

QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK  
DEPARTMENT OF ENGLISH

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**MEMORANDUM**

**TO:** Dr.Emily Tai, Secretary, Academic Senate Steering Committee  
**FROM:** Dr. Susan Jacobowitz, Chair, Bylaws Committee  
**DATE:** October 27, 2005  
**SUBJECT:** Motions Passed by the Bylaws Committee

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The Committee on Bylaws recommends the adoption of the following motion as an amendment to the Bylaws of the Academic Senate:

**Motion:** to **Restructure** the Committee on Ceremonial Occasions as a re-named committee, the Committee on Commencement.

From:

The Committee on Ceremonial Occasions shall consist of seven (7) members of the instructional staff and four (4) students.

*The Committee on Ceremonial Occasions shall:*

- a. Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.
- b. Plan and implement official College ceremonies.

To:

The Committee on Commencement shall consist of three (3) members of the instructional staff and one (1) student.

*The Committee on Commencement shall:*

- a. Be consulted on matters pertaining to commencement.
  - b. Report and recommend to the Academic Senate on matters pertaining to commencement.
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The Committee on Bylaws recommends the adoption of the following motion as an amendment to the Bylaws of the Academic Senate:

**Motion:** to **Restructure** the Committee on Awards and Scholarships so that the charges reflect the following changes:

From:

- a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards and scholarships.
- b. Select and recommend to the Academic Senate recipients for College awards and scholarships.
- c. Assist departments and coordinate administration of awards and scholarships.
- d. Receive data on all awards and scholarships granted in the College and report the data to the Academic Senate.
- e. Seek out new awards and scholarships.
- f. Seek out additional funds or mechanisms to support existing awards and scholarships.

To:

- a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards and scholarships.
  - b. Select and recommend to the Academic Senate recipients for College awards and scholarships.
  - c. Assist departments and coordinate administration of awards and scholarships.
  - d. Receive data on all awards and scholarships granted in the College and report the data to the Academic Senate.
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