

Queensborough Community College
The City University of New York
Steering Committee Report

For the May 13, 2008 meeting of the Academic Senate

1. Senate Matters

Elections

The first online election of faculty members at large is now completed. Again we thank Michael Cesarano and the Committee on Committees and Raj Vaswani of the ACC for their work.

Senate Membership

We expect to have full faculty membership and a waiting list should an opening develop.

Committee Membership

We expect to have all positions on Standing Committees filled as well with the exception of student members which remains a problem. The Steering Committee had extended a fresh inquiry to Ms. Gisela Rivera and QCC Student Government concerning students on Governance Committees and has received a list of names which it has distributed to the Committee Chairpersons.

2. Committee Matters

Committee on Distance Education

The Committee has been informed that it should be working with the Office of Academic Affairs on matters related to Distance Education, its previous recommendations, previous Senate Recommendations and matters related to insuring quality effective instruction and related to the increase in their number as indicated in the ACC Strategic Plan 2008-2009.

3. University Matters

A. Master Plan 2008-2012

A draft of the Master Plan was circulated for reactions and input. President Marti has shared his comments with the College Advisory Planning Committee and with Department Chairpersons and now with the Senate.

B. UFS Resolution on PMP Item

The following resolution was passed unanimously by the University Faculty Senate on April 1, 2008 and is being forwarded as a recommendation to Chancellor Goldstein:

RESOLUTION PROPOSING FACILITIES AS NEW PMP CATEGORY

WHEREAS, the Chancellor has established the Performance Management Plan (PMP) to annually evaluate the presidents of each college; and

WHEREAS, the PMP incorporates three goals and nine objectives, yet none of the objectives directly relates to planning and management of facilities; and

WHEREAS, the CUNY Master Plan states (2004 Plan p. 123) that the "objective of the University's capital program is to provide safe and functionally adequate facilities that encourage teaching and learning and are well designed, well built and operate in a cost-effective manner,"

THEREFORE, BE IT RESOLVED,

THAT the Chancellor be requested to establish a tenth objective concerning facilities,

THAT the objective provide for performance measures relating to the objectives in the Master Plan including but not limited to:

- a) safety and accessibility which includes compliance with codes and laws,
- b) functional adequacy which includes provision of sufficient space, maintenance of safe and sanitary conditions, and ongoing repair of infrastructure,
- c) support of teaching and learning and research which includes the maintenance and upkeep of instructional and laboratory technology and facilities,
- d) appropriate design and construction, and
- e) cost-effective operation which includes planned maintenance and achievement of environmental goals and standards.

Proponents: UFS Committee on Facilities, Planning, and Management
& UFS Executive Committee

C. CCNY Resolution

Last December, the University Faculty Senate hosted a conference at the Hunter School of Social Work that examined the findings of a book authored by Paul Attewell and David E. Lavin of the CUNY Graduate Center, entitled *Passing the Torch: Does Higher Education for the Disadvantaged Pay Off Across the Generations?* (Russell Sage Foundation, 2007). The authors argued that it did, discussing research that showed that students hampered by financial problems or poor pre-collegiate preparation might not succeed in graduating with a college degree within 4-6 years—an attainment achieved by only 25% of all college students nationally—but that many did, in fact, achieve their degrees within 8-10 years, and improved the prospects and education of their families as they did so.

As a follow-up to this conference, which was attended by several members of the Queensborough faculty, the Steering Committee of the Academic Senate wished to advise our membership that, on April 17, 2008, the Faculty Senate of City College of the City University of New York, elected to adopt the following resolution:

"Resolved, that the CCNY Faculty Senate believes that The University should include not only 4- and 6-year graduation rates, but also 8-year-graduation rates in its assessment of student success."

Justifications for this resolution advanced by the CCNY faculty included statistics consistent with Attewell and Lavin's findings: According to the CUNY Office of Institutional Research and Assessment, the percentage of bachelor's degree awarded for the 1998 entering freshman cohort at CUNY jumps from 41.5% at 6 years to 47.5% if graduation rates at 8 years are noted. Nor should this be surprising, given the large number of low-income students who are compelled by financial circumstances to attend college part-time—and whose education has traditionally represented the core mission of the City University.

There are three reasons offered for the CCNY Resolution by Bill Crain of CCNY.

1. At CUNY, available data reveal noticeable increases between 6 and 8 years--5 or 6 percentage points at CUNY and sometimes a bit higher at CCNY, where I teach. At CUNY, the percentage of bachelor's degree awarded for the 1998 entering freshman cohort jumped from 41.5% at 6 years to 47.5% at 8 years (CUNY Office of Institutional Research and Assessment).
2. Many CUNY students attend part time, and an 8-year-graduation rate is reasonable for students going to college half time.
3. Many students who attend part time (and need at least 8 years to graduate) are low-income students and students with job and family responsibilities--the kinds of students who CUNY has historically tried to serve. (For this reason, the evening division has traditionally been an important part of CCNY.)

Within CUNY there are faculty who are calling into question the legitimacy, if not the political currency, of using a measure such as the nationally popular 6 to 8 year graduation rates when the reality of the lives of the students entering college across the USA is quite different from when the 4 yr rate was the norm and then the 6 year rate. Some suggest that for CUNY the lives of our students are such that the use of the 6-8 year rate is insensitive to their lives and misleading as to what CUNY is accomplishing.

D. CUNY Conflict of Interest Policy

Important modifications have been made to the previously distributed proposed policy as a result of a meeting of the CUNY Office of Legal Affairs with members of the University Faculty Senate (UFS) Executive Committee and Committee on Legal Affairs. The apparent threat to academic freedom has been removed and other changes have made the proposal appear more in accord with faculty interests. The latest iteration of the draft CUNY Conflict of Interest Policy is posted at <http://www.cunyufs.org/upcoming.html>

Comments can be directed to the Steering Committee who will relay them through the UFS to the chancellor.

E. CUNY New York State Honoraria Policy and Procedure

Please review the attached memorandum ("Honoraria Memo") from Frederick P. Schaffer, Esq., General Counsel and Senior Vice Chancellor for Legal Affairs, as well as the related information regarding the obligations for reporting Honoraria and Travel Reimbursements under the State Ethics Law. Only those employees who actually receive honoraria must file the Annual Report of Receipt of Honoraria Form (attached as "Honoraria Form").

Please note the Following from the materials below:

“The Regulations of NYSCPI also prohibit the receipt of honoraria (including travel reimbursements) from individuals, companies, organizations, unions, vendors and contractors which negotiate with (e.g. unions), do business with, or are interested in doing business with the University (or a college)....

“All of your employees are covered irrespective of whether they have been designated as policymakers for the purpose of financial disclosure. See 930.2 (f). Even employees who are exempted from restrictions on honoraria (certain employees who also held academic positions) must still nonetheless report their honoraria.”.....

“An honorarium is generally a speaking fee or compensation received from writing an article, or reimbursement for travel expenses not related to official duties. [See 930.2 (c). in the attached] The key is that the service provided is not job related. Academic employees of SUNY and CUNY who are covered by §73 of the Public Officers Law and employees serving in the titles of "Research Scientist", "Cancer Research Scientist", and "Research Physician" who also serve in academic status are exempt from the limitations on the receipt of honoraria and reimbursement for travel expenses to the extent that the publication of books and articles, delivery of speeches or attending meetings or conferences are within the discipline of the individual involved . “

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April 11, 2008

MEMORANDUM

To: All College Presidents
From: Frederick P. Schaffer
Re: Honoraria and Travel Reimbursements

This concerns all CUNY employees regarding their obligations for reporting Honoraria and Travel Reimbursements under the State Ethics Law. Please share this memo with all college personnel and staff

I. Annual Reports

Annual reports of honoraria (all references to honoraria herein include travel reimbursements) for the April 1st to March 31st year (form attached) must be filed with the college president, or designee, who in turn must file a compilation with the State Ethics Commission by June 1st. Only those employees who actually receive honoraria must file the reports. The regulations on honoraria and travel reimbursements (copy attached) apply to all college employees. Honoraria forms completed by college employees should be filed with the college's ethics officer (labor designee) no later than May 15, and then reviewed by the college president and filed directly with the New York State Commission on Public Integrity (NYSCPI; formerly the New York State Ethics Commission) by the college.

II. Prohibited Honoraria.

The Regulations of NYSCPI also prohibit the receipt of honoraria (including travel reimbursements) from individuals, companies, organizations, unions, vendors and contractors which negotiate with (e.g. unions), do business with, or are interested in doing business with the University (or a college). The regulations, for example, prohibit vendor paid travel to view demonstrations of a vendor's products or services. These prohibitions also apply to college employees serving as board members, whether compensated or not, and officers of related entities (e.g. auxiliary enterprise board, college association, foundation, etc.) as part of their official duties or within the scope of their employment with the college. Employee travel reimbursements for such purposes, however, may be made by the University when appropriate.

III. Prior Approvals.

An employee should seek prior approval for the receipt of an honorarium (including travel reimbursements) from the college president. If the request for prior approval is approved, the request and approval must then also be forwarded to the NYSCPI. If an employee has doubts about the propriety of accepting an honorarium, the employee should consult with the college's ethics officer and then consider whether to file a request for prior approval or not accept the honorarium. A current list of Ethics Officers is attached.

IV. Additional Information

A copy of NYSCPI’s 2008 Notice, sample Form and “Commonly Asked Questions Concerning Honoraria” is attached.

19 NYCRR Part 930

Limitations on the Receipt of Honoraria and Reimbursement for Travel Expenses

LIMITATIONS ON THE RECEIPT OF HONORARIA AND REIMBURSEMENT FOR TRAVEL EXPENSES

Sec.

930.1 Applicability.

930.2 Definitions.

930.3 Conditions under which an honorarium may be accepted.

930.4 Conditions for limited acceptance by the State of a payment in lieu of an honorarium.

930.5 Procedure to seek approval of and report honoraria.

930.6 Conditions under which reimbursement for travel expenses related to the covered individual’s official duties may be accepted.

930.7 Exemption.

930.1 Applicability.

This part shall apply to the following:

(a) the four state-wide elected officials; and

(b) State officers or employees.

930.2 Definitions.

(a) *Approving authority* shall mean the head of a State agency or appointing authority, as appropriate, or his or her designee for State officers or employees, and, in the case of the four statewide elected officials and the heads of State agencies, shall mean the State Ethics Commission, which may delegate the approval authority required by these regulations to its executive director.

(b) *Covered individuals*’ shall mean the four statewide elected officials and State officers or employees, as defined in subdivision (1) of this section.

© *Honorarium* shall mean:

(1) a payment, fee or other compensation to a covered individual for services rendered by a covered individual not related to the covered individual’s official duties which payment, fee or other compensation is made as a

gratuity, or as an award or honor; e.g., for delivering a speech, writing or authoring an article or publication or attending a meeting or conference; and

(2) a payment, whether to a lodging site or a provider of transportation, for travel expenses made to or on behalf of an individual, or reimbursement made to the covered individual for travel expenses incurred, for such services rendered by a covered individual not related to the covered individual's official duties. (For travel reimbursement related to a covered individual's official duties, see section 930.6 of this Part.)

(3) *Honorarium* shall not mean:

(i) a travel payment in the form of a gift from a relative; or

(ii) a payment in lieu of an honorarium made to the State or a travel payment provided by nongovernmental sources for activities related to a covered individual's official duties; or

(iii) compensation in the nature of salary, wages or fees for services for non-State related work performed or travel payment provided by non-governmental sources for activities related to a covered individual's appropriate or authorized outside employment; or

(iv) a payment, fee, travel payment or other compensation provided to a covered individual who provides services for or acts on behalf of an employee organization certified or recognized under Article 14 of the Civil Service Law to represent such covered individual.

(d) *Ministerial matter* shall mean an administrative act carried out in a prescribed manner not allowing for substantial personal discretion.

(e) *State agency* shall mean any State department, or board, bureau, division, commission, council or State agency, any public benefit corporation, public authority or commission at least one of whose members is appointed by the Governor, or the State University of New York or the City University of New York, including all their constituent units except community colleges and the independent institutions operating statutory or contract colleges on behalf of the State.

(f) *State officer or employee* shall mean:

(1) heads of State departments and their deputies and assistants, other than members of the Board of Regents of the University of the State of New York who receive no compensation or are compensated on a per diem basis;

(2) officers and employees of statewide elected officials;

(3) officers and employees of State departments, boards, bureaus, divisions, commissions, councils or other state agencies other than officers of such boards, commissions or councils who receive no compensation or are compensated on a per diem basis; and

(4) members or directors of public authorities, other than multistate authorities, public benefit corporations and commissions at least one of whose members is appointed by the Governor, who receive compensation on other than a per diem basis, and employees of such authorities, corporations and commissions.

(g) *State Ethics Commission* shall mean the State Ethics Commission created by §94 of the Executive Law.

930.3 Conditions under which an honorarium may be accepted.

(a) A covered individual may accept an honorarium, if:

(1) the honorarium is not to be received for services rendered for or on behalf of an individual who, or on behalf of an organization, or any of its officers or members of the board of directors, which:

(i) is regulated by, or regularly negotiates with, appears before in other than in a ministerial matter, does business with or has contracts with either the State agency employing the covered individual or the covered individual in his or her official capacity on behalf of the agency; or

(ii) attempts to lobby or to influence action or positions on legislation or rules, regulations or rate making before either the State agency employing the covered individual or the covered individual in his or her official capacity on behalf of the State agency; or

(iii) is involved in litigation, adverse to the State, with the State agency with which the covered individual is employed or affiliated, or with the covered individual in his or her official capacity, and no final order has been issued; or

(iv) has received or applied for funds from the State agency employing the covered individual at any time during the previous calendar year, up to and including the date of the proposed receipt of the honorarium; or/and

(2) the service for which an honorarium is offered is not part of the duties of the position in which the covered individual serves; and

(3) State personnel, equipment and time (including that of the covered individual) will not be used to prepare for delivery of a speech or to render a service for which an honorarium is to be received; and

(4) the State agency with which the covered individual is employed or affiliated does not pay the travel expenses of the covered individual, and the sole purpose of the travel was to perform the service for which an honorarium was offered; and

(5) the service for which an honorarium is offered is not performed during the covered individual's State work day or, if the service is to be performed during the covered individual's State work day, he or she must charge accrued leave (other than sick leave) to perform such service.

(b) A covered individual may accept an honorarium if such honorarium is provided by an organization whose sole purpose is religious, social (e.g. athletic groups, alumni or school associations, interest clubs), or self-help, and none of the conditions precluding acceptance, described in subdivision (a) of this section exist.

930.4 Conditions for limited acceptance by the State of a payment in lieu of an honorarium.

An approving authority may approve a payment in lieu of an honorarium, and the use of State equipment, personnel and time to prepare a speech or publication or render a service, provided that the payment in lieu of an honorarium will be made by the granting organization or individual directly to the general fund of the State or to such fund as is appropriate for a public authority, public benefit corporation or commission not funded through State general fund appropriations, and the service for which an honorarium was offered is related to the covered individual's official duties or responsibilities.

930.5 Procedure to seek approval of and report honoraria.

(a) State officers and employees may submit a written request for approval by the approving authority for the

receipt of an honorarium, and, upon approval of the receipt of an honorarium in accordance with these rules, the approving authority shall file such determination with the State Ethics Commission. The four statewide elected officials and the heads of State agencies shall submit a written request for approval by the State Ethics Commission for the receipt of an honorarium.

(b) In circumstances where the approving authority has approved the receipt of an honorarium, a covered individual may use either State vehicles (or other transportation) or personnel where such have been specifically assigned for use to a covered individual during his or her employment and such use is authorized or provided to such official, officer or employee as part of his or her employment or for his or her security.

© (1) On July 1, 1990, and on each succeeding April 1, a covered individual, who received an honorarium of any amount during the year previous to the date of reporting, must file an annual written report with his or her approving authority. The annual written report shall contain a statement of with respect to each honorarium received by the covered individual:

(i) the source of the honorarium,

(ii) the date of receipt and the place where the service was performed,

(iii) the amount of the honorarium and the nature of the service for which the honorarium was received.

(2) A covered individual will not be required to file such an annual written report if he or she received prior written approval from the appropriate approving authority for the receipt of each honorarium received during such year.

(d) Each approving authority shall file a compilation of copies of the written reports submitted by covered individuals pursuant to paragraph (c) (1) of this section, with the State Ethics Commission on or before October 1, 1990, and each succeeding June 1.

(e) Any honorarium or honoraria from each source which totals in excess of \$1,000, received by a covered individual required to file a financial disclosure statement pursuant to §73-a of the Public Officers Law, must be reported in that disclosure statement regardless of whether approval for such receipt is required wider these rules.

930.6 Conditions under which reimbursement for travel expenses related to the covered individual's official duties may be accepted.

(a) Covered individuals may accept reimbursement for travel expenses from the federal government, other State or municipal government entities, non-State agency organizations or individuals for travel related to the covered individual's official duties under the following conditions:

(1) the covered individual files a written request with the appropriate approving authority within a reasonable period of time in advance of the event or activity for approval to receive travel reimbursement in accordance with these rules;

(2) the appearance, presence or participation of the covered individual is for a State agency purpose and would benefit the State agency involved; or the appearance, presence or participation of the covered individual is at a meeting, seminar, or conference of a not-for-profit professional organization and will result in increased knowledge in the covered individual's subject matter area which would benefit the state agency involved;

(3) the approving authority approves such travel reimbursement pursuant to these rules;

(4) the travel expenses, if not reimbursed, could be paid by the State agency according to its travel reimbursement procedure;

(5) the expenses reimbursed on behalf of the covered individual would be at a rate not greater than the State agency would reimburse the covered individual under its travel rules or regulations unless otherwise specifically approved by the approving authority;

(6) the reimbursed expenses for food and lodging at the site to which the travel occurs is provided for no longer than the covered individual is reasonably required to be present at such event and is only for such covered individual; and

(7) the reimbursed expenses are not received from or on behalf an individual who, or on behalf of an organization, or any of its officers or members of the board of directors, other than any governmental entity, which:

(i) is regulated by, regularly negotiates with, appears before on other than a ministerial matter, does business with or has contracts with either the State agency employing the covered individual or the covered individual in his or her official capacity on behalf of the State agency; or

(ii) attempts to lobby or to influence action or positions on legislation or action on rules, regulations or rate making before either the State agency employing the covered individual or the covered individual in his or her official capacity on behalf of the State agency; or

(iii) is involved in litigation, adverse to the State, with the State agency with which the covered individual is employed or affiliated, or the covered individual in his or her official capacity, and no final order has been issued; or

(iv) has received or applied for funds from the state agency employing the covered individual at any time during the previous calendar year, up to and including the date of the proposed receipt of the honorarium,

(b) Any reimbursement for travel expenses from each source which totals in excess of \$1,000, received by a covered individual required to file a financial disclosure statement pursuant to §73-a of the Public Officers Law, must be reported in that disclosure statement, regardless of whether approval for such receipt is required under these rules.

© Nothing herein shall preclude the use of either state vehicles (or other transportation) or personnel where such have been specifically assigned for use to a covered individual and such use is authorized or provided to such official, officer or employee as part of his or her employment or for his or her security.

930.7 Exemption.

(a) Academic employees of the State University and City University of New York including all their constituent units who are covered by §73 of the Public Officers Law and employees serving in the titles of “Research Scientist”, “Cancer Research Scientist”, and “Research Physician” who also serve in academic status are exempt from the limitations on the receipt of honoraria and reimbursement for travel expenses to the extent that the publication of books and articles, delivery of speeches or attending meetings or conferences are within the discipline of the individual involved,

(b) Such academic employees who are also employed by a State agency other than the State University of New

York or the City University of New York, in a title other than “Research Scientist”, “Cancer Research Scientist”, and “Research Physician” shall not be exempt from the limitations on the receipt of honoraria and reimbursement for travel expenses in their other capacity as State officers or employees.

THE CITY UNIVERSITY OF NEW YORK

Annual Report of Receipt of Honoraria

Employee's Name

Year

Payroll Title/Functional Title

College

**Sources of
Honorarium**

**Amount of
Honorarium**

Date of Receipt

**Nature of
Service**

**Place Service
Performed**

Commonly Asked Questions Concerning Honoraria

1. Which of your employees are covered by the regulations?

All of your employees are covered irrespective of whether they have been designated as policymakers for the purpose of financial disclosure. See 930.2 (f). Even employees who are exempted from restrictions on honoraria (certain employees who also held academic positions) must still nonetheless report their honoraria.

2. How are employees to know about the honoraria reporting requirements?

Many State agencies send an annual notice to all employees reminding them of their obligation to seek approval of honoraria.

3. What is an honorarium?

An honorarium is generally a speaking fee or compensation received from writing an article, or reimbursement for travel expenses not related to official duties. [See 930.2 (c).] The key is that the service provided is not job related. In making this determination, the agency must consider whether it would make the employee available on State time to provide the service.

4. Who has the responsibility for approving honoraria?

Agency heads or their designees are authorized by the Commission's regulations to approve an employee's request to receive an honorarium. Agency heads must go to the Commission for honoraria approval.

5. What are the criteria for an agency to approve an employee's request to receive an honorarium?

- A. The honorarium must not be job related. For example, an employee who is responsible for responding to the public about certain aspects of the agency's regulations cannot accept an honorarium for giving a speech about the regulations.

- B. The source of an honorarium cannot be a disqualified source; these are entities or individuals who are regulated by, negotiate with, do business or have contracts with, appear before, lobby, in litigation with or applied for funds from your agency. [See 930.3 (a)(1)(i)-(iv).} Moreover, a disqualified source can not direct a third party to provide an employee an honorarium,

6. What should you do if you are unsure of whether to approve an honorarium?

You should feel free to contact the Commission for assistance.

7. What is the reporting year?

April 1, 2007 - April 1, 2008,

8. What happens if you have disapproved an employee's request to receive honoraria?

The report submitted to the Commission captures both honoraria approved and disapproved by the agency.

9. Are there any other reporting requirements?

For those employees who have been designated as policy-makers or who earn in excess of the income threshold and are required to complete the financial disclosure statement, an honorarium received in excess of \$1,000 must be reported on Question 13.

3. College Matters

Report on the Status of the Senate and Governance

Steering Committee Membership Four years 2004-2008

Chairperson: Philip Pecorino

Vice Chairperson: Kathleen Villani, Jeff Hest, Peter Bales, Emily Tai

Secretary: Kenneth Pearl, Emily Tai, Kathleen Villani, Devin McKay

ACADEMIC SENATE

I. The following are noted as recent additions or changes

Meetings:

- Public Notices are now given of all Senate Meetings and Steering Committee Meetings
- Open Meetings of all Senate Meetings and Steering Committee Meetings
- Recording and public availability of Agenda and Minutes via website and archives and of Votes
- Efforts at Compliance with Perez Decision and Open Meetings Law
- Voting process supported by electronic means

Guides written and posted for:

- Steering Committee
- Committee Chairpersons
- Each Standing Committee
- Student Members of all Committees

Electronic Distribution of:

- Agenda and Minutes to the Queensborough Community, Academic Senate members and Archives
- Highlighting of items requiring Senate action
- The Agenda includes the links for the Board of Trustees and UFS communications

Transparency:

- All Agenda and Minutes of the Academic Senate are in the Archives and on the College website
- Nearly all Standing Committees are now doing this as well

II. The following are ongoing activities:

Senate Membership:

- A full roster has been maintained for the Senate including the Student delegation.
- Expanded membership to include Higher Education Officers
- Full roster and officers of the Senate are on the website

Standing Committees:

- There is full staffing of all Standing Committees with faculty and with designees of the President and the Steering Committee, and liaisons from the Committee on Committees.
- There continues to be a problem with student membership on Committees.
- Activities form prepared for each Committee each year and reviewed with Committee Chair, includes:
 - Bylaws charges
 - specific activities for current academic year
 - cognate committees
- Monthly reports and recommendations prepared when appropriate
- Annual reports prepared by all Committees each year.
- Change in Committees:
 - Committee on Environment, Disability Issues, and Quality of Life

- New Committees formed:
 - Committee on Distance Education
 - Committee on Vendor Services
 - Committee on Writing in the Disciplines,-Writing Across the Curriculum
- All committees have been engaged in activities related to their charges. In many cases committees working with the Administration have brought about actions that have been positive and supportive of the mission and proper functioning of the College. The Annual Reports describe these activities.

III. Special Committees:

Special Committees of the Academic Senate have been formed and have completed their work. Included have been:

- Award for Contributions to College Governance
- on the Use of External Instruments for Evaluations and Assessments
- Review of General Education Objectives
- Student Bill of Rights and Responsibilities and Student Complaints

IV. Archives:

- The archives in the library were organized and updated to set up files for all committees of the Senate.

V. Administration Support for the Senate:

The administration has made an increase in the released time for the work of the Steering Committee based on an itemized listing of all activities and responsibilities for each position. There is also released time support for the Committees on Course and Standing, Curriculum and Committees.

There has been some support for incidental items related to meetings of the Chairpersons of Senate Committees and discussions have begun concerning support for a Committee Chair development program.

UFS MATTERS

The Steering Committee has included reports of the meetings of the University Faculty Senate on the agenda of Senate Meetings.

CUNY MATTERS

The University Faculty Senate (UFS) members and the Faculty Governance Leaders (FGL) are asked for their views on and to report on what the campuses are thinking about matters that are before the CUNY Board of Trustees (BOT) and their committees. Such matters are placed on the agenda of other CUNY governing bodies and on the agenda of faculty councils and senates in CUNY. Often the input of the UFS and FGL to the Chancellery does produce modifications in the proposals being considered.

The Steering Committee holds that it is a responsibility of the governing body leadership to inform the community about such matters, particularly when input from the campuses is being sought by the UFS or the Chancellery. Both the Chancellor and several Vice Chancellors meet with the UFS and FGL at least once each semester and present these matters and listen to feedback. Such matters as proposed policies are often presented to the CUNY Council of Presidents for their comments and suggestions. There needs to be some means for gauging the variety of thinking on a campus so that it can be reported through the appropriate channels to those who are working on the proposed policies. To this end the Senate Agenda will contain notices of matters on the Agenda of the BOT and proposals being developed. The Steering Committee invites members to ask questions and make comments on such matters.

SHARED GOVERNANCE

The plan has been abandoned to have Senate Committees involved with reviewing the criteria and process for regular assessments of the areas of the College performed by the administration.

There is a strong commitment of support on the part of the administration for the work of the Senate Committees in terms of administrative assistance. There have been strong statements from President Marti encouraging faculty to provide College Service and participation in governance through committee service.

Over the last four years the President has formed only two special Task Forces where the Senate structures might have been observed with regard to the use of space and the Library.

Strategic Planning Process

The Senate is now represented at the pre-planning meetings for the development of the College strategic plan where items from the Senate recommendation committee can be brought forth for consideration.

FACULTY EXECUTIVE COMMITTEE

The Faculty Executive Committee has not chosen to place any item from the Senate Agenda onto the agenda of the faculty for the review of the faculty nor has it requested any item be added to the Agenda of the Senate. It is recommended that the Faculty Executive Committee work more closely with the Steering Committee on matters that fall under the charges of the Academic Senate or that are of concern to the faculty.

ACADEMIC FREEDOM

While there is an affirmation of Academic Freedom on the part of the University and its highest officers and by President Marti. In the past the QCC Academic Senate has affirmed Academic Freedom. Now the QCC Faculty Bylaws have been amended and a Committee on Academic Freedom has been created.

Final Remarks from Steering Committee Chairperson , Philip Pecorino

I want to thank all those who have served with me on the Steering Committee Kathleen Villani, Jeff Hest, Peter Bales, Emily Tai, Kenneth Pearl, and Devin McKay. They have served the College well. I thank them for their advice and support. In all four years there has been a high level of collegiality and action by consensus has been the rule.

Statement of Appreciation

I thank all the members of the Senate for their service and for their support of the initiatives in the operation of the Senate and changes introduced over these last four years.

I hope that I have left the Academic Senate in a condition well suited to support meaningful shared governance at this college.

Recommendations

Next year as a member of the Senate I will make a number of recommendations with regard to the operation of the Senate and its committees. I hope that there will be a significant conversation concerning them and full review and vetting via the Committee on Bylaws.

Among them will be:

Academic Senate Bylaw Revisions

Each Senate Agenda should begin with the approval of the agenda.

Reorganization of Senate Committees

There should be a revision of the Standing Committees of the Academic Senate as to their number, structure and composition and operation.

To facilitate the accreditation process committees should be formed that correspond to the major areas under which ALL of the colleges' programs and aspects can be reviewed and assessed as is given in the current bylaws "Every Academic Senate committee shall maintain a continuing review of College policy in its area." Effective fulfillment of the review process should drastically reduce the need for massive efforts every five years for the Middle States Accreditation process. It would reduce the faculty workload and provide more faculty with a chance to participate in both governance and the review process.

The following committees should be retained nearly exactly as they are now: Committees on Admissions, Course and Standing, Committees and Curriculum.

The others should be replaced by fewer and more comprehensive committees with faculty membership of three year duration and staggered for the sake of continuity. Each would be larger and have administrative support (without vote) and the President's and Steering Committee designee's (without votes).