

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

**Report to the Academic Senate**

**MEMORANDUM**

**FROM:** Regina A. Rochford, Chairperson, Committee on Committees

**TO:** Barbara Blake Campbell, Secretary, Academic Senate Steering Committee

**Date:** September 24, 2009

**SUBJECT:** Committee on Committees Monthly Report, September 2009

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As of September 1, 2009, Regina Rochford assumed the role of the Chairperson for Committee on Committee. She met with Jannette Urciuoli twice to obtain the names of a) each committee and its members, and b) members of the Academic Senate. Jannette Urciuoli also provided the new chairperson with *A Guide for Committee on Committee Members* to ensure a smooth transition.

Regina Rochford contacted each committee by e-mail to request the names of the committee chairpersons and secretaries. After the list is complete, it will be posted on the website.

During this time, there have been no actions or recommendations.

Thank you