

**Queensborough Community College
The City University of New York
Academic Senate**

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

From: Susan Jacobowitz, Chair, Bylaws Committee

Re: Annual Report 2017-2018

Date: May 16, 2018 [Revised]

Members for 2017-2018:

Faculty Representatives (Name, Department, Term Ends)

Susan Jacobowitz, English (2019) - Chair

Richard Micieli, Mathematics & Computer Science (2019)

Margaret Stroehlein, Nursing (2018) - Secretary

Michael Altimari, Biological Sciences & Geology (2018)

Md. Shahadat Hossain, Engineering Technology (2020)

Sebastian Murolo, Business (2020)

Student Representative

Mabely Salvador (graduating Spring 2018)

Liaisons and Designees

Shannon Kincaid, Social Science, Committee on Committees Liaison

Jeanne Galvin, Steering Committee Designee

Liza Larios, HR & Labor Relations, President's Liaison

Meetings:

The Committee met on September 13, 2017, October 18, 2017, November 15, 2017, February 14, 2018, March 28, 2018, with a final meeting to elect new officers scheduled for May 16, 2018.

Tasks:

Review of Committee on Committees resolution – voting item, passed. The Bylaws have been updated.

Review of the The Committee on Assessment and Institutional Effectiveness proposal to change its charges as stated in the Bylaws – voting item, passed. The Bylaws have been updated.

Forwarding of a motion passed last year in September and October 2016 regarding eLearning. The motion passed in the Senate, and the Bylaws have been updated.

Review of resolutions passed in the Academic Senate to make sure the Bylaws have been updated – review of the last five years completed.

Review of ADA compliance issue regarding the college website – the chair of the committee attended a meeting organized by the Steering Committee, with a presentation by Dave Moretti.

Discussion with representatives of the student government, the Steering Committee and concerned faculty about the keeping of records in the minutes of Academic Senate Meetings. This led to the creation of resolution to amend the Bylaws so that the names of individuals are not published in widely-distributed meeting minutes, protecting the privacy of those who serve.

This was a voting item which passed during the Bylaws Committee meeting in March, was forwarded to the Steering Committee to add to the agenda of the May Senate meeting, and passed at that meeting.

New Members for 2018-2019:

Franca Ferrari-Bridgers, Speech Communication
Urszula Golebiewska, Biological Sciences & Geology

Thanks and appreciation to Margaret Stroehlein, who has also been serving as Secretary, and to Michael Altimari who has been an active and dedicated member of the committee. Thank you to our student representative, Student Government President Mabely Salvador.

Upcoming Issues:

The committee will continue to verify the accuracy of the Bylaws, ascertaining that all necessary changes have been made that reflect resolutions that have passed. The committee will continue to work with the Steering Committee and the Academic Senate on the very important issue of privacy, making sure that any changes are in keeping with the demands of the Open Meetings Law and Freedom of Information Law. Committees and individuals are encouraged to bring Bylaws issues to the committee so that they can be addressed.