

**Steering Committee Report
Academic Senate Steering Committee
Queensborough Community College
September 2018**

Welcome back, everyone.

Before we undertake the business of the 2018-2019 academic year, the Steering Committee would like to extend our best wishes to former President Diane Call, who retired on August 31. No one has been more devoted to Queensborough and she will be missed, something that was obvious by the large number of people who showed up at the celebration held in her honor on August 23.

Moving forward, the Steering Committee looks forward to working with Dr. Timothy Lynch as he assumes duties as president of Queensborough and we much appreciate the generous time he has allotted for communications with the Steering Committee. We wish him the best in his leadership of the College and will do what we can to contribute to that success.

Moving into the business of the agenda, we have an election to conduct for a replacement Member-at-Large. The term for this seat expires in April 2019. Because of departmental limits, Senate Technology Officer Jeffrey Schwartz says the new senator cannot come from the following departments: Biological Sciences & Geology, Business, Engineering Technology, English, Nursing, or Social Sciences.

To facilitate understanding of the situation STO Schwartz provided this helpful explanation in an email: "Senator Lorena Ellis resigned before the end of her term, which was ending in 2019. Jodi Van Der Horn-Gibson was elected to her term at the May 2018 meeting. Since then, though, Andrea Salis was made chair of the HPED Department, meaning that she would have to vacate her Member-at-Large seat for her Chair seat. Since she was a senator with a term ending in 2020, we gave Jodi Van Der Horn-Gibson the 2020-ending term, leaving the 2019-ending term still open. Normally we would give an empty Senate seat to the person next on the list from the previous election (the one in March 2018, not the one that elected Jodi Van Der Horn-Gibson), but the only two people left are Barbara Rome, who can't be seated due to department limits, and Frank Jacob, who is no longer at QCC."

As part of our obligation described in the QCC Academic Senate Bylaws, Article 3, section 1, the Academic Senate must approve the June 2018 list of graduates. Please note that Attachment D containing this list is 26 pages long.

We also have a number of annual and monthly reports, including items from the Committee on Curriculum, which is now chaired by Dr. Todd Holden (Physics). We also anticipate that Pater Bales (Social Sciences), current chair of the Committee on Food Insecurity, would like to provide an informal update as to what's been happening with the Food Pantry, so he will speak to that under new business.

ADA compliance issues

Earlier this month, Steering Committee Secretary Jannette Urciuoli (Counseling) met with Senator Dave Moretti (Director of Web Services, Marketing and Communications).

As a result of this meeting and after several conversation since then, the Steering Committee has been grappling with how to address the issue of being ADA compliant with all documents that we upload onto the Queensborough Community College website. We understand that there may be a learning curve for many faculty on how to be ADA compliant. Given this, we did some research and found some helpful resources. Thank you to Carlos Herrera (Assistant Director for Services for Students with Disability) who has provided us with the below resources to all faculty who are seeking assistance on being ADA compliant:

- CUNY Assistive Technology Services (CATS.cuny.edu)
 - Click on the following: Media accessibility project, Map resources, Document accessibility, and lastly Microsoft word
 - 718-281-5014
- Blackboard home page
 - Accessibility training (tab on top left side of home page)

We hope that the above resources will assist all faculty on checking their documents prior to sending them to the Steering Committee or Webmaster or even before uploading onto your Blackboard courses. The Steering committee will also arrange several group trainings to the faculty that will be facilitated by Ms. Athanasia Kalaitzidies, who has been very helpful in assisting with the editing of the incoming reports. Please let Dr. Urciuoli know if you are interested in participating in this training.

Given the above resources, Steering Committee expects that all senate-related documents be ADA compliant *before* they are sent to the Steering Committee for inclusion on the Senate agenda; non-compliant documents will be included only once they are fixed by the sender. We are in the process of editing some annual reports so they are ADA compliant. Because of this, we have withheld a small number of reports. As soon as they are compliant they will be presented to the Academic Senate and then uploaded onto the college website. In the future, we will not receive for inclusion nor fix non-compliant documents.

Over the next weeks and months, Secretary Urciuoli, working closely with Mr. Moretti, will create online form-based templates for the following senate documents: Annual Reports, Minutes, and Agendas. The use of these templates will avoid issues with ADA as well streamline the look and content of all documents. We understand that some committees may have special requirements for the presentation of material, and so we ask that you come forward now so we may best meet your needs while complying with the law.

Please note the schedule

Although our October 9 meeting date is the typical second Tuesday of the month, it is exactly two weeks after the September 25 meeting, held later than normal due to holiday observances. The distribution of the agenda and materials will take place on October 2 and, oddly, our October agenda meeting with Dr. Lynch is scheduled for just before the Senate meeting on 9/25 and the deadline for submitted agenda material is Monday, September 24. Please let us know if we should expect any items for October and we'll do our best to get them onto the October agenda.

All of the dates are published on the [Academic Senate calendar page](#).

On the issue of release time for governance at QCC

One bylaw change that has been proposed by Senator Phil Pecorino (Philosophy), chair of the Faculty Executive Committee, would clarify the process by which release time is determined for governance roles, such as Steering Committee and certain committee chairs. We will work with him, with Committee on the Bylaws chair Ben Murolo (Business) and others to determine a proper method of determining release time for positions such as the Steering Committee, chair of the Curriculum and Course and Standing Committees and so forth.

As it is, the QCC Administration provides the most generous support for governance activities of any school at CUNY (24 hours total release time). In order to better account for what we are given, and calibrate the appropriate support to the workload, the roles and the responsibilities involved, we will be looking at this issue over the next months. In addition, we are encouraging committee chairs to keep track of their workload so we can properly know where our precious resources may be best spent and be accountable and transparent. To that end: currently, each member of the Steering Committee gets three hours of release time per academic year. The Senate Technology Officer and the chairs of Committee on Committees and Committee on Course and Standing get three hours also. The Chair of the Curriculum Committee gets six hours of annual release time. Would you like to discuss this? We'll be creating an informal working group to discuss this, so please reach out if interested.

Have a great semester and see you in two weeks!

Academic Senate Steering Committee
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