

**QUEENSBOROUGH COMMUNITY COLLEGE**  
THE CITY UNIVERSITY OF NEW YORK  
Committee on Course & Standing

Minutes for the meeting held May 24<sup>th</sup>, 2013

The Committee on Course and Standing met on May 24<sup>th</sup>, 2013 at 9:15 a.m. in President's Conference Room A 502 D.

Those in attendance were as follows:

**Ms. Gina Capozzoli Chair - Counseling Centre**

Dr. Rose-Marie Aikas - Social Science, Prof. Georgina Colalillo, Nursing Department, Dr. Steven Dahlke - Music, Prof. Emily Gordon – Academic Literacy, Dr. Todd Holden - Physics Department, Prof. Christina Manzo – Business Department, Dr. James Timbilla – Biology Department

**New Members:**

Dr. Nina Sarkar - Business Department, Dr. Jilani Warsi – Academic Literacy Department, Dr. Kathy Wentrack – Art and Photography Department and Dr. Haishen Yao – Mathematics and Computer Science Department.

**Excused:**

Dr. Laura Sabani, Foreign Language  
Dr. Jannette Urciuoli, Counseling Centre  
Meera Chowdhry, Committee Secretary

**Administration Representatives:**

Ms. Florence Farrat, Associate Registrar

**Discussion:**

Today's meeting focused on reviewing student appeals for Late/Retroactive Withdrawals as well as an opportunity to orient new members and vote to elect a new Chair and the Secretary for the academic year 2013-2014. Six of the Committee Members have either completed their tenure of three years or are no longer continuing on the Committee resulting in the additional six new members joining the meeting. Ms. Capozzoli explained the procedures of the Committee activity to the new members. The Web- link was also e-mailed to all the members for review of the Guide to Committee on Course & Standing.

The motion to nominate Dr. Steven Dahlke for the new Chair of the Committee was started by the departing Chair, Ms. Gina Capozzoli and was seconded by Prof. Emily Gordon. Dr. Dahlke was nominated as the Chair for the academic year 2013-2014. Since most of the members to the Committee are new, it was decided that the Secretary, who would perform the responsibility of the Chair in case of his absence, would be elected early in the fall semester.

Ms. Gina Capozzoli thanked the departing members of the Committee for their dedication and diligence towards the Committee responsibilities. She continued to emphasize to the new members that being on this panel meant a serious commitment to the Committee which meets once a month on Fridays. All

members were asked to realize that Fridays should be singularly dedicated to the Committee meetings. Adjustments-should be made to schedules to accommodate the Committee meetings. If a member is unable to accommodate or commit to meeting schedules, Ms. Capozzoli suggested they speak to her and possibly even seek another Committee appointment.

Ms. Capozzoli reiterated that all members must make it a point to attend all meetings, as the attendance affects all participating members in respect to the length of each meeting. This is especially true for the dismissal meeting which runs for several hours, since there can be 500 or more students' transcripts to be reviewed.

Prof. Emily Gordon thanked Ms. Capozzoli for her commendable dedication and unsurpassed ability to shoulder the responsibility of the Committee tasks with a warm and gracious attitude.

After all voting, announcements and Committee responsibilities were reviewed; Ms. Capozzoli had to depart early due to a personal family emergency. Prof. Emily Gordon, as Secretary, continued as lead for the Committee for the remainder of the meeting, with assistance from the new chair and seasoned member, Dr. Steven Dahlke.

The next Committee meeting is scheduled tentatively for July 10<sup>th</sup> or 11 depending upon the end-of-the-semester reports runs from CUNYFirst to review dismissed students. The Committee members are advised to bring their pay-stubs so they could submit their time sheets for the summer meeting.

<b>Withdrawal Type</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Conditional Approval</b>	<b>No Jurisdiction</b>
Late/w	80	29	46	1	4
Retro/w	37	16	21		