

QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

Committee on Course & Standing

Minutes for the meeting held on May 11th 2012

The Committee on Course and Standing met on May 11th 2012 at 10:30 a.m. in President's Conference Room A 502D.

Those in attendance were as follows:

Ms. Gina Capozzoli, Counseling Centre - Chair.

Prof. John Buoncora - ECET, Dr. Steven Dahlke - Music, Dr. John Gordon - Math & Computer Science, Prof. Emily Gordon - Basic Skills, Prof. Barbara Saur, Nursing Department, Dr. Todd Holden - Physics Department, Dr. Laura Sabani, Foreign Language.

Excused:

Prof. Rose-Marie Aikas - Social Science, Prof. Georgina Colalillo – Nursing Department, Prof. Christina Manzo – Business Department, Dr. Lisa Mertz - Health Science, Dr. James Timbilla – Biology Department.

Administration Representatives:

Ms. Florence Farrat, Associate Registrar.
Ms. Meera Chowdhry, Committee Secretary

Discussion:

The new members to the Committee for the next academic year were invited to attend the meeting. Their presence was also important because the members who would be leaving the Committee next year are not eligible to vote for the Committee Chair and the Secretary.

The new members were apprised of the procedures/responsibilities of the Committee. Also the Chair made it very clear to the members that Committee on Course & Standing meets once a month during an academic year and all members must make a commitment to attend. If there are other responsibilities/teaching assignments conflicting with the meeting dates, the members should speak to the Chair concerning their ability to fulfill their commitment of being an active and present member of the Committee.

Once again Ms. Capozzoli reiterated that the first semester 'WU' would not automatically be forgiven, as was a practice in the past. The students are better informed about the withdrawals dates now. Students/Faculty members are being e-mailed every semester regarding the deadline for the withdrawal. Different Academics which are involved in helping the new students are also emphasizing upon the college life.

Any student, who gets a note from his professor in support of the appeal, must get the same on an official letter-head of the department as it is very difficult to ascertain the authenticity of the same.

It was unanimously decided that during the summer months, Ms. Capozzoli, would review the appeals.

Dr. Timbilla called to excuse himself from the meeting due to an unforeseen circumstance and also started the motion to elect Ms. Capozzoli, the Chair of the Committee for the academic year 2012-2013 which was seconded by Dr. Holden. Secret ballots were passed on and all votes were in favor of Ms. Capozzoli.

Ms. Capozzoli nominated Prof. Emily Gordon, for the Secretary to the Committee. Secret ballots were again passed on and all votes were in favor of Prof. Gordon. The duties of the Secretary include the responsibilities of the Chair, in case of the Chair's absence.

Ms. Capozzoli informed all the members who would attend the meeting during summer vacation would be eligible for remunerations.

The following appeals were reviewed:

Withdrawal Type	Total Appeals	Approved	Denied	Conditional Approval	No Jurisdiction
Retro/w	19	8	9	2	0
Late/W	82	35	46	0	1
Medical/w	15	15	0	0	0

The date of the next meeting would be determined based upon the end of semester reports-run in CUNYFirst.