dr. Kathleen Landy

Director of CETL at QCC

The workshop will include:

- Think-Pair-Share Activity
- Presentation/Facilitated Discussion:
What Kinds of Practice & Feedback Enhance Learning?
- Facilitated Case Study Discussion

Light Refreshments will be served

ATTACHMENT C



**Academic Development Committee Workshop:
Structuring Feedback to Improve Student Writing
Friday, 3/11/16, 2 – 3:30pm
CETL**

Agenda

- Introductions/Welcome 2 – 2:10pm
- Think-Pair-Share Activity 2:10 – 2:20pm
- Presentation/Facilitated Discussion:
What Kinds of Practice & Feedback Enhance Learning? 2:20 – 3:00pm
- Facilitated Case Study Discussion 3 – 3:20pm
- Reflection/Next Steps 3:20 – 3:30pm

