

**Steering Committee Report  
Academic Senate Steering Committee  
Queensborough Community College  
October 2018**

As noted in September, the schedule has us meeting at our regular second Tuesday of the month meeting date, only two weeks since the last meeting. Because of this, we have few action items. There is no report from the Curriculum Committee this month, for example, though we expect a typical set of items from them at the November 13 meeting. We have a monthly report from the Committee on Committees and we have the August 2018 graduation list to approve. This month we receive two more annual reports; both have been cleared by Steering Committee Secretary Jannette Urcioli, with a few more still in the process of being made ADA compliant. More on this below.

This month we also have some items under New Business. The first, contained in Attachment H, is brought forward by Senator Philip Pecorino, who also chairs the Faculty Executive Committee, and regards language for a religious observance policy. He brings it to the senate for discussion purposes. The second item, from President Lynch, has to do with the change in guidelines and procedures for how faculty and staff may enter and remain on campus in workspaces after the official close of business. Some had complained of being kept from important laboratory or office work and this sensible change (and accompanying clarification of the procedures involved) is a welcome one. The third item (Attachment J) is from Rosemary Zins, Vice President for Institutional Advancement at QCC, and involves some changes to how the QCC Food Pantry will operate on campus, such as how to contribute financially to the pantry. These changes are the latest in a series of improvements since it was founded only a couple of years ago. The food pantry has been and continues to be a model of what's possible under shared governance. Congratulations to all involved.

Members of the Academic Senate should know that Interim Chancellor Vita Rabinowitz will be on campus on October 10 and she is scheduled to meet with the Steering Committee during her visit. As elected leaders, we represent the Senate in matters like this—and at some level those constituencies thus included, such as students and staff broadly conceived. So, please feel free to write to us, collectively or individually, to give us your perspective on the search process. We look forward to meeting with her and will provide a follow-up on the Senate email list as well as part of the next report in November.

Some housekeeping: At the September meeting the point was made that the minutes erred in not expressing the intended vote of a senator. This is unfortunate and deeply regrettable. However, for what should be obvious reasons we cannot change votes. For each vote, it is your responsibility to ensure that the “check” mark appears when you make a selection. That check confirms receipt of your vote. If there is a problem, please bring it to our attention immediately. When the minutes are distributed one week before the meeting, please review Attachment A for any issues. We are actively looking into this and are concerned that from time to time this seems to happen. We have yet to verify some technical malfunction that would lead to a check appearing without corresponding documentation of the ballot cast. Also, please do not use NV to indicate you are abstaining. When voting on a yay/nay resolution, click on C to mark that you wish to abstain.

Finally, as noted last month, the issue of ADA compliance has come front and center to the Academic Senate. We are working with the committees to see that last year's reports are ADA compliant and will be bringing them forward as we receive them in acceptable form. One difficulty is that this is work for which most faculty (and therefore most committee chairs and committee secretaries) feel ill-prepared. Secretary Urciuoli will be announcing training sessions, but the reality is that this is going to be something that each and every member of the instructional staff is going to have to adapt to and master. By the time of the November meeting, we will have met with the Committee Chairs to discuss this important responsibility.

The deadline for item submissions to appear on the November agenda is October 29.

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