

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

**Agenda**

**Academic Senate Meeting**

**Date: Tuesday, September 21, 2010**

**Time: 3:10 p.m.**

**Location: Room M-136**

- I. Attendance
- II. Consideration of minutes of the May 11, 2010 meeting (Attachment A)
- III. Communications from the Board of Trustees or any of its Committees
  - . click here on [Board of Trustees](#) for current communications
- IV. Communications from:
  - . President Diane B. Call – (Attachment B)
  - . Senate Steering Committee Report – (Attachment C)
  - . University Faculty Senate Minutes, UFS Plenary of May 11, 2010 (Attachment D)
    - <http://www.cunyufs.org/>  
(for current communications)
    - For policies adopted by the Board of Trustees  
Click on <http://www1.cuny.edu/abtcuny/trustees/>
- VI. List of Graduates for June 2010--(Attachment E)—**RESOLUTION**
- VII. Monthly Reports of Standing Committees of the Academic Senate
  - Committee on Committees (Attachment F)
  - Committee on Course and Standing—Subcommittee on CPE Appeals—**RESOLUTION** (Attachment G)
  - Committee on Environment, Quality of Life, and Disability Matters (Attachment H)
- VII. Annual Reports of Academic Senate Standing and Special Committees
  - Committee on Academic Development and Elective Programs (Attachment I)
  - Committee on Admissions (Attachment J)
  - Committee on Awards and Scholarships (Attachment K)
  - Committee on Bylaws (Attachment L)
  - Committee on Ceremonial Occasions (Attachment M)
  - Committee on Committees (Attachment N)
  - Committee on Computer Resources (Attachment O)
  - Committee on Continuing Education (Attachment P)
  - Committee on Course and Standing (Attachment Q)
  - Committee on Cultural and Archival Resources (Attachment R)
  - Committee on Curriculum (Attachment S)
  - Committee on Distance Education (Attachment T)
  - Committee on the Library (Attachment U)
  - Committee on Publications (Attachment V)
  - Committee on Student Activities (Attachment W)
  - Committee on WID/WAC (Attachment X)

VIII. Old Business

IX. New Business

- Report on Middle States Monitoring Report

*Barbara Blake-Campbell,*  
*Secretary*

Queensborough Community College  
The City University of New York

MINUTES

of the May 11, 2010  
Academic Senate

President Eduardo J. Marti called the eighth regularly scheduled meeting of the Academic Senate to order at 3:10 p.m.

I. Attendance:

The complete Senate roster is available at

[http://www.qcc.cuny.edu/Governance/AcademicSenate/academic\\_senate\\_roster.asp](http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_roster.asp)

As determined from the attendance taken by the iclickers at the meeting, there was one absentee.

Paul Weiss

II. Consideration of minutes of the April 13, 2010 meeting:

- Prior to the voting of the Minutes, Chair Tai requested permission to address the Senate concerning the insertions of names reflecting those who voted negatively or abstained, and acknowledged that votes made by certain Student Government Members could not be accurately documented due to an electronic 'glitch.'
- A motion was made, seconded, and approved to approve the April minutes (*Attachment A of the May 11, 2010 Agenda*) with amendments to reflect that the resolutions of the vote concerning the Bylaws proposal that e-mailing be allowed to conduct Committee business remains an open issue, pending a study by the Bylaws Committee in the fall. There was one negative vote from Senator Mona Fabricant, and one abstention from Senator Alina Gulfraz.

III. Communications from:

President Marti: President Marti referred to his written report (*Attachment B of the May 11, 2010 Agenda*) focusing on some of the following:

- President Marti began by commended the Senate for initiating the discussions regarding furloughs, and referred everyone to the CUNY website. President Marti assured the Senate that the Community Colleges are not affected, however things are still uncertain.
- President Marti exhorted everyone to make an effort to attend the Budget meetings to demonstrate support as the Chancellor testifies to the City Council. VP Hartigan has arranged for certain number of students to attend.
- President Marti once again indicated that in spite of the fiscal uncertainties, the College is still moving ahead with the searches to fill positions for 35 new faculty and 32 Administrators that was approved by the University with the understanding that there will be no new positions for FY11 or FY12.
- President Marti heartily thanked VP Zins and her staff for their outstanding work in making the 50<sup>th</sup> Anniversary Gala a hugely successful event that not only yielded considerable financial gains, but enhanced the image of the College.

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- President Marti encouraged faculty to attend the June 4<sup>th</sup> Commencement, where an estimated 600 students will receive their degrees, an increase of 200 over the previous year. VP Biden’s wife, Dr. Jill Biden has been asked to be the commencement speaker., and the College is awaiting a response.
- President Marti referred everyone to the communication from the Board of Trustees.

IV. Senate Steering Committee: Chair Tai referred to her written report

(Attachment C of the November 10, 2009 Agenda.) focusing on some of the following:

- Chair Tai indicated that the Steering Committee, after lengthy review of the matter with the Senate Parliamentarian, has agreed to follow the Bylaws to the letter by reporting the names of all senators voting negatively or abstaining. Chair Tai thanked the Parliamentarian for his guidance in the matter.
- Chair Tai thanked the outgoing members of the Standing Committees for their service to the Senate, and also welcome the new incoming Senate members, as well as the Student Government members who were present. Chair Tai once again apologized for the discrepancy in the recording of the Student Government votes, and indicated that corrections will be made.
- Chair Tai referred again to the amendment of the Minutes as raised by Dr. Weiss’s earlier involving the status of the Resolution on the Bylaws concerning the use of e-mail for Committee business. Chair Tai indicated that she would recommend that the Senate Committee on Bylaws study the matter by reviewing the interpretation of the New York State ruling on the Perez decision on Open-Law meetings advanced by the office of the City University of New York’s Vice-Chancellor for Legal Affairs,
- Chair Tai, speaking in reference to the Senate’s approval of the Committee on Assessment, also invited Senators, as well as the college community at large, to share any concerns they might have concerning the ways that Assessment process is conducted.
- Chair Tai concluded by thanking all the members of the Academic Senate Steering Committee, Drs. Jacobowitz, Blake-Campbell and Birchfield for their service .
- President Marti presided over the election of the Steering Committee members.

V. Election of Members of the Steering Committee

Dr. Gilmar Visoni nominated Dr. Emily Tai for a third term as Chair of Academic Senate Committee.

- A motion was made, seconded, and approved to elect Dr. Emily Tai to serve another term as Chair of the Academic Senate Steering Committee. There was

109 one negative vote from Senator Mona Fabricant, and one abstention from Senator  
110 Alina Gulfraz.

111  
112 President Marti invited nominations for the Vice Chair position for the  
113 Academic Senate Steering Committee.

114  
115 Dr. Joseph Culkin nominated Dr. Peter Bales for Vice Chair of the  
116 Academic Senate Steering Committee.

- 117  
118 • A motion was made, seconded, and approved to elect Dr. Peter Bales as Vice  
119 Chair of the Academic Senate Steering Committee. There was one negative vote  
120 from Senator Paris Svoronos, and one invalid vote from Alina Gulfraz.

121  
122 Prof. Anne Marie Menendez nominated Dr. Barbara Blake-Campbell for a  
123 second term as Secretary of the Academic Senate Steering Committee.

- 124  
125 • A motion was made, seconded, and approved to elect Dr. Barbara Blake-  
126 Campbell of the position of Secretary for the Academic Senate Steering  
127 Committee. There were one negative vote from Rana Ghafari, one abstention  
128 from Senator Alina Gulfraz, and one invalid vote from Senator Mona Fabricant.

129  
130 Dr. Joseph Culkin nominated Dr. Philip Pecorino for Parliamentarian of  
131 the Academic Senate Committee.

- 132  
133 • A motion was made, seconded, and approved to elect Dr. Phillip Pecorino for  
134 Parliamentarian. There were four negative votes from Senators Anne Marie  
135 Bourbon, Jonas Falik, Philip Pecorino and Paris Svoronos, and two abstentions  
136 from Jeanne Galvin and Ken Golden, and one invalid vote from Alina Gulfraz.

137  
138 Dr. Stuart Asser nominated Dr. Belle Birchfield for another term as  
139 Senate Technology Officer of the Academic Senate Steering Committee.

- 140  
141 • A motion was made, seconded, and approved to elect Dr. Belle Birchfield as  
142 Senate Technology Officer of the Academic Senate Steering Committee. There  
143 were three negative votes from Senators Jonas Falik, Rana Ghafari, and Alina  
144 Ghafari.

145  
146 VI. Election of members of Committee on Committees

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148 Dr. Rochford conducted the elections to fill three vacancies on the Committee on  
149 Committees. The following faculty members were nominated from the floor:

150  
151 Maan Lin (Foreign Languages)  
152 Jun Shin (Chemistry)  
153 Reuvain Zahavy (Math & Computer Science)

- 154  
155 • A motion was made, seconded, and approved to approve the slate for the new  
156 members on Committee on Committees. There was one negative vote from  
157 Senator Mona Fabricant, one abstention from Michael Cesarano, and one invalid  
158 vote from Alina Gulfraz.

- 159  
160     ▪ Chair Tai thanked all faculty, Higher Education Officers and  
161 students who have served as members and committee officers,  
162 and who may be leaving or rotating off committees for their  
163 service.

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## VII. Election of Faculty Member-at-Large of the Senate

- Dr. Regina Rochford indicated that Julian Stark and Reuvain Zahavy both received 53 votes and were tied for the 14<sup>th</sup> seat on the Senate, thus a run-off election between the two candidates was necessary. Dr. Rochford instructed the Senate to select 'A' for Dr. Stark, and 'B' for Dr. Zahavy. Prof. Stark received 35 votes and was selected to fill the seat.

## VIII. Monthly Reports of Academic Senate Standing Committees

### Committee on Committees – (Attachment F)

President Marti commended the Committee on Committees for providing a detailed description of the members of each of the committees, and for accepting this responsibility.

### Committee on Course and Standing ( Attachment G) – RESOLUTION

- A motion was made, seconded, and approved to approve the resolution as presented (Attachment G of the May 11, 2010 Agenda). There was one negative vote from Albanese Georgina and three abstentions from Oliver Baguldy, Joel Kuszai and an additional student senator.

### Committee on Curriculum:

Dr. Pecorino presented the following for consideration by the Senate (Attachment H of the May 11, 2010 Agenda).

## COURSE CHANGES

### DEPARTMENT of SOCIAL SCIENCES (2)

#### A. SS-770 Computers, Society, and Human Values: Changes in number, title and prerequisites

##### FROM:

Title [SS-770 Computers, Society, and Human Values ]

Prerequisite: BE-122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test[, and one course in computer literacy, computer science, or computer programming. ]

##### TO:

Title: SS-645 Computers and Ethics

Prerequisite: BE-122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test

##### RATIONALE:

Title Change

1. This proposed title has become the most popular and recognizable across the US for a course with this content. The QCC course was one of the first in the country to be listed in a catalogue.

2. This number and title places the course within the discipline of Philosophy at QCC.

3. This title will support TIPPS equivalencies better

4. This title may attract more student interest from the Computer Science, Electrical and Computer Technology and Business (IT) areas

Prerequisite Change

218 1. The course has been taught each semester since Fall 06 for the CUNY Online BA and BS  
219 programs and with no prerequisites. Students appear to have no problem with the materials.  
220 2. Most, nearly all, students entering QCC now have the background knowledge of computers and of the  
221 technology at the level needed to understand the issues and cases and to handle the required work which  
222 was not the case in 1986 when this course was first approved.

223  
224 • A motion was made, seconded, and approved to approve the course change in  
225 the Department of Social Sciences. (Attachment H of the May 11, 2010 Agenda).  
226 The changes were passed unanimously.  
227

228 B. SS-900 series in Urban Studies Internship Program: Changes in course description and prerequisites  
229

230 SS900 SERIES IN URBAN STUDIES INTERNSHIP PROGRAM

231 FROM:

232 SS-901—3 credits [ 6 hours (minimum) per week internship]

233 SS-902—3 credits [6 hours (minimum) per week internship]; Prerequisite: SS-901.

234 SS-911—6 credits [12 hours (minimum) per week internship]  
235

236 Open only to matriculated students who have achieved a minimum cumulative index of [3.0], have  
237 completed [30] credits, and are recommended by the faculty. A student may register for a maximum of 6  
238 credits in the internship program. The student is [required to pre-register for the program by contacting  
239 the supervisor during the semester prior to registration].

240 Students may not receive credit for both SS-901 and/or 902 and 911.  
241

242 [Includes work at a community agency in such areas as cultural affairs, mental health, environment,  
243 recreation, urban government, educational institutions, etc., depending upon the interest of the student  
244 and the availability of positions. These internships are designed to offer the student part-time, on-the-job  
245 professional training. Students are placed with selected agencies for a number of hours per week, and  
246 participate in monthly lectures and/or weekly workshops and conferences on campus.]  
247

248 TO:

249 SS901, 902, 911 Urban Studies Internship Program

250 SS901 - 3 Credits, requires 135 hours at internship site

251 SS902 – 3 Credits, requires 135 hours at internship site; Pre-requisite: SS901

252 SS911 – 6 Credits, requires 270 hours at internship site

253 Open only to matriculated students who have achieved a minimum cumulative index of 2.5 and  
254 completed 24 credits and/or are recommended by the faculty. A student may register for a maximum of 6  
255 credits in the internship program. The student is strongly encouraged to contact the supervisor before the  
256 start of the semester in order to secure optimal and timely placement. Students may not receive credit for  
257 both SS901 and/or SS902 and SS911.  
258

259 Internships offer on-the-job professional training in representative urban occupations such as social work,  
260 government, public interest activism, criminal justice, law, education, communications, health care, and  
261 cultural affairs. Students are required to work a minimum number of hours a week, attend regular  
262 meetings with the internship supervisor, and participate in a campus-wide Internship Forum during the  
263 semester. A grade of pass/fail is based on work evaluations and a paper.  
264

265 RATIONALE:

266  
267 The pre-requisite changes in required credits and GPA will make the Urban Studies Internship  
268 requirements more similar to the norms found in other internship/cooperative education programs at  
269 QCC. For the twelve other internship/cooperative education programs on campus the number of required  
270 credits ranges from 3-36 with a mean of 16.6 and the required GPA ranges from 2.00-3.00 with a mean of  
271 2.35 (Note: There is no GPA requirement for programs in the Art and Photography, Mechanical  
272 Engineering and Design Drafting, and Physics departments.)  
273

274 By reducing the required number of credits and GPA more students will have the opportunity to  
275 participate in service learning and career-oriented work experiences that are available through the Urban  
276 Studies Internship Program prior to their LS (lower sophomore) semester.

277  
278 The changes in the course description provide a more accurate summary of the internships currently  
279 available for students in the program.

280  
281 The introduction of a pass/fail grading system will obviate the problem of assigning letter grades based on  
282 course requirements that are not strictly academic and quantifiable. Students will be graded on their  
283 completion or non-completion of the following: internship hours requirement, report from internship site  
284 supervisor, summary report of internship experience.

285  
286 The change in number of internship hours required brings the course into line with the credit to hours ratio  
287 in the College's other cooperative education and internship courses.

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- A motion was made, seconded, and approved to approve the course change in  
290 the Department of Social Sciences. (Attachment H of the May 11, 2010 Agenda).  
291 There was one negative vote from Paris Svoronos, and one two abstentions from  
292 Oliver Baguldy one unidentified Student senator.

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295 II. New Courses

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297 DEPARTMENT of HISTORY (1)

298  
299 HI-118 Ancient Greek History 3 credits 3 class hours

300  
301 Prerequisites: BE-122 (or 226) and BE-112 (or 205), or satisfactory score on the CUNY/ACT Assessment  
302 Test.

303  
304 The course surveys the development of Ancient Greece from Bronze Age to the end of  
305 the Classical Period, discussing politics (for example the origin of democracy), culture  
306 (for example the origin of drama) and intellectual history. Reference will also be made to  
307 the influence of other advanced civilizations on Greece. Readings will be drawn from  
308 primary and secondary source material.

309  
310 Rationale: This course responds to the importance of the topic of Ancient Greece in the current world (see  
311 popular culture: books, movies); a broad interest among students; fulfill the mission of the college of  
312 promoting intellectual inquiry and global awareness among students.

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- A motion was made, seconded, and approved to approve the new course in the  
315 Department of History (Attachment H of the May 11, 2010 Agenda). There were  
316 two negative votes from Georgiana Albanese and Linda Stanley, and one  
317 abstention from Senator Paul Weiss.

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320 DEPARTMENT of PHYSICS (2)

321  
322 A. PH-450 Introduction to Physics Research 3 lecture hours, 3 laboratory hours 4 credits

323  
324 An introduction to current physics laboratory techniques, methods and approaches, such  
325 as near field optical diffraction, microscopy-based motion analysis, biophysical analysis,  
326 and optical spectroscopy. Other topics include laboratory safety; research integrity;  
327 scientific literature review; analysis and interpretation of data; and written and oral  
328 communication of results. In the second half of the course, students will be expected to



329 carry out research projects under the direction of the instructor. Students will prepare a  
330 final written report and give a presentation of their results at an undergraduate  
331 conference.

332  
333 Rationale: An increasing number of STEM students are becoming involved in  
334 undergraduate research at QCC. A capstone research experience will train these students  
335 in the quantitatively oriented skills needed for working in physical science and  
336 technology research laboratories. Also, it will provide them with an overview of high  
337 technology careers, such as physics, photonics, biophysics, and bioengineering. These  
338 skills and knowledge will give these students a distinct advantage when they enter the job  
339 force and when they continue on to 4-year degrees.

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343 B. PH-900 Research Projects 90 lab hours 2 credits

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345 Prerequisites: PH-201, PH-301, or PH-411 (and/or) co-requisites: PH-202, PH-302, PH-412, or PH-413

346  
347 Students learn modern techniques, methods, and approaches and gain practical  
348 experience working in a professional physics laboratory. Students will meet with a  
349 coordinator to discuss design and execution of their research project at least once a  
350 month. Students will prepare a final written report and give a presentation of their results  
351 at an undergraduate conference.

352  
353 Rationale: An increasing number of STEM students are becoming involved in  
354 undergraduate research at QCC. A capstone research experience will train these students  
355 in the quantitatively oriented skills needed for working in physical science and  
356 technology research laboratories. Also, it will provide them with an overview of high  
357 technology careers, such as physics, photonics, biophysics, and bioengineering. These  
358 skills and knowledge will give these students a distinct advantage when they enter the job  
359 force and when they continue on to 4-year degrees.

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361  
362 • A motion was made, seconded, and approved to approve the new of the  
363 Department of History. (Attachment H of the May 11, 2010 Agenda). There was  
364 one negative vote from Senator Peter Bales and one abstention from Senator  
Oliver Baguldy.

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367 III. New Degree Programs

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369 DEPARTMENT of BUSINESS

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371 QCC/JJ DUAL /JOINT DEGREE PROGRAM: A.S. IN ACCOUNTING (QCC) AND B.S. IN ECONOMICS:  
372 FORENSIC FINANCIAL ANALYSIS (JOHN JAY COLLEGE OF

373  
374 Purpose and Goals

375  
376 Queensborough Community College (QCC) and John Jay College of Criminal Justice propose to offer an  
377 Associate in Science (A.S.) degree in Accounting for Forensic Accounting as a jointly registered, dual  
378 admission program with the existing Bachelor of Science in Economics: Forensic Financial Analysis (B.S.)  
379 at John Jay College of Criminal Justice (John Jay). Upon successful completion of the lower division at  
380 QCC, students will have a seamless transition to the upper division of the baccalaureate program at John  
381 Jay. The dual/joint program will offer increased educational opportunities for Hispanics, African  
382 Americans, Asians and other underrepresented minorities in the forensic accounting field who might  
383 otherwise be denied access to higher education. The collegial nature of the program will facilitate the

384 transition to the professional portion of the curriculum. This proposed program addresses a  
385 recommendation of the Spellings Commission Report: “We want postsecondary institutions to adapt to a  
386 world altered by technology, changing demographics and globalization, in which the higher-education  
387 landscape includes new providers and new paradigms, from for-profit universities to distance learning.”<sup>1</sup>  
388

389 1 Report of the Commission Appointed by Secretary of Education Margaret Spellings., “A TEST OF  
390 LEADERSHIP Charting the Future of U.S. Higher Education”, September, 2006.

391 2 Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09*  
392 *Edition*, Accountants and Auditors, on the Internet at <http://www.bls.gov/oco/ocos001.htm> (visited  
393 12/12/08).

394 3 <http://factfinder.census.gov>

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397 The proposed program will afford Queensborough Community College graduates, most of whom are  
398 minority students and are traditionally underrepresented as professionals in management, business, and  
399 financial operations occupations, the opportunity and encouragement to succeed in these fields.

400

401 Need and Justification

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403 Several factors have driven this program's development. First, according to the Bureau of Labor  
404 Statistics, the demand for individuals with an accounting background is expected to increase faster than  
405 average through 2016. With the increasing number of white collar crimes, there is growing demand for  
406 individuals who have additional expertise in the detection and prevention of fraud and other financial  
407 crimes. Second, in spite of numerous organizations and committees whose mission is to encourage and  
408 assist minority entrance in accounting fields, Hispanics, African-Americans and Asians are still  
409 underrepresented in management, business, and financial operations occupations. Third, the Hispanic  
410 population nationwide is now estimated at 12.6%<sup>3</sup> but the percentage of 4

411 Hispanics enrolled at QCC in the Fall of 2009 was 25.94%<sup>4</sup>, the African-American population nationwide  
 412 is now estimated at 12.3%<sup>3</sup> but the percentage of African-Americans enrolled at QCC in the Fall of 2009  
 413 was 26.44%<sup>4</sup> and the Asian population nationwide is now estimated at 3.6%<sup>3</sup> but the percentage of  
 414 Asians enrolled at QCC in the Fall of 2009 was 23.87%<sup>4</sup>. This proposed program will provide QCC  
 415 students with the ability to prepare for a baccalaureate degree program in forensic accounting and seek  
 416 employment in management, business, and financial operations occupations.  
 417 <sup>4</sup> <http://www.qcc.cuny.edu/OIRA/OIRADocs/Factbook10/B.pdf>  
 418 <sup>5</sup> *Demand for Forensic Accountants Step*, WebCPA Staff,  
 419 <http://www.webcpa.com/articleid=29607&searchTerm=forensic%20accounting>, Nov. 1, 2008.

420  
 421 Forensic Accounting

422  
 423 Forensic accountants are specially trained to identify evidence of fraud, investigate fraud, provide  
 424 litigation support, and to prevent fraud. The education required combines knowledge of principles of  
 425 accounting and finance, law and investigation techniques and theories of criminology and ethics. The  
 426 Association of Certified Fraud Examiners (ACFE) which has been in existence since 1988 and currently  
 427 has more than 20,000 members world-wide established a Certified Fraud Examiner (CFE) credential to  
 428 provide individuals with evidence of expertise in the identification and prevention of fraud. The demand for  
 429 accountants with this expertise has increased dramatically. With the growing problems on Wall Street,  
 430 firms are hiring forensic accountants to uncover financial and ethical irregularities, determine who is  
 431 responsible and assess asset misappropriation and resulting economic damages. This increase in  
 432 demand has been corroborated by a recent survey conducted by the American Institute of Certified Public  
 433 Accountants (AICPA). The results were reported at the 2008 AICPA National Accounting Conference on  
 434 Fraud and Litigation Services: “Sixty-eight percent of the 5,400 members of the AICPA’s Forensic  
 435 Valuation Services Section who were polled say their forensic practices have grown over the past year.  
 436 Of those respondents who reported increased demand, 67 percent cited computation of economic  
 437 damages as the leading reason, followed by marital disputes (56 percent), and investigations of financial  
 438 statement fraud (54 percent).”<sup>5</sup> Further evidence of the growing need is that the AICPA announced at the  
 439 conference that it will offer a new credential, Certified in Financial Forensics.

440  
 441 Curriculum

442  
 443 The proposed Associate in Science degree in *Accounting for Forensic Accounting* consists of courses  
 444 which allow students to pursue further education and careers in forensic accounting, accounting, auditing,  
 445 as well as financial operations and management fields. The proposed program will allow students to enter  
 446 the upper division baccalaureate program in Economics: Forensic Financial Analysis at John Jay. The  
 447 curriculum emphasizes basic accounting principles and provides a foundation in business organization  
 448 and management. The program meets the general education requirements for the Associate degree at  
 449 Queensborough Community College and also meets the general education requirements for the  
 450 Baccalaureate degree at John Jay College.

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 452  
 453 QCC/JJ DUAL /JOINT DEGREE PROGRAM: A.S. IN ACCOUNTING (QCC) AND B.S. IN ECONOMICS: FORENSIC  
 454 FINANCIAL ANALYSIS (JOHN JAY COLLEGE OF CRIMINAL JUSTICE)

QCC A.S. ACCOUNTING	CR.	JJC EQUIVALENTS	CR.
General Education Core		General Education Core	
EN 101 English Composition I	3	ENG 101 College Composition I	3
EN 102 English Composition II	3	ENG 201 College Composition II	3
HI 110 Ancient Civilization OR HI 111 Medieval to Early Modern Civilization, OR HI 112 Modern Civilization	3	HIS 101 Global History: Prehistory to 500 CE HIS 102: 500 – 1650 HIS 103: 1650 –Present	3
MA 440 Pre-calculus Mathematics ** OR MA-441 Analytical Geometry and Calculus I or MA 260 Pre-calculus and Elements of Calculus for Business Students	4	MAT 141 Pre-calculus OR MAT 214 Calculus I	3 + 1bl

LAB SCIENCE	4	LAB SCIENCE	4
FOREIGN LANGUAGE and/or Liberal Arts and Sciences * <sup>1</sup>	6-8	FOREIGN LANGUAGE (or other general education/liberal arts and sciences requirements/electives)	6
SP 211 Speech Communication	3	SPE 113 Speech Communication	3
			3
SS 310 Sociology	3	SOC 101 Introductory Sociology	3
SS-410 Amer. Gov't and Politics OR CJ-102 Criminology	3	GOV 101 American Gov't & Politics OR SOC 203 Criminology	3
General Education Subtotal	32-34	Subtotal toward JJ Gen. Ed. Core	32
Requirements for the Major		Requirements for the Major	
BU 101 Principles of Accounting	4	ECO 250 Introduction to Accounting	3 + 1 bl
BU 102 Principles of Accounting II	4	ECO 251 Introduction to Managerial Accounting	3 + 1 bl
BU 203 Principles of Statistics	3	STA 250 Principles and Methods of Statistics	3
BU-103 Intermediate Accounting I	4	Economics 200 Level Elective	4
BU-108 Income Taxation OR BU-111 Computer Applications in Accounting	3	Economics 200 Level Elective	3
CJ 101 Intro to Criminal Justice	3	CRJ 101 Introduction to Criminal Justice	3
SS 211 Macroeconomics or SS 212 Microeconomics	3	ECO 101 Principles of Economics or ECO 220 Macroeconomics	3
Accounting Major Subtotal	24	Subtotal toward Major	24
Electives			
Recommended: BU-108, BU-111 or BU-104 or a Humanities, History or Social Sciences elective and one Physical Education course	2-4	Elective toward the major or toward general education	4
TOTAL CREDITS REQUIRED FOR A.S.	60	TOTAL CREDITS ACCEPTED TO JJ	60

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- - Note: Students must take two Writing Intensive (WI) courses to receive the Associate Degree from Queensborough.
  - \*Note on Foreign Languages and Literatures Requirements:
  - (a) A student who presents 3 or more high school units in one foreign language will be excused from taking any foreign language.
  - (b) A student who presents 2 high school units of the same foreign language will be required to take 3-4 credits of the same foreign language (level and sequence of courses are determined by students' previous knowledge and/or performance on departmental placement exam) or 6-8 credits in another foreign language
  - 
  - (c) A student who presents less than 2 high school units of the same foreign language will be required to take 6-8 credits of either the same foreign language (level and sequence of courses are determined by students' previous knowledge and/or performance on departmental placement exam) or another foreign language.
  - Students are advised to consult the Foreign Languages and Literatures Department.
  -

- 473 • <sup>1</sup> Students who do not need to take a foreign language, or who decide to take  
 474 their foreign language at John Jay, are recommended to take the following:  
 475 •

QCC COURSES	Credits	JJC EQUIVALENTS	Credits
SS 211 Macroeconomics or SS 212 Microeconomics	3	ECO 220 Macroeconomics or ECO 101 Principles of Economics	3
CJ 102 Criminology OR SS- 410 American Govt. & Politics	3	SOC 203 Criminology OR GOV 101 American Govt. & Politics	3
Humanities, History or Social Sciences electives	3-6		3-6

- 476 • JUNIOR AND SENIOR YEAR – COURSES TO BE TAKEN AT JOHN JAY

Course and Title	Credits
<i>General Education (Liberal arts, Core, Distribution) and other Required Courses</i>	
PHI 231	3
Students who do not take either American Government and Politics or Criminology at Queensborough will need to take the second course at John Jay.	0 - 3
Students who do not take Macroeconomics at QCC will need to take ECO 220 at John Jay	0 - 3
Foreign Language (students who have met the foreign languages requirement may take other liberal arts and sciences electives)	6
Liberal Arts and Sciences elective	6 - 15
Subtotal	21
<i>Prerequisite and Major Courses</i>	
ECO 220 Macroeconomics	3
ECO 225 Microeconomics	3
Law 202 Law and Evidence	3
<i>Specialization C: Forensic Financial Analysis</i>	
ACC 307 Forensic Accounting I	3
ACC 308 Auditing	3
ACC 309 Forensic Accounting II	3
Two elective courses from Specialization in Forensic Financial Analysis: <a href="#">Economics 215</a> Economics of Regulation and the Law Economics 235 Economics of Finance Economics 330 Quantitative Methods for Decision Makers <a href="#">Economics 360/Sociology 360</a> Corporate and White Collar Crime <a href="#">Law 203</a> Constitutional Law	6
<i>Capstone:</i>	
ACC 410 Seminar in Forensic Financial Analysis	3
Subtotal	27
Electives	12
TOTAL CREDITS AT JOHN JAY COLLEGE OF CRIMINAL JUSTICE	60
Total Degree credits - Bachelor of Science in Economics: Forensic Financial Analysis	120

- 477 •  
 478 A motion was made, seconded, and approved to approve the new dual degree  
 479 program in the Department of Business (Attachment H of the May 11, 2010  
 480 Agenda). The new course was passed unanimously.  
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485 DEPARTMENT of MECHANICAL ENGINEERING TECHNOLOGY and DESIGN DRAFTING

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488 A.A.S. IN TECHNOLOGY (QCC) LEADING TO THE B.S. IN EDUCATION: CAREER AND TECHNICAL TEACHER (NEW  
489 YORK CITY COLLEGE OF TECHNOLOGY)

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492 PURPOSES AND GOALS

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495 The purpose of the proposed dual degree program is to expand the career opportunities available to  
496 graduates of AAS degree programs at Queensborough Community College. An objective of the program  
497 is to create pathways for students to complete the A.A.S. degree in a technology track (e.g., computer  
498 technology, electronic technology, etc.) at QCC and the baccalaureate degree in Career and Technical  
499 Education (CTE) at NYCCT. Graduates will have the option to pursue industry careers in technology  
500 careers or careers in teaching specific CTE subjects in the public schools. Another objective of the  
501 program is to help CTE programs meet the growing need for certified technical teachers in the public  
502 schools of New York State.

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505 NEED AND JUSTIFICATION

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508 For recent associate's degree graduates, teaching offers a career option that many never thought existed.  
509 This is especially true if a graduate cannot obtain immediate employment in industry, or wishes to change  
510 careers, or is displaced due to a downturn in the economy. These individuals can begin a career in CTE  
511 teaching in NYC with an associate degree, two years of work experience, and only 20 professional  
512 education credits and earn a beginning salary of about \$45,000 plus an excellent benefits package and  
513 generous holidays and work hours.

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516 CURRICULUM

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519 The program is constructed to fill a need for Career and Technical Teachers in the New York public  
520 schools. It includes a 31 credit liberal arts and sciences core and six optional tracks in technology:  
521 Computer Technology, Electronic Technology, Mechanical Technology, Computerized Architectural and  
522 Industrial Design Technology, Laser and Fiber Optics Technology, and Telecommunications Technology.  
523 Each optional track includes most of the requirements of an existing A.A.S. degree program at  
524 Queensborough, so no new courses are required.

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527 An outline of curricular requirements for the proposed A.A.S. in Technology follows; all of the courses are  
528 already active courses at Queensborough:

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Proposed Requirements for the QCC/NYCCT DUAL/JOINT DEGREE PROGRAM: A.A.S. IN TECHNOLOGY (QCC) LEADING TO THE B.S. IN EDUCATION: CAREER AND TECHNICAL TEACHER (NEW YORK CITY COLLEGE OF TECHNOLOGY)		Credits
General Education Core Requirements		
EN-101, 102	English Composition I, II	6
MA-114	College Algebra and Trigonometry for Technical Students	4
MA-128	Calculus for Technical and Business Students	4
PH-201, 202	General Physics I, II	8
HI-127 or 128	Growth of American Civilization I or II	3
SS- 310	Sociology	3
SS- 510	Psychology	3
General Education Sub-total		31

Requirements for the Major (see requirements below for each track)		
Requirements for the Major Sub-total		30
Total Requirements for the A.A.S. degree		61

526 Note: Students must complete two Writing Intensive courses to graduate. Sections of the following  
 527 courses are currently offered as Writing Intensive: SS- 310, 510; HI-127, 128.  
 528

Requirements for the Major : Computer Technology Track		
ET-110	Electric Circuit Analysis I	4
ET-140	Sinusoidal and Transient Circuit Analysis	3
ET-210	Electronics I	4
ET-420	Computer Project Laboratory	1
ET-501	Computer Applications	1
ET-502	Introduction to Computer Programming	1
ET-504	Operating Systems and System Deployment	2
ET-509	C++ Programming for Embedded Systems	1
ET-540	Digital Computer Theory I	4
ET-560	Microprocessors and Microcomputers	4
ET-704	Networking Fundamentals I	4
ET-xxx	ET elective	1
Requirements for the Major Sub-total		30

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Requirements for the Major : Computerized Architectural and Industrial Design Technology Track		
MT-111	Technical Graphics	2
MT-124	Metallurgy and Materials	3
MT-125	Metallurgy and Materials Lab	1
MT-219 or MT-122	Surveying and Layout or Manufacturing Processes	3
MT-212	Technical Descriptive Geometry	3
MT-341	Applied Mechanics	3
MT-488	Computer Aided Design Drafting	3
MT-345	Strength of Materials	3
MT-481	Architectural Design Fundamentals	3
MT-489	Advanced Computer Aided Design Drafting	3
MT-484	Construction Methods	3
Requirements for the Major Sub-total		30

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Requirements for the Major : Electronic Technology Track		
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ET-110	Electric Circuit Analysis I	4
ET-140	Sinusoidal and Transient Circuit Analysis	3
ET-210	Electronics I	4
ET-220	Electronics II	4
ET-320	Electrical Control Systems	3
ET-410	Electronic Project Laboratory	1
ET-501	Computer Applications	1
ET-509	C++ Programming for Embedded Systems	1
ET-510	Digital Computers	4
ET-560	Microprocessors and Microcomputers	4
ET-xxx	ET electives	1
Requirements for the Major Sub-total		30

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Requirements for the Major : Laser and Fiber Optics Technology Track		
PH-231	Fundamentals of Lasers and Fiber Optics	4
PH-232	Laser and Electro-Optics Technology	5
PH-233	Laser/Electro-Optics Devices, Measurements and Applications	4
PH-234	Fiber Optics Devices, Measurements and Applications	4
PH-236	Introduction to Computers in Electro-Optics	2
ET-910	Principles of Electrical Technology	3
ET-210	Electronics I	4
ET-220	Electronics II	4
Requirements for the Major Sub-total		30

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Requirements for the Major : Mechanical Technology Track		
MT-111	Technical Graphics	2
MT-122	Manufacturing Processes	3
MT-124	Metallurgy and Materials	3
MT-125	Metallurgy and Materials lab	1
MT-161	Fundamentals of Computer Numerical Control	3
MT-341	Applied Mechanics	3
MT-293	Parametric Computer Aided Design Drafting	3
MT-345	Strength of Materials	3
MT-346	Strength of Materials Laboratory	1
MT-369	Computer Applications in Engineering Technology	3
MT-900	Cooperative Education	3
MT-491	Computer Controlled Manufacturing	2
Requirements for the Major Sub-total		30

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Requirements for the Major : Telecommunications Technology Track		
ET-110	Electric Circuit Analysis I	4
ET-140	Sinusoidal and Transient Circuit Analysis	3
ET-210	Electronics I	4



ET-230	Telecommunications I	4
ET-231	Telecommunications II	4
ET-501	Computer Applications	1
ET-502	Introduction to Computer Programming	1
ET-540	Digital Computer Theory I	4
ET-704	Networking Fundamentals I	4
ET-xxx	ET Elective	1
Requirements for the Major Sub-total		30

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**QCC/NYCCT DUAL/JOINT DEGREE PROGRAM: A.A.S. IN TECHNOLOGY (QCC) AND B.S. IN EDUCATION: CAREER AND TECHNICAL TEACHER (NEW YORK CITY COLLEGE OF TECHNOLOGY)**

**Program Requirements for the A.A.S. in Technology**

Queensborough Community College courses		Cr	New York City College of Technology equivalents (all courses meet NYCCT General Education requirements)		NYCCT Cr.
<b>General Education Core Requirements</b>					
EN-101, 102	English Composition I, II	6	ENG 1101, 1121	English Composition I, II	6
MA-114	College Algebra and Trigonometry for Technical Students	4	MAT 1375	Precalculus	4
MA-128	Calculus for Technical and Business Students	4	MAT 1475	Calculus I	4
PH-201, 202	General Physics I, II	8	PHYS 1433, 1434	Physics 1.2, Physics 2.2	8
HI-127 or 128	Growth of American Civilization I or II	3	HIS 1110 or HIS 1111	History of U.S. to 1877 or History of U.S. since 1865	3
SS- 310	Sociology	3	SOC 1101	Introduction to Sociology	3
SS- 510	Psychology	3	PSY 1101	Introduction to Psychology	3
General Education Sub-total		31			31
<b>Requirements for the Major</b>					
(see tracks)			Blanket 30 credits for each track		
Requirements for the Major Sub-total		30			30
Total Requirements for the degree		61			61

547 Note:  
548 All QCC degree students must take two Writing Intensive courses (in addition to EN-101, 102).  
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553 *Requirements for Graduation with the A.A.S. in Technology*

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555 The following general Queensborough graduation requirements apply for the students in the proposed  
556 program:

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- Students must complete all the credit and course requirements for a particular Associate degree.
  - To graduate with the A.A.S. in Technology, students must attain a minimum cumulative Grade-Point Average (GPA) of 2.0 in all courses applicable toward a current degree. To continue into the junior year of the B.S. program in Education: Career and Technical Teacher at NYCCT, students must have a minimum GPA of 2.5.
  - If students were placed in remedial courses they must pass the CUNY exit from Remediation exams.
  - Students in Associate degree programs must pass the CUNY Proficiency Examination (CPE).
  - Students must complete a minimum residency degree requirement of 30 credits for the Associate degree.
  - Students are required to complete two (2) credit-bearing Writing Intensive (WI) classes in order to receive the Associate degree.

570 Admission to the junior year in the B.S. in Education: Career and Technical Teacher program at New  
571 York City College of Technology

572 Under the two plus two arrangement, students who complete the A.A.S. degree program in Technology  
573 with a minimum GPA of 2.5 and meet all the requirements will move seamlessly into the B.S. program in  
574 Education: Career and Technical Teacher. The total number of credits for the Baccalaureate Degree in  
575 Education: Career and Technical Teacher at New York City College of Technology is 123. To graduate  
576 with the B.S. at NYCCT, students must attain a minimum GPA of 2.75. The following courses will be  
577 required beyond the A.A.S. in Technology, and will be taken at New York City College of Technology:

578 Courses to be taken at New York City College of Technology  
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SUMMER before entry to NYCCT			
COURSE TITLE	Credits		
EDU 2510 Orientation to Career and Technical Education	3		
JUNIOR YEAR: FALL		JUNIOR YEAR: SPRING	
COURSE TITLE	Credits	COURSE TITLE	Credits
EDU 2455 Methods and Materials for Special Needs Students	3	ARTH 1103 Survey of Art History	3
SPE 1330 Effective Speaking	3	EDU 2353 Lab Organization and Management of Instruction	3
EDU 2610/PSY 2501 Child and Adolescent Development	3	EDU 3680 Internship in Career and Technical Education	3
EDU 2520 Occupational Analysis & Curriculum Organization	3	EDU 3630 Assessing Student Learning Outcomes	3
EDU 2362 Methods of Teaching I	3	EDU 4620 Methods of Teaching Career-Technical Education II	3
Total Credits	15	Total Credits	15
Total Credits Summer, Fall and Spring terms			33

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SENIOR YEAR: FALL		SENIOR YEAR: SPRING	
COURSE TITLE	Credits	COURSE TITLE	Credits
EDU 3610 Human Learning and Instruction	3	MUS Elective	3
SOC 2401 Society, Technology, & Self	3	LAP Elective	3
ENG 2000 Perspectives in Literature	3	EDU 4600 Professional Development Seminar	2
PHIL 2106 Philosophy of Technology 3	3	EDU 4870 Supervised/Student Teaching II	6
EDU 3640 Computers in Education	3		
	3		
Total Credits	15	Total Credits	14
Total Credits Fall and Spring terms of Senior Year			29
TOTAL CREDITS TAKEN AT NEW YORK CITY COLLEGE OF TECHNOLOGY			62
TOTAL CREDITS FOR THE B.S. IN EDUCATION: CAREER AND TECHNICAL TEACHER			123

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589 *SED II*  
590 A.A.S. in Technology (Computer Technology Track)--Suggested sequence of courses  
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FALL		SPRING		FALL	
COURSE TITLE	Credits	COURSE TITLE	Credits	COURSE TITLE	Credits
MA-114 College Algebra and Trigonometry for Technical Students	4	MA-128 Calculus for Technical and Business Students	4	PH-201 General Physics I	4
EN-101 English Composition I	3	SS-310 Sociology	3	SS-510 Psychology	3
ET-110 Electric Circuit Analysis I	4	ET-140 Sinusoidal and Transient Circuit Analysis	3	ET-504 Operating Systems and System Deployment	2
ET-501 Computer Applications	1	ET-210 Electronics I	4	ET-509 C++ Programming for Embedded Systems	1
ET-540 Digital Computer Theory I	4	ET-502 Introduction to Computer Programming	1	ET-560 Microprocessors and Microcomputers	4
				ET-xxx Elective	1
Total Credits	16	Total Credits	15	Total Credits	15

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594 SED BII  
 595 A.A.S. in Technology (Computerized Architectural & Industrial Design Technology Track) --  
 596 Suggested sequence of courses  
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FALL		SPRING		FALL	
COURSE TITLE	Credits	COURSE TITLE	Credits	COURSE TITLE	Credits
MA-114 College Algebra and Trigonometry for Technical Students	4	MA-128 Calculus for Technical and Business Students	4	PH-201 General Physics I	4
EN-101 English Composition I	3	EN-102 English Composition II	3	SS-510 Psychology	3
MT-111 Technical Graphics	2	SS-310 Sociology	3	MT-345 Strength of Materials	3
MT-122 Manufacturing Processes or MT-219 Surveying and Layouts	3	MT-212 Technical Descriptive Geometry	3	MT-481 Architectural Design Fundamentals	3
MT-124 Metallurgy and Materials	3	MT-341 Applied Mechanics	3	MT-488 Computer –Aided Design Drafting (CADD)	3
MT-125 Metallurgy and Materials Laboratory	1				
Total Credits	16	Total Credits	16	Total Credits	16

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SED BII  
 A.A.S. in Technology (Electronic Technology Track) --Suggested sequence of courses

FALL		SPRING		FALL	
COURSE TITLE	Credits	COURSE TITLE	Credits	COURSE TITLE	Credits
MA-114 College Algebra and Trigonometry for Technical Students	4	MA-128 Calculus for Technical and Business Students	4	PH-201 General Physics I	4

EN-101 English Composition I	3	SS-310 Sociology	3	SS-510 Psychology	3	
ET-110 Electric Circuit Analysis I	4	ET-140 Sinusoidal and Transient Circuit Analysis	3	ET-220 Electronics II	4	
ET-501 Computer Applications	1	ET-210 Electronics I	4	ET-560 Microprocessors and Microcomputers	4	
ET-510 Digital Computers	4	ET-509 C++ Programming for Embedded Systems	1			
Total Credits	16	Total Credits	15	Total Credits	15	

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615 SED BII

616 A.A.S. in Technology (Laser and Fiber Optics Technology Track) --Suggested sequence of courses

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FALL		SPRING		FALL		
COURSE TITLE	Credits	COURSE TITLE	Credits	COURSE TITLE	Credits	
MA-114 College Algebra and Trigonometry for Technical Students	4	MA-128 Calculus for Technical and Business Students	4	PH-202 General Physics II	4	S
EN-101 English Composition I	3	PH-201 General Physics I	4	EN-102 English Composition II	3	H A I
SS-310 Sociology	3	PH-232 Laser and Electro-Optics Technology	5	PH-233 Laser/Electro-Optics Devices, Measurements and Applications	4	F D a
PH-231 Fundamentals of Lasers and Fiber Optics	4	ET-910 Principles of Electrical Technology	3	ET-210 Electronics I	4	F C C E
Total Credits	14	Total Credits	16	Total Credits	15	

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620 A.A.S. in Technology (Mechanical Engineering Technology Track) --Suggested sequence of courses  
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FALL		SPRING		FALL	
COURSE TITLE	Credits	COURSE TITLE	Credits	COURSE TITLE	Credits
MA-114 College Algebra and Trigonometry for Technical Students	4	MA-128 Calculus for Technical and Business Students	4	PH-201 General Physics I	4
EN-101 English Composition I	3	EN-102 English Composition II	3	SS-510 Psychology	3
MT-111 Technical Graphics	2	SS-310 Sociology	3	MT-345 Strength of Materials	3
MT-122 Manufacturing Processes	3	MT-161 Fundamentals of Computer Numerical Control	3	MT-346 Strength of Materials Laboratory	1
MT-124 Metallurgy and Materials	3	MT-341 Applied Mechanics	3	MT-293 Parametric Computer –Aided Design Drafting	3
MT-125 Metallurgy and Materials Laboratory	1				
Total Credits	16	Total Credits	16	Total Credits	14

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625 *SED BII*

626 A.A.S. in Technology (Telecommunications Technology Track) --Suggested sequence of courses

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FALL		SPRING		FALL	
COURSE TITLE	Credits	COURSE TITLE	Credits	COURSE TITLE	Credits
MA-114 College Algebra and Trigonometry for Technical Students	4	MA-128 Calculus for Technical and Business Students	4	PH-201 General Physics I	4
EN-101 English Composition I	3	SS-310 Sociology	3	SS-510 Psychology	3
ET-110 Electric Circuit Analysis I	4	ET-140 Sinusoidal and Transient Circuit Analysis	3	ET-704 Networking Fundamentals I	4
ET-501 Computer Applications	1	ET-210 Electronics I	4	ET-230 Telecommunications I	4
ET-540 Digital Computer Theory I	4	ET-502 Introduction to Computer Programming	1		
Total Credits	16	Total Credits	15	Total Credits	15

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- A motion was made, seconded, and approved to approve the new course of the Department of Mechanical Engineering Technology and Design Drafting . (Attachment H of the May 11, 2010 Agenda). There was one negative vote from Senator Margaret Reilly.
- President Marti commended all the departments who conducted marketing analysis, articulation agreements and preparation of the documents. President Marti also expressed that he was pleased that Queensborough Community College was embarking on Dual Degree programs in the climate when 4-year institutions are struggling with the desire to raise the SAT scores for entry into 4-year programs and accepting their Board's resolution that require them to accept transfer students with a 2.0 GPA.
- Dr. Pecorino informed the Senate that the Committee on Curriculum has held their last meeting for the Academic year, and that there are no outstanding items to be addressed. Dr. Pecorino further thanked all who served on the Committee, the Department of Academic Affairs , Dean Steele, and all the other departments who responded to the request of the Committee on Curriculum. The Parliamentarian also announced that this was his final year to serve on the Committee.

Special Committee on Distance Education ( Attachment I – RESOLUTION)

- Dr. Volchok presented the four resolutions from the Special Committee on Distance Education, to which President Marti requested clarification regarding appropriate support from VP of Academic Affairs, Dean Steele and Provost & Senior VP Diane Call.

Resolutions:

1. Acknowledge that quality online education cannot take place without appropriate support for students, faculty, and infrastructure and take appropriate action to meet the needs of students and faculty.
  - a. Such support for students entails: 1) An appropriate orientation so that they understand the requirements for online courses *before* they register and have the basic skills needed to succeed in online courses, and 2) Appropriate support while they are enrolled in online courses.
  - b. Such support for faculty entails appropriate assistance in the development, management, assessment, and continuing review of courses using distance education technologies.
- A motion was made, seconded, and approved to approve resolution #1. (Attachment I of the May 11, 2010 Agenda). There were two negative votes from Senators Stuart Asser and Ann Tullio, and three abstentions from Senators David Klarberg, Anthony Kolios, and Jonathan Shakhmoroff.
2. Affirm the right of academic departments alone to:
  - Determine which courses should have fully or partly online sections,
  - Determine which faculty members are eligible to teach online courses, and
  - Establish prerequisites for students to meet before taking online courses; such prerequisites would undergo review by the Curriculum Committee and the Academic Senate.

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- A motion was made, seconded, and approved to approve resolution #2. (Attachment I of the May 11, 2010 Agenda). There were two negative votes from Senators Jonas Falik and Margaret Reilly, and one abstention from Senator Oliver Baguldy.
- 696 3. Direct the College Personnel & Budget Committee—when making decisions regarding  
697 reappointment, tenure, and promotion—to recognize the contributions made by faculty who:  
698 a. Develop and teach online courses  
699 b. Publish research on online learning and teaching  
700 c. Publish and disseminate materials related to online course instruction  
701
- A motion was made, seconded, and approved to approve resolution #3. (Attachment I of the May 11, 2010 Agenda). There were four negative votes from Senators Stuart Asser, Jonas Falik, Bob Rogers and Gilmar Visoni.
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- 706 4. Provide adjunct faculty teaching online courses the same support provided to full-time faculty.  
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- A motion was made, seconded, and approved to approve resolution #4 with  
708 amendment that adjunct be provided with the same support as full-time faculty..  
709 (Attachment I of the May 11, 2010 Agenda). There was one negative vote from  
710 Senator Stuart Asser and two abstentions from Senators Paul Weiss and Oliver  
711 Baguldy.  
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714 IX. Old Business

- 715
- Assessment Handbook ( Attachment K) - RESOLUTION
  - Dr Arthur Corradetti began by mentioning that he had attended the UFS meeting, and highlighted that several speakers were critical about the rigor Assessment process as it relates to Academic freedom. Dr. Corradetti thanked everyone for their input in making the Assessment Handbook a reality, and that the handbook should serve as a guideline. Moreover, it is a tool that will refine or make more explicit much of what has been used over the years, and can also serve for course level assessment.
  - A motion was made, seconded, and approved to approve the Assessment Handbook. (Attachment K of the May 11, 2010 Agenda). There were no negative votes, and one abstention from Senator Rana Ghafari.
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- President Marti indicated that when the Middle States team conducted their exit presentation, he was very disturbed that the team did not see the extent of the level of assessment conducted at QCC. President Marti however accepted that they had the right to convey that Assessment was lacking. Nevertheless, President Marti indicated that he was determined that the College would comply and in the end serve as a model for the Middle States, and the University.
- President Marti further affirmed that the team led by Dr. Arthur Corradetti has demonstrated that Assessment has begun, and that it is everyone's responsibility. Additionally, every course at QCC has to have a form of Assessment in place.

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President Marti commended everyone for the manner in which the process was handled in ensuring that the mechanisms are in place. He cautioned, however, that the Handbook is the creation of the faculty and staff at Queensborough and that it can be changed at any time.

Dean Corradetti introduced the new Assessment website at [QCC.cuny.edu/assessment/](http://QCC.cuny.edu/assessment/), and demonstrated how to gain access. He indicated that the handbook is available in a pdf. format, and will ultimately be more interactive.

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The meeting was adjourned at 4:45PM

Respectfully Submitted,  
Barbara Blake-Campbell, RN, PhD.  
Secretary,  
Steering Committee of the Academic Senate.

QUEENSBOROUGH COMMUNITY COLLEGE  
of The City University of New York

*Report of the President*  
to the Academic Senate  
September 21, 2010

**Enrollment:**

- We begin the year with almost 15,000 students enrolled this fall, including over 3300 freshmen, and I especially thank the Enrollment Management team and their staff for their efforts over these last months.
- Throughout the summer, new students were invited in small groups for advisement, registration and an orientation to the College and its services as well as a campus tour. Just before classes began, over 2000 freshmen returned for the second part of their orientation program---*Freshmen First*—which brought them together by Academy with their faculty and freshmen coordinators.
- Under CUNY's Enrollment Management Plan for all colleges, early admission dates have been established. The deadline to apply to QCC for Spring 2011 as a degree student was September 15<sup>th</sup>. The admissions deadlines and enrollment caps have led to early outreach, testing, financial aid application assistance, academic advisement and registration of these applicants.

**Personnel:**

- Dr. Karen Steele is our Interim Vice President for Academic Affairs, and Sherri Newcomb has been recommended to serve as Vice President for Finance and Administration. Our Affirmative Action Officer, Harry Payne, is now with the University, and a search has begun for his replacement. In the interim, Brian Kerr will work with departments on searches, charging the search committees, and certifying applicant/interview pools. He will convene the AA Committee, and its members will implement the program plan developed by that group. Dr. Paul Jean Pierre will conduct investigations based on requests received from faculty, staff or students.
- An Early Retirement Incentive has been offered to faculty and staff. The open period for faculty to apply for the Early Retirement Incentive starts on December 29 with the retirement date being January 27, 2011. The Health Benefit provision (outside of QCC) can take several weeks to process especially with the official open period being so condensed. Faculty who are considering taking the ERI are invited to make an appointment with Ysabel Macea for assistance with the paperwork for activation of retirement health benefits by January 27.

**Special Recognition/Awards:**

- In August, we received news that QCC has been named by the American Association of Colleges and Universities and the Met Life Foundation as one of twelve community colleges nationwide as a *Leadership Institution* in supporting and advancing community college student success.

- Also, Quincin Gonjon will be honored for Excellence in IT Operations, Support and Service on September 22 at the *New York Center for Digital Government and Government Technology Conference in Albany* for innovations related to our network security and the design of QCC Alert, a campus emergency alert system via college PCs.

#### Upcoming Special Events:

- Our *Celebration of Service to Queensborough*, honoring 20, 30 and 40 years of service by faculty and staff will be held Thursday, October 21, beginning at 5:30 in the Student Union.
- On Wednesday, October 6, recipients of last springs' Pedagogical Research Challenge Grants will present the results of their research projects from 1:00 PM to 3:00 PM in M 136.
- The Fall 2010 Faculty Meeting is on Wednesday, October 20 from 1:00 PM to 3:00 PM in MA 136, with a panel presentation on Criteria for Re-appointment, Tenure and Promotion.
- The third annual *Walk to Aspire* will be on Wednesday, November 17 at 1:00 PM on the athletic track. Please join, sponsor, and cheer on the teams of faculty, student and staff participants. Funds raised support student scholarships.

#### Budget Update:

- The New York legislature did not pass the fiscal year 2011 budget until last month—more than 4 months late. While the earlier actions of both the Assembly and the Senate sought to restore the proposed \$20 million reduction to the CUNY community colleges, these efforts were vetoed by the Governor. This \$20 million reduction was in addition to a \$14 million reduction (City and State) implemented last year. In addition, the State budget allocation did not recognize the 2% tuition increase authorized by the CUNY Board of Trustees. There was no tuition increase implemented this semester. The collective result of these actions is a far worse budget than we expected in FY 11, although not worse than we had planned for. To illustrate the magnitude of the reduction, the CUNY Community College Allocation Model is funded at only 90% this year, vs. 99% last year. Fiscal year 12 is expected to be much worse than this year and so, even though our FY 11 budget is balanced, we must use our resources in a way that will prepare us for what is to come. Each Vice President will be working with their Directors and Department Chairs to evaluate FY 11 expenditures in relation to the severe budget reductions we anticipate in FY 12, and save funds wherever possible. We will also begin our annual Resource Planning and Allocation process this fall, rather than in the spring.

Despite these storm clouds and fiscal challenges, we will collaborate with faculty and staff through shared governance to achieve these primary objectives for the coming year:

- Examine our PMP results for 2009-10 and collaborate with chairpersons, faculty, staff and students to address the findings and adjust strategies for improved student learning outcomes. The results of this University report indicate our strengths are student satisfaction with instructional support services, student services, and access to technology. Our challenges were noted as need to improve student exit from

remediation in reading, writing and math; improve student progress (credit completion) and graduation rates, and reduce performance gaps in credit completion and graduation for students from underrepresented groups and by gender.

- Collaborate with faculty, staff and administrators for **Continuous improvement/institutional effectiveness based on assessment outcomes.**
- Evaluate data from the Freshman Academy Assessment Protocol to identify factors which suggest a positive influence on/or barrier to student success –especially the high impact activities and support services---and refine/adjust the approaches/tools/strategies for improvement in student learning outcomes.
- Continue the strategic planning process centered on our mission statement and addressing areas of concern identified in the 2009-10 PMP findings
- Review developmental education and develop specific strategies to address issues based on the outcomes of CUNY PMP indicators for 2009.
- Expand Faculty development opportunities for engagement in the high impact activities, e learning, assessment, and continue support for faculty research in pedagogy, and dissemination of findings.

## STEERING COMMITTEE REPORT

### 1. Senate Matters: Composition and Membership

The Steering Committee would like to begin by congratulating President Call and Vice-President Steele, as well as Vice-President Sherri Newcomb, and Associate Dean Michele Cuomo, on their new/interim appointments as administrative leaders of this college. The Steering Committee looks forward to working with each of them in the interests of our faculty and student body.

The Steering Committee would also like to welcome Dr. Sasan Karimi, who joins the Academic Senate in a new capacity as chair of the Department of Chemistry.

With regard to whether we should welcome new senators to our body who were designated as alternates last spring, however, the number of faculty members on sabbatical leave this semester—several of whom were quite active in governance prior to the period of their leave—has created a challenge for the Academic Senate around the question of whether or not faculty who are on leave should be required to resign from the Academic Senate, or whether their leave should be considered what might be accounted an “excused absence.”

On the one hand, Section 6.1.g of the by-laws of the Academic Senate is very clear about the restrictions on faculty who are currently on leave:

*Persons on leave shall retain the right to vote for representatives to the Academic Senate but shall not serve in the Academic Senate during the period of their leave.*

Similarly, Article VII.1.a indicates:

*All persons eligible to vote as defined in Article VI of these bylaws and in addition all full-time faculty serving in their initial two (2) years shall be eligible to serve on Academic Senate Committees, except that persons on leave of any type shall be ineligible to serve on Senate committees during the period of their leaves.*

These voting restrictions are nevertheless problematic, given the burden that the current interpretation of the Perez Decision on Open Law Meetings advanced by CUNY’s Vice-Chancellor of Legal Affairs Frederick Schaffer has placed upon governance bodies to operate with a quorum, defining “quorum” as follows:



**Quorum:**

*The Open Meetings Law contains no definition of quorum, but Section 41 of the General Construction Law provides that a quorum consists of a majority of the whole number of persons who are charged with any public duty to be performed or exercised by them jointly or as a board or similar body and that the phrase “whole number” means the total number of the members that the board, commission, body or other group of persons would have if there were no vacancies and no one was disqualified from acting. That law goes on to provide that not less than a majority of such persons may perform or exercise such power, authority or duty. Thus, a majority of all the members of a public body must be present to constitute a quorum, and a majority vote of all members is required to take action on a matter within its authority. This provision trumps any contrary rule contained in the governance plan of any College or in Robert’s Rules of Order. The stringency of the majority requirement for a quorum and for action may be mitigated by providing for alternate members who are authorized to vote or take other action in the absence of a regular member, but who do not count as part of the “whole number” of the body for the purpose of determining whether a quorum is present or a majority have approved an action.*

(For the full text of Vice-Chancellor Schaffer’s interpretation of Perez v. CUNY, see [http://www1.cuny.edu/mu/vc\\_la/2006/01/02/requirements-of-the-open-meetings-law/](http://www1.cuny.edu/mu/vc_la/2006/01/02/requirements-of-the-open-meetings-law/); For the decision itself, see [http://www.courts.state.ny.us/reporter/3dseries/2005/2005\\_08765.htm](http://www.courts.state.ny.us/reporter/3dseries/2005/2005_08765.htm)).

As members of the Senate may recall, the Steering Committee already expressed an intention to charge the Committee on By-laws with the task of reviewing these documents, to determine whether an absolute majority was required in order for a vote to be considered to have passed the Senate. However, these stringent requirements with regard to quorum also impose a burden on our governance body with regard to Senators on leave.

We are deeply and profoundly reluctant to support any action that might proceed to the disadvantage of dedicated senator whose demonstrated commitment to governance proceeds alongside an equal commitment to scholarship. Likewise, we have no wish to single out a senator who might find themselves obliged to miss a few senate meetings due to some personal emergency. The Steering Committee emphatically does not wish to take an action that might be accounted a reproach to any of these senators. And yet, we are equally concerned that the continued absence of a senator on leave might well jeopardize our the Academic Senate’s ability to maintain an appropriate quorum in the context of the currently accepted interpretation of the Perez decision.

We would therefore like to take this opportunity to gain some sense of the body, and to propose that our Academic Senate meeting include some discussion of the options listed below during the period dedicated to the presentation of the Steering Committee report:

- Should our by-laws be amended to require the resignation of senators on leave?
- Could such resignation only be required of senators who anticipate an absence of three consecutive months or more?

- Should our by-laws be amended to allow for the substitution of alternates for senators on leave **strictly during the terms of their leave** so that resignation could be avoided?
- Could resignation be required but returning senators be allowed to stand for re-election for the year of anticipated return?
- Finally—a suggestion advanced by our Parliamentarian, in consultation with fellow members of the Faculty Executive Committee: Could our by-laws be amended to **eliminate** the provision that senators on leave are restricted from voting? This last move, while it might jeopardize quorum, would allow faculty who are, for example, on sabbatical leave but still in residence in the tri-state area to have the option of appearing for senate meetings. The Steering Committee would meanwhile trust that senators who planned to spend their sabbatical leave in a location far from the college would consider resigning from the senate in order to allow for the appointment of a new senator from the Committee on Committee's list of alternates.

The Steering Committee would be grateful, not only for the comments of senators who expect to be present at our meeting of September 21, 2010, but for any e-mailed comments members of the Queensborough Community (including faculty on sabbatical!) might wish to forward on this point.

## **2. Committee Matters: Composition and Membership**

As members of the Senate will read in the attached report from the Committee on Committees, various resignations and re-assigned campus responsibilities made it necessary to replace a few committee members over the summer. Dr. Sasan Karimi's appointment as Chair of the Department of Chemistry, for example, has compelled his replacement on the Committee on Vendor Services; the Committee on Committees has invited Professor Angela Poulakidas to serve in his stead. Dr. Julia Carroll has been compelled to decline her elected role as chair of the Committee on Cultural and Archival Resources; the Committee has elected Professor Isabella Lizzul to serve in her stead. Dr. Aranzazu Borrachero has also joined the Committee on Curriculum.

The Steering Committee wishes to formally tender its thanks to President Call and Vice-President Steele for the time and effort they took to devise a re-assigned/released time formula that will allow the Steering Committee to allot re-assigned time to members of our Library and Counseling Faculties, as well as any Higher Education Officers, who serve as chairs of committees where such time provisions are needed to meet committee responsibilities. Up to now, the design of such arrangements only accommodated teaching faculty: but the Steering Committee wishes to formally recognize and support fine contributions from across our faculty and college. We are very grateful to President Call and Vice-President Steele for their trouble.

The Steering Committee has contacted the officers of Student government, together with Gisela Rivera and Raymond Volel, to secure the names of student representatives who can serve on all committees of the Academic Senate where student representation is called for by the By-laws of the Academic Senate.

By the time the Academic Senate meets, on the 21 September, the Steering Committee will also have met with the chairs of all Committees of the Academic Senate, and distributed their charges for the 2010-2011 Academic year. This meeting will take place a day after the dissemination of this agenda, on **Wednesday, September 15, 2010, from 1-2.30 PM in Medical Arts 33.**

The Steering Committee also wishes to take this opportunity to indicate that the current situation, of several members of faculty who are active in governance having taken a sabbatical leave, while other active faculty are currently serving as mentors to colleagues in connection with e-learning and/or the Academies, has foregrounded the importance of wide faculty participation in governance matters, especially committee service. The Steering Committee wishes to issue an appeal to both senior and junior members of faculty to strongly consider making a contribution to governance. Our greatest resource, at Queensborough Community College, is the collective wisdom, creativity, and insight of the outstanding faculty who teach here. We hope they will be willing to serve on Committees of the Academic Senate where they are needed.

### **3. Committee Matters: Activities**

The Steering Committee would like to take this opportunity to thank all the chairs of our various committees and sub-committees, who labored assiduously to add their reports to this September's Senate agenda. To these extensive reports, the Steering Committee would like to add a few brief notices concerning matters that came to our attention over the annual leave period, in addition to the By-laws matter to which we have invited comment in the opening section of our report:

- We have already mentioned one aspect of the questions the Steering Committee may be asking the Committee on Bylaws to consider, regarding Senators on leave. In addition to this, we will also be asking the Committee on Bylaws to consider whether there is an approach to the problem of electronic e-mail exchange that might represent a refinement of the measure that failed to obtain majority approval from the Academic Senate last April.
- The Committee on Environment, Quality of Life, and Disability Issues has been diligent in reviewing the CUNY Tobacco Policy, which was drafted over the summer. It has also been involved in monitoring the response to the partial smoking ban, which I know is of great importance to several of our faculty and

staff. This situation is ongoing; the Steering Committee welcomes comment on this matter from members of our college community.

- At the request of President Call and Vice-President Steele, the Steering Committee is also asking the Curriculum Committee to consider a proposal that the current allowance of nine credits that are extended to students who wish to obtain “e-permits” to take a course on another campus be raised. Because we can imagine that there are a variety of campus faculty and staff—particularly our department chairs—who might wish to weigh in on this proposal, the Steering Committee would like to invite e-mailed comments on this matter to accompany any discussion we might have on this topic in a meeting of the Academic Senate.
- The Steering Committee will be working closely with the new Committee on Assessment and Institutional Effectiveness to see how this committee can best support our departments, faculty, and staff in the implementation of assessment initiatives consistent with Middle States Standards.
- The Steering Committee will also be working closely with the Distance Education Committee; the Computer Resources Committee; and the WID/WAC Committee to see how the implementation of high-impact instructional activities such as WI Courses, E-portfolios, and distance learning can assist our students from their entry into our freshman academies through their completion of an AA Degree.

#### **4. University and College Wide Matters with Direct Bearing on the Senate**

- Over the summer, the University Faculty Senate worked closely with the Professional Staff Congress to implement a new set of specifications for the PSC-CUNY Research Award Program. The amount of collaboration and hard work involved in this effort cannot be exaggerated—not only did the leadership of the Professional Staff Congress negotiate tirelessly with CUNY Administration to preserve this important resource for faculty research, but they did so while soliciting full input from the UFS, even to the point of corresponding by e-mail with the outgoing UFS Chair while he was in China! The new specifications for the PSC-CUNY awards are available at: <http://www.psc-cuny.org/PDF/PSC-CUNY%20grants%20joint%20announcement.pdf>
- Over the summer, a Task force on a new CUNY Sexual Assault Policy completed the process of crafting a revised policy to assist students who have been the victims of sexual assault or stalking. The Steering Committee will be inviting members of the Committee on Environment, Quality of Life, and Disability Issues, together with the members of the Committee on Student Activities, to comment on this policy (available at

[http://www.lehman.edu/academics/documents/Sexual\\_Assault\\_PolicyBOTAugust2010.pdf](http://www.lehman.edu/academics/documents/Sexual_Assault_PolicyBOTAugust2010.pdf) and make any recommendations they may wish to concerning its implementation at Queensborough.

May 17, 2010

**From:** Aránzazu Borrachero, UFS Member/Queensborough Community College

**To:** Barbara Blake-Campbell, Secretary, QCC Senate Steering Committee  
Emily Tai, Chairperson, QCC Senate Steering Committee

Att.

### **Report on the 351<sup>st</sup> UFS Plenary Session of CUNY, May 11, 2010**

UFS Chair Manfred Philipp called the meeting to order at approximately 6:32 p.m.

#### **I. Approval of the Agenda for May 11, 2010**

The agenda was approved by voice vote.

A resolution was introduced to honor outgoing Chair Manfred Phillip as eminent Chair Emeritus. The resolution was unanimously approved by voice vote.

#### **II. Approval of the Minutes of April 13, 2010**

Minutes were approved as distributed by voice vote.

#### **III. Reports**

##### **A. Chair's Report (oral and written)**

The Chair referred to his written report.

##### **B. Executive Vice Chancellor for Academic Affairs and Provost Alexandra Logue (oral)**

Vice Chancellor Logue informed the senate of the furlough bill signed by the Governor two hours prior to the Senate session. Furloughs were included in a budget package, which forced approval by state officials. Some aspects of the furlough measure are as follows:

- It is not certain that the furloughs will take place. The Union is presenting a restraining order in court and this action might stop the implementation of furloughs.
- Community Colleges, Research Foundation employees, federal-money employees, managerial and confidential employees are not affected by furloughs in the bill. The Chancellor's office, however, has decided to include managerial employees should the furlough be implemented.
- Senior Colleges' personnel, including non-teaching adjuncts, will be affected.
- The furloughs will reduce a week's pay by 20%. They will take place week by week until the legislature passes the budget.
- The first furlough week will be May 17-23 and the furlough day will be Friday. If final exams fall on Friday, the furlough must be taken on another day.
- If a second week of furloughs is implemented, the Chancellor's office is asking for the faculty not to be included, because as soon as commencement is over payment of faculty is on "back-pay".

Vice Chancellor Logue also stated her belief that the governor to come will want to get financial matters in balance at the beginning of her/his term, and CUNY may suffer financial cuts then. She assured the members of the Senate that CUNY's administration is doing everything possible to protect us from that, but the fiscal year 2012 is looking very troublesome. The Chancellor's office is studying the possibility of taking financial advantage of CUNY's assets (such as land property). There is also an early retirement incentive plan on the discussion table as well as a phased retirement proposal.

There is some good news from the mayor in the form of money to be dispensed to Community Colleges and ASAP programs. Vice Chancellor Logue stressed the good relationship of the chancellor both with Albany and the mayoral office.

In the area of enrollment, Vice Chancellor Logue said that we have had even more applications than last year, which saw an 8% growth in FTEs. This year, the target was set to a 3 % limit. Admissions offices estimated that as last Friday (May 7) we already had received enough applications to fill all colleges. Registration numbers, compared to last year, are 20% higher at this time. Earlier applications have contributed to this increase.

Some problems will derive from this increased enrollment. For instance, there is the issue of conditional students. Senior colleges or BA programs are not permitted to enroll students who need remediation. Sometimes, students meet admission requirements for a BA program, and still need remediation (because of the College consideration of separate tests scores as well as average scores). These students take immersion courses over summer to pass remediation. If they do not succeed, they will not be able to go to a Community College because all of them will be full to capacity.

#### **IV. Nominations for Officers and Members-at-Large of the Executive Committee**

Attorney Jay Weiser conducted the nomination and election process with the following results:

Chair: Prof. Sandi Cooper.

Vice Chair: Prof. Terrence Martell.

Secretary: Prof. Karen Kaplowitz.

Treasurer: Prof. Anne Friedman

Members-at-Large:

Michael Barnhart

Stefan Baumrin

Campbell Dalglish

Kathryn Richardson

Emily Tai

#### **V. Old Business**

##### **A. Statement on Academic Credentials (oral and written)**

Prof. Beaky read the Executive Committee's modifications to the proposal regarding deliberate deception on academic credentials (presented at the previous Senate meeting by Prof. Pecorino). Modifications were approved.

**B. Representatives to Board Committees (written, available at meeting)**

Vacancies on the UCRA. Prof. Richardson announced UCRA nominations again. The Research Award Committee still needs candidates to coordinate some panels. She reminded the senators that the whole process of awarding grants is under negotiation between the Chancellor's office and the Union. The negotiations are confidential at this point.

**VI. New Business.**

**A. Statement on Retroactive Granting of Associate Degrees (Prof. Beaky, oral and written).**

This proposal tries to avoid the penalization of students that move to Senior Colleges before receiving an Associate Degree. The position of the USF is that CUNY should notify them when they have completed the requirements for an Associate Degree even after they have transferred to a Senior College. This process is practiced by two Community Colleges and has resulted in a 5 to 10 percent increase in graduation rates. The proposal was approved by unanimous voice vote.

**B. Resolution to Honor Prof. Lenore Beaky.**

Prof. Beaky will be leaving her post as UFS Vice Chair and will be retiring as well. The resolution was approved by unanimous voice vote.

The meeting was adjourned at 8.45 P.M.



LARISA	ABRAKHAIMOVA	LA1
CHRISTINE	ACHODIAN	BC3
NATALIA	ADAME	NS2
CHRIS	ADAMOPOULOS	DA2
PHILLIP	AFFEN	FA1
AUGUSTIN	AGUIE	HS1
HAMED	AHMAD	LA1
MARIAM	AKTER	LA1
DANIEL	ALARCON	TX2
EMILIA	ALATRISTA	LA1
SAMI	ALAUDDIN	LA1
HUDA	ALI	BA2
TERRENCE	ALLEN	TX2
PETER	ALLEN JR	ME2
BRADLEY	ALLMAN	DP2
ADRIANA	ALVARADO	BT1
IRIS	ALVARENGA	LA1
EVELYN	ALVARENGA	LA1
TERAINE	ANDERSON	NS2
JOANN	ANGELES	TM2
VALERIE	ANTEQUERA	LA1
MELISSA	ANTONOW	NS2
ATHENA	APESSOS	LA1
MICHAEL	AQUILINO	FA1
REIKO	ARAMOTO	NS2
JOHNNY	ARANGO	PL2
EDWIN	ARAQUE	NS2
MICHAEL	ARTHUR	TX2
LISA	ASARO	LE1
HERMINIO	ASTACIO	LA1
KATHERINE	AVENIA	NS2
CHRISTOPHER	AVILES	LA1
PRINCE	AWOSIKA	BM2
OLIVIER	BAGUIDY	BT1
GEORGE	BAILEY	LA1
JENEIL	BAILEY	HS1
TANEA	BAKARE	BT1
MELISSA	BAKSH	LA1
JULET	BALTONADO	LS1
ALDO	BARAHONA	LA1
MANUEL	BARRERA	LA1
SARAH	BASDEO	BT1
ARIEL	BAUTISTA	BA2
ALEXANDRA	BAYONA	NS2
PARVIN	BEGUM	NS2
SAKERA	BEGUM	MO3
TRIXIE	BENJAMIN	LA1
RAVI	BHAGWANDAS	ET2
MARYORY	BIBILONI	CJ1
ERICA	BITTERMAN	LA1
LENNY	BONANNO	BM2
DEPAK	BORHARA	DA2
CATHERINE	BOTERO	BT1
FARLEY	BOUGUILLON	LA1
SAMANTA	BOURSIQUOT	LS1

DARREN	BOWMAN	LA1
JOHN	BRACAMONTE	BT1
MATTHEW	BROADFOOT	ME2
DANIELLE	BRODY	NS2
JESSICA	BROOKS	LA1
DOMINIQUE	BROWN	BW3
CHARLENE	BROWN	BT1
PATRECE	BROWN	BT1
JOSEPH	BRUNETTI-LIHACH	BA2
KAILA	BRUZUAL	LA1
JACQUELINE	BURKE	NS2
MICHAEL	BURKE	LS1
JOSUE	BUSTILLO	DA2
ANTHONY	BUTCHER	FA1
GWENDOLYN	BUTLER	LA1
YI	CAI	BT1
ALBA	CALDERON	NS2
RHEY MARTIN	CAPILI	EM2
MEREDITH	CARBONELL	LA1
MARIA	CARRASCO	LA1
SUNITA	CARTER	CJ1
NANCY	CASPARE	NS2
MICHAEL	CASSILLO	TX2
RAISSA	CASTILLO	BT1
TONI	CATALANOTTO	BT1
JOSEFINA	CEDENO	LA1
JOHN	CERNA	BT1
JUAN	CERRO	DD2
HILLARY	CHAMBERS	LS1
HIU WING	CHAN	LS1
JOANN	CHAN	DA2
TAK	CHAN	LA1
JENNIFER	CHANG	LA1
CHIUNG-FANG	CHANG	LA1
SEKENA	CHANGKIT	FA1
FABIOLA	CHARLES	LA1
BRITTONI	CHARLES	LA1
KEVIN	CHAVEZ	LE1
KIMMEE	CHEAH	BT1
TIANBIN	CHEN	BT1
XIANGFENG	CHEN	BT1
WINGMAN	CHEUNG	BT1
KA KI	CHEUNG	FA1
PAO	CHIU	BT1
ROBERT	CHOI	BA2
JOSE	CHOMBA	CT2
HSIN	CHOU	LA1
SARWAR	CHOWDHURY	CJ1
FELIX	CHU	BT1
JEANETTE	CIOTTA	NS2
EDWARD	CLARKE	NS2
MARLENA	COFFEY	NS2
ELISA	COLON	NS2
NOELLE	COLOPRISCO	LA1
KIMBERLY	CORAL	LE1

ALDO	COTRINA	HS1
DWIGHT	COX	ET2
ARGISH	CROMWELL	LA1
ARIEL	CRUZ	TM2
LESLIE-ANN	CRUZ	CJ1
DOMINIQUE	CURTIS	LA1
ASTRID	CUTHBERT	BS2
MELISSA	D'ANGELO	LA1
ROCHELLE	D'SOUZA	NS2
GLORIA	DAGUILLARD	BS2
SHAROL	DALEY	NS2
FABIENNE	DALLEMAND	LA1
DARYLL	DANIEL	DA2
CATHERINE	DARELUS	LA1
TEEADA	DAVID	ME2
DANIELLE	DAY	NS2
DARRYL	DAYE	ME2
AMANDA	DEABREU	LS1
EMMA	DEBIASE	BS2
CARL	DEGMAYR	LA1
MELISSA	DEJESUS	LA1
CHRISTINA	DELLACORTE	LA1
KARISSA	DELOSREYES	NS2
CAROL	DELRIO	BS2
MARIE	DEMIRCHYAN	BT1
JASON	DEO	LA1
SURUJDAI	DEONARINE	MO3
REUEL	DHANESSUR	DP2
MIMI	DIACONU	LS1
LARA	DIAZ	HS1
CRYSTAL	DIAZ	NS2
JERRY	DICAMILLO	DA2
ROBERT	DIFAZIO	BS2
DAWN	DIGREGORIO	NS2
MARYLIZA	DIMAYUGA	NS2
DIERDRE	DOLAN	NS2
ARMEL	DOWDELL	LA1
MERELINDA	DUHAN	LA1
PAMELA	DUNBAR	NS2
DOMINIQUE	DUNSON	LA1
YVETTE	DYER	NS2
JOELLE	EDEL	LA1
CHRISTINA	EDMUNDS	BT1
SKLAREN	ELYSEE	NS2
FARAH	EMILIEN	BT1
HALEEMAT	EMOZOZO	LA1
TANOLA	ENNIS-YOUNG	NS2
AHMAD	ESA	LS1
HEMRAJEE	ESARDAI	BT1
JONELLE	EVERTZ	LA1
KELLY	FAMA	NS2
YAHUI	FANG	BT1
ROMAN	FAYZIBAYEV	NS2
ELIZABETH	FELICIANO	LE1
REGINA	FELIPE	LA1

DENISE	FINNEGAN	LA1
JOHANNA	FIORUCCI	LS1
LINDSAY	FLORESTAL	BT1
JAMIUDEEN	FOLARIN	ET2
TANYA	FORERO	LA1
GEORDAN	FRANCE	LA1
MICHAEL	FRANCISCO	BT1
ARNALDO	FRANCO	LA1
SPIRO	FRANGATOS	LA1
CAMILLE	FRAY	LA1
BESSY	FUNEZ	BA2
EDWIN	GALEANO	LA1
SANTIAGO	GALLEGO	HS1
JESUS	GALLEGOS	LA1
MALCHAN	GANESH	BA2
KARAN	GANESH	BT1
SHAUN	GANESH	ET2
DANIEL	GARCIA	LA1
KRISTIAN	GARCIA	LA1
JEFFREY	GEFFRARD	LA1
BREDA	GEOGHEGAN	NS2
TIFFANY	GIANNONE	LA1
FRANK	GIARAMIDA	BT1
GARRY	GIBSON	BT1
SETH	GILDEN	DA2
MELISSA	GIORDANO	BS2
VANITA	GOINDASAMMY	BA2
JOSEPH	GOLDEN	EM2
JAMES	GONEDES	LA1
CYNTHIA	GONZALEZ	BS2
NELSON	GONZALEZ	ME2
JISSETTE	GONZALEZ	LA1
EDWIN	GONZALEZ	LA1
EVELYN	GONZALEZ ROA	HS1
SHERINE	GORDON	NS2
JASON	GOSINE	BT1
JHON	GRAJALES	LA1
SANDRA	GRANT	LA1
TIFFANY	GREENIDGE	NS2
MELANIE	GROSS	LA1
ROHAN	GRUBER	DP2
FRANCISCO	GUALLPA	ME2
JOHANNA	GUISAO	BS2
KIMBERLY	GUNNESS	LA1
NEERAJ	GUPTA	CT2
ERICKARLOS	GUTIERREZ	LA1
CAROLINA	GUTIERREZ	LA1
JESSENIA	GUTIERREZ	LA1
GO-EUN	HA	BT1
LADANIYA	HAILEY	LA1
KAKIA	HAKIM	LA1
SHAWNTA	HALSTEAD	TM2
NINA	HANA	LA1
MERRICK	HANSE	LA1
HAAMWATTIE	HARDEO	NS2

RACHEL	HAREWOOD	NS2
LORRAINE	HARRISON	BA2
PATRICK	HEALY	LA1
BRIAN	HECKLER	LA1
FRITZLYN	HECTOR	FA1
ANURADHA	HEENPELLA	LA1
CARLA	HENRY	TX2
CHRISTINE	HERNANDEZ	FA1
DEIDRE	HEWLING	LA1
CHRISTINA	HIGHTOWER	LA1
RUI	HIGUCHI	LA1
KATHERINE	HIGUITA	BT1
TROY	HOLCOMBE	ME2
LISI	HOLLOMON	LE1
BRITTANY	HOLMES	LE1
BONNIE	HOOGENBOOM	FA1
YASMIN	HOT	PE1
CLAUDIA	HOYOS RUIZ	DD2
YI	HUANG	BT1
MOHAMMAD	HUQ	BT1
QURRATULAIN	HUSSAIN	LA1
OLIVIA	HYNDS	NS2
ANNA	ILYASOVA	LE1
ADHAM	ISMAIL	LA1
RAJEE	IYER	BT1
KERITA	JACKSON	NS2
HAIDEE	JACOME	BT1
RADHA	JAGNARINE-DHAUTALNS2	
TRISTAN	JAGROOP	LA1
SHERYL	JAMES	TX2
NORMAN	JANG	BA2
SOO	JEON	NS2
YGENIE	JEROME	NS2
TAMARA	JEUNE	MO3
DONGHAI	JIANG	BT1
WANDA	JIMENEZ	NS2
MAYRA	JIMENEZ	LE1
MARY	JINGELESKI	NS2
ANDREA	JOHN	BT1
PHELICIA	JOHNSON	NS2
BARBARA	JOHNSON	NS2
DOMINIQUE	JONES	FA1
ASHLEY	JOSEPH	TX2
RUTHLYN	JOSEPHS	BS2
ABRAHAM	JUEZ	BT1
EUN SEOK	JUNG	BT1
ROBERTO	JURADO	LA1
DESAREE	JUTE	BT1
DIANA	KALANTAROVA	NS2
KUMARIE	KALLOO	BA2
JONATHAN	KAMINAS	LA1
RIKU	KAMIO	LA1
ALYSSA	KAMMERER	LA1
KI HYUN	KANG	NS2
CHRISTINE	KASWORM	NS2

RAMNEEK	KAUR	NS2
HARSHPREET	KAUR	LA1
ROOPINDER	KAUR	NS2
TEJINDER	KAUR	NS2
MICHELLE	KAUSAR	NS2
MOMOKO	KAWAKAMI	TM2
KAROLINA	KEDZIERSKA	LA1
OUMOU	KEITA	BA2
ISHMAEL	KEITH	ME2
ISHMAEL	KEITH	ME2
RUSHEL	KHAIMOV	BT1
IMRAN	KHAN	LA1
MAHA	KHAN	LS1
TANZILA	KHAN	LA1
ALLA	KHODZHANDIEV	LA1
ALICE	KHOSRAVANLOU	LA1
YEHWAN	KIM	NS2
JOSEPH	KIM	LA1
YONG	KIM	DA2
DIANA	KIM	LE1
HEMANT	KISHUN	BT1
ALEKSEY	KLETSKO	NS2
ARTI	KOHLI	DP2
ABDOU	KONATE	BT1
EDWARD	KOPARANIAN	BT1
SPYRIDOULA	KORDISTOS	HS1
JAMES	KOSSEH	LS1
GINA	KOULERMOS	LS1
DUANE	KUPRES	TX2
FUAD	KURJAKOVIC	NS2
KEVIN	KWON	BA2
RACHEL HIU	KWONG	BT1
ANTHONY	LAM	NS2
SIN YING	LAM	BT1
NICK	LARREA	LA1
ANNA	LAU	LA1
CAMILLE	LAWRENCE	BT1
MARIA SOCORRO	LAYA SMITH	NS2
DMITRY	LEDOVSKIY	LA1
ESTHER	LEE	LA1
MARC	LEE	BM2
JIHYUN	LEE	FA1
BRIAN	LEE	LA1
VALENCIA	LEE	LA1
CECELIA	LEE	NS2
SUNG WON	LEE	LS1
TIMOTHY	LEE	LA1
DEBBIE-JEAN	LEMONTE	LA1
SHELDON	LENNARD	LA1
SPERDUTO	LEOGENE	BT1
ANGELINA	LETO	TM2
JENNIFER	LEVY	BT1
MARCEL	LEWIS	DD2
BEVON	LEWIS	LA1
XIANGHUA	LI	BT1

TERESA	LIHACH	BA2
ELIOT	LILIEN	FA1
MIN WU	LIN	LA1
XIAOJING	LIN	BT1
JERRY	LIN	BT1
JUN	LIU	BT1
ANDREW	LIVINGSTON	LA1
MARK	LOPEZ	HS1
ANTHONY	LOPEZ	BT1
ERIK	LOVRIN	ME2
WHITNEY	LOWE	BT1
ZAYDI	LUCIANO	LA1
ANA	LUGO	BC3
DAMARIS	LUGO	NS2
JENNILYN	LUMABAN	BT1
YUGUANG	LUO	DP2
GLEN	LUZONG	NS2
CANDICE	LYONS	NS2
JIN DI	MA	LA1
KYLE	MA	BA2
ADRIAN	MACIAS	LE1
ROBERT	MAEURER	TX2
GRACE	MAGEE	LA1
JENNIFER	MALANCEA	LA1
QUETZY	MALAVE	BC3
MAURO	MALDONADO	CT2
LIONEL	MANJARRES	CT2
BHARPOOR	MANN	BT1
CAROLINA	MARTE	LA1
ALEXANDRA	MARTINEZ	BS2
NICOLAS	MARTINY	ET2
JAMES	MASONSONG	LA1
SILVANO	MASTRANGELO	LA1
SASA	MATEJIC	TX2
CAROL	MCCANN	NS2
SHERON	MCDOUGALL	NS2
HOLLY	MCLEAN	BS2
MEGAN	MCNEIL	LA1
RICHARD	MELO	LA1
GEORGE	MESKOURIS	BM2
BRIAN	MICHELINO	LA1
TANYA	MIGNONE	LA1
PABLO	MIN	LA1
SHANEZA	MOHAMED	BA2
JEFFREY	MONCLOVA	TX2
STACEY	MOORE	BT1
MARJORIE	MORALES	LE1
GLEN	MORAN	LS1
PEDRO	MORENO	LA1
EVELYN	MOYA	BS2
PETER	MROZIK	DA2
PAULA	MULLINGS	BT1
PAUL	MUNDHENK	LA1
EDUARD	MURATOV	LS1

DANIEL	MURRAY	TX2
JASON	MYRA	FA1
MICHELLE	NADERI	BT1
MADAN	NAGARAJAN	CT2
PHILLIP	NANDIN	ET2
JESUS	NARANJO	LA1
NAFEESA	NASIMI	LA1
DAPHNEY	NEPTUNE	LA1
KRISTELL	NIETO	LA1
CHRISTIAN	NIEVES	TM2
HELEN	NNABUOGOR	NS2
PATRICIA	NORIEGA	FA1
KELVIN	NUNEZ	BT1
MARIA	NUNEZ	HS1
RAFAEL	NUNEZ JR	LA1
SIOBHAN	O'KEEFE	LA1
GRAZYNA	OBTULOWICZ	TM2
URIRI	OKROKOTO	LA1
LINDA	OLUOCH	LS1
AMANDA	OPIO	LA1
JOSEPH	ORBACZEWSKI	TX2
CHRISTOPHER	ORTIZ	LA1
CAROLYN	ORTIZ	LA1
EFREN	ORTIZ	BT1
JASMINE	ORTIZ	LA1
LUIS	OTERO	LA1
SAMUEL	OWOMOYELA	CT2
GABRIELLA	PACE	LA1
WILLIAM	PAN	LA1
VANESSA	PANTHER	TX2
KEVIN	PANTIN	NS2
NADIRA	PARBHUDIAL	LA1
CHANHYUK	PARK	LA1
JEFFREY	PARK	LA1
SEAN	PARKES	LA1
CLAUDIA	PARRA	BT1
CHINTAL	PATEL	BM2
GEORGIA	PATRICK	DA2
ALICIA	PAUL	NS2
REYNALDO	PAULINO	BT1
KEVIN	PAULSINGH	CJ1
ELIZABETH	PAVANO	DC3
ATHANASIA	PAVLOU	LS1
FIRMAUSE	PAYEN	LS1
VICTOR	PAYNE	CT2
SONNYA	PAZ	LA1
BRANI	PEGUERO	DA2
WENDY	PEGUERO	LA1
WEN-HUI	PEI	BA2
JESSICA	PEPE	BM2
ANTHONIS	PERSAUD	BT1
GOBIN	PERSAUD	TC2
BHAWANIE	PERSAUD	LS1
FELICIA	PETERS	LA1
ODETTE	PETERSON	LA1



NICHELLE	PHILLIPS	TX2
EDWARD	PHILLIPS	LA1
GEORGIA	PHIPPS	MO3
PHILIPPE	PIERRE	LA1
MARIA	PINTO	LA1
HILDA	PIZZINI	MO3
ADRIC	PLUMEAU	FA1
RITA	POLIZZI	LA1
TOURE	POLLARD	ME2
JOHN	PONTORNO	BT1
PAMELA	POPPE	LA1
CHRISTINE	PORTER	NS2
ANTHU	PRAMANIK	BA2
SAMANTHA	PRESTANO	LA1
VLADIMIR	PROPHETE	BT1
PULLWI	PURI	TM2
ULLAS	PUTHAN	TM2
NADIRA	RADONCIC	NS2
WINNER	RAKOTONDRALAMBOLA	1
NADIA	RAMKHALAWAN	LA1
VICTORIA	RAMOS	BM2
ANEELA	RAMSUMAIR	BM2
MAXINE	RAUH	CJ1
ANTHONY	RAWLS	BT1
SEBASTIAN	RAYO	CT2
SUBRINA	RAZAH	NS2
SHAMEEZA	RAZAK	LS1
JARRED	REDMAN	BT1
MELLISA	REECE	LA1
CHRISTOPHER	REGENT	BT1
REGOBERTO	REGINIO	TM2
NOREEN	REILLY	TX2
NICOLAS	RESTREPO	DP2
JUAN	REVELLI	NS2
ERIKA	REYES	LE1
LIONEL	REYES	TX2
LAURA	RICE	BT1
FANIEL	RICHARD	LA1
MARICELA	RIVERA	LA1
MICHELLE	RIZO	LA1
YONIQUE	ROBERTS	HS1
JERRELL	ROBERTSON	EM2
MOHAMMED	ROBI	BT1
JONATHAN	RODRIGUEZ	BA2
SUSAN	RODRIGUEZ	BT1
STEPHANY	ROLDAN-VALENCIA	TM2
CHRISTIAN	ROMERO	BT1
KILSON	ROQUE	LA1
JESSICA	ROSH	LA1
ANURADHA	ROY	DA2
ILYA	RUBENOV	ET2
ANDREW	SAENZ	LA1
KHOKON	SAHA	HS1
ANJANA	SAHNI	BA2
PHILLIP	SALISBURY JR	DD2

JEFFREY	SALMON	LA1
SADIA	SANA	LS1
VANESSA	SANCHEZ	LA1
MICHAEL	SANNEY	BL2
NOOR	SARDAR	LS1
ASTRID	SARMIENTO	DA2
RABINDRANAUTH	SAWH	TX2
ROSAMARIA	SCALISE	LA1
SHAWN	SCHIMMEL	ET2
FERN	SCHLESINGER	FA1
DAVID	SCHWARTZ	LA1
ALEXANDRA	SCRIMENTI	LA1
WILLIAM	SEDA	LA1
MARIJA	SEOCANAC	LA1
ANGEL	SESTAYO	LA1
SIRAFIMA	SHALOMOVA	LA1
PARSA	SHARIFI	LS1
NADIA	SHAW	BS2
MEHWISH	SHEIKH	BM2
MARGARET	SHIEH	LA1
CONSTANTINE	SHINGHIRTIS	BT1
SANYA	SHROFF	LS1
PETER	SIDLAUSKAS	DA2
CARLINE	SIMON	BT1
JEAN	SIMON	TM2
JASWANT	SINGH	BA2
NANDADEVII	SINGH	NS2
VISHNU	SINGH	LA1
MANIT	SINGH	ET2
ROSE MARYANN	SINGH	BA2
JILLIAN	SMITH	DA2
YOUNG	SO	LA1
KEISHA-ANN	SOLTAU	BT1
QILONG	SONG	LS1
YU	SONG	BT1
XUHAN	SONG	BT1
JONNA	SONNENBERG	LA1
SIMONE	SOOMAN	HS1
STEEVE	SOUFFRANT	DD2
MARIE-CECILE	ST. GILLES	BA2
DANIELLE	STANCHI	LE1
ERIN	STANTON	LE1
BILJANA	STOJANOVIC	NS2
WOJCIECH	STORCZYNSKI	LA1
ANTONIA	STRK	BT1
TERRI	STUVA	BA2
KHAREEM	SUDLOW	BM2
CAVELLE	SUKHAI	BT1
XIAOKE	SUN	LA1
ASHMEE	SUNDAR	LA1
FABIOLA	SURPRIS	NS2
JANICE	SWYER	HS1
ADEL	SYED	LA1
CARMEN	SZABO	NS2
JOHN	TADDEO	LA1

FREDERICK	TANIS	LA1
LILY	TAO	LA1
ARIANNY	TEJADA	LA1
ANDREW	TELLIER	LA1
ANJIE	TENG	BT1
GERALDINE	TERRY	BA2
TRJET	THACH	BT1
SYLVIA	THEODOROPOULOSLA1	
KEVIN	THOMAS	TX2
IVIA	THOMAS	TM2
MICHAEL	THOMAS	ME2
CATHERINE	TIMM	BM2
FILOMEINA	TOBI	LA1
TASHA	TOMLINSON	LA1
VIOLET	TORRES	NS2
KENNETH	TORRES	BT1
HENRY	TORRES	LA1
JEFERSSON	TRIANA	BT1
ANDERSON	TRINDADE	TM2
PRAVEEN	TRIPATHI	BL2
FAN KIT	TSANG	PE1
SHING HO	TSE	BT1
DEANNA	TUDDA	LA1
REGINA	TUSKE	NS2
JOANNA	UNG	LS1
LINA	VALDES	LA1
JOSE	VALENCIA	DP2
ANDRES	VALENCIA	LA1
NATALIA	VALENCIA	LA1
MARVIN	VAN BUREN	LA1
NATALIE	VARGAS	NS2
SHALIN	VARGHESE	BT1
JOSEPH	VAZQUEZ	LA1
OMAR	VEGA	DA2
KIMBERLYN	VELASQUEZ	LA1
SAMANTHA	VELEZ	LE1
AMANDA	VILLAFANE	LA1
WANDO	VILLALONA	TM2
PANAGIOTA	VITTORIS	LE1
DANIEL	WACHTEL	BM2
JIMMIE	WACTOR JR.	CT2
AJMAL	WALI	DD2
RANGINA	WALI	LS1
RHEA	WALKER	TM2
BRENDA	WALKER	NS2
SHAWN	WALTERS	LA1
ZHUO	WANG	BA2
LI	WANG	LS1
XIAORUO	WANG	MO3
HAI JIE	WANG	BT1
XIAO MING	WANG	NS2
IRENE	WEN	LA1
ERIC	WEXELBAUM	DD2
SHARON	WILLIAMS	LA1
AMANDA	WILLIAMS	LA1

MAKHEBA	WILLIAMS	NS2
SEAN	WILLIAMS	BT1
CAMERON	WILLIAMS	FA1
JOSEPH	WILLIAMS	DA2
SHAUNDA	WILLIS	LA1
SHADDAE	WILMOT	LA1
SEAN	WILSON	LA1
CRAIG	WILSON JR	LA1
KYLE	WONG	LS1
KENNY	WONG	LA1
ANDREA	WONG	LA1
KEN	WONG	ET2
ENQI	WU	LA1
HUI YING	WU	BL2
ZHI	XU	BT1
CHEN	XU	BT1
CHENGYU	XU	BA2
FARHANNA	YAKUB	LA1
JENNIFER	YANG	LS1
HUAN	YANG	CT2
XIAO YI	YANG	DD2
SIDEIQ	YAR	EM2
NARISSA	YASIN	NS2
BEI BEI	YE	LS1
HANTING	YING	LA1
NAKIA	YOUNG	NS2
VERONA	YOUNG	LS1
WEN LIANG	YU	BT1
YAN	YU	NS2
YAN	YU	TM2
SOLOMON	YUNAYEV	NS2
SHAVON	ZAMBRANO	LA1
ROSA	ZARAVIA	MT2
IVANIA	ZEPEDA	LA1
JOSE	ZHAGNAY JR	LS1
SAMANTHA	ZHANAY	LA1
YANQIAN	ZHANG	BT1
CHEN BIN	ZHANG	DP2
XIN	ZHENG	CJ1
NAN	ZHOU	DA2

**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:** August 30, 2010

**SUBJECT:** Committee on Committees Monthly Report, April 2010

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Since Kenneth Golden resigned from the Academic Senate because he will be on sabbatical, Reuvain Zahavy, who was the next candidate in the election, has agreed to replace him.

Due to the resignation of Emily Tai from the Curriculum Committee, Aranzazu Borrachero, of the Department of Foreign Languages was appointed for this committee.

Thank you.

TO: The QCC Academic Senate  
FROM: Gina Capozzoli, Committee on Course & Standing  
David Shimkin, CPE Liaison

DATE: 8/30/10

RE: Formation of a Sub-Committee of the Committee on Course & Standing:  
The CPE Appeals Committee

In accordance with page 3 of the policy statement of CUNY's Office of Academic Affairs on administration of the CUNY Proficiency Exam (CPE), the Committee on Course & Standing has renewed **The CPE Appeals Committee**—to evaluate written appeals students file with regard to the CPE.

### **Charges**

The CPE Appeals Committee will evaluate written appeals and supporting documentation from students on the following matters:

- Whether or not a student may be exempt from taking the CPE.
- Whether or not a student is eligible to take or re-take the CPE.
- Whether or not a student may attempt the exam before registering for the 45<sup>th</sup> credit.
- Whether or not a student who is not in good academic standing may take or re-take the exam.
- Whether or not a student may postpone taking the exam.
- Whether or not a student who has missed a scheduled exam date may be excused from forfeiture of one of three chances to pass the exam.
- Whether or not a student may be granted a fourth chance to pass the exam.
- Under limited circumstances, when necessary in order to render a fair decision, the committee may recommend that a failing exam be re-evaluated.

### **Membership**

The CPE Appeals Committee will include the following members:

- The campus CPE liaison.
- A representative from Counseling/Administration.
- A representative from the English Department.
- A representative from the sciences, social sciences, or mathematics.
- The chair of the Committee on Course & Standing.

The following people have agreed to serve on the CPE Appeals Committee at the present time: Prof. Gina Capozzoli (Counseling, Chair Course & Standing); Dr. Arthur Corradetti (Associate Dean of Academic Affairs); Prof. Jean Darcy (English); Prof. Hamid Namdar (Electrical & Computer Engineering Tech); Prof. David Shimkin (English, CPE Liaison).

### **Reporting**

The CPE Appeals Committee will file an annual report with the QCC Academic Senate and the University detailing the number and kinds of appeals requested, the committee's decisions, and the outcomes of appeals (retests, passes, and failures).

Overview and Status Report of Smoking-Restricted Campus Policy:  
Queensborough Community College

A Response to the CUNY Tobacco Policy Advisory Committee's Open Letter

In response to CUNY Chancellor Goldstein's request for input into the review by the CUNY Tobacco Policy Advisory Committee of the current University smoking policy, the following overview and status report on Queensborough Community College's own "Smoking-Restricted Campus Policy" is respectfully presented for consideration.

**1. Historical Overview**

During FY 08-09, dialogue across the college community concerning the issue of second-hand smoke led to a call for exploration into the viability of establishing a campus policy on smoking. Purview for the task was relegated to Governance, with the college's Academic Senate Standing Committee on Environment, Quality of Life, and Disabilities Issues taking the lead.

The 08-09 senate committee's charge could not be completed by the end of the fiscal year. But by the start of the Fall 2009 semester, the issue of smoking on campus, as well as exposure of non-smokers to second-hand smoke, gained increasing velocity through numerous animated discussions held through the QCC Online Community Dialogue, as well as other email and interpersonal venues.

Having inherited the charge of exploring options by which the needs and rights of smokers and non-smokers might be best reconciled, the members of the 09-10 Academic Senate Committee on Environment, Quality of Life, and Disabilities Issues felt it was incumbent upon them to not only fulfill the examination of the issues and concerns of smoking on campus, but to submit for the consideration of the body of the Academic Senate a list of thoughtful and appropriate recommendations and rationale for their consideration.

Certainly profiting from the groundwork laid by the prior year's Senate Committee members, the 09-10 Senate Committee – in collaboration with the President's Designee to the Committee, as well as the director of the Office of Environmental Health and Safety and on Environment – met and communicated frequently over the Fall 2009 semester in order to complete its research, assess its findings, and determine appropriate recommendations for a course of action on the matter in as timely a fashion as possible.

**2. The Approach of the Senate Committee**

Apparent to the 2009-2010 Senate Committee on Environment, Quality of Life, and Disabilities Issues from the very outset was that a diverse campus community, comprised of over 16,000 students, faculty, and administrative and support staff, must characteristically exhibit diversity of opinion on matters which invite or suggest consideration of a campus-wide policy.

To that end, as the governance arm of the College charged with reviewing this matter, the Committee on Environment, Quality of Life, and Disability Issues sought to ensure that its objectivity in analyzing the

content of relevant documents, assessing its findings, and making recommendations remained balanced by, and married to, a healthy respect for the inclusion and consideration of the diversity of opinion across the many “stakeholders” – non-smokers and smokers alike – upon whom crafting any policy recommendation(s) for review by the Academic Senate (and, ultimately, the Office of the President) would impact.

### **3. Activities Conducted to Inform the Committee’s Recommendations**

Prior to submitting a set of final recommendations to the full body of the Academic Senate for approval at its last session of the Fall 2009 semester, the following activities were conducted by the Committee:

- Formally met four times: on 9/17/2009, 10/7/2009, 10/21/2009, and 11/18/2009;
- Reviewed the 2008-2009 Committee on Environment, Quality of Life, and Disabilities Issues’ Annual Report to the Senate (**Appendix 1: pgs. 6-13**);
- Reviewed a draft of Borough of Manhattan Community College’s and Kingsborough Community College’s “Smoking Policy”, as well as resultant achievements and/or problems (**Appendix 2: pgs. 14-15**);
- Reviewed CUNY Policy 4.6 on the prohibition of smoking inside facilities owned, leased or operated by the University (**Appendix 3: pg. 16**);
- Reviewed campus concerns/postings from QCC Community Dialogue emails;
- Reviewed documented concerns surrounding implementation of a smoking policy, i.e., extent of a policy (complete ban, partial restrictions, dedicated space), applicability of policy to faculty/staff/students/visitors, enforcement of policy/disciplinary actions, adjudication of disputes arising from policy, and practicality of establishing dedicated spaces (within **Appendix 1: pgs. 6-13**);
- Reviewed Smoking Policy Planning Handbooks from (collaborative) AK, MO, KA, NC and CA community colleges (**Appendix 4: pgs. 17-19**);
- Reviewed published Abstract: Texas Public Health, 2005, Student Smoking Behaviors (**Appendix 5: pg. 20**);
- Reviewed Northern Michigan University: 2008, Smoking Survey and Results (**Appendix 6: pgs. 21-27**);
- Reviewed Indiana University – Perdue University Indianapolis (IUPUI) Campus Smoking Survey (**Appendix 7: pg. 28**);
- Reviewed University of Minnesota Campus 2008 Smoking Survey and Results (**Appendix 8: pgs. 29-43**);
- Reviewed Rogue Community College: Smoking Survey and Results (**Appendix 9: pgs. 44-52**);
- Reviewed Newberry College’s Tobacco Prevention Policy/Guidebook, and Faculty, Staff and Student Pre- and Post-Survey Instruments (**Appendix 10: pgs. 53-61**);
- Reviewed the American College Health Association’s October 2009 recommendations on policies addressing tobacco use at colleges and universities (**Appendix 11: pgs. 62-64**);
- Delivered a Progress Report to the Academic Senate on the Issue of Developing a Campus Smoking Policy for its November 10<sup>th</sup>, 2009 session (**Appendix 12: pgs. 65-66**); and
- Conducted and assessed results from an online Smoking Policy Survey, distributed via email/Tigermail to Students, Faculty, and Administrative and Support Staff, so that a more representative sample of opinion from across all constituencies could be taken, and the more than 16,000 “stakeholders” on campus could be offered an opportunity for participatory



inclusion in the decision-making process as the Committee measured its potential policy recommendations (**Appendix 13: pgs. 67-69**).

The discussions/deliberations at the four meetings of the Committee focused on integrating aspects of relevant and appropriate information from all the above resources, as well as the contributions from students and student government, to determine the content and scope of recommendations to be submitted to the full body of the Academic Senate for consideration.

#### **4. Conclusion/Recommendations of the Committee**

As a result of the Committee's activities researching similar institutions' policies, surveying the campus' constituencies regarding the nature and scope of their concerns, and presenting interim reports to the body of the Academic Senate, the following set of final recommendations – completed in November 2009, complete with attachments to document and support the Committee's rationale – was submitted to the Academic Senate Steering Committee for initial review, after which the entire document was then placed on the agenda for the Academic Senate's December 2009 session for discussion and a vote to approve/disapprove:

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**Whereas**, there has been raised, through the venues of the QCC Community Dialogue, as well as other email and personal exchanges, both prior and current concerns surrounding the issue of exposure of non-smokers to second hand smoke, as well as smoking in general on campus, particularly regarding, but not exclusive to, a) second-hand smoke exposure generated by smokers congregating by entrance and exit doorways of buildings, or below or adjacent to building windows and vents; and b) second-hand smoke entering through classroom and office windows of buildings which encase common areas where smokers congregate, i.e., the Science Building's encasement of the open courtyard outside the student cafeteria;

**Whereas**, a study of the issues and concerns involving smoking on campus, the impact of second-hand smoke on non-smokers, and the freedoms of smokers, as well as recommendations for reconciliation/resolution of these issues and concerns, has been given as a charge by the Academic Senate Steering Committee to the Committee on Environment, Quality of Life, and Disability Issues;

**Whereas**, the Committee on Environment, Quality of Life, and Disability Issues feels it has adequately completed its evidentiary review, inclusive of: a) documents and planning handbooks generated by this campus, other CUNY campuses, the University, and/or other colleges and universities, which identified areas of success and limitations surrounding establishing a campus smoking policy; b) survey data gathered over 10 days, sampling the opinions of 1,053 students, faculty, and administrative and support staff members on the question of the desirability of establishing a campus smoking policy; and c) campus concerns surrounding the mechanics of implementing such a policy, i.e., the extent of a policy (complete ban, partial restrictions, dedicated space), the applicability of policy to faculty / staff / students / visitors, the enforcement of policy/disciplinary actions, the adjudication of disputes arising from policy, and the feasibility of establishing dedicated spaces;

**Therefore, be it resolved** that the Senate Committee on Environment, Quality of Life, and Disability Issues makes the following recommendations concerning a QCC Campus Policy on Smoking for review and approval by the members of the Academic Senate, and thereafter, the Office of the President:

## Recommendations

1. Committee's recommendations regarding the Creation of a New Campus Smoking Policy.
  - a. It is the recommendation of the Senate Committee on Environment, Quality of Life, and Disability Issues that CUNY Policy 4.6, SMOKING BAN (BTM,1994,09-29,005,\_A), and the current Smoking Policy of the University, approved by the Council of Presidents at its meeting of 7 May 1990, which prohibited smoking in over ninety percent of the space in campus buildings—including classrooms, auditoriums, elevators, hallways, restrooms, and other common areas—shall remain in effect;
  - b. It is the further recommendation of the Committee that recommendation 1a (above) be augmented in its application to the QCC campus and that **a new Campus Smoking Policy be implemented, and Queensborough Community College be newly established as a "Smoking-Restricted Campus"**.
2. Committee's recommendations regarding the Intent of a Campus Smoking Policy.
  - a. It is the recommendation of the Committee that **the intent of this proposed policy be to restrict, rather than ban smoking on campus** and, in this way, reconcile the rights of smokers with the impact of second-hand smoke on the rights of non-smokers;
  - b. It is the further recommendation of the Committee that the implementation of a QCC "Smoking-Restricted" Campus Smoking Policy be **preceded by a robust information and educational campaign**, so as to make the college community aware of any coming changes and restrictions, and to make available to the college community relevant informational resources—including ongoing smoking cessation opportunities—**6 months prior to the implementation of the proposed Campus Smoking Policy.**
3. Committee's recommendations regarding the Scope of a Campus Smoking Policy.
  - a. It is the recommendation of the Committee that the **Scope of this proposed policy be fully applicable to all persons in the employ and/or on the grounds of the campus**, including students, faculty, administrative and support staff members, and visitors;

- b. It is the further recommendation of the Committee that the proposed Campus Smoking Policy **define a “Smoking-Restricted Campus” as one in which smoking would not be prohibited on the entire grounds, but which would identify “Restricted” areas on campus where no smoking would be allowed.**
4. Committee’s recommendations regarding Identification of “Smoking-Restricted” areas on campus where no smoking would be allowed.
    - a. It is the recommendation of the Committee that the **“Restricted” areas on campus** where no smoking would be allowed include:
      - An area of **25 feet from all entrances, exits and other doorways** leading to or from buildings; **and additionally,**
        - i. The Science Building atrium/courtyard, outside the student cafeteria;
        - ii. The elevated plaza in front of the RFK Building/gym;
        - iii. The Q27 bus stop shelter area;
        - iv. The area around loading docks and platforms, up to the campus property boundaries;
        - v. The Holocaust Center’s elevated patio: “Sandy’s Terrace”;
        - vi. The entire perimeter around the Child Care Center, up to the campus property boundaries.
    - b. It is the further recommendation of the Committee that **evident and plentiful signage be placed at all of the areas identified in 4a (above)**, clearly indicating their “Smoking-Restricted” status; and that all **digital signage and LCD scrolls across the campus be programmed to advertise the proposed policy** as well as the “Smoking-Restricted” areas.
5. Committee’s recommendations regarding Enforcement of a Campus Smoking Policy.
    - a. It is the recommendation of the Committee that **“enforcement” – the monitoring of compliance with this proposed policy – be a self-regulation mechanism, the responsibility of all members of the college community**, rather than any one designated agent such as the Office of Public Safety and Security;
    - b. Based on a review of “enforcement” practices for similar policies implemented at similar institutions, attempts at installing disciplinary actions for non-compliance – and with them, the concomitant need for adjudication procedures for disputes arising from disciplinary actions – have proven impractical, functioning less as a safeguard of deterrence and more as an administrative morass; and so it is the further recommendation of the Committee that **establishing disciplinary procedures for non-compliance with this proposed policy be rejected**

in favor of the members of the college community taking it upon themselves to collectively and collaboratively support the policy and thoughtfully and respectfully manage it;

- c. It is the final recommendation of the Committee that 5b (above) be accomplished through **consistency in delivery and frequency of communication efforts, by and across members of the college community** – including the Office of the President, his cabinet and deans, academic department chairs, department heads and supervisors, the Offices of Student Activities and Student Government, the Office of Public Safety and Security Campus Security, and students, faculty, and administrative and support staff members –to inform one another, early and often, of the changes this policy brings, and to respectfully encourage one another to stay compliant.

6. Committee’s recommendations regarding Implementation Timeline for a Campus Smoking Policy.

- a. As it is the recommendation of the Committee in section 2b of this report that a Campus Smoking Policy be preceded by **a robust information and educational campaign 6 months prior to implementation**, the Committee further recommends that:
  - i. **An information and educational campaign** – comprised of such elements as distributing **email and digital signage** announcements to the college community; making **announcements** at student, faculty, and administrative and support staff orientations, convocations, and other oral or written forums; readying the design, purchasing and placement of **signage indicating the “25-foot rule” and “Smoking-Restricted” areas on campus**; and conducting **smoking cessation activities and opportunities**, led by Health Services and in collaboration with Student Activities and appropriate or interested academic departments – be conducted for a 6-month period, **from January 2010 to July 2010**;
  - ii. The proposed **Campus Smoking Policy and its restrictions be fully implemented in August 2010.**

7. Committee’s recommendations regarding Coordination of Implementation of a Campus Smoking Policy.

- a. It is the recommendation of the Committee that **coordination for the implementation of the information and educational campaign**, leading up to the implementation of the proposed campus smoking policy, be overseen by an **ad-hoc Task Force**, with members chosen to serve as approved by the Office of the President;
- b. It is the further recommendation of the Committee that this **ad-hoc Task Force be comprised of members of the faculty, administrative and support staff, the student body, and administration**, and that these designees be chosen to best effect the coordination of efforts and resources across the Offices of Academic Affairs, Student Affairs, and Finance and Administration;

- c. It is the final recommendation of the Committee that the **Committee on Environment, Quality of Life, and Disability Issues members will be available and act in an advisory capacity** to the members of the ad-hoc Task Force, as requested.

8. Committee's recommendations regarding Evaluation of a Campus Smoking Policy.

- The Committee deliberated with full awareness that the breadth of the recommendations as set forth in sections 1 – 7 of this report may fall short for some, and seem too cumbersome for others; and so it is the recommendation of the Committee that a **post-survey on the effectiveness of and satisfaction with the proposed policy be distributed after 2 semesters of full implementation**, at which time the Committee will re-visit its original recommendations and assess whether any amendments are appropriate.

Respectfully submitted,

The Senate Committee on Environment, Quality of Life, and Disability Issues

Dion Pincus, Committee Chair, HEO  
Hayes Peter Mauro, Committee Secretary, Faculty  
Alicia Sinclair, Committee Member, Faculty  
Carol Soto, Committee Member, Faculty  
Patricia Spradley, Committee Member, Faculty  
Leen Feliciano, Committee Member, Student  
Esther Lee, Committee Member, Student

Advisory to the Committee:

Mel Rodriguez, Environmental Health and Safety liaison  
Diane Call, Acting Provost/Sr. VP, President's Designee to the Committee

11/19/09

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The lengthy list of attached documentation to the Senate Committee on Environment, Quality of Life, and Disability Issues' final recommendations can be accessed via the Committee's 2009 "Documents" webpage (specifically, pgs. 6 – 70), found at the following URL on the QCC Governance website:

<http://www.qcc.cuny.edu/Governance/AcademicSenate/CEQD/docs/November09--Final-Report-on-Recommendations-to-Senate--Committee-on-Environment.pdf>

**5. Outcome of December 2009 Session Of the Academic Senate**

At the Academic Senate meeting on December 8, 2009, the final recommendations by the Committee on Environment, Quality of Life, and Disability Issues' to the Academic Senate regarding the issue of a campus smoking policy was introduced.

The vote by the Senate to approve the Committee's recommendations was 32 in favor, 13 opposed, and 4 abstentions. Due to the vote being placed as the last item on the Senate's agenda, a significant number of voting members had to leave before the vote was taken. Of the 49 voting members who remained, the 32 who affirmed the recommendations did not constitute a large enough number out of the entirety of the Senate membership to approve the recommendation. In light of the circumstances, Dr. Eduardo Marti, as President of the College, chose to exercise his authority to institute a smoking-restricted policy for the college.

**6. Actions Directed by Presidential Order**

Following the December 8, 2009 session of the Academic Senate, President Marti, in an email to the college community, directed the following:

- That the Academic Senate Committee on Environment, Quality of Life, and Disability Issues create a **sub-committee** (rather than form an "ad-hoc Task Force") to assist the administration in developing a six month smoking cessation program at the College, develop appropriate signage in the restricted areas on campus, including 25 feet from all entrances and doorways, including:
  - a. The Science Building atrium/courtyard, outside the student cafeteria, **including the steps and the overhang**;
  - b. The elevated plaza in front of the RFK Building/Gym;
  - c. The Q27 bus stop shelter area;
  - d. The area around loading docks and platforms, up to the campus property boundaries;
  - e. The Holocaust Center's elevated patio: "Sandy's Terrace"; and
  - f. The entire perimeter around the Child Care Center, up to the campus property boundaries.
- That the Committee's recommendation that "enforcement be a self-regulation mechanism, the responsibility of *all* members of the College community" be accepted.
- That the Committee's recommendation that a robust information and educational campaign commence by January 25, 2010, be accepted; and that the sub-committee of the Environment, Quality of Life, and Disability Issues meet with Acting Provost/Sr. Vice President Diane Call and Vice President Ellen Hartigan and their staffs to design the informational and educational campaign, e-mail and digital signage announcements, the announcements to be used at student, faculty and administrative and support staff meetings, design signage indicating the 25 foot rule and "smoking area restricted" and determine appropriate placement of such signage.

- That the Committee’s recommendation that the Office of Health Services conduct a six month intensive smoking cessation program, be accepted.
- That the campus smoking-restricted policy be fully implemented by August 2010.

**7. Status Report on Activities Conducted  
Between January 1 and August 30, 2010**

January 2010 to March 2010:

- A sub-committee of the Standing Academic Senate Committee on Environment, Quality of Life, and Disability Issues was formed, comprised of members of the faculty, administrative and support staff, and students.
- The sub-committee, chaired by the Dean for Campus Facilities, Planning, Design and Construction, met several times, both with the members of the standing committee, and on their own.
- A plan was formulated to review the layout of campus facilities, relative to the “25-foot rule” and proposed “Smoke-Free Zones”, to design appropriate signage, assess costs, and determine optimal placement.
- Led by the Office of Health Services, smoking cessation activities including the distribution of nicotine patches and gum, as well as invitations to schedule appointments with a licensed acupuncturist and massage therapist in a collaborative effort with Long Island Jewish Hospital, were implemented on campus on a bi-weekly basis; and information dissemination on smoking cessation resources was conducted on an ongoing basis.

April 2010 to July 2010

- Following the departure from the college of President Marti , who assumed a new position at the University as Vice Chancellor for Community Colleges, Provost/Sr. Vice President Diane Bova Call assumes the responsibilities of chief executive as Interim President of the College. The campus’ smoking-restricted policy now becomes Interim President Call’s policy.
- Members of the college community were invited to attend a free webinar entitled “Creating a Smoke-Free Campus: Lessons Learned”.
- The Office of Health Services updated its webpage to include a Smoking Cessation link ( <http://www.qcc.cuny.edu/HealthServices/smokingCessation.asp> ) that is updated as new health information, workshops, and other relevant events become available.



- Signage indicating “No Smoking Within 25 Feet of Building” and “Smoke Free Zone” was purchased, delivered and mounted in appropriate areas, per the sub-committee’s plan.

#### August 2010

- Email was and will continue to be sent out on a bi-weekly basis (until November 2010) to all members of faculty and administrative and support staff alerting them to the new signage and informing them that the smoking-restricted campus policy is officially in effect as of August 26, 2010 – aligned with start of Fall classes.
- Tigermail (student email) was distributed both before the start of classes, and during the first week of classes to all students alerting them to the new signage and informing them that the smoking-restricted campus policy is officially in effect as of August 26, 2010.
- Sandwich board signs were created and strategically placed in areas on campus designated as “Smoke-Free Zones”.
- Three separate digital signs informing the college community about the college’s new smoking-restricted policy were created and uploaded into the rotation of the campus’ digital signage queue.
- Information about the campus’ smoking-restricted policy was disseminated to students at New Student / Freshman Academy orientations, and will also be reinforced by Counseling faculty during Fall 2010 as part of students’ ST-100 classes (Introduction to College Life).
- Any signage which was defaced was promptly replaced.

#### **8. Synopsis of Reactions of the College Community to the Implementation of the Campus’ Smoking-Restricted Policy**

Although preparations for signage and dissemination, and smoking cessation activities were being conducted during the summer months of 2010, the campus’ smoking-restricted policy has only “officially” been in effect since August 26, 2010.

Further, the email distributed by CUNY Chancellor Goldstein directed members of the CUNY community to a website with an open letter from the CUNY Tobacco Policy Advisory Committee for the solicitation of comments about its policy proposals.

Therefore, much of the commentary from the college community on the issue of a University smoking policy was sent directly to the University website, without the QCC Senate Standing Committee on

Environment, Quality of Life, and Disability Issues ever having had an opportunity to review or assess specific reactions to the implementation of its policy on campus.

However, there have been a number of informal comments and reactions submitted by members of the QCC community, via email, to the Committee on Environment, Quality of Life, and Disability Issues.

The following is the Committee’s first attempt to categorize, both quantitatively and qualitatively, by constituency, the general tenor of the email commentary the Committee received over August 2010 and thus share a rough, preliminary “snapshot” of reactions to the new smoking-restricted policy:

**Student Reactions:**

Quantitative Students have not, as of yet, had an opportunity to express their reactions to the policy. At the end of the Fall 2010 semester, the Committee of Environment, Quality of Life, and Disabilities Issues will endeavor to conduct a formative assessment of students’ reactions via a brief, online survey.

Qualitative Likewise, students have not yet “weighed in” anecdotally on the policy. However, there are two anecdotes which **have** been recorded concerning students’ reactions to the policy since August 2010:

1) *“It was demonstrated throughout the month of August that the vast majority of students were completely reasonable and willingly compliant about being reminded of the new policy, so long as they felt they were not being confronted with hostility or spoken-down to.”*

2) *“The vandalized no-smoking signs on roughly 10 entry doors have been replaced and the new sandwich boards are in place on the Spanish Steps, Science courtyard and RFK/Gym terrace. Permanent metal ‘smoke-free zone’ signs will be installed in those same 3 areas in the next few weeks and I think we could remove the sandwich boards at that time. “*

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**Faculty Reactions:**

<u>Quantitative</u>	Wholly approve of the policy	28%
	Approve of the policy, but with concerns	45%
	Disapprove of the policy; needs significant changes	18%
	Wholly disapprove with the policy	9%

Qualitative 1) *“Smoke is already conspicuous in its absence. “*

2) *“There are many cigarette holders (don’t know the correct term, but they serve as ashtrays) outside of entrances to many buildings, specifically Medical Arts, from the parking lot. Will they be moved to the correct distance as noted?”*

3) *“In view of the recommendation of the committee that there be a post survey (after 2 semesters) of the effectiveness and satisfaction with the smoking restricted policy, I believe it would be helpful if there would be (perhaps there is already and I missed it) mechanisms such as dedicated email and suggestion boxes whereby members of the college community can report infractions, their scope and their locations.”*

4) *“In my estimation the policy is not strict enough. Other campuses have small areas that are the only places where smokers can smoke rather than just restricting them from certain areas. Also, who will enforce this current policy if students smoke in the courtyard area around the cafeteria or around building entrances in inclement weather?”*

5) *“I don't mind smoking bans in buildings, but would mind very much if smoking were banned outside. If that were to become the policy, I would not hesitate to walk off campus to grab a smoke. I'll wager that many students would do the same, creating time management problems for their arriving to classes on time. That's the last thing we need.*

*“When I smoke, I do my best to be considerate of those around me. As the college steps up its stop-smoking campaigns, I would hope that smokers will not be subjected to harassment by non-smokers who imagine themselves health saviors. Such tactics make dedicated smokers simply dig in their heels, a result that would be counterproductive. Furthermore, since workplace harassment is defined as "the act of systematic and/or continued unwanted and annoying actions of one party or a group...A systematic pattern of harassment by an employee against another worker may subject the employer to a lawsuit for failure to protect the worker.”*

6) *“I would like to see a smoke-free campus and programs to help faculty and students stop smoking. There are too many students wandering around campus outdoors smoking.”*

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**Administrative and Support Staff Reactions:**

<u>Quantitative</u>	Wholly approve of the policy	50%
	Approve of the policy, but with concerns	50%
	Disapprove of the policy; needs significant changes	0%
	Wholly disapprove with the policy	0%
<u>Qualitative</u>	<i>“The university, as well as QCC, should remember that ALL of its employees have rights and one individual’s rights should not outweigh another’s. To that end, to inconvenience</i>	

*one for the convenience of another will not promote the unity one desires in the workplace. We all have habits that others may not approve of but does that give them the right to govern those habits? If the University was a smoke free environment when we were hired, there would be no argument. It wasn't. If a person chooses to smoke, I have no say so, just like if they choose to drink, I have no say so—that is their personal right. If they wish to make it a smoke free environment, what allowances will be made for those who do smoke?"*

*"Up until recently, I personally did not find smoking on campus to be offensive or dangerous. However, with the recent influx of students from across the globe, smoking is prevalent everywhere on campus. In fact, where in the past one could circumvent the smoke you can no longer do that. When school is in session there are no "safe zones" for non-smokers. I believe the new "smoke-free" area signs will help."*

Respectfully submitted for consideration to the  
CUNY Tobacco Policy Advisory Committee,

The QCC Senate Standing Committee on Environment, Quality of Life, and Disability Issues

Dion Pincus, Committee Chair, HEO  
Hayes Peter Mauro, Committee Secretary, Faculty  
Alicia Sinclair, Committee Member, Faculty  
Carol Soto, Committee Member, Faculty  
Patricia Spradley, Committee Member, Faculty  
Leen Feliciano, Committee Member, Student  
Esther Lee, Committee Member, Student

Advisory to the Committee:

Mel Rodriguez, Environmental Health and Safety liaison  
Arthur Perkins, Dean for Campus Facilities, Planning, Design and Construction  
(President's Designee to the Committee)

August 31, 2010

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

**ACADEMIC SENATE**

**COMMITTEE ON ACADEMIC DEVELOPMENT**

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

**FROM:** Mary Ann Rosa, Chair, Committee on Academic Development/Elective Academic Programs

**SUBJECT:** Annual Report for Committee on Academic Development/Elective Academic Programs for 2009/2010

**DATE:** Mary 26, 2010

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Committee Members (2009-2010): Mary Ann Rosa (Chair), Melanie Sehman (Secretary), Urszula Golebiewska, Eileen White, Reuvain Zahavy  
Steering Committee Designee: Ted Rosen  
President's Designee: Dean Karen Steele

The Committee on Academic Development/Elective Academic Programs met five times in the 2009-2010 year (twice in the fall and three times in the spring semester) and corresponded many times via e-mail. In preparation for the first meeting, Professor Mary Ann Rosa met with Dr. Emily Tai (Chairperson, Academic Senate Steering Committee) to discuss possible committee activities for the upcoming year. At our first committee meeting (November 13, 2009), we discussed committee's present charges, the faculty evaluation form and the role of the Academic Development Committee with CETL. It was agreed that the chair Mary Ann Rosa would put together some questions for a survey to give to the chairs to evaluate the Faculty Evaluation Form. Discussion included the possibility of having Meg from CETL attend one of our meetings.

On December 16, 2009, the committee met for the second time. Ted Rosen, as Steering Committee Designee, had followed up with Emily Tai regarding committee charges. A draft of the survey to the Chairs was presented by Mary Ann Rosa as per the input of committee members. Some revisions were made. Discussion included the possibility of a "fishbowl" event. Students and faculty would be invited. Such topics could include teaching techniques and students input into the evaluation process. Dean Karen Steele gave us information on the online surveys for asynchronous courses. They are not yet implemented due to privacy issues. They will be implemented in the Spring.

Mary Ann Rosa, chair, emailed the final copy to committee members after the meeting and then sent to the chairs.

The Committee met again on March 22, 2010.. Mary Ann Rosa (chair) distributed a compilation of the responses received so far; not all chairs responded. Responses are needed from all the chairs to be of use. Discussion included modifications or improvements that could be made to the current Faculty Evaluation Form. There was also a discussion of present charges. The Committee felt there was overlap with other committees and there was a proposal to modify charges. Ted Rosen, as Steering Committee Designee will discuss with Emily Tai. There was a discussion to invite Meg to our next meeting. Dean Karen Steele suggested co-sponsoring an event with CETL each year.

On April 7, the Committee met for their fourth meeting. The remaining results of the survey on the Faculty Evaluation Form to Chairs was compiled and presented by Mary Ann Rosa. Results were extremely varied. It was discussed on how to make faculty and students aware of the evaluation and the evaluation questions in advance: Dean Karen Steele will follow up as far as giving the evaluation form to new faculty members during orientation – make them aware of the questions that will be asked and aware of what is expected of them. Mary Ann Rosa suggested that the evaluations also be part of the new student orientation – make them aware of the questions that will be asked and aware of what they should expect from their professors. It was decided that more time is needed with the current Faculty Evaluation Form to determine its effectiveness. All agreed that the envelope size should match the form size.

Mary Ann Rosa met with Emily Tai on April 21, 2010 and clarified committee charges.

On May 26th, 2010, the committee held their last meeting of the academic year. Members of both the 2009-2010 committee and the 2010-2011 committee were in attendance. Urszula Golebiewska is continuing service on the Academic Development committee. Mary Ann Rosa, Melanie Sehman, Eileen White, Reuvain Zahavy, and the Steering Committee Designee, Ted Rosen will be leaving the committee, and the new members for the upcoming year are Viginia Cowan, Nicholas Di Zinno, Kelly Ford, Jeffrey Jankowski, and Helene Dunkeblau (Steering Committee Designee).

At the May 26th meeting, Urszula Golebiewska was elected chair and Kelly Ford as recording secretary for 2010-2011. The committee discussed the work over the past year and possible activities for the 2010-2011 academic year. All members agreed that due to the varied results of the survey given to the chairs, more time is needed to evaluate the effectiveness of the Faculty Evaluation Form, utilized by students for traditional classes. It was suggested to follow up with Dean Karen Steele regarding the introduction of the Faculty Evaluation Form into faculty orientation. It was also suggested to follow up with the introduction of the Faculty Evaluation Form into student orientation so students can become acquainted as to what they should expect from their professors and explanations on how to utilize the form. Recommendations also include the use of larger envelopes for the Faculty Evaluation Forms. A Fishbowl Event was suggested by Ted Rosen as a possible activity for the 2010-2011 academic year. Another suggestion is to invite Meg from CETL to one of the Committee Meetings.

**QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK**

**COMMITTEE ON ADMISSIONS  
ANNUAL REPORT**

**ACADEMIC YEAR  
08/2009 – 08/2010**

**Membership:** Professor H. Yao, Chairperson  
Professor E. Clingan  
Professor G. Colalillo  
Professor G. McGill  
Professor D. McKay

The Committee on Admissions met (10) times, below is the disposition of the applications.

	DEGREE					NON-DEGREE			NURSING	
Meeting Dates	Total Apps.	Total Apps. Reviewed	Degree Status Approved	Degree Status Denied	Degree Pending For CCS Decision	NM8 Approved	NM8 Denied	NM8 Pending For CCS Decision	Nursing Approved	Nursing Approved For LA1/HS1
10-21-2009	332	46	9	12	3	1	0	0	3	18
11-11-2009	333	44	11	11	3	1	1	1	2	14
12-01-2009	330	53	11	21	5	0	1	2	4	9
12-08-2009	306	55	19	23	2	0	1	1	3	6
<b>SPRING</b>	<b>1,301</b>	<b>198</b>	<b>50</b>	<b>67</b>	<b>13</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>12</b>	<b>47</b>
03-10-2010	326	46	8	11	4	2	2	0	4	15
03-22-2010	134	46	12	22	5	2	0	0	3	2
04-06-2010	153	62	17	24	4	2	2	0	1	12
04-28-2010	280	57	19	21	5	0	1	0	4	7
05-26-2010	232	69	19	35	2	1	2	0	4	6
06-08-2010	149	68	21	27	0	1	0	0	5	14
07-07-2010	431	0	0	0	0	0	0	0	0	0
<b>FALL</b>	<b>1,705</b>	<b>348</b>	<b>96</b>	<b>140</b>	<b>20</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>21</b>	<b>56</b>
<b>TOTAL</b>	<b>3,006</b>	<b>546</b>	<b>146</b>	<b>207</b>	<b>33</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>33</b>	<b>103</b>



- The tasks of the Committee are to review and evaluate applications for re-admission to the College after academic dismissal and create guidelines for admission to the college. This year the committee approved and implemented policy to readmit only those students who seemed to be most likely to complete the degree requirements and graduate. This academic year 37.9% of students seeking re-admission were denied, while 6.0% were referred to the Committee on Course and Standing prior to consideration for readmission. The denied rate was much higher than previous years.
- Students were referred to the Committee on Course and Standing for possible removal of WU (unofficial withdrawal) grades. For some students, their transcripts showed consecutive or intermittent semesters of WU grades. If applicants had documented reasons for WU grades, their readmission was deferred pending review by the Committee on Course and Standing. Students were able to re-apply to the Admissions Committee if the Committee on Course and Standing acted favorably on their appeal.
- Mr. W. Yarde, Director of Admissions attended the August 2009 meeting. The committee was informed that CUNY and Queensborough were facing a wave of enrollments.
- It was agreed that applicants with GPA below 1.50 would be denied unless special reasons and evidences presented.
- The GPA calculator was available to identify the applicants who would not have the mathematical possibility of achieving a 2.0 GPA. It was very helpful in making the decisions.
- Vice President Hartigan attended a meeting in December 2009 and updated the committee on the surge in applications and policies for fall 2010.
- The Committee elected Prof. Georgina Colalillo as its new Chairperson, Prof. Susan Hock as its new secretary to serve during the 2010-2011 academic year.
- The Chairperson thanks the members of the Committee for their collegiality, and for consistently attending meetings and meticulously reviewing 546 applications for re-admission to the College. Due to the commitment of each member, the committee was able to continuously make changes that resulted in a more efficient decision-making process. He is grateful to Mr. W. Yarde, Director of Admissions, for his hospitality and support to the Committee. He would like to express special thankfulness to Ms. Guzman who scheduled and coordinated all the meetings, presented applications for review, and recorded the decisions of the Committee. The Committee could not have operated smoothly without her tireless assistance.
- The Chairperson considers it a privilege to have served in this capacity. He is confident in the continuous effectiveness of the Committee under the leadership of the new Chair, Prof. Georgina Colalillo.

Respectfully submitted,

Haishen Yao  
Chairperson, 2009-2010

Cc: Prof. Georgina Colalillo, Admissions Committee Chairperson, 2009-2010  
Mr. W. Yarde, Director of Admissions

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**THE AWARDS AND SCHOLARSHIPS COMMITTEE**

**To:** The Academic Senate  
**From:** Sharon Lall-Ramnarine, Chairperson  
**Date:** September 3, 2010  
**Subject:** ANNUAL REPORT 2009-2010

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Members:

Sharon Lall-Ramnarine, Chair  
Ernie Jackson, Secretary  
George Muchita  
Gladys Juca, Student Representative

President's Designee:

Vice President Ellen Hartigan

Senate Steering Committee Designee:

Nadine Donahue

Committee on Committees Liaison:

Phyllis Pace

The Awards and Scholarships Committee met several times during the academic year 2009-2010 to evaluate and recommend nominations for the following awards and scholarships:

1. **John F. Kennedy Memorial Award** – given to Gladys V. Juca, a graduating student who has demonstrated outstanding leadership in the college and the community;
2. **Martin Luther King Jr. Memorial Award** – given to Billy Jnohope, a graduating student who has demonstrated exceptional leadership in promoting racial harmony and appreciation of cultural diversity;

3. **Ray Ricketts Memorial Award** - given to Jose Dopwell, a returning student (left college at one point) who exhibits exceptional scholarship and leadership;
4. **Women's Club Award** – given to Sin Ying Lam, who has demonstrated outstanding leadership and service to the college community;
5. **Incentive Awards** – given to Patrick Hendrick and Edwin Gonzalez, who have demonstrated outstanding academic performance and are working parents.
6. **Academic Merit Scholarship** – given to 49 current and continuing students who have demonstrated outstanding academic performance (a minimum cumulative GPA of 3.25 required):
  1. Peter Abohwo
  2. Sharona Akilova
  3. Avi Appleman
  4. Katherine Arce
  5. Matthew Broadfoot
  6. Lee Kon Chen
  7. Barbara Deacon
  8. Jose Dopwell
  9. Nadira Etwaroo
  10. Leen Feliciano
  11. Jieun Gang
  12. Lin Han
  13. Hanifa Holjigitova
  14. Qiaolin Huang
  15. Kerita Jackson
  16. Gladys Juca
  17. Alla Khodzhandiev
  18. Hoi Sook Kim
  19. Elizabeth Lara
  20. Sung Won Lee
  21. Kyu-Ree Lee
  22. Nakyoung Lee
  23. Calvin Leung
  24. Teresa Lihach
  25. Zhen Lin
  26. Grace Magee
  27. Bindu Mathew
  28. Dennis Multari
  29. Elham Nikoo
  30. Roxanne Niles-Charles
  31. Yasmin Obriwala
  32. Delkha Rahimi
  33. Elma Rahman

34. Paulina Salazar-Soto
35. Stephanie Sandson
36. Sherry Tan
37. Enqi Wu
38. Sunwoo Youm
39. Verona Young
40. Shengyao Zhao
41. Larisa Abrakhaimova
42. Samanta Boursiquot
43. Erica Cosentino
44. Yun Fan
45. Alexandra Plevritis
46. Christine Porter
47. Alexander Ranglall
48. Carol Ryklin
49. Nan Zhou

**7. Who's Who Among Students in American Universities and Colleges** - given to 32 students who demonstrated scholarship, active participation in college and community activities, and potential for continued development (a minimum of 30 completed credits required):

1. Vanessa Barret
2. Alexandra Bayona
3. Maryory Bibiloni
4. Samanta Boursiquot
5. Kathleen Capogrosso
6. Christina Casas
7. Carlo Echeverri
8. Nicholas Emmanuel
9. Ahmad Esa
10. Akiva Freud
11. Sheldon Gordon-Campbell
12. Rachel Hammer
13. Gladys Juca
14. Karolina Kedzierska
15. Anthony Lam
16. Sin Ying Lam
17. Kyu-Ree Lee
18. Roberto Lobianco
19. Marjorie Morales
20. Paula Mullings
21. Reynaldo Paulino
22. Firmause Payen
23. Sahar Refua
24. Ratan Saha

25. Denise Sanchez
26. Daniel Sangobanwo
27. Jonathan shakhmoroff
28. Yi Su
29. Helen Surianti
30. Arnab Tarafder
31. Edmond Williams Jr.
32. Verona Young

In comparison to previous academic years the response to all scholarship awards was about the same. The Academic Merit Scholarship continued to receive a strong response. Thirty one more Queensborough students received the award this year. Seven less Queensborough students were included among *Who's Who in American Universities and Colleges* this year.

### **Recommendations**

1. It would be beneficial for committee members to receive the student applications by departmental mail to review prior to committee meetings. This saves a lot of time during the actual meeting and leaves time for discussion.
2. Scholarship applications should be sorted by GPA and not alphabetically.
3. Award applications that require a student essay should state what topics the essay should address.

Queensborough Community College  
The City University of New York

MEMORANDUM

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**To:** Emily Tai, Chair, Academic Senate Steering Committee

**From:** David M. Sarno, Chair, Bylaws Committee

**Date:** June 3, 2010

**Re:** Bylaws Committee, Annual Report 2009-2010

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**The Committee on Bylaws, 2009-2010**

*Members:*

Caf Dowlah

Joseph Goldenberg

Janice Molloy

Chris Mooney (Secretary)

David Sarno (Chair)

*Liaisons/Designees:*

Liza Larios, President's Designee

Jonathan Cornick, Steering Committee Designee

Joanne Chang, Committee on Committees Designee

Our mission is to consider and make recommendations regarding the Bylaws of the Academic Senate, the Bylaws of the Board of Trustees and, upon request of the Executive Committee of the Faculty, the Bylaws of the Faculty.

**Activity**

The committee met on March 10, 2010, March 17, 2010, and May 12, 2010. Deliberations on one item were handled entirely via email from November 12-25, 2009. Our work this year addressed the following matters.

**1. Name and charges of the Committee on the Gallery and Performing Arts**

This committee submitted a proposal to change its names and charges. The rationale was based on the growth of the QCC Art Gallery, Queensborough Performing Arts Center, and Kupferberg Holocaust Resource Center & Archives and the changes in the committee's role in relation to these campus institutions. Following extensive deliberations via email, the committee agreed that the revised charges were acceptable, but the proposed name was too cumbersome and should be revised.

There was also some discussion that the proposed name was too restrictive should

the committee be required to take on additional responsibilities. A new proposal was received and the Bylaws Committee unanimously approved the name change to the “Committee on Cultural and Archival Resources” along with significant revisions to its charges. Article VII, Section 20 of the Bylaws was revised to reflect these changes after the Academic Senate approved the Resolution.

**2. Number of voting members on the Distance Education Committee**

This committee submitted a proposal to increase the number of its voting members from five to seven. The rationale cited the growth of distance education measures at QCC and that an increase in the membership would allow it to fulfill its mandate. The Bylaws Committee unanimously approved this proposal. Article VII, Section 18 of the Bylaws was revised to reflect these changes after the Academic Senate approved the Resolution.

**3. Steering Committee proposal to set guidelines on the use of email for committee business**

Several Standing Committees were known to conduct committee business via email, but no guidelines were in place. The proposal that was submitted to the Bylaws Committee referred to the most recent edition of Robert’s Rules of Order which indicates that “efforts to conduct deliberative process by postal or electronic mail or facsimile must be expressly authored by...by-laws.” The intention of the proposal was to allow committees to operate electronically only when considered absolutely necessary, while emphasizing that in-person meetings are the optimal way to transact business. It also sought to prevent a gradual shift from holding in-person meetings to all-electronic correspondence. After a great deal of deliberation, especially over the term “absolutely necessary,” the Bylaws Committee unanimously approved a revised proposal. However, when presented to the Academic Senate, the Resolution did not receive enough votes to pass according to the CUNY Central Office’s interpretation of the Perez decision on Open Meetings. Unfortunately, the final outcome of this vote is still pending.

**4. Steering Committee proposal to create a Committee on Assessment and Institutional Effectiveness**

The primary goals of creating the Committee on Assessment and Institutional Effectiveness were to provide a means to implement recommendations by the Middle States Higher Education Commission and to insure that all assessments conducted within the college, and particularly, the assessment of student learning outcomes, would remain within the purview of shared governance. The proposal was presented to the Bylaws Committee by Dr. Tai who contributed to the ensuing deliberations. After some minor revisions, the Bylaws Committee unanimously approved this proposal. The Bylaws were amended with an addition to Article VII. The newly formed Committee on Assessment and Institutional Effectiveness was inserted as Section 11, between Section 10, “Committee on Admissions,” and the current Section 11, “Committee on Awards and Scholarships,” necessitating a renumbering of Sections 11-25 as Sections 12-26.

## **Recommendations**

The proposals considered, as well as the mechanisms for addressing them, resulted in a great deal of useful discussion. As a result, the outgoing Bylaws Committee has the following recommendations for the new committee as well as the Steering Committee.

1. Bylaws Article VII, Section 2, Paragraphs 2 and 3 were cited in a discussion on who is allowed to participate in the deliberations of a standing committee. It was noted that Paragraph 2 has the heading of “Subcommittees,” but in sub-paragraphs a through d it refers to subcommittees, standing committees, and then simply to “committees.” This Section of the Bylaws (“Organization”) should be revised - perhaps in consultation with the Senate Parliamentarian - to clarify if it is meant to refer only to subcommittees or to all committees (standing, “sub,” and special) of the Academic Senate.
2. Although the Resolution on the use of email for committee business was not approved, should a revised proposal be submitted, we have the following recommendations for both the Steering Committee and the Bylaws Committee.
  - a. Discussions via email can become exceptionally difficult to follow, especially if multiple topics are under consideration. They are also likely to produce a great deal of paper when printing becomes necessary. Therefore the Steering Committee may consider requesting that the Committee on Computer Resources explore alternatives to email for compiling and recording committee business that is conducted electronically. For example, online discussion forums could be used to organize activities into ongoing threads by topic.
  - b. Due to concerns that allowing the use of email for committee business could result in a gradual shift to all meetings being held electronically, rather than in-person, the Steering Committee may consider reporting to the Academic Senate at the conclusion of each semester:
    - i. the number of committees who have conducted business via electronic means during that semester.
    - ii. compliance of those committees’ conduct of electronic meetings with the aforementioned guidelines.
    - iii. any concerns and/or recommendations regarding the effectiveness of these guidelines.
3. Based on the unresolved vote in the Academic Senate regarding the use of email for committee business, the Bylaws Committee may need to re-examine the Perez Decision and its interpretation by the CUNY Central Office.



## Changes to the Bylaws Committee

The new committee for the 2010-2011 academic year will be as follows:

Bryn Mader  
Danny Mangra  
Linda Meltzer  
Janice Molloy (Chair)  
Tian Ren

### *Liaisons/ Designees:*

Liza Larios, President's Designee  
Caf Dowlah, Steering Committee Designee

Janice Molloy was elected Chair for 2010-2011. There is currently no Committee on Committees Designee, or student representative for the 2010-2011 academic year. Further, a Secretary has not yet been elected. This will be the first order of business when the committee convenes in the fall 2010 semester.

## Final remarks

To the best of our knowledge, there are no pending items that require our attention.

All changes to the Bylaws that have been approved by the Academic Senate have been forwarded to the QCC Webmaster and posted on the QCC Governance website as of May 18, 2010.

Thanks are due to all members of the Bylaws Committee, both continuing and outgoing, for their contributions and their collegiality as we worked together on the issues brought before us. Welcome to Bryn Mader, Danny Mangra, Linda Meltzer, and Tian Ren, the new members of the Committee.

Respectfully submitted,  
David M. Sarno



## The Committee on Ceremonial Occasions

A Standing Committee of the Faculty Senate  
Queensborough Community College  
The City University of New York

June 14, 2010

**To:** Professor Devin Felman McKay, Secretary, Academic Steering Committee

**From:** Vicki Kasomenakis, Chair, Laura Sabani, Co-Chair, and  
Eva Goldhammer, Secretary, Committee on Ceremonial Occasions (COCO)

**Re:** 2009-2010 Annual Report of the Committee on Ceremonial Occasions

Dear Professor McKay,

Please include the attached report in the Academic Senate Agenda you are preparing for the next Senate meeting.

Thank you,

Professor Kasomenakis  
Professor Sabani  
Professor Goldhammer

Cc. Professor Emily Tai, Chair, Academic Steering Committee



## The Committee on Ceremonial Occasions

A Standing Committee of the Faculty Senate  
Queensborough Community College  
The City University of New York

### 2009-2010 Annual Report

**June 14, 2010**

#### **1. Committee on Ceremonial Occasions – Meetings and Membership**

The Committee on Ceremonial Occasions held three meetings during the 2009-2010 academic year (9/22/09, 10/13/09, 4/6/10). In addition, the committee members had numerous informal conversations (both in person and via e-mail) on topics regarding the committee.

The 2009-2010 Committee was composed of the following members:

<b>Committee Member</b>	<b>Department</b>
Vicki Kasomenakis, Chair	Business
Laura Sabani, Co-Chair	Foreign Languages and Literatures
Eva Goldhammer, Secretary	Social Sciences

The representative from the Student Government Association was Ms. Cuthbert.

The Administration was represented by Millie Conte, who is the Executive Assistant to the President, and Ellen F. Hartigan, who is the Vice President of Student Affairs and is the Presidential Designee to the Committee

#### **2. Committee on Ceremonial Occasions- 2009-2010 Activities Summary**

The Committee on Ceremonial Occasions consists of three (3) members of the instructional staff and one (1) student.

The basic role for the Committee members is three-fold. First, they are to act as observers during Commencement Exercises. Areas of observation include various staging areas and under the tent. The members are to keep track of activities in need of improvement and those parts of the ceremony that seem to be going well. Second, they are to be available as support staff should any potential emergencies come up. Third, an annual observation report is to be created for the previous year's graduation ceremony. The report is to be presented and reviewed to the Administration during the Committee's first meeting of each academic year. In addition, the annual observation report is to be posted to the college website for review and suggestions by the college community.

In order to fulfill the obligations of the Committee, members are assigned various locations at different times before, during, and after the ceremony. They are to record their observations, discuss their findings with other Committee members and at a later date compile a report that contain the most significant observations. The report will also list potential areas needing improvements and provide detail to any supporting role they served during the course of the ceremony.

The first meeting was held on September 22, 2009. Vicki Kasomenakis was the only committee member who was returning for another year of service. She described the functions of the Committee to the new members which are essentially to oversee, supervise, and make recommendations regarding the College graduation ceremony. At this meeting, it was decided that Vicki Kasomenakis will serve as Chairperson, Laura Sabani will serve as Co-Chair and Eva Goldhammer will serve as Secretary.

The second meeting was held on October 13, 2009. The meeting was primarily focused on the review and discussion of the Commencement 2008-2009 Observation Report. In addition, the Committee made the following suggestions:

- relocating the faculty and staff graduation reception from the Student Union Building to the Oakland Dining Hall
- it was suggested that we rent additional small tents for each academic department so that faculty, students, and guests can be sheltered from various weather conditions when they meet and greet at the track and field after the ceremony
- since the number of graduates and invited guests keep growing every year, it was recommended that we rent an indoor facility in order to accommodate everyone more comfortably instead of having the graduation on campus. Possible facilities for rental that were discussed included the following:

- (1) Queens College
- (2) St. John's University
- (3) Francis Lewis High School

The final meeting was held on April 6, 2010. During the meeting, it was emphasized that only faculty and staff who have attended and participated in the commencement exercises can attend the luncheon. In addition, it was suggested that we obtain a larger tent or place tent extensions to accommodate the growing amount of attendees to the ceremony. At this meeting, each member was assigned to observe the various staging areas during the commencement exercises. The Committee members agreed to meet in front of the Administration Building in June 4, 2010 at 8:00 a.m. to conduct the observations.

***(3) Committee on Ceremonial Occasions - Summary of observations and recommendations of Commencement Exercises - 2010***

Upon consulting with Committee members, we have included the following excerpts from The Committee on Ceremonial Occasions Observation Notes – “10” (see page 8).

Communication - picking up regalia for faculty and staff members

*Observations:*

- there was some confusion as to where to pick regalia. In addition, there was some uncertainty regarding the faculty and staff luncheon

*Recommendations:*

- send out numerous emails and/or notices to remind faculty and staff members about the manner in which to proceed

The Kupferberg Holocaust Center - roping area for faculty and staff

*Observations:*

- confusion regarding where to pick up regalia
- there were no signs or attendant at the front desk to direct faculty and staff to pick up caps and gowns and to locate the rest rooms
- many faculty and staff members left as soon as regalia was picked up and had to be gathered again to march, causing slight delays
- there weren't enough benches for faculty and staff members to sit and enjoy the refreshments that were made available at the center
- water bottles were in very short supply and were never replenished

*Recommendations:*

- faculty and staff members need to be specifically reminded numerous times with regards to picking up regalia and when and where to gather to march.
- there should be signs and attendant at the front desk of the Kupferberg Holocaust Center to direct faculty and staff where to pick up regalia and to locate the restrooms
- the refreshment table should be placed against the wall so that enough room is made available to place 3-4 benches across from the refreshment table

Quad - directing graduates and guests to the ceremony

*Observations:*

- lack of signs on campus to direct students and guests to the various staging areas of the ceremony

*Recommendations:*

- more noticeable signs should be posted campus wide instructing people where to go
- numerous information tables should be centrally located on campus ( i.e. in front of the Administration building and in front of the Humanities building) and should be staffed with either a volunteer or employee to direct people to the various staging areas
- post a banner in front of the Administration building congratulating the graduates

Science building – staging area for graduates

*Observations:*

- small signs were posted on the doors of the lecture halls to direct graduates by degree program

*Recommendations:*

- numerous and larger signs need to be posted on lecture hall doors to direct graduates by degree programs

Inside the tent

*Observations:*

- the tent inside was dry and somewhat warm
- many people were standing outside the tent because there weren't enough seats to accommodate them

*Recommendations:*

- more seats for guests are needed and there should be an attendant in charge to escort guests to their seats during the ceremony
- more fans are needed under the tent especially where the graduates, faculty and staff are seated

Track and field area – faculty and student reception after the ceremony

*Observations:*

- the grounds at the track and field were dry
- weather conditions were sunny and warm

*Recommendations:*

- tents should be set up on the track and field for each academic department to provide shade from the blaring sun and heat

The Ceremony

*Observations:*

- Impressive
- Well organized
- Ended on a timely basis

*Recommendations:*

- None

Public Safety

*Observations:*

- Very professional
- Well organized

*Recommendations:*

- None

Respectfully Submitted,

Vicki Kasomenakis, Chair  
Laura Sabani, Co-Chair  
Eva Goldhammer, Secretary  
The Committee on Ceremonial Occasions  
2009-2010



## ***The Committee on Ceremonial Occasions Observation Notes – “10”***

### **Communication - picking up regalia for faculty and staff members**

There seemed to be some confusion about the venue for picking regalia as well as whether or not there would be a faculty and staff luncheon after the ceremony. It's recommended that numerous emails and/or notices be sent out to faculty and staff members reminding them about these events and how to proceed.

### **The Kupferberg Holocaust Center - roping area for faculty and staff**

A number of faculty and staff members weren't sure where to pick up their caps and gowns in the Kupferberg Holocaust Center. As in the previous year, there were no signs or attendant(s) at the front desk to direct attendees to pick up their regalia and to locate the restrooms. In addition, there weren't enough benches for the members to sit and enjoy the refreshments that were provided. There was a very short supply of water bottles at the refreshment table. Many requests were made for more water. Unfortunately, there was no attendant to replenish the supply.

### **Quad - directing graduates and guests to the ceremony**

As in the previous year, there was lack of signs on campus regarding the location of the various staging areas of the ceremony. We observed students and guests wondering around the campus and asking for directions. We recommend that more signs be posted throughout the campus to direct people to the various staging areas. We did observe one attendant in front of the Administration building directing students and guests to the various staging area which was somewhat helpful. Unfortunately, the attendant appeared to be very uncomfortable because she was standing unprotected in the blaring sun. We highly recommend that an informational table and chair be placed in a shaded area near the Administration building and the same be placed in front of the Humanities building so that the attendant is sheltered from the sun and be more comfortable.

### **Science building – staging area for graduates**

The assembly of graduates by degree program in the designated lecture halls was very well coordinated and marshals reported to their assigned rooms on time. Ellen Hartigan did an effective job of telling students what to do and what to expect during the ceremony. This year we observed that staff members were left behind to accommodate and direct graduates that arrived late. There were numerous requests made by graduates for safety and bobby pins. It's recommended that a supply be kept at the registration table.

### **Processional**

Students from different program degrees marched in a coordinated way and were re-woven into one row just beautifully. However, as the several groups came together at the entrance of the track and field, a slight bottleneck slowed down progress. It cleared as the graduates marched through the track and field to the tent. However, another bottle neck was created as students were seated. We recommend that students march in separate groups according to specific degree program all the way to the tent. They can then enter at three different locations, where three sets of seats will have been reserved for them. This way all three groups can go through the process of being seated simultaneously, and it would expedite the seating arrangements for the graduates.

### **Inside the tent**

The tent area was very well done and was kept as comfortable as possible given the very warm and sunny weather conditions. There were numerous fans located around the area where the degrees were being conferred which helped to cool off that particular area. We observed many guests using hand held fans to cool off and heard many people complaining of how warm it was inside the tent. We recommend that more fans be placed throughout the tent to help cool off other areas as well. In addition, we noticed many guests standing outside the tent in the sweltering heat. We are not quite sure if they were choosing to stand to get a view of the activities at the podium. However, there were plenty of unfilled seats behind the faculty but there wasn't any attendant to escort people to be seated. Should guests want to stand, perhaps a large screen viewer as used at sporting stadiums can be installed so guests can get a better view of the ceremonial activities.

### **Track and field area – faculty and student reception after the ceremony**

After the ceremony, all of the graduates and their guests were directed to meet and greet the faculty members at the designed academic departmental areas located on the track and field. We noticed that not many people took part due to the heat and blaring sun. We recommend if it's feasible and economical to either rent or buy small tents for each academic department in order to provide shelter regardless of the weather conditions. This will help to encourage more people to gather so that both graduates and their guests can meet up with their professors after the ceremony.

### **The Ceremony**

Overall, the ceremony went smoothly and was quite impressive. It ended on time (approximately two hours). Ellen Hartigan and Millie Conte have done an exceptional job ensuring the success of the ceremony. We applaud them and all of their assistants for doing such an incredible job.

Susan Agin, Managing and Artistic Director of the Queensborough Performing Arts Center did an excellent rendition of the National Anthem. Our praise to the Royal Brass for doing such a wonderful job in providing the music for the Commencement Ceremony.

### **Public Safety**

Accolades to all of the members of the Office Security and Public Safety. Their professionalism and courtesy was most impressive. They have done a superb job to enhance the public image of the college during this most memorable event.

### **Buildings and Grounds**

The staff members of the Buildings and Grounds have done a most impressive job with beautifying the campus with the most colorful flowers and nicely manicured grounds. In addition, they have done an exceptional job in setting up the tent at the track and field for the graduation ceremony. Bravo to everyone that participated. Your hard work and dedication is greatly appreciated.

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

**Committee on Committees of the Academic Senate**

**MEMORANDUM**

To: Dr. Barbara Blake-Campbell  
Steering Committee of the Academic Senate

From: Dr. Regina A. Rochford, Chairperson  
The Committee on Committees

Date: June 2, 2010

Subject: Committee on Committees Annual Report, 2009 – 2010

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Committee Members for 2009 – 2010 were:

Name	Department	Expiration of Term
Regina A. Rochford	Basic Skills	May, 2011
Galatia Iakovou	Nursing	May, 2012
Diane Carey	Speech	May, 2012
Craig Weber	MT	May, 2010
Richard Yuster	ECTC	May, 2010
Sheila Beck	Library	May, 2010
Chung (Joanne) Chang	Music	May, 2012
Phyllis Pace	Business	May, 2011
Eugene Harris	Biology & Geology	May, 2011

**Organization Meeting**

Election of Officers of the Committee on Committees was held in May 2009, Regina Rochford, Basic Skills, was elected Chairperson. Sheila Beck, Library, and Tina Iakovou, Nursing, were elected co-secretaries. Since the terms of Jannette A. Urciuoli, Carol Soto (Nursing) and Jan Ramjerdi (English) had expired, the following new members were introduced: Chung Joanne Chang (Music), Galatia Iakovou (Nursing) and Diane Carey (Speech).

### **Standing Committee Vacancies 2009-2010**

Only one vacancy was filled on Standing Committees during 2009 – 2010. For this appointment, the Committee on Committees communicated via e-mail and voted electronically to fill this vacancy. Thus in December 2009, after Tina Bayer resigned from the Distance Education Committee, Danny Mangra, Electronic Technology, was appointed.

### **Standing Committee Vacancies 2010-2011**

1. At the April 2010 meeting of the Academic Senate, a new committee was established and the Distance Education committee received approval to increase its membership by two members. The new committee will be called the Committee on Assessment and Institutional Effectiveness, and it will include seven members. Thus the chairperson of the Committee on Committees sought appropriate candidates to fill these seats. After candidates were nominated for the Committee on Assessment and Institutional Effectiveness, an e-mail vote was conducted among the Committee on Committee members, and the following candidates were appointed.

Philip Pecorino, Social Sciences  
Hemraj-Benny, Tirandai, Chemistry Department  
Devin McKay, Library  
Mary Ann Rosa, Nursing  
Dimitrios Kokkinos, Physics  
Regina Sullivan, Biology  
Georgia McGill, Speech  
Bill Marsh, English \* recommended to be the Steering Committee Designee

Since the Senate also approved the addition of two additional committee members for the Distance Education Committee, the following two candidates were nominated and appointed by e-mail by the members of the Committee on Committees:

Hayes Mauro, Art and Design  
Julian Stark, Biology

2. Due to the resignation of Devin McKay from the Admission Committee, Rose-Marie Aikas was nominated and approved by e-mail by the members of the Committee on Committees.

3. Due to the resignation of Mary Ann Rosa from the Vendor Services Committee, Eladia Raya was nominated and approved by e-mail by the members of the Committee on Committees.
4. Due to the resignation of Dimitrios Kokkinos from the Publications Committee, Steve Frishman was nominated and approved by e-mail by the members of the Committee on Committees.
5. Due to the resignation of Emily Tai from the Curriculum Committee, Jean Murley, English, was nominated and approved by e-mail by the members of the Committee on Committees.

### **Standing Committees**

The lists of standing committees for the 2009-2010 (see Appendix A) and 2010 - 2011 (See Appendix B) academic years is attached to this report. The Steering Committee Designees are included in Appendix C.

### **Academic Senate Elections-**

In accordance with the Bylaws of the Academic Senate, the Committee on Committees conducted three elections to fill the representation on the Academic Senate: 14 positions for Faculty Member-At Large (see Appendix D), and 2 Computer Lab Technician (CLT) positions (see Appendix E).

### **Outgoing Members**

The chair of the Committee on Committees wishes to thank Professors Richard Yuster, Craig Weber and Eugene Harris for their dedicated service to the Committee.

Respectfully submitted,  
Regina A. Rochford, Chairperson

## **Appendix A: Committee on Committees, 2009- 2010 Academic Year**

### **Academic Development/Elective Academic Programs**

Golebiewska, Urszula  
Rosa, Mary Ann **Chairperson**  
Sehman, Melaine **Secretary**  
White, Eileen  
Zahavy, Reuvain  
Rosen, Ted **Steering Committee Designee**  
Sheila Beck, **COC Liaison**

### **Admissions (5 Members)**

Clingan, Edmund **Secretary**  
Colalillo, Georgina  
McKay, Devin  
Salvitti-McGill, Georgia  
Yao, Haishen **Chairperson**  
Kelly Ford **Steering Committee Designee**  
Richard Yuster, **COC Liaison**

### **Awards and Scholarships (3 Members)**

Jackson, Ernest **Secretary**  
Lall-Ramnarine, Sharon **Chairperson**  
Muchita, George  
Donahue, Nadine **Steering Committee Designee**  
Phyllis Pace, **COC Liaison**

### **Bylaws (5 Members)**

Dowlah, Caf  
Goldenberg, Joseph  
Molloy, Janice  
Mooney, Christine **Secretary**  
Sarno, David **Chairperson**  
Cornick, Jonathan **Steering Committee Designee**  
Joanne Chang, **COC Liaison**

### **Ceremonial Occasions (3 Members)**

Goldhammer, Eva **Secretary**  
Kasomenakis, Vicki **Chairperson**  
Sabani, Laura **Co-chairperson**  
Iakovou, Galatia **Steering Committee Designee**  
Diane Carey, **COC Liaison**

### **Computer Resources (7 Members)**

Buoncora, John  
Kolios, Anthony **Chairperson**  
Pantaleo, Jo  
Ren, Tian  
Rofosky Marcus , Sara  
Tawde, Mangala **Secretary**  
Traver, Amy  
Chang, Chiung-Wen **Steering Committee Designee**  
Craig Weber **COC Liaison**

### **Continuing Education (3 Members)**

Burke, Patricia **Chairperson**  
Hanssen, Edward  
Lin, Maan  
Bonous-Smit, Barbara **Steering Committee Designee**  
Eugene Harris, **COC Liaison**

### **Course and Standing (9 Members)**

Birchfield, Belle  
Burdi, Glenn **Chairperson**  
Holden, Todd  
Mader, Bryn  
Magaldi, Maryann **Secretary**  
Mertz, Lisa  
Raya, Eladia  
Urciuoli, Jannette  
Warsi, Jilani  
Tirandai Hemraj-Benny **Steering Committee Designee**  
Galatia Iakovou **COC Liaison**

### **Curriculum (7 Members)**

Chauhan, Moni  
Deutsch, Marjorie **Secretary**  
Klarberg, David P  
Pecorino, Philip A. **Chairperson**  
Weber, Dolores  
Weber, Craig R.  
Yuster, Richard  
John Gordon **Steering Committee Designee**  
Sheila Beck, **COC Liaison**



**Distance Education (5 Members)**

Cotty, Francis  
Ellis, Lorena **Secretary**  
Jia, Peijun  
Volchok, Edward **Chairperson**  
Mangra, Danny **Steering Committee Designee**  
Regina Rochford, **COC Liaison**  
Carlos Luciano, **Student representative**

**Environment, Quality of Life and Disability Issues (5 Members)**

Mauro, Hayes  
Pincus, Dion  
Sinclair, Alicia  
Soto, Carol  
Spradley, Patricia  
Suzuki-Abreau, Cristina **Steering Committee Designee**  
Richard Yuster, **COC Liaison**

**Gallery and Performing Arts (5 Members)**

Cesarano, Michael  
Golden, Kenneth Sean  
Osorio, Jose  
Perel, Zivah **Chairperson**  
Poulsen, Jane  
Bojin, Mihaela Diana **Steering Committee Designee**  
Craig Weber, **COC Liaison**

**Library (3 Members)**

Cowen, Virginia **Chairperson**  
Freedgood, Larua  
Yonker, Liisa  
Rechtman, Amalia, **Steering Committee Designee**  
Phyllis Pace, **COC Liaison**

**Publications (3 Members)**

Jordan, Francis  
Madrigal, José Luis, **Chairperson**  
Van Ells, Mark  
Nagel, Paul **Steering Committee Designee**  
Eugene Harris, **COC Liaison**

**Student Activities (3 Members)**

Jacobs, Martin  
 Jue, Chong K. **Chairperson**  
 Polizzotto, Regina **Secretary**  
 Stroehlein, Margaret **Steering Committee Designee**  
 Joanne Chang, **COC Liaison**

**Vendor Services (5 Members)**

Gayle, Marvin **Secretary**  
 Karimi, Sasan  
 Kim, Young K.  
 Moh, Nam Jong  
 Ye, Weier **Chairperson**  
 Poulakidas, Angela **Steering Committee Designee**  
 Diane Carey, **COC Liaison**

**Writing in the Disciplines/Writing Across the Curriculum (5 Members)**

Bentley, Lawrence  
 Elias, Megan Joanna  
 Ford, Wendy  
 Jankowski, Jeffery **Chairperson**  
 Wentrack, Kathleen  
 Stark, Julian **Steering Committee Designee**  
 Regina Rochford, **COC Liaison**

**Appendix B: Committees of the Academic Senate 2010-2011**

1. <u>Academic Development/Elective Academic Programs</u>			
	NAME	RANK	DEPARTMENT
1.	Virginia Cowen	Asst. Prof	Health, PE and Dance
2.	Nicholas Di Zinno	Asst. Prof.	MET & DD
3.	Kelly Ford	Asst. Prof.	Business
4.	Urszula Golebiewska	Asst. Prof	Bio & Geology
5.	Jeffrey Jankowski	Assoc. Prof	Social Sciences
SC Designee	Helene Dunkelblau	Asst. Prof	Basic Skills
Pres Designee			
CoC Liaison			
Students (2)			

2. <u>Admissions</u>			
	NAME	RANK	DEPARTMENT
1.	Georgina Colalillo	Assoc. Prof	Nursing
2.	Susan Hock	Lecturer	Basic Skills
3.	Rose-Marie Aikas	Instructor	Social Sciences
4.	Roland Scal	Assoc. Prof	Biology & Geology
5.	Jun Shin	Assoc Prof	Chemistry
SC Designee	Vicki Kasomenakis	Assist. Prof	Business
Pres Designee			
CoC Liaison			
Students (3)			

3. <u>Awards and Scholarships</u>			
	NAME	RANK	DEPARTMENT
1.			
	Sharon Lall-Ramnarine	Assoc. Prof	Chemistry
2.	Sharon Reeves	Assoc. Prof	Foreign Languages
3.	Eileen Tittmann	Assist. Prof	Nursing
SC Designee	Manette Berlinger	Assist. Prof	Basic Skills

4. <u>Bylaws</u>			
	NAME	RANK	DEPARTMENT
1.	Bryn Mader	Assoc. Prof	Biology and Geology
2.	Danny Mangra	Assist Prof	ECET
3.	Linda Meltzer	Assist Prof	Bueiness
4.	Janice Molloy	Assist Prof	Nursing
5.	Tian Ren	Assist. Prof	Math
SC Designee	Caf Dowlah	Assoc. Prof	Social Sciences

5. <u>Ceremonial Occasions</u>			
	NAME	RANK	DEPARTMENT
1.	Glen Burdi	Assist Prof	Business
2.	Michael Cesarano	Assist. Prof	Speech
3.	Helmut Loeffler	Assist Prof	History
SC Designee	Howard Sporn	Lecturer	Math & CS

6. <a href="#">Committee on Committees</a>				
	NAME	RANK	DEPARTMENT	Term Expires
1.	Regina Rochford	Assoc. Prof	Basic Skills	May 2011
2.				May 2011
3.	Sheila Beck	Assoc. Prof	Library	May 2011
	Phyllis Pace	Prof.	Business	
4.	Diane Carey	Lecturer	Speech	May 2012
5.	Chiung (Joanne) Chang	Assist Prof	Music	May 2012
6.	Galatia Iakovou	Assist Prof	Nursing	May 2012
7.	Reuvain Zahavy			May 2013
		Lecturer	Math	
8.	Jenny Lin	Assoc Prof	Foreign Languages	May 2013
9.	Jun Shin	Assoc. Prof	Chemistry	May 2013
SC Designee	Dick Yuster	Prof.	ECET	
Pres Designee				

7. <a href="#">Computer Resources</a>				
	NAME	RANK	DEPARTMENT	
1.	Mihaela Dianas Bojin	Assist Prof	Chemistry	
2.				
	Nidhi Gadura	Assist Prof	Biology and Geology	
3.	Joel Kuszai	Assist Prof	English	
4.				
	Amy Traver	Assist Prof	Social Sciences	
5.	John Buoncora	Instructor	ECET	
6.				
	Michael Guy	Assist. Prof	Math and CS	
7.				
	Vazgen Shekoyan	Assist Prof	Physics	
SC Designee	Jed Shahar	Assist. Prof	Basic Skills	

8. <u>Continuing Education</u>			
	NAME	RANK	DEPARTMENT
1.	Susana Alaiz-Losada	Instructor	Foreign Languages
2.	Yusuf Gurtas	Assist Prof	Math and CS
3.	Patricia Spradley	Assist Prof	Social Sciences
SC Designee	Margot Edlin	Assist. Prof	Basic Skills

9. <u>Course and Standing</u>			
	NAME	RANK	DEPARTMENT
1.	Belle Birchfield	Assoc. Prof	ECET
2.	Todd Holden	Assoc Prof	Physics
3.	Tina Bayer	Assist Prof	Nursing
4.	Gina Capozzoli	Lecturer	Student Affairs
5.	Lisa Mertz	Assist Prof	Health, PE & Dance
6.	Emily Gordon	Lecturer	Basic Skills
7.	Tirandai Hemraj-Benny	Assist Prof	Chemistry
8.	James Timbilla	Assist Prof	Biology and Geology
9.	Christina Tucker-Manzo	Assist Prof	Business
SC Designee	Neera Mohess	Instructor	Library

10. <u>Committee on Assessment and Institutional Effectiveness</u>			
	NAME	RANK	DEPARTMENT
1.	Philip Pecorino	Prof	Social Sciences
2.	Tirandai Hemraj-Benny	Assist Prof	Chemistry
3.	Devin McKay	Assoc Prof	Library
4.	Mary Ann Rosa	Assist Prof	Nursing
5.	Dimitrios Kokkinos	Assist Prof.	Physics
6.	Regina Sullivan	Assist Prof	Biology
7.	Georgia McGill	Prof.	Speech
SC Designee	William Marsh	Assist Prof	English

11. Curriculum			
	NAME	RANK	DEPARTMENT
1.	Moni Chauhan	Assoc. Prof	Chemistry
2.	Anthony Kolios	Assoc Prof	Business
3.	David Klarberg	Prof.	Biology and Geology
4.			
	Haishen Yao	Assoc. Prof	Math & CS
C 5.	Jean Murley	Assoc. Prof	English
6.	Craig Weber	Assoc. Prof	MET & DD
7.	Richard Yuster	Prof.	ECET
SC Designee			

12. Distance Education			
	NAME	RANK	DEPARTMENT
1.			
	Sarah Rofosky Marcus	Assist. Prof	Library
2.			
	David Sarno	Assoc. Prof	Chemistry
3.			
	Lorena Ellis	Prof.	Foreign Languages
4.			
	Melanie Sehman	Assist Prof	Music
5.			
	Edward Volchok	Assist Prof	Business
6.			
	Dolores Weber	Assist.Prof	Nursing
7.			
	Julian Stark	Assist Prof	Biology & Geology
SC Designee	John Gordon	Asst. Prof	Math & CS

13. <a href="#">Environment, Quality of Life and Disability Issues</a>			
	NAME	RANK	DEPARTMENT
1.	Shele Bannon	Assist. Prof	Business
C 2.	Dion Pincus	HEO	Campus Writing Center
3.	Hamid Namdar	Assoc. Prof	ECET
4.	Carol Soto	Assoc. Prof	Nursing
5.	Mangala Tawde	Assist Prof	Biology & Geology
SC Designee	Sunil Dehipawala	Lecturer	Physics

14. <a href="#">Gallery and Performing Arts</a>			
	NAME	RANK	DEPARTMENT
1.	Julia Carroll	Assoc. Prof.	Basic Skills
2.	Lorraine Cupelli	Assist Prof	Nursing
3.	Isabella Lizzul	Assist Prof	Health, PE & Dance
4.	Michael Ritchie	Lecturer	Art & Design
C 5.	Jeffrey Schwartz	Instructor	ECET
SC Designee	John Gilleaudeau	Instructor	Social Sciences

15. <a href="#">Library</a>			
	NAME	RANK	DEPARTMENT
1.	Steve Frishman	Lecturer	Biology
2.	Regina Polizzotto	Assist Prof	Nursing
3.	Jane Poulsen	Assoc. Prof	Social Sciences
SC Designee			

16. <a href="#">Publications</a>			
	NAME	RANK	DEPARTMENT
1.	Jose Madrigal	Assoc. Prof	Foreign Languages
2.	Philip Pecorino	Prof.	Social Sciences
3.	Mark Van Ells	Assoc. Prof	History
SC Designee	Baheri, Bahar	Lecturer	Math & CS

17. <u>Student Activities</u>			
	NAME	RANK	DEPARTMENT
1.	Elizabeth DiGiorgio	Lecturer	Art and Design
2.	Barbara Lynch	Instructor	Speech
3.	Reuvain Zahavy	Lecturer	Math & CS
SC Designee	Alicia Sinclair	Assist. Prof	Heath, PE & Dance

18. <u>Vendor Services</u>			
	NAME	RANK	DEPARTMENT
1.	Wenli Guo	Assist. Prof	Physics
2.	Sasan Karimi	Prof.	Chemistry
3.	Eladia Raya	Assist Prof.	Foreign Languages
4.	Nam Jong Moh	Assoc. Prof	Math & CS
5.	Weier Ye	Instructor	Basic Skills
SC Designee	Poulakidas, Angela	Instructor	Business

19. <u>Writing in the Disciplines/Writing Across the Curriculum</u>			
	NAME	RANK	DEPARTMENT
1.	Lawrence Bentley	Assist. Prof	Nursing
2.	Marvin Gayle	Assist Prof	ECET
3.	Jilani Warsi	Assoc. Prof	Basic Skills
4.	Wendy Ford	Assist. Prof	Business
5.	Kathleen Wentrack	Assist. Prof	Art and Design
SC Designee			



## Appendix C: Steering Committee Designee Recommendations for 2010-2011

Committee		CoC Recommendation <sup>1</sup>	
1. Academic Development	Helene Dunkelblau	Assistant Prof	Basic Skills
2. Admissions	Vicki Kasomenakis	Assistant Prof	Business
3. Awards and Scholarships	Manette Berlinger	Assistant Prof	Basic Skills
4. Bylaws	Caf Dowlah	Assoc. Prof	Social Sciences
5. Ceremonial Occasions	Howard Sporn	Lecturer	Math
7. Computer Resources	Jed Shahr	Assistant Prof	Basic Skills
8. Continuing Education	Margot Edlin	Assistant Prof	Basic Skills
9. Course and Standing	Neera Mohess	Instructor	Library
9. Committee on Assessment and Institutional Effectiveness	William Marsh	Assist. Prof	English
10. Curriculum		Assistant Prof	Math & Computer Science
11. Distance Education	John Gordon	Assistant Prof	Math
12. Environment	Sunil Dehipawala	Lecturer	Physics
13. Gallery and Performing Arts	John Gilleaudeau	Instructor	Social Sciences
14. Library			
15. Publications	Baheri, Bahar	Lecturer	Math
16. Student Activities	Alicia Sinclair	Assistant Prof	Health & PE
17. Vendor Services	Poulakidas, Angela	Instructor	Business
18. WID/WAC			

**Appendix D: Academic Senate Faculty Members -at-Large  
Spring, 2010 Election Results**

Elections were held to fill thirteen (14) Faculty Members At-Large seats. Nominating petitions were submitted, in a timely fashion, by twenty four (27) eligible members of the Faculty. They are listed below in the order of votes received in the election.

<b>Faculty</b>			
	<b>Votes Received</b>	<b>Name</b>	<b>Department</b>
1.	109	Emily Tai	History
2.	103	Peter Bales	Social Sciences
3.	98	Alexandra Tarasko	Nursing
4.	88	Lorena Ellis	Foreign Languages
5.	81	Regina Rochford	Basic Skills
6.	78	Joel Kuszai	English
7.	75	Shannon E. Kincaid	Social Sciences
8.	68	Margot Edlin	Basic Skills
9.	67	Linda Reesman	English
10.	65	Craig Weber	Mech Tech
11.	60	Lana Zinger	Health and Phys Ed.
12.	58	Helene Dunkelblau	Basic Skills
13.	58	Haishen Yao	Math
14.	53	Julian Stark	Bio
15.	53	Reuvain Zahavy	Math
16.	51	Regina Polizzotto	Nursing
17.	50	Shele Bannon	Business
18.	49	Kelly Ford	Business
19.	44	Chung Jue	Bio
20.	41	Andrew Nguyen	Bio
21.	35	Todd Holden	Physics
22.	31	Maurizio Santoro	Foreign Languages
23.	30	Tirandai Hemraj- Benny	Chemistry
24.	29	Isabella Lizzul	Health and Phys. Ed.
25.	27	Helmut Loeffler	History
26.	24	Nicholas DiZinno	Mech Tech
27.	13	Joseph Goldenberg	Mech Tech

Since 14 senators were to be elected, but a tie resulted for the 14<sup>th</sup> and 15<sup>th</sup> positions, in accordance with the By-laws a vote was conducted at the Academic Senate in May, and Julian Stark was elected.

## Appendix E: Academic Senate Faculty Members -at-Large Spring, 2010 Election Results

Elections were held to fill thirteen (2) Computer Lab Technicians (CLTs). One election was conducted in April and Charles Pranci was elected by 16 votes. The second election was conducted in early May and Pedro Irigoyen was elected with 14 votes. Nominating petitions were submitted by one (1) person in April and by one (1) more person in May. The results are listed below in the order of votes received in the election.

### April

	<b>CLT Votes Received</b>	<b>Name</b>	<b>Department</b>
1.	16	Charles Pranci	Academic Computing

### May

	<b>CLT Votes Received</b>	<b>Name</b>	<b>Department</b>
1.	14	Pedro Irigoyen	Chemistry

**Queensborough Community College**

**The City University of New York**

**MEMORANDUM**

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

**From:** Anthony Kolios, Chair, Computer Resources Committee

**Date:** June 21, 2010

**Re:** Computer Resources Committee, Annual Report 2009-2010

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**The Computer Resources Committee**

*Members:*

Buoncora, J.

Kolios, A. (Chairperson)

Pantaleo, J.

Ren, T. Rofofsky Marcus, S. Tawde, M. (Secretary) Traver, A. Chang, J., Steering Committee

Designee Sherman, G., President's Designee

**Activities**

The committee met several times. Our work this year addressed the following matters:

**1. Faculty Computer and Educational Technology Needs**

The committee deemed that there is not a systematic and well-known process for identifying and recording the computer and educational technology needs of the faculty. A faculty survey to

identify such needs deemed the appropriate vehicle. The survey was canceled because the Technology Plan committee was about to contact a survey which included computer and educational technology needs of the faculty.

## **2. Educational Technology – Web and Internet Access**

The committee deemed that the Web/Internet Access speed (throughput) was so slow that the use of the internet in the classroom not only did not enhance the learning process but was an impediment and a distraction. The committee has informed the administration of this issue and the committee has received assurances that the problem will be (is being) addressed. We recommend that the incoming members of the committee continue to monitor this matter.

## **3. Educational Technology – Blackboard**

Similar to the internet access/speed problem the “Blackboard” system was at times unresponsive and erratic but better than the previous year. We recommend that the incoming members of the committee continue to monitor this matter.

## **Final Remarks**

It has been my experience that when it comes to educational technology Queensborough is ahead of many colleges. On the other hand, we should always strive for improvement. We recommend that the committee with the administration find a simple and systematic mechanism by which the faculty collectively and individually can acquire the technology and service appropriate to their teaching needs. We recommend that the committee continues to monitor the quality of service of the technologies (Internet, Blackboard etc.) used to enhance the education process.

Respectfully submitted,

Anthony Kolios

QUEENSBOROUGH COMMUNITY COLLEGE  
Continuing Education Committee  
MEMORANDUM

Department of Nursing

(718) 631-6098

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To: Barbara Blake-Campbell, Secretary of the Steering Committee of the Academic Senate  
From: Patricia Burke, Chairperson  
Date: June 18, 2010  
Subject: Annual Report of the Committee on Continuing Education for 2009-2010

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Committee Members: Patricia Burke, Edward Hanssen & Maan Lin

Steering Committee Liaison: Barbara Bonous-Smit

President's Designee: Ms. Denise Ward

Dates Met: October 28<sup>th</sup>, 2009; April 21<sup>st</sup>, 2010; May 19<sup>th</sup>, 2010

The committee met once in the fall, October 28<sup>th</sup>, 2009. The meeting was with Ms Denise Ward, committee members were introduced and all were briefed about the purpose of the committee. Ms Ward updated the committee regarding new ideas/initiatives that could be considered as courses pertaining to continuing education. Committee members were given copies of the new catalogues, each targeting a specific population. P. Burke forwarded the "Committee on Continuing Education Activities form" to the committee members.

The committee chair also met Dr Tai (November, 2009) and briefed her about the initiative by Continuing Education for using outside vendors to offer on-line courses. The use of Blackboard and Epsilon ePortfolios remain an issue for continuing education instructors without a CUNY assigned email account. Ms Ward did explain that the CE department does offer a wide variety of on-line courses through an outside vendor: ED2Go and GATLIN.

In Spring 2009, the committee members met on April 21<sup>st</sup>, 2010 and reviewed both the new & hybrid continuing education course for Spring and Summer, 2010.

The final meeting of the year took place on May 19<sup>th</sup>, 2010. The committee members met with the new members of committee (2010-2011); Patricia Spradley was excused. The new members were introduced to the old members and were made familiar with the role of the committee. At this meeting the chair presented a draft of the Chair's report. Prof Burke (chair) discussed a meeting with Dean Ward and the Program Manager for Continuing Education and Workforce Development to investigate a collaborative program to prepare nurses re-entering the workforce. The meeting is scheduled for June 2<sup>nd</sup>. New members elected the chair for the next year. Susana Alaiz-Losada, from the Foreign Languages Department was elected as the new chairperson. Yusuf Gurtas from the Math Department was elected as the new secretary.

Ms Ward has routinely communicated with the committee, in addition to the chairs of all academic departments regarding any new programs introduced by her before the CE catalog is published.

## QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

### *Committee on Course & Standing* *Annual Report 2009 – 2010*

**TO:** Prof. Barbara Blake Campbell, *Secretary Academic Senate*

**FROM:** Prof. Burdi - Chair Committee on Course & Standing

**DATE:** **September 14, 2010**

**RE:** Annual Report of the CCS for Academic Year 2009-2010.

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#### **Members of the Committee:**

**Prof. Glenn Burdi**  
(Chair of the Committee)

**Business Department**

Dr. Belle Birchfield

Elec. Tech. Department

Dr. Todd Holden

Physics Department

Dr. Bryn Mader

Biology Department

Dr. Maryann Magaldi

Nursing Department

Dr. Lisa Mertz

Health Phys. Ed. & Dance

Prof. E. Raya

Foreign Language Department

Dr. Jannette Urciuoli

Counseling Services

Dr. Jilani Warsi

Basic Skills

#### **Administrative Liaison:**

Ms. Ann Tullio

Registrar

The Committee on Course and Standing is charged with performing the duties prescribed in paragraphs (a) and (b) of Section 18 of the Bylaws of the Academic Senate.



The following tables reflect the yearly comparison of the different duties performed by the Committee:

<b>COMMITTEE ON COURSE &amp; STANDING ACTIONS</b>					
<b>SEPTEMBER 2008- AUGUST 2009</b>					
<b>Meeting Dates</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Cond. Approvals</b>	<b>No Jurisdiction</b>
14-Aug-08	124	108	16	1	0
10-Oct-08	124	108	16	1	1
21-Nov-08	124	92	31	1	2
12-Dec-08	104	70	32	2	0
20-Jan-09	80	63	11	3	3
6-Mar-09	85	64	18	3	0
24-Apr-09	166	125	33	0	0
22-May-09	138	81	55	3	2
	945	711	212	14	8
<b>Total Appeals Reviewed</b>					
Jan 9, 2009 Dismissals 542 Granted probation 184 Dismissed 358					
June 13, 2009 Dismissals 571 Granted probation 121 Dismissed 450					
<b>Total Dismissals Reviewed</b>				<b>1,113</b>	
<b>Total Appeals Reviewed Incl. dismissals/deletions/medical:</b>				<b>2,385</b>	

<b>COMMITTEE ON COURSE &amp; STANDING ACTIONS</b>					
<b>SEPTEMBER 2009 - AUGUST 2010</b>					
<b>Meeting Dates</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Cond. Approvals</b>	<b>No Jurisdiction</b>
20th Aug. 2009	119	81	29	9	0
2nd Oct. 2009	85	49	35	1	0
13th Nov. 2009	124	92	32	0	0
18th Dec. 2009	76	57	16	2	1
19th Feb 2010	85	68	15	1	1
19th March 2010	25	22	3	0	0
30-Apr-09	151	105	45	1	0
22-May-09	145	75	70	0	0
<b>Total Appeals Reviewed</b>	810	549	245	14	2
Jan 8 2010 Dismissals 640 Granted probation 69 Dismissed 571					
June 13, 2010 Dismissals 637 Granted probation 35 Dismissed 602					
<b>Total Dismissals Reviewed</b>				<b>1,277</b>	
<b>Total Appeals Reviewed Incl. dismissals/deletions/medical:</b>				<b>2,456</b>	

**Comparison deletion charts Academic year 2008 – 2009 and 2009 – 2010 :**

DELETIONS					
AUGUST 2008 - June 2009					
Month	Total Appeals	Approved	Denied	Medical approved	
Sep-08		16	16	0	1
Oct-08		55	54	1	4
Nov-08		42	38	4	8
Dec-08		23	23	0	8
Jan-09		22	21	1	3
Feb-09		27	23	4	1
Mar-09		36	33	3	4
Apr-09		16	14	2	5
May-09		29	28	1	7
Jun-09		9	9	0	8
Total		275	259	16	49

DELETIONS					
AUGUST 2009 - June 2010					
Month	Total Appeals	Approved	Denied		
Aug-09		22	21	1	
Sep-09		26	26	0	
		16	16	0	
Nov-09		56	53	3	
Dec-09		35	34	1	
Jan-10		28	28	0	
Feb-10		21	21	0	
Mar-10		23	23	0	
Apr-10		14	14	0	
May-10		12	12	0	
Jun-10		9	9	0	
Total		252	247	5	

**Medical Withdrawals :**

<b>Medical withdrawals</b>			
<b>AUGUST 2009 - June 2010</b>			
<b>Month</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>
Aug-09		13	13 0
Sep-09		8	8 0
Oct-09		2	2 0
Nov-09		16	16 0
Dec-09		19	19 0
Jan-10		12	12 0
Feb-10		6	6 0
Mar-10		10	10 0
Apr-10		7	7 0
May-10		14	14 0
Jun-10		10	9 1
<b>Total</b>		<b>117</b>	<b>116 1</b>

**Analysis:**

**During the year 2009-2010, out of a total number of 1,179 (retroactive/late/medical withdrawals/deletions) 912 appeals were approved which is 77.35%.**

**During the years 2008-2009, out of a total number of 1,269 (retroactive/late/medical withdrawals/deletions) 1,019 appeals were approved which is 80.29%.**

**During the academic year 2009-2010 114 (8.92%) of the 1277 dismissal appeals were approved**

**Out of a total number of 1,113 dismissals 305 were retained during the academic year 2008-2009 this is 27.40%.**

**During the academic year 2009-2010 a total # of 252 deletion appeals were reviewed and 247 were approved which is 98%.**

**During the academic year 2008-2009 a total # of 275 deletion appeals were reviewed and 259 were approved which is 94.18%.**

**The total # of Medical Appeals during 2009 – 2010 was 117 out of which 116 were approved.**

### **Dismissals**

Since the fall 2009 semester, CUNY policy has been rather to open more opportunity for new freshman students than retaining students who have been dismissed on several occasions during their college career or have been on continued probation. In view of the above, it was decided upon unanimously by the Committee Members to dismiss automatically all the students who have a GPA of less than 2.0.

Students who have legitimate reasons for their poor performance or who are border line GPA are encouraged by the advisement office to appeal to the Committee on Course & Standing, giving proper reasoning and documentation.

Requests for Academic Dismissal and Probation are initiated through the Registrar's Office and then reviewed by the Committee almost on a regular basis where students who have been approved continued probation, have enough time to register for their classes.

### **Other Issues**

The Committee on Course & Standing has been working directly with the Counseling Office to assist students who committee members recognize as needing special assistance. In addition, retroactive withdrawals are being granted conditionally to some students who are identified as needing academic counseling. These students are directed to the Counseling Department.

All appeals for Medical withdrawals must be first forwarded to Health Services for review, especially so where mental health issues are involved. Once Health Services approve the medical withdrawal, they are forwarded to the Registrar's office for final processing.

The staff of the Registrar's Office; Ms. Ann Tullio, Ms Florence Farrat, Meera Chowdhry and June Greco have been a tremendous source of support and dedication in their efforts to provide the highest level of professional service to the Course and Standing Committee.

It has been the Chair's privilege to serve with the Course and Standing Committee. The members of this committee are a dedicated group of professionals. This committee has utilized their best judgment to follow committee guidelines to adjudicate compelling and at times, difficult decisions. It is inspiring to be a part of this dedicated and caring committee.

Ms. Gina Capozzoli is the presiding chair of the CCS for the year 2010-2011. Prof. Tina Bayer, Nursing Department, Dr. Tirandai Hemraj-Benny, Chemistry Department Prof. Emily Gordon Basic Skills, Dr. Todd Holden, Physics Department, Dr. Lisa Mertz, Heath Science, Department, Dr. James Timbilla, Biology Department, Prof. Christina Tucker-Manzo, Business, are the new members of the CCS for the year 2010-2011.

**Queensborough Community College  
The City University of New York  
Academic Senate**

**The Committee on Cultural and Archival Resources (formerly The Committee on  
Gallery and Performing Arts)**

**To:** Emily Tai, Chair, The Steering Committee of the Academic Senate

**From:** Zivah Perel, Chair

**Date:** May 19, 2010

**Subject:** Annual Report of The Committee on Cultural and Archival Resources for  
2009/10

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**Committee Members:**

Susan Agin (Managing and Artistic Director, Queensborough Performing Arts Center)  
Michael Cesarano (Department of Speech Communication and Theatre Arts)  
Arthur Flug (Director, Kupferberg Holocaust Resource Center and Archives)  
Kenneth Golden (Department of Art and Design)  
Jose Osorio (Department of Foreign Languages and Literatures)  
Zivah Perel (Department of English)  
Jane Poulsen (Department of Social Sciences)  
Faustino Quintanilla (Director, QCC Art Gallery)  
Rosemary Zins (Vice President for Institutional Advancement)

**Committee Officers:**

Zivah Perel, Chair

**Committee Meetings:**

September 23, 2009  
October 6, 2009  
November 10, 2009  
February 24, 2010  
April 28, 2010  
May 12, 2010

See attachments for minutes and agendas for these meetings.

**Summary of Committee Work:**

1. The Committee revised the by-law for the Committee, which were approved by the Bylaws Committee in May 2010 (see attachment). These changes included changing the Committee name from the Committee on the Gallery and Performing Arts to the Committee on Cultural and Archival Resources as to reflect the addition of the Kupferberg Holocaust Resource Center and Archives to the Committee's charges.
2. In the Fall 2009 semester, the Committee wrote and distributed a letter (see attachment) to the Chairs of all of the academic departments at The College that explained the importance of using the Gallery, QPAC, and the HRC in courses.

- This letter included sample assignments written by committee members as well as ideas about how each supplemental educational resource could be utilized by the different departments on campus. The letter asked the Chairs to distribute the letter to their faculty.
3. In the Spring 2010 semester, the Committee wrote and distributed a letter (see attached) to the faculty of all of the academic departments of The College to follow up on the letter to the Chairs. This letter was distributed before faculty left for summer break so they can use the resources when they plan their syllabi for the Fall 2010 semester.
  4. The Committee worked with Vice President Zins to create a complete marketing plan (see attached) for the Gallery, QPAC, and HRC. The plan includes updating the websites for each entity, creating accessible exhibit and performance schedules one semester in advance to encourage faculty planning, linking to the schedules of these entities through each Academy's website, and soliciting faculty feedback on using these entities.
  5. The Committee briefed new committee members on the Committee's progress and goals for next academic year.

**New Committee Members for 2010-2011 Academic Year:**

Julia Carroll, Lorraine Cupelli, John Gilleaudeau, Isabella Lizzul, Michael Ritchie, Jeffrey Schwartz

**New Committee Chair for 2010-2011 Academic Year:**

Julia Carroll

**Appreciation:**

Thank you to the Committee members for their hard work and such a productive year.

Addenda:

**I. LETTER TO FACULTY**

Dear QCC Faculty Member:

Greetings on behalf of the Committee on the Gallery and Performing Arts (soon to be renamed the Committee on Cultural and Archival Resources), a standing committee of the Academic Senate. Our goal is to advance the educational and cultural programs of the college by acquainting QCC's Faculty with arts and cultural activities that are accessible to students and staff.

As part of its efforts to help everyone access the arts, the Committee is offering suggestions as to how you, as faculty, might consider integrating QCC's supplemental educational resources into your curriculum. To this end, we have compiled a list of the ways in which these campus resources may be used in different disciplines and sample assignments faculty members are currently using in their classes. We hope you find it a helpful resource for integrating the Queensborough Performing Arts Center, the QCC Gallery, and the Kupferberg Holocaust Resource Center & Archives into your courses as you plan for the fall semester.

The enthusiasm and respect for the essential role that cultural institutions play in the learning process, development of every student, and improvement of America's schools have not been matched by arts education funding. The National Endowment for the Arts reports that: "Arts

education has been proven to help students increase cognitive development, inspire motivation and discipline, develop confidence and inventiveness, and hone communication and problem-solving skills. Students with an education rich in the arts have better grade point averages, score better on standardized tests, and have lower dropout rates—findings that cut across all socioeconomic categories.” How lucky we are to have at our disposal three very distinct, highly regarded cultural institutions to serve as supplemental educational resources. Arts in education programs have been used to enhance many aspects of the curriculum, including lessons in tolerance through literature and social studies-based programs, as well as drug and violence prevention programming. The positive effects that a quality arts program can have on students are directly related to educators’ ability to effectively incorporate arts into the curriculum.

As you enjoy the upcoming summer months, we hope that you will find these resources helpful for including the QCC Gallery, QPAC, and the Kupferberg Holocaust Resource Center & Archives into your courses.

Sincerely,

Susan Agin, Managing and Artistic Director, Performing Arts Center  
Michael Cesarano, Assistant Professor, Speech Communication and Theatre Arts  
Arthur Flug, Executive Director, Kupferberg Holocaust Resource Center & Archives  
Kenneth Golden, Associate Professor, Art and Design  
Jose Osorio, Associate Professor, Foreign Languages & Literatures  
Zivah Perel, Assistant Professor, English  
Jane Poulsen, Associate Professor, Social Sciences  
Faustino Quintanilla, Director of QCC Art Gallery  
Rosemary Sullivan Zins, Vice President for Institutional Advancement

## II. LETTER TO CHAIRS:

Dear QCC Faculty Member:

Greetings on behalf of the Committee on Cultural and Archival Resources, a standing committee of the Academic Senate. Our goal is to advance the educational and cultural programs of the college by acquainting QCC’s Faculty with arts and cultural activities that are accessible to students and staff.

The enthusiasm and respect for the essential role that cultural institutions play in the learning process, development of every student, and improvement of America’s schools have not been matched by arts education funding. The National Endowment for the Arts reports that: “Arts education has been proven to help students increase cognitive development, inspire motivation and discipline, develop confidence and inventiveness, and hone communication and problem-solving skills. Students with an education rich in the arts have better grade point averages, score better on standardized tests, and have lower dropout rates—findings that cut across all socioeconomic categories.” How lucky we are to have at our disposal three very distinct, highly regarded cultural institutions to serve as supplemental educational resources. Arts in education programs have been used to enhance many aspects of the curriculum, including lessons in tolerance through literature and social studies-based programs, as well as drug and violence prevention programming. The positive effects that a quality arts program can have on students are directly related to educators’ ability to effectively incorporate arts into the curriculum.

As part of its efforts to help everyone access the arts, the Committee is offering suggestions as to how your faculty might consider integrating QCC’s supplemental educational resources into their curriculum. What follows is a compilation of relationships between these resources and different disciplines, followed by sample

assignments faculty member are currently using in their classes for your faculty to use as a guide. We hope you find it a helpful resource for integrating the Queensborough Performing Arts Center, the QCC Gallery, and the Kupferberg Holocaust Resource Center & Archives into your courses.

Sincerely,

Susan Agin, Managing and Artistic Director, Performing Arts Center  
Michael Cesarano, Assistant Professor, Speech Communication and Theatre Arts  
Arthur Flug, Executive Director, Kupferberg Holocaust Resource Center & Archives  
Kenneth Golden, Associate Professor, Art and Design  
Jose Osorio, Associate Professor, Foreign Languages & Literatures  
Zivah Perel, Assistant Professor, English  
Jane Poulsen, Associate Professor, Social Sciences  
Faustino Quintanilla, Director of QCC Art Gallery  
Rosemary Sullivan Zins, Vice President for Institutional Advancement



III. MARKETING PLAN:

**Marketing the Supplemental Educational Resources to Queensborough Faculty**

**Objective:** To raise faculty awareness of the value to them and their students in utilizing the QCC Art Gallery, Kupferberg Holocaust Center and Performing Arts Center as supplemental educational resources

To increase the number of students and faculty that use these centers as High Impact Learning Experiences within the Freshman Academies model

**Strategy:**

- Establish branding for the initiative, i.e. logo or graphic identifier
- Market the supplemental educational resources on the Freshman Academy website, on the centers' websites, and on other appropriate locations on the college website
- Publish a consolidated spring and fall calendar of events for the centers which also reinforces to faculty the benefits of using the centers as educational resources
- Send out emails to all faculty with a pdf of the calendar of events to promote the centers as resources
- Post information to digital signage
- Discuss these resources at President's Welcome Back, New Faculty Orientation and January Convocation of the College

**Tactic:**

1. Create new button for each Freshman Academy page entitled, "Supplemental Educational Resources for Faculty & Students". It links to a page which includes:
  - a. Reorganized listing of curriculum examples from each director *by Freshman Academy*
  - b. Appropriate video of students and faculty that reinforces the value
  - c. Faculty quotes of how they have used the centers and the benefit
  - d. Photographs of students & faculty teaching & learning in centers
  - e. Podcast of students & faculty using the centers, etc.

**Execution:**

- a. Marketing representative attends classes held at centers
- b. Interview professors on their actual experiences
- c. Photograph and videograph students and faculty interacting at the centers during their class assignments

- d. Create podcasts of student & faculty interaction as appropriate
- e. Align examples of center directors' *how to use* with actual professor usage.
- f. Write up concrete examples of faculty usage based on interviews & videos. Create short quotes.
- g. Take all three listings of uses supplied by directors and consolidate them into a listing by academy
- h. Publish the listing by academy onto Freshman Academy (F.A.) website

**Tactic:**

- 2. Publish calendar of events
  - a. Print and in web version
  - b. Publish in May for fall semester events and in December for spring semester
  - c. Include consolidated listing of events *by center*
  - d. Include quotes from faculty on the benefits
  - e. Photos, etc. using the content, photos, interviews from above
  - f. Publish to F.A. website under new "Supp Ed Resources" tab

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

**ACADEMIC SENATE REPORT  
COMMITTEE ON CURRICULUM**

**TO:** Dr. Emily Tai , Chairperson , Academic Senate Steering Committee  
**FROM:** Dr. Philip Pecorino, Chair, Committee on Curriculum  
Dr. Marjorie Deutsch, Secretary, Committee on Curriculum  
**SUBJECT:** Committee on Curriculum Annual Report, 2009-2010  
**DATE:** June 15, 2010  
**CC:** C. Williams (College Archives), QCC Webmaster

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**COMMITTEE MEMBERS**

M. Deutsch (Secretary, Business)  
M. Chauhan (Chemistry)  
D. Klarberg (Biology and Geology)  
P. Pecorino (Chair, Social Sciences)  
K. Steele (Ex-Officio, Office of Academic Affairs)  
C. Weber (MTDD)  
D. Weber (Nursing)  
R. Yuster (ECET)

**Meetings:**

The Committee on Curriculum meets on Tuesday afternoons, from approximately 2.00-3:30 P.M. The committee met 15 times during the 2009-2010 academic year. It concluded all matters on its agenda for the May meeting of the Academic Senate.

**Actions**

The committee took the following actions all adopted by the Academic Senate during the 2009-2010 academic year.

**Veteran Credits**

A College Policy now adopted by the Academic Senate: That QCC will grant transfer credit to US military veterans as follows: Upon submission of appropriate documentation, veterans will be waived from health and physical education degree requirements and will be granted one transfer credit as PE540 (Introduction to Physical Fitness). Veterans may receive up to 30 transfer credits based on evaluation of their military transcripts and/or official DSST examination scores. All transfer credit for military service will be based on specific equivalencies, as determined by each academic department chair (or designee), between courses offered at the College and documented experiences on ACE transcripts or from DSST examination scores.

**Deletion of Degree Programs**

Department of Biological Sciences and Geology:  
A.A.S. Medical Laboratory Technology Program

**Deletion of Certificate Programs**

Department of Mechanical Technology and Design Drafting:  
Computerized Manufacturing Technology Certificate Program  
Computerized Architectural Design and Drafting (CAD) Certificate Program

Department of Social Sciences:  
 Infant Toddler Day Care Certification Program

**New Certificate Program**

Department of Business:  
 Accounting/Office Administration Technology-Certificate Program

**New Degree Programs**

Department of Business:  
 Dual/ Joint Degree: Queensborough Community College /John Jay College of Criminal Justice  
 Program A.S. in Accounting and B.S. in Economics : Forensic Financial Analysis

Department of Chemistry:  
 Dual/ Joint Degree: Queensborough Community College /York College  
 A.S. in Science for Pharmaceuticals

Department of Biological Sciences and Geology:  
 Dual/ Joint Degree: Queensborough Community College /York College  
 A.S. in Biotechnology / B.S. in Biotechnology

Department of Mechanical Engineering and Design Drafting:  
 Dual/ Joint Degree: Queensborough Community College /NYC College of Technology  
 A.A.S. in Technology leading to the B.S. in Education: Career and Technical Teacher

Department of Nursing:  
 Dual/Joint AAS/BS Degree in Nursing: Queensborough Community College and Hunter  
 College

**Degree Program Revisions**

Department of Electrical and Computer Engineering Technology :  
 A.A.S. Degree Program Telecommunications Technology : VERIZON

Department of Health, Physical Education, and Dance:  
 A.A.S Degree Program in Massage Therapy

Department of Mechanical Engineering and Design Drafting: Mechanical Engineering Technology  
 A.A.S. Degree Program

Department of Nursing:  
 A.A.S. in Nursing  
 and Course Repeat Policy Change

NU 101 Repeat Policy (old policy)	NU 101 Repeat Policy (new policy)
Students may repeat only one nursing course (NU-101, NU-102, NU-201 or NU-202) in the Clinical Program, one time only, on a space available basis. This includes students who withdrew from a course after the first day for any reason and students who completed the course	Students may repeat only one nursing course (NU-101, NU-102, NU-201 or NU-202) in the Clinical Program, one time only, on a space available basis. However, a repeat of NU-101 will require an approval from the Nursing Department Appeals Committee. This includes

with a grade below C.	students who withdrew from a course after the first day, for any reason, and students who completed the course with a grade below C.
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**New Courses**

Department of Art and Design

AR 483 Portfolio Project In Studio Art

Department of Biological Sciences and Geology

BI 350 Principles of Genetics

BI 355 Bioinformatics/Computational Biology

Department of Business

BU 912 Cooperative Education in Business: Accounting/Office Administration Technology

Department of Electrical and Computer Engineering Technology

ET 270 Introduction to Electronics

ET 275 Electronic Communications

ET 741 Telecommunications Technology 1

ET 742 Telecommunications Technology 2

ET 743 Telecommunications Technology 3

ET 744 Telecommunications Technology 4

Department of FOREIGN LANGUAGES and LITERATURE (2 Courses)

LA-111 Elementary Arabic I .

LC-321 Business Chinese I

Department of Health, Physical Education, and Dance:

A.A.S Degree Program in Massage Therapy

HA-206 Pregnancy Massage

HA-207 Hospital-Based Massage

HA-208 Sports Massage

HA-209 Thai Massage

Department of History

HI-118 Ancient Greek History

Department of Mechanical Engineering Technology and Design Drafting

MT-293 Parametric Computer Aided Design

Department of Music

MU 471, MU 472, MU 473, MU 474 - Percussion Ensemble

MU-481, 482, 483, 484 Chamber Improvisation Ensemble

Department of Nursing

NU-204 Nursing and Societal Forces

Department of Physics

PH-450 Introduction to Physics Research

PH-900 Research Projects

**New Courses--- Formerly Experimental**

Department of Biological Sciences and Geology  
BI 115 Introduction to Biology for Science Majors

**New Courses--- Experimental**

Department of Speech and Theatre  
TH-134 Stage Makeup

**Revisions in Courses**

Department of Art and Design  
AR-474 Digital Photography  
AR-480 Special Problems in Studio Art  
AR-481 Special Problems in Studio Art

Department of Biological Sciences and Geology  
BI-453 Biotechnology

Department of Business  
BU-909 Cooperative Education in Business: Office  
Administration and Technology  
BU-910 Cooperative Education in Business: Management  
BU-911 Cooperative Education in Business: Computer  
Information Systems  
BU-912 Cooperative Education in Business: Accounting/Office  
Administration Technology  
BU-111 (Computer Applications in Accounting)

Department of Electrical and Computer Engineering Technology  
ET-560 Microprocessors and Microcomputers†  
ET-350 Computer Control Systems  
ET-420 Computer Project

Department of Foreign Languages and Literature  
LC-122 Mandarin for Students of Chinese Heritage II

Department of Mathematics and Computer Science  
MA-128 Calculus for Technical and Business  
MA-315 Topics in Mathematics  
MA-336 Computer-Assisted Statistics

Department of Nursing  
NU 101 Safe and Effective Nursing Care of Clients Level I  
NU 102 Safe and Effective Nursing Care of Clients Level II  
NU 201 Safe and Effective Nursing Care of Clients Level III  
NU 202 Safe and Effective Nursing Care of Clients Level IV

Department of Social Sciences  
SS-645 Computers and Ethics

SS901, 902, 911 Urban Studies Internship Program  
SS901 - 3 Credits, requires 135 hours at internship site  
SS902 – 3 Credits, requires 135 hours at internship site  
SS911 – 6 Credits, requires 270 hours at internship site

**Committee Procedures and Protocols:**

The committee voted to require as part of the process of submitting items for the consideration of the committee that those submitting proposals related to programs and courses provide a statement indicating when the Academic Department(s) approved of the proposal.

**Acknowledgements:** The chairperson thanks all members of the committee for their diligence. Special acknowledgement is due for Dean Karen Steele for her assistance and vigilance. Thanks also to those in the academic departments who worked on the submissions and the revisions.

**Committee for 2010-2011:**

M. Chauhan (Chemistry)  
D. Klarberg (Biology and Geology)  
A. Kolios (Business)  
K. Steele (Ex-Officio, Office of Academic Affairs)  
E. Tai (History)  
C. Weber (MTDD)  
H. Yao (Mathematics and Computer Science)  
R. Yuster (ECET)

July 24, 2010

From: Edward Volchok, PhD

To: Prof. Barbara Blake-Campbell, Secretary of the Steering Committee of the Academic Senate

**Annual Report of the Committee on Distance Education for 2009-2010**

**Committee Members**

For the academic year 2009-2010, the committee was composed of the following members:

	<b>Name</b>	<b>Department</b>	<b>Role</b>
1	Dr. Edward Volchok	Business	Chair
2	Dr. Lorena Ellis	Foreign Languages	Secretary
3	Dr. Francis Cotty	Biological Sciences & Geology	Faculty Representative
4	Prof. Danny Mangra	ECET	Faculty Representative
5	Prof. Peijun (Jeffrey) Jia	Library	Faculty Representative
*	Dr. Regina Rochford	Basic Educational Skills	COC Liaison
*	Mr. Bruce Naples	Director, Academic Computing Center	President's Designee
*	Vacant	****	Steering Committee Designee
1	Mr. Carlos Luciano	Student	Student Representative
2	Vacant	Student	Student Representative

**Dates and Times Committee Met**

The Distance Education Committee met after each of the Queensborough Community College Academic Senate meetings, from approximately 4:15 pm to 5:15 pm. The dates of our meetings were:

<b>Fall 2009</b>	<b>Spring 2010</b>
• September 15, 2009	• February 9, 2010
• October 13, 2009	• March 9, 2010
• November 17, 2009	• April 13, 2010
• December 8, 2009	• May 11, 2010

**Narrative Summary of the Committee's Work**

The charge of the Committee on Distance Education is to:

- Report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes;
- Work on the assessment process and criteria related to the Distance Education program of the College and report findings to the Academic Senate;
- Serve as an advisory body for all matters related to Distance Education.

As a result of a confluence of events — this Committee's 2008-2009 Annual Report, suggestions of the Middle States Self-Study auditors, the urging of Chancellor Mathew Goldstein and Vice Chancellor Alexandra Logue to bring more technology into the classroom, the on-going support of the Steering Committee of the Academic Senate, and active involvement of the Office of Academic Affairs — ***most of the committee's past recommendations are now being implemented.*** The committee's



recommendations to limit the enrollment for online courses have not been addressed. The Office of Academic Affairs has been very responsive to faculty requests to limit the enrollments of online classes so presently there is no urgent need to address this issue.

## Summary of the Committee's Work During 2009-2010

The committee has been extremely busy during the 2009-2010 academic year. Here is a summary of the committee's work.

### A. Special Committee on Distance Education at QCC

Last year the committee recommended the formation of a Special Committee to:

- Review ways of improving students' access to the college by getting more of the college's current courses online.
- Identify how the college might support student learning for students who opt to take online courses.
- Explore how the college might meet the needs of faculty who choose to teach courses that use online technologies, whether the course is asynchronous, partly online, or synchronous.
- Consider any infrastructure and software needs the college should invest in.
- Outline a program to market new online course offerings to current and potential students and their advisors, as well as increase the awareness of faculty of the potential of online learning.

The QCC Academic Senate considered the Special Committee on Distance Education at QCC's report. On May 11, 2010, the QCC Academic Senate approved the following resolutions:

1. Acknowledge that quality online education cannot take place without appropriate support for students, faculty, and infrastructure and take appropriate action to meet the needs of students and faculty.
  - a. Such support for students entails: 1) An appropriate orientation so that they understand the requirements for online courses *before* they register and have the basic skills needed to succeed in online courses, and 2) Appropriate support while they are enrolled in online courses.
  - b. Such support for faculty entails appropriate assistance in the development, management, assessment, and continuing review of courses using distance education technologies.
2. Affirm the right of academic departments alone to:
  - a. Determine which courses should have fully or partly online sections,
  - b. Determine which faculty members are eligible to teach online courses, and
  - c. Establish prerequisites for students to meet before taking online courses; such prerequisites would undergo review by the Curriculum Committee and the Academic Senate.
3. Direct the College Personnel & Budget Committee—when making decisions regarding reappointment, tenure, and promotion—to recognize the contributions made by faculty who:
  - a. Develop and teach online courses
  - b. Publish research on online learning and teaching

c. Publish and disseminate materials related to online course instruction

4. Provide adjunct faculty teaching online courses the same support provided to full-time faculty

Due to the Special Committee on Distance Education Committee's unwieldy size (one member from each of the college's 19 academic departments), the Chair of the Special Committee, who also serves as Chair of the Distance Education Committee, used the Distance Education Committee as a source for ideas and a reviewer to the Special Committee's proposals. Without the insightful guidance of the Distance Education Committee, the work of the Special Committee on Distance Education Committee at QCC would not have achieved its successful conclusion. Special thanks is due to the members of the Committee on Distance Education for their input and to the members of the Special Committee on Distance Education:

#### **Committee of Distance Education**

Name	Department	Role
1 Dr. Edward Volchok	Business	Chair
2 Dr. Lorena Ellis	Foreign Languages	Secretary
3 Dr. Francis Cotty	Biological Sciences & Geology	Faculty Representative
4 Prof. Danny Mangra	ECET	Faculty Representative
5 Prof. Peijun (Jeffrey) Jia	Library	Faculty Representative
6 Mr. Bruce Naples	Director, Academic Computing Center	President's Designee

#### **Special Committee of Distance Education at QCC**

Name	Department	Role
1 Dr. Edward Volchok	Business	Chair, Writing Sub-Committee
2 Dr. Sara Rofofsky Marcus	Library	Sec't., Writing Sub-Committee
3 Prof. Indra Avens	Foreign Languages	Writing Sub-Committee
4 Prof. Patricia Burke	Nursing	Writing Sub-Committee
5 Dr. Alex Flamholz	Physics	Writing Sub-Committee
6 Dr. Wilma Anthony-Fletcher	Counseling	Writing Sub-Committee
7 Prof. John Buoncora	ECET	
8 Dr. Jean Darcy	English	
9 Dr. Cal Dowlah	Social Sciences	
10 Dr. Nidhi Gadura	Biological Sciences & Geology	
11 Prof. Joseph Goldenberg	METDD	
12 Prof. Anissa Mack	Art & Design	
13 Prof. Holly O'Donnell	Basic Skills	
14 Dr. Kenneth Pearl	History	
15 Dr. Melanie Sehman	Music	
16 Dr. Jun Shin	Chemistry	
17 Dr. Alicia Sinclair	Health, PE, Dance	
18 Prof. Robert Sweetnam	Speech Communications &TA	
19 Dr. Patrick Wallach	Mathematics & Computer Sci.	

### **B. Distance Education Planning Group**

At the start of the Fall semester, the Office of Academic Affairs formed a Distance Education Planning Group. This group relied heavily on input from its members who also sit on the Distance Education Committee: Dr. Lorena Ellis, Dr. Edward Volchok, and President's Designee Bruce Naples, Director of the Academic Computing Center. Other members of the Distance Education Planning Group include: Dr. Karen B. Steele (Dean for Academic Affairs), Dr. Paul Marchese (Assistance Dean for Academic Operations), Dr. Meg Tarafdar (Acting Director of CETL), Dr. Edward Hanssen (Business), Professor Christine Mooney (Business), and Dr. Philip A. Pecorino (Social Sciences).

The Committee on Distance Education vetted issues raised by the Distance Education Planning Group. The suggestions of the Committee on Distance Education were then relayed to the Distance Education Planning Group.

**C. Expansion of Committee Membership from 5 to 7 Members of the Faculty**

During Spring 2010, the Academic Senate approved the committee’s recommendation to increase its membership from 5 faculty members to 7.

The rationale for this change in the committee’s structure is that new eLearn initiatives will increase the committee’s workload during the 2010-2011 academic year. The committee will be involved in the following issues:

- The college’s formal adoption of a standard for effective eLearn education to be used to evaluate proposed eLearn courses
- Overseeing the assessment of course design issues for eLearn courses
- The evolution of the curriculum of the Faculty’s Online Institute
- The design and implement of the Student Online Readiness Program
- Providing input and resolutions regarding learning outcomes assessment for eLearn Courses
- Monitoring the reliability of the supported Learning Management Systems: Blackboard and Epsilon, and provide advise to the college community when problems arise
- Develop protocols of departmental observations for eLearn courses

**New Members for 2010-2011\***

Members who joined the committee in April 2010:

- Dr. Sara Rofofsky Marcus – Library
- Dr. David Sarno – Chemistry
- Dr. Melanie Sehman – Music
- Dr. Julian Stark – Biological Sciences & Geography

The committee’s seventh faculty position remains open, and will be filled in September.

The following members will be leaving the committee this September:

- Dr. Francis Cotty – Biological Sciences & Geography
- Dr. Professor Peijun (Jeffery) Jia – Library
- Prof. Danny Mangra – ECET

For the academic year 2010-2011, the committee’s members are:

	<b>Name</b>	<b>Department</b>	<b>Role</b>
1	Dr. Edward Volchok	Business	Chair*
2	Dr. Lorena Ellis	Foreign Languages	Secretary*
3	Dr. Sara Rofofsky Marcus	Library	Faculty Representative
4	Dr. David Sarno	Chemistry	Faculty Representative
5	Dr. Melanie Sehman	Music	Faculty Representative
6	Dr. Julian Stark	Biological Sciences & Geography	Faculty Representative
7	Vacant	****	Faculty Representative
*	Vacant	****	COC Liaison
*	Mr. Bruce Naples	Director, Academic Computing Center	President’s Designee
*	Vacant	****	Steering Committee Designee
1	Student Member 1	Vacant	Student Representative
2	Student Member 2	Vacant	Student Representative

*\*Re-elected May 11, 2010*

### **Key Items on the Agenda for 2010-2011**

- Insure that vacancy on the Committee on Distance Education are filled during September 2010
- Consider changing the Committee on Distance Education's name to the Committee on eLearning
- Nurture new leadership who will take over committee leadership during the 2011-2012
- Provide input on the protocols for the observation of Distance Education Faculty
- Provide input on technological and pedagogical support for faculty designing eLearn classes
- Provide input on the college's formal adoption of a standard for effective eLearn education
- Provide input on the assessment of course design issues for eLearn courses
- Provide input on the curriculum of the Faculty's Online Institute
- Provide input on the Student Online Readiness Program
- Providing input regarding learning outcomes assessment for eLearn Courses
- Monitoring reliability of Blackboard and Epsilen, and provide advice to the college community when appropriate
- Develop protocols of departmental observations for eLearn courses
- If needed, present resolutions restricting class size for eLearn classes

As chair of the Committee on Distance Education, I'd like to express my gratitude to all the members of this committee for their diligence and dedication. Each has made important contributions.

The accomplishments of this committee would have been impossible without the sage counsel of two leaders of the Academic Senate: Dr. Emily Tai, chair of the Steering Committee, and Dr. Philip Pecorino, parliamentarian. The Committee is very grateful to the assistance so generously offered by Dr. Tai and Dr. Pecorino.

We also acknowledge Dr. Diane B. Call, Interim President, and Dr. Karen B. Steele, Interim Vice President for Academic Affairs, and thank them for their generous support.

Respectfully submitted,



Edward Volchok, PhD  
Chair, Committee on Distance Education

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

**COMMITTEE ON THE LIBRARY**  
**AY 2009–2010**

**To:** Steering Committee, Academic Senate  
**From:** Virginia Cowen, Chairperson  
**Date:** June 1, 2010  
**Subject:** Annual Report of the Committee on the Library

**Committee Members:** Virginia Cowen (chairperson), Liisa Yonker (secretary), Laura Freedgood, Amalia Rechtman (Steering Committee designee), Jeanne Galvin (ex officio).

**Dates committee met:** September 23<sup>rd</sup>, February 17<sup>th</sup>, May 12<sup>th</sup>.

**Narrative summary of committee work:**

The primary work of the committee involved discussions in three areas involving: space, materials, and the role of the library in the QCC community.

The renovations (began in December 2008) continued during this academic year. Responses to the collaborative study areas and the addition of Starbucks have been extremely positive. The enrollment increase at QCC this year and retention of students have been problematic for the library in terms of space. However, the acquisition of space to CETL has decreased the space available for students. The library did add more furniture to help address the space issues. CUNY is also looking into university-wide storage for library resources that are important but infrequently used.

Annually the library receives \$15,000 worth of textbooks donated by the bookstore. The books are held as reserve copies. For some heavily-used reserve textbooks, or when a book is damaged a single copy is not adequate. To address this problem, Professor Galvin reported that the library is collecting anecdotal information from students about how they use print textbooks. That may help the library faculty in acquisition/allocation of resources in future semesters. CUNY has purchased an electronic library package (Ebrary Academic) that offers 44,000 titles. If recommended or required textbooks are available electronically, that is helpful to preserve the resources and for students who need book access when the library is closed. As part of a university-wide textbook initiative, CUNY gave the library over \$100,000 for textbooks and other books to support the curriculum. The library used the money to buy extra copies of heavily used textbooks, Ebrary (a collection of 46,000 ebooks), more Gale literature ebooks, and Ovid Nursing ebooks. To support the Textbook Initiative, the Office of Library Services requested that the library collect anecdotal data on how students use textbooks. The library staff collected information and also got data on heavily-used books by checking circulation history on the reserve collection. They also checked the number of course sections that used expensive textbooks.

The emphasis on information literacy and the current/future role of emerging technologies are important topics that affect the QCC community. The library has hired an information literacy specialist on a replacement line. An additional faculty line has been created that will focus on emerging technologies.

The CUNY Faculty Experience survey indicated the most (60%) of the respondents found that the electronic resources at QCC were good/excellent. Only 38% found printed books and journals good/excellent. The library faculty is aware of the perception of inadequate resources in some disciplines, but funding for all resources is limited.

Overall, the library has undergone significant changes in the last few years. The library faculty and staff continue to adjust to reduced space. They have looked at best practices and trends in library services and design to create an environment that is conducive to collaborative learning and new technologies, while still providing books and resources for students and faculty.

**New Committee Members for 2010-2011:** Steven Frishman, Regina Polizzotto, Jane Poulson,

**New Chairperson for 2010-2011:** Regina Polizzotto

**QUEENSBOROUGH COMMUNITY COLLEGE  
ACADEMIC SENATE  
PUBLICATIONS COMMITTEE**

**TO:** Academic Senate Steering Committee

**FROM:** José Luis Madrigal, Chairperson, Committee on Publications 2009-2010

**SUBJECT:** Publications Committee Annual Report

**DATE:** 6/30/10

	<b>Committee on Publications 2009-2010</b>
<b>Members</b>	<b>Jose Madrigal (Chairperson) Mark Van Ells Francis Jordan</b>
<b>Student Representative</b>	
<b>Administrative Liaison</b>	<b>Ruth Griggs</b>
<b>Charges</b>	<ul style="list-style-type: none"> <li><b>a.</b> Recommend to the Academic Senate policies and procedures pertaining to college publications.</li> <li><b>b.</b> Receive information on all publication associated with the College or bearing the College name, and report this information to the Academic Senate.</li> <li><b>c.</b> Serve as an advisory group for publications associated with the College</li> <li><b>d.</b> Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.</li> </ul>
<p><b>Annual Report:</b></p> <p>In the fall of 2009 our main goal was the creation of a general Department Website template including basic information taken from the CUNY-first database as well as information provided by faculty. To this end, we held a few meetings with the Website Committee, along with other members of the Administration, but soon it became clear that our project could not be accomplished without the full implementation of CUNY FIRST. Our understanding had been that by June 2009 the system would have been fully operational, but apparently this ERP system has encountered numerous problems and will need at least two more years before is able to maximize the value of all its resources. Having placed the Website template project on the backburner, our committee decided to focus on the revision and update of the Faculty Handbook. At first, the committee’s goal was to make some basic editing and updates, but as the text was closely examined, we concluded that the Faculty Handbook needed a thorough revision and fundamental changes. In a meeting with Dean Larios held in May 2010, Ruth Griggs and the chair of the Publications Committee presented a number of recommendations previously discussed with</p>	

all the members of the committee as how the Faculty Handbook should be organized.

Listed below are some of these recommendations:

- The faculty handbook needs to be presented in a more concise form.
- The new arrangement must include six main sections:
  - 1) General information about QCC (Role of a community college, brief history, mission statement, goals, and objectives, cursory information about governance, funding and accreditation)
  - 2) Instructional policies and procedures (Faculty's instructional responsibilities relating to the classroom, like syllabi, class rolls, grade sheets, evaluations, etc)
  - 3) Employment policies relevant to the faculty member
  - 4) Faculty resources
  - 5) General personal information
  - 6) Appendices.

Further suggestions:

- The Faculty handbook must spell clearly and succinctly the role of the President, the Chairs, the Departmental and College P & B's, and the FEC.
- All letters from the President pertaining policies of the college should be removed and instead be integrated as part of the general discourse.
- The Faculty Handbook must specify college policies, criteria and procedures regarding appointments, reappointments, and promotions.
- An online Faculty Handbook version is needed.

As the current chair, it is my hope that for the 2009-2010 academic year our committee will be able to bring an updated and revised Faculty Handbook to publication, which will be both more accessible and in tune with the needs of Faculty. Also, I would like to stress the importance of working hand in hand with the administration without losing our independence and responsibility towards our faculty peers.

I will call an early meeting in Fall of 2110 to start immediately with the revisions of the Faculty Handbook.

### **Elections**

The Committee re-elected Jose Madrigal, as Chair of the Committee on Publications for the 2009-2010 academic year. Mark Van Ells and Phil Pecorino will be the other members of the committee this year.



**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**  
**COMMITTEE on STUDENT ACTIVITIES of the ACADEMIC SENATE**  
**ANNUAL REPORT**

**To: Dr. Emily Tai, steering Committee, Academic Senate**

**From: Chong Jue, Chairperson of the Committee on Student Activities**

**Re: Annual Report of the Student Activities for 2009-2010**

**Date: July 14<sup>th</sup> 2010**

**Committee members**

Jacobs, M.	Member
Jue, C	Chairperson
Polizzotto, R.	Secretary
Strohlein, M.	Steering Committee Designee
Jean-Pierre, P.	President's Designee
Chang, J.	COC Liaison
Gisela Rivera	Director of Student Activities
Zamora, Ziomara	Office of Student Activities

**Dates committee met and times it meets regularly:** monthly meetings; usually on the first Tuesday at 1:30pm: May 13<sup>th</sup> 2009, Sept 21, 2009, March 17, 2010, April 20<sup>th</sup> 2010, May 26<sup>th</sup>, 2010.

**Summary of committee work for the year of 2009-2010.**

1. For the year of 2010-2011, we elected a Chairperson, Elizabeth DiGiorgio and Secretary, Barbara Lynch, for the Student Activities Committee.
2. Many students don't use their Tigermail accounts. As a result, many students are not aware of events that take place in QCC. Other schools, such as Baruch, BMCC and LaGuardia, are using "Livemails" which can integrate many email accounts, including school accounts, in one place. We think the Computer Resources committee should be aware of this.
3. We believe that there are plenty of student achievements on the campus. Apparently, there is no central process that gathers and disseminates this information to the public. We believe student achievements are important to QCC-community relation.

4. Successful student activities this year included a) Video-Gaming tournament that raised money for the Haiti earthquake relief b) Caribbean Music that took place outside of Club Hours c) talent show d) food tasting event.
5. The Academies are very active. Students need to be aware that academies are a “total college experience” for the students. We believe that this information should be included in the freshman handbook.

**New Recommendations for 2010/2011:**

1. Follow up on discussing to Information Technology/Academic Computer to include “livemail” accounts to students.
2. Activities for the Academies should be included in the Freshmen Handbook or Freshmen packet.

Submitted by  
Chong Jue

**QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK**

**COMMITTEE ON WRITING IN THE DISCIPLINES/WRITING ACROSS THE  
CURRICULUM (WID/WAC)**

**ANNUAL REPORT  
ACADEMIC YEAR  
2009 – 2010**

**Membership**

Officers:

Dr. Jeffery J. Jankowski (Social Sciences), Chair  
Dr. Megan Elias (History), Secretary

Members:

Prof. Lawrence Bentley (Nursing)  
Prof. Wendy Ford (Business)  
Dr. Kathleen Wentrack (Art and Design)

Liaisons/Designees

Dr. Julian Stark, (Biological Sciences and Geology), Steering Committee Designee  
Dr. Paul Marchese (Academic Affairs), President's Designee

Ex-Officio:

Dr. Linda Stanley (English), Co-Director, QCC WID/WAC Program

**Committee Meetings**

The WID/WAC Committee met four times during the 2009-2010 academic year. The meetings were held on the following dates: September 16, November 12, March 9, and May 11. The minutes for each of the meetings are available for review on the website for the QCC Academic Senate. The committee acknowledges the service of the secretary, Prof. Elias, in preparing the minutes.

**Summary of Committee Work**

Bylaw Charges / Committee Responses

**(1) Bylaw Charge:** Oversee and make recommendations to the Academic Senate related to the WID/WAC Program.

The Committee made no formal recommendations to the QCC Academic Senate during the 2009-2010 academic year.

**(2) Bylaw Charge:** Review and recommend changes in the criteria for a writing intensive (WI) class to the Academic Senate for its approval.

The committee made no recommended changes in the criteria for a writing intensive (WI) class to the QCC Academic Senate during the 2009-2010 academic year.

**(3) Bylaw Charge:** Oversee a continuing WID/WAC Faculty Professional Development Program with the Office of Academic Affairs.

The Director of the WID/WAC Professional Development Program kept the Committee informed throughout the year of the WI training programs. One the sessions ran in the Fall semester while the other ran in the Spring semester. Additional sessions were run throughout the academic year, particularly in the Spring semester, to accommodate faculty who were teaching writing intensive sections and simultaneously being trained. In addition, online WID/WAC training was initiated in the current academic year to accommodate the schedules of faculty who found it difficult to participate in face-to-face training.

**(4) Bylaw Charge:** Hear and decide student cases requesting a waiver from any WI degree requirements.

The Committee spent considerable time hearing and deciding requests for WI waivers. The number of waiver requests presented to the committee fluctuates on a meeting-by-meeting basis. Each case is scrutinized carefully with considerable thought given to the justification for a waiver. The committee acknowledges the considerable time Dr. Paul Marchese from Academic Affairs spends in preparing the cases for the committee.

It should be noted that the committee was presented with fewer WI waiver requests over the past year. In fact, about 50% fewer requests were received compared to two years ago. The committee attributes this decline to improvements in face-to-face and online advisement. In addition, the online schedule of classes was improved to more clearly mark those sections designated as WI. The committee recognizes the efforts of Academic Affairs and the Advisement Office that have made such welcome changes possible.

**(5) Bylaw Charge:** Provide a list of current WI certified classes and the instructors certified to teach WI classes to the department chairs that will make the final decision on the designation of a course or section as WI each semester.

The Director of the WID/WAC program provided copies of all WI-certified class sections and instructors at the beginning of each semester. All course offerings with WI designations during Fall 2009 and Spring 2010, were approved unanimously and certified by the Committee.

**(6) Bylaw Charge:** Insure through a certification and recertification process that all classes designated as WI meet the criteria for a WI class.

The Director kept the committee informed of the status of the faculty teaching the WI sections. Course sections designated as WI had faculty who were WI certified.

**(7) Bylaw Charge:** Provide the Committee on Committees with a list of faculty members who are participating in the WID/WAC program.

Throughout the academic year, the Director provided the committee with a list of faculty who were eligible to teach WI courses (i.e. faculty who went through the WI training).

**Matters of Interest**

- The committee welcomes Professors M. Gayle and J. Warsi who will serve on the committee during the 2010-2011 academic year.
- The committee thanks Professor M. Elias who will be leaving the committee at the end of the 2009-2010 academic year. Her service as secretary is also appreciated.
- Professor J. Jankowski will also be leaving the committee at the end of the academic year. He is grateful to the committee for the privilege of serving as chair for the past three years.
- For the upcoming 2010-2011 academic year, Professor K. Wentrack was elected to serve as chair and Professor W. Ford as secretary. The committee will be served well by these new officers.
- The chairperson would like to thank all members who served on the committee throughout the academic year.

Respectfully submitted,

Jeffery J. Jankowski  
Chairperson, 2009-2010