

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
COMMITTEE ON STUDENT ACTIVITIES
of the ACADEMIC SENATE
ANNUAL REPORT for 2010 – 2011

To: Dr. Emily Tai, Chairperson, Steering Committee, Academic Senate

From: Liz Di Giorgio, Chairperson of the Committee on Student Activities

Date: June 21, 2011

Subject: Annual Report of the Committee on Student Activities for 2010/2011

Committee Members: Dr. Chong Jue (ex officio Chairperson), Prof. Liz Di Giorgio (Chairperson), Prof. Barbara Lynch (Secretary), Mr. Reuvain Zahavy (Member), Dr. Alicia Sinclair (Steering Committee Designee), Dr. Paul Jean-Pierre (President's Designee), Dr. Maan Lin (COC Liaison), Ms. Leilani Blira-Koessler (Student Member), Ms. Alina Gulfraz (Student Member), Mr. Simon Ulubabov (Student Member), Ms. Gisela Rivera (Director, Student Activities), Mr. Ray Volel (Director of Student Life),

Dates Committee Met: Due to conflicting schedules and the need for the Office of Student Activities to oversee activities during club hours, we varied our meeting times to accommodate members who would not otherwise be able to attend. We met six times in the course of the academic year, on the following dates and times: Wednesday, October 13th at 2:00 p.m., Thursday, November 11th at 3:00 p.m., Wednesday, December 15th at 10:00 a.m., Thursday, March 31 at 5:00 p.m., Thursday April 28th at 2:50 p.m., and Thursday, May 19th at 10:00 a.m.

Narrative Summary of Committee Work

Our committee began its work with each member choosing which charge or charges to carry out in the course of the year. Once the charges were chosen, committee members read the previous reports and minutes of the Committee on Student Activities to become familiar with actions already taken or tried with regard to their respective charge or charges. In subsequent meetings, our committee discussed the progress of our work and the various issues that arose with regard to student activities. Ms. Gisela Rivera and Mr. Ray Volel kept us informed of the many ongoing student events and provided much helpful information and advice. All of our actions were undertaken with the goal of facilitating student involvement and improving the experience of campus life for our students.

As charged by the Steering Committee, information was gathered in an effort to “list publications intended for prospective and current students and alumni” and to “update all student publications, documents, policies.” Prof. Liz Di Giorgio met with Ms. Susan Curtis and Mr. Winston Yarde on February 3, 2011 to collect brochures and to discuss revisions. Ms. Curtis and Mr. Yarde explained that their brochure for recruiting was in the process of being revised and updated. They were also at work on a general Freshman Academy Brochure, as well as brochures for Health Related Science, Education, STEM, and Liberal Arts. The VAPA brochure will also be updated.

Corrections and revisions to the online Freshman Packet were discussed with Ms. Curtis. The Student Activities Committee had recommended that a heading for “CLUBS” and a link to Student Government be added to the online Freshman Welcome Packet.

Ms. Curtis and Mr. Yarde explained their plan to utilize Hobson’s Enrollment Yield Management Tool known as a VIP page. This page will be tailored to each student and can notify students of any required testing, prerequisites, or required forms. They also acknowledged their intention to put more information on the website as opposed to paper.

Brochures were requested from department chairpersons and directors of offices providing student services. (Please see list in **Attachment 1.**) Corrections and/or updates were noted for the following brochures and flyers and were then forwarded to the appropriate individuals:

“Academic Integrity” – Dean Michele Cuomo
“Student Handbook for Message Therapy” – Dr. Lisa Mertz
“College Discovery Program” flyer – Dr. Warren Soare
Flyers regarding “Fire Safety, Date Rape, Sexual Assault Prevention and Reporting Procedures” and the “Campus Safety Guide” – Mr. Edward Locke
“Services for Students with Disabilities” – Mr. Ben-Ami Freier.

Updated brochures for the following were sent to Ms. Susan Curtis, who forwarded them to the appropriate departments:

“Biotechnology”
“VAPA”
“Criminal Justice”
“Invest in Success: A Guide to Academic Support and Tutoring Services”

Corrections and substantial updates were noted for the handbook “Resources for Veterans at Queensborough” and were sent to Ms. Linda Savino, Acting Coordinator of Veterans’ Service. Ms. Savino informed us that the handbook had already been replaced by online information, so the revised handbook was sent to her office, in case the updated contact information could be applied to the online material.

In keeping with our charge to “update all student publications, documents and policies,” the Student Activities Committee reviewed all of the topics listed in the Governance section of the Queensborough website under “Plans, Policies and Procedures,” and found that it did not have comments or suggestions regarding those policies.

Regarding the second charge to “investigate feedback on the Academic Integrity pamphlet,” Dr. Paul Jean-Pierre noted that a copy of the policy is sent to every enrolled student electronically and that it is also sometimes discussed at freshmen orientation. He reported that there had not been any feedback from students regarding the policy or the pamphlet.

In keeping with his charge, Mr. Simon Ulubabov asked the Academies about their preferred means of promoting their events and reported as follows:

Visual and Performing Arts Academy (e-mail and face-to-face)
Education Academy (e-mail, postal mail, plasma screens, and face-to-face)
Business Academy (e-mail, face-to-face, posting of flyers)
Liberal Arts Academy (e-mail, posting of flyers, face-to-face, Tigermail)
S.T.E.M. Academy (e-mail, face-to-face)
Health Related Sciences Academy (e-mail, face-to-face)

Mr. Ulubabov explained that, because the handbook is printed once per year, it is not the best venue for promoting Academy events. Mr. Ulubabov noted the need to increase dissemination of information about the Academies and to have more involvement with professors. He also noted that the gap between student clubs and the Freshman Academies is difficult to bridge, in part, because of the autonomous nature of the student clubs. The Office of Student Activities would like to increase contact with the Academies through joint events.

In keeping with the charge to “report on responses to the CUNY sexual assault policy,” Mr. Ulubabov explored how the policy was developed. He did not discover any responses to the policy.

In accordance with the charge to “coordinate with the PTK and Academic Steering Committee on student volunteer efforts on campus, and student involvement in governance,” Prof. Barbara Lynch reported that PTK has had an active year. In the fall semester, Lambda Sigma Chapter of Phi Theta Kappa sponsored a bake sale and raised \$442.05 for Queensborough Community College's annual "Walk to Aspire" scholarship fund. They participated in the fall semester Club Fair, and co-sponsored the Halloween party. In addition, they contributed to a food drive for Food Bank of New York organized by College Discovery, and also contributed to a second food drive organized at the Annual Christmas party to benefit a local women's shelter.

In the spring semester, PTK held a book drive that yielded 15 boxes of books for enlisted men and women overseas and their families for Operation Paperback and eight big bags

of books for incarcerated students that were donated to Books Through Bars. They received support for this project from faculty in Chemistry, History, Nursing, and the Social Sciences departments and from The Chemistry Club, The Hillel Club, The Veteran's Center, The Trinibago Society, The Muslim Society, Chi Alpha Christian Club, the African Student Union, The C-Step Program, the Freshman Academy for Liberal Arts/Criminal Justice Program and the Stem Research Club. These projects generated an impressive level of campus-wide involvement. The Student Activities Committee commends PTK for their impressive and inspiring work!

Prof. Lynch and Ms. Gulfranz investigated “the effectiveness of Tigermail as a means to disseminate information about weekly student events.” On March 31, 2011, Ms. Gulfranz noted that the IT department was working on making Tigermail accessible on cell phones. On June 16th of this year, Vice President Steele announced that it is now possible for students to access their Tigermail accounts on smart phones and to integrate Tigermail with their personal email accounts.

Ms. Gulfranz reported that the new practice of sending all announcements regarding student activities only once per week is a success. This bundling of announcements makes Tigermail easier for students to use.

Mr. Zahavy contacted department chairs and gathered information on student achievements. The Student Activities Committee discussed the desirability of having a registry on the school website and a web coordinator who can access that information for dissemination on monitors and electronic boards to fulfill the charge of “promoting student competitions and achievements *as they happen.*”

The Office of Student Activities had a very successful year and offered a vast array of events for students, twenty in the fall semester and ten in the spring. Among these events were the Freshman Welcome, the Multicultural Event, the Welcome Fair, a Trivia Feud Game Show, a Comedy Evening, a Latin Heritage Festival, an Arabian Nights Party, Asian Heritage events, Earth Day events and many more.

There was a great turnout for student elections this year (2,258 votes cast, up from 847 votes last year.) This 16% participation rate is likely the result of the convenience of the new online voting procedure.

In addition to these activities, \$3,000 was raised for Japan relief. The Office of Student Activities also supported student leadership events, and offered a quiet area and light refreshments for students during study nights.

For the Leadership Weekend, student leaders were invited to the Edith Macy Conference Center for a series of workshops. Before they left, they met with President Call and Vice Presidents Hartigan, Newcomb, Steele and Zins to identify issues to be addressed by SGA, such as smoking, the library and school spirit.

New Recommendations:

1. The Student Activities Committee recommends that the new committee consult with Mr. David Moretti to investigate the feasibility of a registry on which department chairs and others can post their students' achievements. With a registry in place, the Student Activities Committee could send monthly reminders to department chairs and other office directors to submit information regarding student achievements to the registry. It is recommended that the Student Activities Committee consult with Mr. Moretti and/or the IT Department to explore the feasibility of designating a coordinator who will be able to access the information submitted to the registry and disseminate it through electronic boards, monitors and the QCC website. The Student Activities Committee thinks that this can be a highly effective means of building campus spirit.

2. For future efforts to update student publications, it should be noted that many paper pamphlets are being replaced with online material. Future attempts to update information should focus on website information. Some pamphlets found on racks throughout the campus currently contain obsolete information (for example, "Resources for Veterans at Queensborough" and "Parking and Traffic Control Regulations for Students, Faculty and Staff.") Obsolete pamphlets could be replaced with visually appealing rack cards that summarize important information and then direct students to the appropriate location on the Queensborough website for further information. The racks are still a highly visible way to initially draw students' attention.

3. The Committee also noted that an electronic announcement board on the quad, next to the security booth could facilitate the announcement of student events and achievements, even though the issue of unsightliness has been raised in the past with regard to that location. The need to repair the electronic board under the overpass between the Science and Medical Arts wings was discussed. It was also noted that the scroll on the announcement monitors throughout the campus has not been changed for a very long time. All of these electronic means can be used to promote student activities and governance and other important information. The Student Activities Committee recommends that the new committee follow-up to discuss the acquisition, replacement, repair or updating of these important means of communication, which are crucial to insuring that information about student activities, achievements, and governance, as well as the Academies and campus life in general, is relayed in a way that is timely, highly visible and appealing.

4. The Committee on Student Activities would like to stress the necessity for the new Committee to follow up on the matter of an important request received from the Committee on Assessment and Institutional Effectiveness in April 2011. (Please see a copy of this request as **Attachment 2**.) The item highlighted in red is the only issue in need of clarification. This committee did find a year-end report from the Office of Student Activities, self-assessing the activities and services that they provide, but the email and chart in **Attachment 2** request that the Office of Student Activities provide an

“Assessment of services provided by Student Affairs.” These are similar words that may be used interchangeably when lowercase, but they have very different consequences in terms of assessment. For this reason, we are asking for assurance that this is not a typographical error. We request that the Committee on Committees or the Committee on Assessment and Institutional Effectiveness clarifies or confirms whether they are truly asking the Office of Student Activities to conduct an assessment of services provided by the Office of Student Affairs (an entirely different office.)

Dr. Paul Jean-Pierre and Ms. Gisela Rivera explained that their report should be found online or with Dr. Corradetti. If the Committee on Assessment and Institutional Effectiveness is seeking a self- assessment report of services provided by Student Activities, this report is available as a year-end report on the assessment website, and it has been reviewed by this committee without comments or suggestions. If, on the other hand, they are requesting the Office of Student Activities to provide an assessment of Services provided by another office, the Office of Student Affairs, then the requirements for this assessment would need to be discussed in detail with Ms. Gisela Rivera. In keeping with the charge sent to this committee, the new committee members should inform the Office of Student Activities when this issue is clarified or resolved.

This committee has reviewed all of the other year-end assessment reports requested of us in **Attachment 2**, and we have notified the appropriate college departments (Office of Academic Affairs and Office of Student Affairs) that our committee has done so without comments or suggestions. Our only suggestion, which was conveyed through email to the Committee on Assessment and Institutional Effectiveness, was that it might be helpful to require that the name of a contact person or author be posted along with each year-end report, in case reviewers of those reports have any questions.

Former Committee Recommendations

Regarding the “Dissemination of information about the Academies experience in the Freshman Handbook,” Mr. Simon Ulubabov noted that the handbook comes out once per year and would not be the best venue for promoting Academy events. As noted in the “**Narrative Summary of Committee Work**” above, Mr. Ulubabov reported that the Academies prefer to promote their events face-to-face or through emails, flyers, plasma screens and postal mailings.

We are pleased to note that the recommendation of the Student Activities Committee for 2009/2010 regarding the integration of Tigermail with other emails has become a reality. Now that students are also able to access their Tigermail through smart phones, it should be interesting for the new committee members to note how these improvements affect student participation in governance and campus life.

New Committee members: Dr. Azita Mayeli, Dr. Peter Novick, Dr. Ted Rosen, (alternate: Prof. Susan Garcia.)

New Committee Chairperson for 2011/2012: Dr. Ted Rosen.

New Secretary for 2011/2012: Dr. Peter Novick.

The Committee on Student Activities wishes to thank Dr. Paul Jean-Pierre, Ms. Gisela Rivera and Mr. Ray Volel for sharing their knowledge and advice throughout the semester. We thank Ms. Ziomara Zamora for her work on behalf of the students. We also wish to thank Dr. Emily Tai for her rapid responses to all of our questions regarding committee procedures, and we extend special thanks to Dr. Chong Jue for his kind and wise presence at so many of our committee meetings.

Submitted by
Liz Di Giorgio

Attachment 1

List of Publications compiled by the Student Activities Committee, 2010/2011

- “Academic Integrity at QCC”
- “Biotechnology: Queensborough Community College/ York College Dual/Joint Degree Program”
- “Campus Safety Guide”
- “CUNY Justice Academy: John Jay College in partnership with Queensborough Community College”
- “Develop Your Future at QCC,” Photography Certificate Program
- “Digital Art and Design”
- “Freshman Academies”
- “Freshman Academy for Business”
- “Human Anatomy & Physiology: Are You Ready for Human Anatomy & Physiology”
- “Invest in Success: A Guide to Academic Support and Tutoring Services”
- “Paralegal Certificate, The Office of Continuing Education”
- “Parking & Traffic Control Regulations for Students, Faculty and Staff”
- “Port of Entry: TOEFL & English Language Program”
- “Queensborough Communiqué”
- “Queensborough Community College CUNY College Discovery Program”
- “Queenszine”
- “Resources for Veterans at Queensborough”
- “Services for Students with Disabilities”
- “Sexual Assault Prevention and Reporting Procedures/Drug and Alcohol Treatment”
- “Student Group Information”
- “Student Handbook for Message Therapy”
- “The Aspire to Success Scholarship Program”
- “The Learning Communities”
- “The Visual and Performing Arts Academy: Art, Music, Dance, Theatre”

Attachment 2

**QUEENSBOROUGH COMMUNITY COLLEGE
Academic Senate
Committee on Assessment and Institutional Effectiveness**

DATE: 4/14/11
 FROM: Committee on Assessment and Institutional Effectiveness
 TO: Academic Senate Committee on Student Activities; Elizabeth DiGiorgio, chair
 SUBJECT: Request for Academic Senate Committee on Student Activities to Request Assessment Reports

The Academic Senate Committee on Assessment and Institutional Effectiveness is charged to “Receive and review documents relating to assessments of institutional effectiveness from all non-academic units of the college” (see below). QCC policy set by the Academic Senate is to have assessment that is comprehensive. It is comprehensive when it takes into account all levels and all branches of the institution:

- Academic: assessment of student learning
- Administrative: assessment of all services in support of student learning
- Institutional: assessment of institutional effectiveness

The Committee, working with Arthur Corradetti, Associate Dean for Accreditation, Assessment, and Institutional Effectiveness, has determined that there will be a maximum cycle of five years in which the Committee will look for each unit of the college to have submitted assessment reports to the Dean for Accreditation, Assessment, and Institutional Effectiveness. The Committee will determine compliance with the College Policy by examining the reports so placed and made available to Academic Senate Committees and the college community.

As the Standing Academic Senate Committee on Student Activities is related to,

College Department	Division/Office
Office of Academic Affairs	Student Learning Center
Student Activities	Assessment of student experiences (clubs etc) Assessment of services provided by Student Affairs
Office of Student Affairs	Career Services Testing Tech-Prep

	International Students Counseling services Four-year College Transfer New Student Enrollment Planning
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the Committee requests that the Academic Committee on Student Activities request that the Offices of Student Affairs, Student Activities and Academic Affairs submit the assessment reports indicated above concerning the status of those areas of the college related to the committee. We expect that such assessments are to be conducted on a minimum five-year cycle. It is understood that most reports are already being submitted on a yearly basis as “Year End Reports,” and so all you need to do is to request them. Once received, either yearly or on a five-year cycle, the Academic Senate Committee on Student Affairs may review them and report to those areas any suggestions and comments it may have. The Academic Senate Committee on Assessment and Institutional Effectiveness is also requesting that the Academic Senate Committee on Student Activities send to it a report of the receipt of those requested reports.

It must be made clear that the Committee on Student Activities is not being requested to construct or perform assessments but to receive the assessments that should be performed by the Offices of Student Affairs, Student Activities and Academic Affairs. Once received the Academic Senate Committee on Student Activities may review them and report to the Office of Academic Affairs any suggestions and comments it may have on their reports and the process of assessment.

We thank you for your cooperation in complying with the College Policy. We are available to assist you with clarifications of this request or with the requests for the Assessment reports.

COMMITTEE CHARGE:

The Committee on Assessment and Institutional Effectiveness shall:

- a. Receive and review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 - 1. The receipt of assessment reports from each department/unit of the college;

2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.