

## QUEENSBOROUGH COMMUNITY COLLEGE

### The City University of New York

#### ACADEMIC SENATE

##### Committee on Bylaws

**TO:** Jannette Urciuoli, Secretary, Academic Senate Steering Committee

**FROM:** Ben Murolo, Chair, Committee on Bylaws

**SUBJECT:** **Monthly Report for Committee on Bylaws April-May 2019**

**DATE:** **May 6, 2019**

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Committee Members: Liza Larios (President’s Designee), Franca Ferrari, Urszula Golobiewska, Sebastian Murolo (Chair), William J. Ryan (secretary), M.D. Shahadat, Richard Micieli, Susan Jacobowitz (Steering Committee Designee)

The Bylaws committee convened several times in April and May in actual meetings, emails and on conference call. April 3<sup>rd</sup> meeting, April 3<sup>rd</sup> email vote, April 18<sup>th</sup> and May 2<sup>nd</sup> Conference call There were four changes [amendment and one addition] to discuss and vote on (see following pages).

1. Amendment to the Academic Development & Elective Academic Program Committee Charges (please see March 26<sup>th</sup> report from the Academic Development Committee)
2. The amendment to agenda order was approved by the committee. (see April 5<sup>th</sup> report from Phil)
3. Amendment concerning Administration Support for the operation of the Academic Senate was tabled for more information. The committee would like more information on what the Steering Committee means by "Resources." (see April 5<sup>th</sup> report from Phil)
4. The change in the Publication committee was unanimously approved. (see April 11<sup>th</sup> report from Phil)

On Thursday May 2<sup>nd</sup> at 1 pm the Bylaws committee convened on a conference call. The meeting was called to order once a quorum had been achieved.

There was one addition to the bylaws to discuss and vote on.

1. The amendment concerning the “Administration Support for the Operation of the Academic Senate”:

#### Article I Section 4. Officers

4. The Steering Committee of the Academic Senate shall present at the start of each academic year a report to the Academic Senate of the Steering Committee request for resources in support for the operation of the Academic Senate submitted to the College Administration and a report on the response to that request and on any distribution of resources supplied by the Administration. Resources in the above refers only to any reassigned time allocated for certain officers on certain committees.

After discussion, there was motion (seconded) to vote on the proposed change. The addition to the bylaws was unanimously approved.

Committee on Academic Development & Elective Academic Programs  
A Standing Committee of the Academic Senate  
MEMORANDUM

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To: Academic Senate Bylaws Committee  
From: Committee on Academic Development & Elective Academic Program,  
Tirandai Hemraj-Benny, Chairperson and Rezan Akpinar, Deputy Chairperson  
Subject: Proposed Amendments to the Bylaws Charge  
Date: Tuesday, March 26<sup>th</sup>, 2019

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Whereas, the current Bylaws Charge for the Academic Development & Elective Academic Program Committee (ADC) states:

- 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 events.
- e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

And

Whereas, the Committee on Academic Development & Elective Academic Program unanimously voted to amend the Bylaws as follows:

**From:**

a. *Arrange* for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.

**To:**

a. *Promote and/or arrange* for the presentation of lectures, seminars, workshops, and exhibits to specifically include effectiveness of instruction.

**Rationale:**

We believe that Academic Development & Elective Academic Program committee should work with Center for Excellence in Teaching and Learning (CETL) which is “established to foster faculty innovation and effectiveness through faculty development lectures and workshops.” Having a charge which includes “promote and/or arrange” will give both entities a chance to fulfill their responsibilities.

And

**From:**

e. *Oversee and promote* activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

**To:**

e. *Review and/or promote* activities beneficial to elective programs such as the CUNY – BA/BS, International Studies, and Honors programs.

**Rationale:**

The Academic Affairs Office of QCC currently oversees academic programs and faculty. The College supports ten dual/joint programs, 23 transfer degree programs, 15 career programs, and five certificate programs. We believe that to “oversee” implies to supervise or manage the elective programs that may not be in our scope of expertise. Review and promote is a more realistic goal for the committee, where review implies we assess and examine content prior to promoting.

Respectfully submitted,

Dr. Tirandai Hemraj-Benny and Dr. Rezan Akpinar  
Academic Development & Elective Academic Program

Date: April 5, 2019

To: Academic Senate Steering Committee

From: Philip Pecorino, Member Academic Senate, Chairperson, Faculty Executive Committee

Subject: Two (2) Proposed Amendments to the Academic Senate Bylaws for Presentation to the May 2019 Meeting of the Academic Senate

## I. Amendment to Agenda Order

Whereas, best practice for a parliamentary body includes approval of the agenda as an agenda item, and

Whereas, The UFS CHARTER, ARTICLE II indicates that the QCC UFS delegation needs to designate a liaison from the UFS to the QCC faculty council or appropriate deliberative body, which would be the Academic Senate: [UFS CHARTER](#)

### ARTICLE II MEMBERSHIP

*§8. Each delegation to the Senate shall designate one member of its delegation as liaison with its faculty council or appropriate deliberative body.*

**Therefore, be it resolved that the bylaws regarding the Agenda of the Academic Senate be amended as follows:**

FROM: Article II. Section 4. 3 The order of business at any meeting, except where otherwise specially provided for, shall be as follows:

1. Attendance.
2. Consideration of the minutes of the previous meeting.
3. Communications from the Board of Trustees or any of its Committees.
4. Communications from the President of the College or his designee on matters concerning the College or University.
5. Communication and/or Report from the Steering Committee.
6. Elections.
7. Degrees.
8. Reports of Standing Committees.
9. Reports of Special Committees.
10. Unfinished Business.
11. New Business.

TO: Article II. Section 4. 3 The order of business at any meeting, except where otherwise specially provided for, shall be as follows:

1. Attendance
2. **Approval of the Agenda**
3. Consideration of the minutes of the previous meeting.
4. Communications from the Board of Trustees or any of its Committees.
5. Communications from the President of the College or his designee on matters concerning the College or University.
6. **Communications from the University Faculty Senate Liaison to the College**
7. Communication and/or Report from the Steering Committee.

8. Elections.
9. Degrees.
10. Reports of Standing Committees.
11. Reports of Special Committees.
12. Unfinished Business.
13. New Business.

Rationale:

The Explanation is presented in the “whereas” clauses.

## **II. Amendment Concerning Administration Support for the Operation of the Academic Senate**

Whereas, the College Administration has supplied resources for the operation of the Academic Senate, and

Whereas, the reception and distribution of such resources has not been made transparent to the College Community and its Academic Senate, and

Whereas, the College is better served with integrity in its operations and transparency,

**Therefore, be it resolved that there be this addition to the Bylaws of the Academic Senate,**

### **Article I Section 4. Officers**

4. The Steering Committee of the Academic Senate shall present at the start of each academic year a report to the Academic Senate of the Steering Committee request for resources in support for the operation of the Academic Senate submitted to the College Administration and a report on the response to that request and on any distribution of resources supplied by the Administration.

Rationale:

The Explanation is presented in the “whereas” clauses. In addition it is noted that this provision of the bylaws does not in any way require any forms of support from the administration for the operation of shared governance with the governing body. It does make transparent the request for support for the operation of the Academic Senate and the response to that request and the disposition of any forms of support received.

To: Bylaws Committee  
From: Steering Committee  
Date: April 11, 2019  
RE: Proposal to change the Senate Bylaws and Article VII, Section 4.4

Proposal to change the Senate Bylaws and Article VII, Section 4.4

Whereas, at this time the Academic Senate Bylaws contain an inconsistency between Article VII. Section 4.4 and section 25, and

Whereas, the bylaws were revised in February, 2016 to acknowledge the change in student positions on the Committee on Publications,

Therefore, be it resolved that ARTICLE VII Section 4.4 be amended:

FROM: ARTICLE VII. Section 4.

4. 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.

TO: ARTICLE VII. Section 4.

4. 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.~~

**Explanation:**

The membership in the Committee on Publications has simply three students as set in ARTICLE VII. Section 25. The Committee on Publications

The Committee on Publications shall consist of six (6) members of the instructional staff and three (3) students

The Committee on Publications shall:

1. Recommend to the Academic Senate policies and procedures pertaining to College publications including the college website
2. Receive information on the college website and all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
3. Serve as an advisory group for the college website and publications associated with the College.
4. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, the Faculty Handbook and other handbooks, and other publications of this nature.