Queensborough Community College Academic Senate Committee on Bylaws

Meeting

Monday, November 25, 2013 at 12:00 PM in S-214

AGENDA

1. Approval of the Agenda

2. Approval of the minutes of previous meeting on 09/12/2013

3. Chair's Report

4. Items in Process (or pending) : Proposal to remove the Academic Senate Committee on Ceremonial Occasions

5. Items for Current Agenda
   A. Establish procedures for follow-up that Bylaws changes have been recorded.
   B. Update changes in Bylaws on new website
      ✓ College Archives via Library Archivist C. Williams
      ✓ Onto QCC website with support from campus Webmaster D. Moretti and Denis Bejar
      ✓ Update bylaws in Faculty Handbook via Committee on Publications

   C. Provide, where needed, documentation related to Queensborough's compliance with Middle States standard 4 regarding governance: "*The institution's system of governance clearly defines the roles of institutional constituencies in policy development and decision-making. The governance structure includes an active governing body with sufficient autonomy to assure institutional integrity and to fulfill its responsibilities of policy and resource development, consistent with the mission of the institution.*"

   D. Implementation of the following recommendations:

   1) Bylaws Article VII, Section 2, Paragraphs 2 and 3 were cited in a discussion on who is allowed to participate in the deliberations of a standing committee. It was noted that Paragraph 2 has the heading of "Subcommittees", but in sub-paragraphs a through d it refers to subcommittees, standing committees, and then simply to "committees". This Section of the Bylaws ("Organization") should be revised – perhaps in consultation with the Senate Parliamentarian – to clarify if it is meant to refer only to subcommittees or to all committees (standing, "sub", and special) of the Academic Senate.

2) Although the Resolution on the use of email for committee business was not approved, should a revised proposal be submitted, we have the following recommendations for both the Steering Committee and the Bylaws Committee

    a. Discussions via email can become exceptionally difficult to follow, especially if multiple topics are under consideration. They are also likely to produce a great deal of paper when printing becomes necessary. Therefore the Steering Committee may consider requesting that the Committee on Computer Resources explore committee business that is conducted electronically. For example, online discussion forums could be used to organize activities into ongoing threads by topic.

    b. Due to concerns that allowing the use of email for committee business could result in a gradual shift to all meetings being held electronically, rather than in-person, the Steering Committee may consider reporting to the Academic Senate at the conclusion of each semester:

        i. the number of committees who have conducted business via electronic means during that semester.

        ii. compliance of those committees' conduct of electronic meetings with the aforementioned guidelines.

        iii. any concerns and/or recommendations regarding the effectiveness of these guidelines.

6. Old Business

7. New Business

8. Set Date, Time, Location for next meeting