

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

Report to the Academic Senate

November 25th, 2015

From: Dr. David Sarno, Chairperson of the Committee on Committees

To: Dr. Kuszai, Secretary of the Academic Senate Steering Committee

Monthly Report of the Committee on Committees for November 2015

I. New Academic Senate Committee Members

Whenever vacancies on committees become available, the members of the Committee on Committees (CoC) vote via e-mail to appoint new members. Here are the changes that the CoC were made aware of, voted on, and approved.

A. Committee on Cultural and Archival Resources

To fill a vacancy left by the resignation of Dr. Sarah Danielsson, the CoC named Dr. Leslie Francis (Business) to this committee. Dr. Francis was the Steering Committee Designee to the Admissions Committee, so a new Designee will have to be appointed.

II. WID/WAC Committee

Term lengths for the three new members of the WID/WAC Committee placed in October 2015 were assigned randomly (by rolling a six-sided die). Dr. James Nichols will serve until 2017, Dr. Lakerasha Smith will serve until 2018, and Dr. Areti Tsimounis will serve until 2016.

III. Steering Committee Designees

A list of potential Steering Committee Designees was prepared and submitted to Dr. Emily Tai to assist with vacancies on the Committees on Admissions, Assessment and Institutional Effectiveness, eLearning, and WID/WAC.

IV. Webpages

Committee rosters were corrected to reflect current membership. In addition, the Chair and Secretary of each committee is now indicated on their webpages.

V. Changes to the CoC Database

Working with Raj Vaswani, modifications were made to the CoC database. First, the list of unassigned faculty was updated to display the Department and Rank. This will help the CoC make placement decisions more easily when vacancies arise. Second, committee rosters in the database were modified to show when the term will end for each member. This is expected to improve the workflow when faculty are notified to submit committee preferences. The Steering Committee and the CoC has approved the proposal below:

1. After Thanksgiving, Raj Vaswani (database manager) will generate a report listing committee members whose terms are set to continue through 2017 or 2018. Instead of being invited to submit their committee preferences in the spring, they will receive an email from the CoC Chair reminding them that their term will continue and explaining that they do not have to reapply. Also, if they want to discontinue committee membership for the following year, they will be told to inform the CoC chair ASAP. (They will then be added to the list of those invited to submit their committee preferences - see item 2.)
2. Near the end of the fall semester, an Excel report will be generated that lists all committee members whose terms end spring 2016. In early February, they will receive the typical email that invites all eligible faculty to submit their committee preferences for the next 3-year term.
3. With the term limits added to the database, continuing members will be automatically rolled-over into the new rosters. Since there will be many fewer vacancies, the important task of assigning new members for the upcoming academic year will be much more manageable and can be shared by the entire committee.

This revised workflow will be implemented immediately and will also be incorporated into the Committee Guidebook.

Respectfully submitted,

David M. Sarno

David M. Sarno, PhD

Chairperson, Committee on Committees