

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

**ACADEMIC SENATE**

**COMMITTEE ON ACADEMIC DEVELOPMENT**

**TO:** Devin Feldman McKay, Secretary, Academic Senate Steering Committee

**FROM:** Andrea Salis and Joan Petersen, Co-Chairs, Committee on Academic Development/Elective Academic Programs

**SUBJECT:** Annual Report for Committee on Academic Development/Elective Academic Programs for 2007/2008

**DATE:** July 18, 2008

---

Committee Members (2007-2008): Andrea Salis (Co-Chair), Joan Petersen (Co-Chair), Mary Ann Rosa (Secretary), Julia Carroll, Matthew Trachman and Tian Ren  
Executive Administration Liaison: Dean Karen Steele

The committee held three meetings followed by subsequent e-mail correspondence during the 2007-2008 academic year. In preparation for our first meeting, co-chairs, Joan Petersen and Andrea Salis met with Dr. Phil Pecorino (Chairperson, Academic Senate Steering Committee) on two occasions. At our first meeting, Dr. Pecorino recommended that we meet with VP Dan King to discuss the availability of released time to faculty conducting pedagogical research. After meeting with VP King, he recommended that we meet with Liza Larios to discuss the regulations regarding who would be eligible for the released time. VP King also recommended that we meet with VP Rosemary Zins to discuss what the current distribution of indirect costs are to determine if they could be used for faculty release time for pedagogical research. VP Zins explained that indirect costs go to the CUNY research foundation. In a follow-up meeting with Dr. Pecorino, he recommended that we meet with Christina Johnson regarding the use of dissemination funds for future pedagogical research. Ms. Johnson informed the committee chairs that dissemination funds have been and will continue to be written into grant proposals wherever possible.

During the first full committee meeting, we discussed (1) the student evaluation survey; (2) funds for faculty development; and (3) the faculty survey. First, the student evaluation survey was revised by the committee during the 2006-2007 academic year. It was approved but the procedure regarding how the form will be changed and how the scale would be used needed to be discussed further. Second, the results from the meetings with Phil Pecorino, VP King, Liza Larios, and VP Rosemary Zins regarding released time and the funds for academic development were discussed. Thirdly, the committee was charged with (1) examining a draft of questions regarding faculty

development and CETL and (2) offering suggestions regarding the removal of questions or the addition of questions. During our e-mail correspondence, committee members e-mailed their suggestions for the faculty survey and those suggestions were sent to Dr. Pecorino toward the end of the fall 2007 semester.

At the next meeting, the committee discussed the new student evaluation form that was used for the first time in the Spring 2008 semester. Some concerns about the physical layout of the form and how copies would be distributed to faculty members were discussed. The committee members decided that in 2008-2009 there should be follow-up with department chairs concerning their satisfaction with the new form. The need to modify the student evaluation forms for on-line and hybrid courses was also discussed. The committee agreed that we will address these issues in the fall of 2008. In addition, Karen Steele encouraged members to look at the Strategic Plan to see what other issues related to academic development need to be addressed.

By e-mail correspondence, it was agreed that Andrea Salis and Joan Petersen would continue as co-chairs for 2008-2009, and Mary Rosa would continue as secretary. In addition, one committee member (Julia Carroll) will be leaving the committee, and one new member (Eileen White) will be joining the committee.