QUEENSBOROUGH COMMUNITY COLLEGE The City University of New York

ACADEMIC SENATE

COMMITTEE ON ACADEMIC DEVELOPMENT/ELECTIVE ACADEMIC PROGRAMS

Telephone: 718-281-5494 Email: themrajbenny@qcc.cuny.edu

To: John Talbird, Secretary, Steering Committee, Academic Senate

From: Tirandai Hemraj-Benny, Chairperson

Date: August 18th, 2017

Subject: Annual Report for the Committee on Academic Development/Elective Academic Programs for 2016/2017

I) 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
Kathleen Landy	CELT, President's Liaison
Christine Jurado	Student Representative

II) MEETING TIMES

The committee members met seven (7) times during 2016-2017: 7th Sept. 2016; 5th Oct. 2016; 4th Nov. 2016; 2nd Dec. 2016; 6th Feb. 2017; 29th March 2017 and 17th May, 2017.

III) WEBPAGE

David Moretti posted all agendas and minutes for fall 2016-spring 2017.

IV) STUDENT REPRESENTATIVES

Christine Jurado, a student representative attended one ADEAP Committee's meeting on March 29th 2017.

V) ACTIVITIES:

A) Workshops

Student Development (Attachment A)

- How to Succeed in your General Chemistry Class (CH 151 & CH 127). Rawlric Sumner, Nicholas Carrero, Tirandai Hemraj-Benny and Paul Sideris. Friday, Feb 10, 2017, 3:00 pm to 3:30 pm, S-412. OUTCOME: 19 attendees; Student Club Science Research Alliance co-sponsored the event.
- 2) A Workshop on Paid Summer Internship Opportunities. Sharon Lall-Ramnarine and Rawlric Sumner. Friday, Feb 10, 2017, 3:30 pm to 4:30 pm, S-412. OUTCOME: 19 attendees; Student Club Science Research Alliance co-sponsored the event.
- General Chemistry Workshop Series. Tirandai Hemraj-Benny. Fridays, Feb 3 to April 27, 2:00 pm to 3:00 pm, S-416. OUTCOME: ~12 students attend each Friday from several sections of CH 151; Student Club Science Research Alliance co-sponsors the events.

 Eaculty Development (Attachment B)

Faculty Development (Attachment B)

- 1) *Structuring Feedback to Improve Student Writing*. Kathleen Landy. Wednesday, February 15, 2017, 12:10 to 2:00 pm, L-314. OUTCOME: Cancelled due to one RSVP.
- 2) *Structuring Feedback to Improve Student Writing*. Kathleen Landy. Friday, February 17, 2017, 12:10 to 2:00 pm, L-314. OUTCOME: Cancelled due to no RSVP.
- 3) *Detecting and Avoiding Plagiarism*. Sheila Beck and Denis Bejar. Wednesday, February 22, 2017, 12:10 to 1:30 pm, L-314. OUTCOME: 8 attendees.
- 4) *Detecting and Avoiding Plagiarism.* Sheila Beck and Denis Bejar. Friday, February 24, 2017, 12:10 to 1:30 pm, L-314. OUTCOME: 7 attendees.
- 5) *Developing Your Conference Presentation Skills*. Jodi Van Der Horn-Gibson, Gail Lewis, Elaine Thompson, Ashlie Klepper. Wednesday, March 15, 2017, 12:10 to 2:00 pm. L-314. OUTCOME: Cancelled due to snow storm.
- Developing Your Conference Presentation Skills. Jodi Van Der Horn-Gibson, Gail Lewis, Elaine Thompson, Ashlie Klepper. Friday, December 2, 2016, 1:00 to 3:00 pm. L-314. OUTCOME: no additional attendees other than facilitators and committee members.

B) Student Evaluation of Faculty

As per the charge of the committee: review, evaluate and report to the Academic Senate on the system of student evaluation of faculty, the Committee on Academic Development prepared a survey of faculty regarding the student evaluation form. The survey was sent to all faculty, by email, by the Steering Committee of the Academic Senate in spring 2017.

OUTCOME: 137 Faculty responded. Preliminary analysis can be seen in Attachment C. A more detailed analysis and report will be conducted and presented in Fall 2017.

C) Bi-weekly or Monthly Newsletter/video

In the committee's previous action plan for 2016-2017, it was proposed by the committee to write a newsletter or create a video on upcoming events which promote faculty development. OUTCOME: This effort was cancelled by the committee due to the college's weekly events calendar.

B) COMMITTEE MEMBERS (2017-2018)

Members	Department
Rezan Akpinar	Health, Physical Education and Dance
Merlinda Drini	Engineering Technology
Tirandai Hemraj-Benny	Chemistry
Nicole Lopez-Jantzen	History
Neera Mohess	Library
Ilse Schrynemakers	English
Vazgen Shekoyan	Physics
Anuradha Srivastava	Biological Sciences & Geology
Jodi Van Der Horn-Gibson	Speech Communication & Theatre Arts
Kathleen Landy	Academic Affairs, President's Liaison

C) ELECTION

On May 17th, 2017 at 12:30 pm elections for Chairperson and Secretary were held. Nominations:

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

(b) Neera Mohess was nominated by Tirandai Hemraj-Benny to serve as Secretary.

Elections were held by secret ballot. 7 voting committee members were present.

(a) Chairperson:

7 votes for Tirandai Hemraj-Benny

0 abstentions

(b) Secretary:

7 votes for Neera Mohess

0 abstentions

Election Results:

Continuing Chairperson: Tirandai Hemraj-Benny Secretary: Neera Mohess

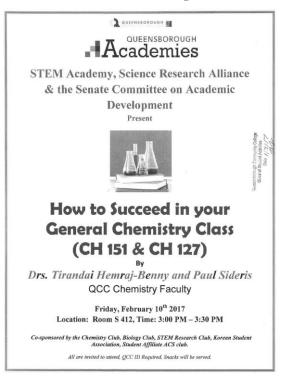
D) ACTION PLAN FOR 2017-2018

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 members propose the following action plan for 2017-2018:

- a) Student evaluation of faculty survey: the committee will continue to analyze the data received from the survey which was sent to all faculty during spring 2017 semester. A report will be prepared and submitted to the Steering Committee.
- b) Seminars, lectures and workshops: the committee will continue to partner with CETL to promote their events on campus. In addition, the committee will sponsor an invited speaker in the spring 2018 semester to promote faculty development. The committee will continue to offer student development workshops in collaboration with student activity clubs.
- c) Updating the Bylaws Charge for 2017-2018: the committee members will work towards updating the charge of the committee. It is believed that Charge c, d and e do not pertain to the current Academic Development/Elective Academic Programs Committee since there are several other committees that are responsible for these tasks.
- d) Updating the Guide for Committee members. The current members will continue to update this document.

ATTACHMENT A: Student Development Workshops



SCIENCE RESEARCH ALLIANCE SIGN-IN SHEET

HOW TO SUCCEED IN YOUR GENERAL CHEMISTRY CLASS

FRIDAY, FEBRUARY 10[™], 2017

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SCIENCE RESEARCH ALLIANCE SIGN-IN SHEET

A WORKSHOP ON PAID SUMMER INTERNSHIP OPPORTUNITIES FRIDAY, FEBRUARY 10TH, 2017

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Science Research Alliance Club & the Senate Committee on Academic Development

Offers

General Chemistry I Workshop Series

Location: S 416

Time: 2 - 3 pm

Contact: Professor Tirandai Hemraj-Benny (themrajbenny@qcc.cuny.edu)

DATE	EVENT	
02/03/2017	Week 1: Unit Conversion	
02/10/2017	Week 2: Unit Conversion & Nomenclature	
02/17/2017	Week 3: Mole Concept	
02/24/2017	Week 4: Stoichiometry & Reaction Yield	
03/03/2017	Week 5: Precipitation Reaction	
03/10/2017	Week 6: Concentration of Solutions	
03/17/2017	Week 7: Gas Stoichiometry	
03/24/2017	Week 8: Electron Configuration	_
03/31/2017	Week 9: Periodic Relationships	
04/07/2017	Week 10: Chemical Bonding: Lewis Structure	
04/21/2017	Week 11: Bond Enthalpy	
04/28/2017	Week 12: Molecular Geometry and Hybridization	

Co-sponsored by the Chemistry Club, Biology Club, STEM Research Club, Korean Student Association, Student Affiliate ACS club.

Queensborough Community College Office of Student Activities Date 2/15/17 21

SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #1: UNIT CONVERSION

FRIDAY, FEB 3RD ,2017

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SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #2: UNIT CONVERSION & NOMENCLATURE

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GENERAL CHEMISTRY WORKSHOP WEEK #3: MOLE CONCEPT

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SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #4: STOICHIOMETRY

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SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #5: PRECIPITATION RXN

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SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #6

FRIDAY, MARCH 10TH ,2017

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SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #7: GAS STOICHIOMETRY

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SCIENCE RESEARCH ALLIANCE SIGN-IN SHEET

GENERAL CHEMISTRY WORKSHOP WEEK #8: ELECTRON CONFIGURATION FRIDAY, MARCH 24TH, 2017

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SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #9: PERIODIC RELATIONSHIPS

FRIDAY, MARCH 31st, 2017

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GENERAL CHEMISTRY WORKSHOP WEEK #10: CHEMICAL BONDING

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Annual report for the Committee on Academic Development/Elective Academic Programs for 2016/2017

SCIENCE RESEARCH ALLIANCE

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GENERAL CHEMISTRY WORKSHOP WEEK #11: BOND ENTHALPY

FRIDAY, APRIL 21, 2017

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GENERAL CHEMISTRY WORKSHOP WEEK #12: MOLECULAR GEOMETRY

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ATTACHMENT B: Faculty Development Workshops



Faculty Development Workshops

Sponsored by the Senate Committee on Academic Development/Elective Academic Programs

• Structuring Feedback to Improve Student Writing

Presented by: Dean Kathleen Landy **Wednesday, February 15 2017, 12:00 – 2:00 pm, L-314** or Friday, February 17 2017, 12:00 – 2:00 pm, L-314

Event Description: The Senate Committee on Academic Development is delighted to support this workshop in which faculty and staff can explore strategies for proving feedback to students that are likely to improve their writing. The topics to be explored are likely to improve the focus and quality of feedback, provide students with a stronger sense of what to *do* with the feedback that is provided, and mitigate frustration for both students and faculty. This event is also supported by CETL.

• Detecting and Avoiding Plagiarism

Presented by: Sheila Beck and Denis Bejar

Wednesday, February 22 2017, 12:00 – 2:00 pm, L-314 or Friday, February 24 2017, 12:00 – 2:00 pm, L-314

Event Description: The Senate Committee on Academic Development is delighted to offer this workshop in which faculty and staff can learn about Turnitin, a plagiarism service that evaluates submitted assignments for originality. The workshop will include information on how to use Turnitin through Blackboard, set up assignments, access and review plagiarism reports, and provide writing feedback through the Feedback Studio. In addition, this workshop will include information so students provide their sources accurately. This event is supported by the Library, the Office of Educational Technology (OET) and CETL.

• Developing Your Conference Presentation Skills

Presented by: Jodi Van Der Horn-Gibson, Gail Lewis, Elaine Thompson, Ashlie Klepper Wednesday, March 15 2017, 12:00 – 2:00 pm, L-314

Event Description: The Senate Committee on Academic Development is delighted to offer this workshop in which faculty and staff can develop their conference presentation skills. The workshop will include information on creating dynamic visual aids, effectively engaging your audience, polishing delivery skills, and leading an effective Q&A. Also, though not required, attendees are welcome to bring past, present, or future presentations on which they would like to receive feedback. This event is supported by the Department of Speech, Communication, & Theatre and CETL.



Detecting & Avoiding Plagiarism

Wednesday, February 22, 2017 12:00pm to 2:00pm L-313

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Detecting & Avoiding Plagiarism

Friday, February 24, 2017 12:00pm to 2:00pm L-313

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Supported by the Department of Speech Communication and Theatre Arts

Workshop Facilitators: Ashlie Klepper, Gail Lewis, Elaine Thompson, and Jodi Van Der Horn-Gibson

Developing Your Conference Presentation Skills

Workshop Includes:

- ★ Creating dynamic visual aids
- ★ Engaging your audience
- ★ Effective delivery skills
- ★ Leading an effective Q&A
- ★ Receive feedback on your presentation

CETL & The Academic Development Committee Present A Faculty Workshop Friday, December 2, 2016 1:00-3:00 P.M. CETL Lab L13

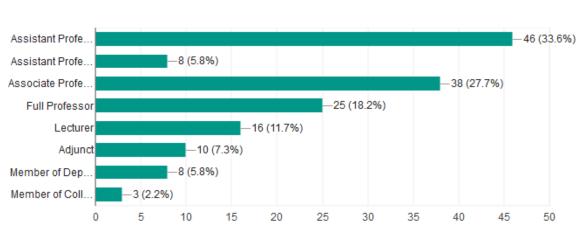


ADC Workshop "Developing Conference Presentation Skills"

December 2, 2016 1:00pm to 3:00pm L-313

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ATTACHMENT C: Faculty Survey Results



1) Title

137 responses

2) How satisfied are you with the current Student Evaluation of Faculty form?

