

Queensborough Community College Academic Senate
Committee on Bylaws

Agenda for April 27, 2015

Approval of current agenda

Approval of Minutes

Report of the Chair

Old business ; - Updates to the Bylaws

- Other posted documents

New business:

1. Resolution; to amend the bylaws to reflect a change the number of members and charge of the Committee on Publications, enumerated below.

Committee on Publications :

Amend to read; (1) the membership to permit student membership and voting (2) Charges to include the QCC website explicitly as a publication

FROM: Section 24. The Committee on Publications The Committee on Publications shall consist of six (6) members of the instructional staff and four (4) students. Three of the student members (the three (3) editors of the major student publications – the student newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student publications each represents; the fourth student member votes on all issues.

The Committee on Publications shall:

Recommend to the Academic Senate policies and procedures pertaining to College publications.

Receive information on all publications associated with the College or bearing the College name, and report this information to the Academic Senate.

Serve as an advisory group for publications associated with the College.

Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.

TO:

Section 24. The Committee on Publications The Committee on Publications shall consist of six (6) members of the instructional staff and three (3) students. Three of the student members (the three (3) editors of the major student publications – the student newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student publications each represents; the fourth student member votes on all issues.

The Committee on Publications shall:

Recommend to the Academic Senate policies and procedures pertaining to College publications and the college website.

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.

Serve as an advisory group for the college website and publications associated with the College.

Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty and other handbooks, and other publications of this nature.

2. Resolution to make the Honors Committee a Standing Committee of the Academic Senate

QCC Academic Senate Bylaws Article VII.

Section 23. The Committee on Honors Program

The Committee on Honors Program shall consist of nine (9) faculty members, two (2) students. No more than one faculty member in the same academic discipline.

The charges of the Committee on Honors Program shall be as follows:

- a. to oversee the development of a college-wide comprehensive honors program to promote enriched scholarship opportunities;
- b. to develop and review a recruitment plan for both high school and Queensborough students;
- c. to coordinate the development of departmental honors programs and the participation of faculty;
- d. to establish standards for students to enter and be retained in the program;
- e. to increase the presence of the program through activities such as trips, seminars and featured activities;
- f. to produce and distribute the Honors Newsletter each semester;
- g. to appoint, to set the term and to remove a Director of the Honors Program and to define the duties of that position including the planning and coordination and management of an annual Honors Conference.
- h. to assess the effect of the program and to make recommendations as to its improvement.
- i. serve as liaison with the Administration in the implementation of the Honors Program.

3. Evaluation and recommendation as to the following request from the Steering Committee:

The Bylaws Committee is being asked to draft a resolution clarifying the use of electronic voting by Senate Committees. Robert's Rules of Order has allowed electronic voting under certain circumstances since 2011. As was stated in the Steering Committee Report of December 2012, the Eleventh Edition of Robert's Rules of Order (Da Capo Press, 2011) states that: "...a group that holds such alternative meetings [that is, "electronic meetings"] does not lose its character as a deliberative assembly, so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present..." (p. 97). Robert's Rules of Order goes on to stress that the "deliberative" character of meetings is not necessarily retained by email, but that such meetings can be authorized for particular committees by an organization's bylaws, as per p. 98: "...committees that are expressly established by the bylaws can hold a valid electronic meeting only if authorized in the bylaws to do so..." The text goes on to say that standards for participation, the evaluation of quorum, means by which motions may be submitted, and so on, must be explicitly established prior to such a meeting. No formal action was taken when this issue was first

addressed in the Senate (December 2012) but the Steering Committee is once again sharing this information to support an addition to the Senate Bylaws establishing guidelines for the conduct of electronic meetings. Past discussion of this point in the Senate indicated a strong sense that electronic meetings would not be appropriate for all committees, particularly the Curriculum Committee, but it would make sense to allow this possibility for some committees. As always, we welcome the comments of Senators and committee members on this matter.

Set date, time, location of next meeting

Adjournment