

Agenda
Academic Senate Meeting
Date: Tuesday, September 25, 2018
Time: 3:10 p.m.
Location: Room M-136

- I. Attendance
- II. Consideration of the minutes from May 8, 2018 meeting (Attachment A)
- III. Communications from:
 - CUNY Board of Trustees (<http://www2.cuny.edu/about/trustees/>)
 - President Timothy Lynch (Attachment B)
 - Senate Steering Committee Report (Attachment C)
- IV. Election of replacement faculty at-large senator. *Vote to be taken.*
- V. List of Graduates June 2018 (Attachment D). *Vote to be taken.*
- VI. Annual Reports of the Committees of the Academic Senate
 - Assessment and Institutional Effectiveness (Attachment E)
 - Bylaws (Attachment F)
 - Computer Resources (Attachment G)
 - eLearning (Attachment H)
 - Environment, Quality of Life, and Disability Issues (Attachment I)
 - Food Insecurity (Attachment J)
 - Library (Attachment K)
 - Pre-College, Workforce Development and Continuing Education (Attachment L)
 - Student Activities (Attachment M)
 - Vendor Services (Attachment N)
 - WID WAC (Attachment O)
- VII. Monthly Reports of the Committees of the Academic Senate
 - Committee on Curriculum – Monthly Report for May 2018 (Attachment P) — *Votes to be taken.*
 - Committee on Curriculum – Monthly Report for September 2018 (Attachment Q) *Votes to be taken.*
- VIII. Old Business
- IX. New Business
 - Update from the Committee on Food Insecurity.

Jannette Urciuoli, Secretary
Academic Senate Steering Committee

1 Queensborough Community College

2 The City University of New York

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4 MINUTES
5 of the May 8th, 2018
6 Academic Senate

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8 President Diane Call called the eighth regularly scheduled meeting of the Academic Senate to order
9 at **3:16 PM**

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11 **I. Attendance:**

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13 60 votes were recorded at the time attendance was taken; 69 members of the Academic Senate were
14 present during the meeting.

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16 **II. Consideration of minutes of the April 10, 2018 meeting of the Academic Senate:**

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18 A motion was made, seconded, and adopted 62-0-0 to approve the April 10, 2018 minutes
19 as presented (see *Attachment A of the May 8, 2018 Agenda*).

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21 **III. Communications from:**

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23 **1. President Call**

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25 The Senate received President Call's May 2018 Report (*Attachment B of the May 8, 2018 Agenda*.) To
26 see the full report, visit the [Academic Senate website](#).

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28 **2. Senate Steering Committee Report**

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30 Chair Dr. Joel Kuszai referred to the written report (*Attachment C of the May 8, 2018 Agenda*). For the full
31 report, visit the [Academic Senate website](#). Since their terms were ending and they were not running for
32 another one, he thanked Drs. Tai and Talbird for their work on the Steering Committee over the past year.

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34 **IV. Elections**

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36 Elections for the **Steering Committee, Parliamentarian, Technology Officer, Committee on**
37 **Committees, Faculty Member at Large, and Adjunct Representative** were conducted by the CoC chair
38 Helmut Loeffler.

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40 **Steering Committee**

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42 Nominations for the position of Chair of the Steering Committee: Dr. Joel Kuszai and Dr. Edmund
43 Clingan. Results: Dr. Kuszai was elected with **58 votes**. Dr. Clingan received **8**. Abstained: **1**.

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45 Nomination for Vice Chair: Steven Dahlke. Since Dr. Dahlke ran unopposed, the Secretary of the Steering
46 Committee recorded a single vote.

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48 Nomination for Secretary: Jannette Urciuoli. Since Dr. Urciuoli ran unopposed, the Secretary of the
49 Steering Committee recorded a single vote.

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51 **Parliamentarian**

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Nomination for Parliamentarian: Leslie Francis. Since Dr. Francis ran unopposed, the Secretary of the Steering Committee recorded a single vote.

Technology Officer

Nomination for Technology Officer: Jeffrey Schwartz. Since Mr. Schwartz ran unopposed, the Secretary of the Steering Committee recorded a single vote.

Faculty Member at Large

Nominations for Faculty Member at Large: Vazgen Shekoyan and Jodi VanDerhorn-Gibson. Results: Dr. VanDerhorn-Gibson was elected with **38 votes**. Dr. Shekoyan received **23**. Abstained: **5**.

Adjunct Representative

Nomination for Adjunct Representative: Richard Tayson. Since Dr. Tayson ran unopposed, the Secretary of the Steering Committee recorded a single vote.

V. List of Potential Graduates

June 2018

A **motion** was **made, seconded, and adopted 61-0-0** to **approve** the list of June 2018 graduates (see *Attachment D of the May 8, 2018 Agenda*). Note: student senators **not** eligible to vote.

August 2018

A **motion** was **made, seconded, and adopted 62-0-0** to **approve** the list of June 2018 graduates (see *Attachment E of the May 8, 2018 Agenda*). Note: student senators **not** eligible to vote.

VI. Monthly Reports of the Committees of the Academic Senate

1. **Committee on Bylaws: Open Meetings Law Resolution** (See *Attachment F of the May 8, 2018 Agenda*).

Before the vote, there was a robust discussion about whether to list the way senators vote or not on the official minutes of the Senate. Dr. Stark worried that to make this change was a move toward lack of accountability. Dr. Clingan said he opposed the resolution, that it created a lack of transparency.

A motion was **made, seconded, and adopted 57-4-0** to adopt the resolution.

2. **Committee on Committees:** The Academic Senate received the Monthly Report for April 2018 (See *Attachment G of the May 8, 2018 Agenda*).
3. **Committee on Curriculum:** The Academic Senate received the Monthly Report for April 2018 (*Attachment H of the May 8, 2018 Agenda*) and acted on the following items:

1. Course Revisions

BUSINESS DEPARTMENT

BU-801 Typewriting/Keyboarding I

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A **motion** was **made, seconded**, and **adopted 66-0-0** to **approve** changes to BU-801 in the Business Department. (See *Attachment H of the May 8, 2018 Agenda.*)

2. New Courses

DEPARTMENT OF BIOLOGICAL SCIENCES AND GEOLOGY

BI-260 Patient Care Coordination

A **motion** was **made, seconded**, and **adopted 66-0-0** to approve BI-260 as a new course in the Department of Biological Sciences and Geology (See *Attachment H of the May 8, 2018 Agenda.*)

DEPARTMENT OF MATH & COMPUTER SCIENCE

MA-71 Quantitative Reasoning

A **motion** was **made, seconded**, and **adopted 66-0-0** to approve MA-71 as a new course in the Department of Math & Computer Science (See *Attachment H of the May 8, 2018 Agenda.*)

MA-321 ALP Mathematics in Contemporary Society

A **motion** was **made, seconded**, and **adopted 66-1-0** to approve MA-321 as a new course in the Department of Math & Computer Science (See *Attachment H of the May 8, 2018 Agenda.*)

3. Program Revisions

BUSINESS DEPARTMENT

AAS – Accounting

AAS – Computer Information Systems (CIS)

AAS – Management

AAS – Office Administration and Technology

AS – Business Administration

AS – Accounting for Forensic Accounting QCC / John Jay Dual / Joint Degree Program

Certificate Program – Computer Information Systems

Certificate Program – Office Administration Assistant

A **motion** was **made, seconded**, and **adopted 66-1-0** to consider and approve all eight program revisions simultaneously in the Business Department (See *Attachment H of the May 8, 2018 Agenda.*)

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BIOLOGICAL SCIENCES AND GEOLOGY/BUSINESS DEPARTMENTS

Medical Office Assistant A.A.S. Degree Program

A **motion** was **made, seconded**, and **adopted 67-0-0** to approve revisions of Medical Office Assistant A.A.S. Degree Program (See *Attachment H of the May 8, 2018 Agenda*).

Medical Office Assistant Certificate Program

A **motion** was **made, seconded**, and **adopted 65-0-0** to approve revisions of Medical Office Assistant Certificate Program (See *Attachment H of the May 8, 2018 Agenda*).

4. Committee on E-Learning: The Academic Senate received the Monthly Report for April 2018 (*Attachment I of the May 8, 2018 Agenda*).

5. Committee on Food Insecurity: The Academic Senate received the Monthly Report for April 2018 (*Attachment J of the May 8, 2018 Agenda*).

VII. Old Business

None.

VIII. New Business

A **motion** was **made, seconded**, and **adopted 62-4-0** to change the Academic Senate official minutes from September 2017 to May 2018 to reflect the passed Open Meetings Law Resolution (See *Attachment F of the May 8, 2018 Agenda*).

The meeting was adjourned at 4:13 PM

Respectfully Submitted,
Jannette Urciuoli
Secretary, Steering Committee of the Academic Senate



**President's Report to the Academic Senate
September 25, 2018**

ENROLLMENT MANAGEMENT UPDATE

- The Office of Admissions had a very busy summer processing “on the spot” admission applications. A strategic collaboration between testing, admissions and advisement provided students with a “Fast Track” to registration in Fall 2018. The efficient Fast Track model allowed students to apply, test, and get registered for classes in one day. With the teamwork of various student affair offices, we welcomed **3200** first time Freshmen, **1000** new Transfer students, and **1200** readmitted students for Fall 2018. Recruitment for Spring 2019 and Fall 2019 began on September 9th, which includes the planning of the QCC Fall Open House, scheduled for **October 28th**. We are also happy to announce that QCC will host the first CUNY conference on October 5th, which will provide us with an opportunity to showcase our campus and programs to over a 100 local High School counselors.
- The Office of New Student Engagement hosted a successful New Student Orientation on Saturday, August 25th for incoming students and their families. Thanks to the various Academic Departments, and Student Support Offices that supported the Orientation, this year’s orientation boasts our largest number of students and family members to date. Over **1,200** new students and family members attended and were introduced to the College, their respective Academy, Faculty Coordinators, and Advisors. The Orientation Program featured small group sessions to encourage discussions between Advisors and students, and facilitate social interaction and connectedness among students. A Student Services Expo was held to showcase the wide array of student activities, support/resources available to students across the Campus. Additionally, during Welcome Week over **3,000** newly admitted students received information, resources and support from Student Ambassadors at stations located in high traffic areas throughout the campus.
- New Personnel Appointments - I am pleased to welcome Mr. Jeffrey Collins as the Academic Program Specialist for the College Discovery Program. Mr. Collins brings with him over 15 years of experience, supervising various programs and initiatives in Higher Education. His professional experiences include Director of the College Discovery Program at LaGuardia Community College, Director of the Teaching Academy at Queens College, and most recently as Interim Academic Program

Specialist for the College Discovery program here at the College. Mr. Collins brings a wealth of special programs knowledge at a time when the College Discovery program is poised to implement new initiatives that we hope will significantly improve tutorial services offered to our students. Mr. Collins holds a Bachelor's degree in Sociology and a Master's in Education and Rehabilitation Counseling, both from the University of Idaho.

- Student Honors - QCC student Mr. Trine Lillchan has been selected as a recipient of the 2018 Abbey Duncan Brownfield Scholarship, winning \$500 towards educational expenses. Named in honor of an avid environmentalist and community supporter, the Abbey Duncan Brownfield Scholarship Program is designed to provide financial support to undergraduate and graduate students pursuing careers in the Brownfield industry in New York City. Mr. Lillchan is enrolled as an Environmental Science (A.S. degree) major and is anticipated to complete his degree requirements at the conclusion of the Fall 2018 semester. Please join me in congratulating Mr. Lillchan on this achievement.

STUDENT RESOURCES

- Faculty and staff are asked to encourage our students to avail themselves of the valuable and free resources through the QCC Single Stop Program, located in the Library Building, Room 432A. Services provided include (but not limited to) financial benefits screening, financial counseling, legal assistance, tax preparation services, food bank, housing assistance and more. Additional information can be found online at www.qcc.cuny.edu/singlestop.
- Faculty and staff are asked to encourage our students to apply for the Guttman Scholarship for High-Achieving Community Graduates; please note, this year's application deadline is **October 12**. Information regarding the Scholarship requirements is available at www.qcc.cuny.edu/scholarships.
- Emergency funding is available to students who face a financial crisis that puts at risk their continued enrollment toward their QCC degree. Supported through a grant from The Carroll and Milton Petrie Foundation, the funds provide one-time, emergency grants to students in good standing with short-term financial emergencies to enable them to remain in school, rather than being forced to leave or drop out. Ms. Veronica Lukas, Executive Director of Student Financial Services, will be sending periodic e-mail reminders to the college community outlining the grant eligibility and encouraging faculty and staff to refer students to apply. Please refer students with short-term financial emergencies to the Office of Financial Aid Services located in the Library Building, Room 409. Additional information can be found at www.qcc.cuny.edu/scholarships

ACADEMIC AFFAIRS

Middle States Self-Study Update

This semester, the Campus is preparing the Self-Study report and gearing up for the Middle States Evaluation team site visit. **The Evaluation team will arrive on Sunday, March 24, 2019, and leave campus on Wednesday, March 27.** In early **October**, a draft Self-Study report will be distributed to the Campus for comment and suggestions. Open forums will be held throughout the Fall semester to review and discuss the report and to place it in the context of Middle States standards and the college's mission and goals. **The report is due to Middle States in February 2019.** The Evaluation team members and colleagues from the region will read the report in advance of their site visit. On the Sunday afternoon of the Evaluation team's arrival, the College will host a reception for the team. Beginning on Monday morning, the team will spend two full days on campus, meeting with constituencies across campus. The purpose of the site visit is to provide the team members an opportunity to corroborate what they have read in the report. They will ask questions that will help them better to understand the Self-Study report and to clarify and confirm their findings. On Wednesday morning, the team Chair will present preliminary findings at a campus forum. These are the findings that will be submitted to the Middle States Commission for their consideration when the commission meets in June 2019 to render an accreditation decision. This is an extremely significant accreditation event for our College -- one that occurs once every eight years, and it requires the efforts and support of all constituencies. Please mark your calendars.

Assessment Institute

- The Fall Assessment Institute launched as planned on Friday, September 14. Eleven faculty members are participating in the institute and will produce assessment plans and reports in support of program outcomes assessment. To date, including the current cohort, over 180 faculty members have participated in the Institute.

Academic Momentum Plan

- **STEM Tuition Waiver** - For FY2019 Queensborough received an allocation of \$827,579 for STEM Tuition Waivers, up from \$800,198 last fiscal year. We have had robust program participation from our students and have historically maximized use of the funds with our online application. Students will be able to apply for tuition waivers for the **Winter 2019** Session after registration starts in mid-October. The balance of the funds will be spent during the Summer 2019 session.
- The goal of the STEM Tuition Waivers is to promote credit accumulation in STEM courses while not jeopardizing TAP eligibility. QCC students who are in good academic standing and are legal residents of New York City and enrolled in a degree or certificate program will be offered a chance to receive a waiver to enroll in one STEM course (includes lab) during the **Winter 2019** Session. Student fees are not covered by the waiver.

- **Milestone Scholarship** - Queensborough will continue to help students reach their “thirty-credit milestone” by granting **Winter 2019** Session scholarships through the Milestone Scholarship funding. The scholarship will be applied to a course in which a student is enrolled during the **January 2019** intersession to help meet or exceed the 30-credit halfway point of their education here at Queensborough. All eligible candidates will be sent a letter to their residence and through email.

Center for Excellence in Teaching and Learning (CETL) and the Office of Educational Technology (OET):

- Throughout the month of October, the Center for Excellence in Teaching & Learning (CETL) will continue to host the *General Education Assessment Findings* series, in which faculty and staff can analyze the results of the AY 17-18 Gen Ed assessment effort and consider practical implications for their instructional practices. Also, the Office of Educational Technology (OET) will continue its series of workshops on a variety of applications that faculty can use to bolster engagement in their classes. These applications include *PowToon*, *PlayPosit*, and *Camtasia*.

New Personnel Updates

- **Dr. Sandra Palmer**, formerly Queensborough's Dean of Faculty, has been appointed as *Acting Vice President for Academic Affairs*, effective September 1, 2018. Dr. Palmer's wide array of accomplishments as Dean of Faculty at Queensborough included identifying and pursuing college-wide grant opportunities for faculty and developing new strategies to improve student success, particularly as it relates to college readiness. Prior to joining Queensborough in 2015, Dr. Palmer spent 24 years working with faculty and academic initiatives as a faculty member and department chairperson and in academic affairs leadership roles at Suffolk Community College/SUNY, Naugatuck Valley Community College and Manchester Community College (Conn.), where she was Provost and Chief Academic Officer. She holds a Bachelor's degree in Art History from University of California, Davis, and a Master's degree and Ph.D. in Art History from The University of Chicago. Dr. Palmer also earned an MBA in Management from Adelphi University.
- **Dr. David T. Humphries** has been appointed *Interim Assistant Dean of Faculty in the Office of Academic Affairs*, effective September 1, 2018. Dr. Humphries, who joined Queensborough in 2004 as a faculty member, has served as Professor and Chairperson of the Department of English since 2012. He has led significant academic initiatives both on and off campus. He has worked with the Chair of the Department of English at Queens College to create the department's first formal articulation agreement, currently being finalized for review and approval. Dr. Humphries acted as Team Leader at the AAC&U Institute to revamp our first-year writing program and increase faculty participation in High Impact Practices (HIPs). As a faculty member, Dr. Humphries has served the College and the University in several significant leadership roles, including his service on Queensborough's Faculty Executive Committee from 2014 to 2017 and his continued service since 2015 as a member of the MALS (Masters in Liberal Studies) Executive

Committee, CUNY Graduate Center. Dr. Humphries' scholarship includes an impressive body of publications, grants, academic awards, fellowships, and academic and professional presentations. He holds a Bachelor's degree in English and Economics from John Carroll University, a Master's degree in English from Ohio State University and a Ph.D. in English from the CUNY Graduate School and University Center.

- **Dr. Shiang-Kwei Wang** was appointed *Dean of Research in the Office of Academic Affairs*, effective August 13, 2018. Previously, Dr. Wang served as Associate Dean in the School of Interdisciplinary Studies and Education at New York Institute of Technology (NYIT). At NYIT, Dr. Wang also served as Professor and Interim Chairperson in the Department of Institutional Technology and as Professor and Interim Chairperson in the Department of Instructional Technology, School of Education. Dr. Wang's higher education experience includes leadership roles in advancing NYIT's research agenda, and she has conducted various interdisciplinary educational technology research projects. Dr. Wang's interests lie in investigating the impact of new media and technology on learning motivation and performance and in developing teachers' competencies in the use of technology through the cognitive tools approach. Dr. Wang holds a Ph.D. in Instructional Technology from the University of Georgia, Athens; an MBA in Communication Technology from Yuan-Ze University, Taiwan; and a Bachelor's degree in Library Science from Tamkang University, Taiwan. Dr. Wang will serve as point person for QCC's undergraduate research initiatives, and assist faculty with identifying potential grant opportunities, while assisting them in identifying appropriate venues to share the results of their scholarly and creative works. Dr. Wang will also serve as the campus Research Integrity Officer.
- **Dr. Michael Pullin** was appointed *Assistant Dean for Academics in the Office of Academic Affairs*, effective August 13, 2018. In this role, Dr. Pullin will be the primary point person for various academic initiatives, including Academic Momentum. Among other responsibilities, he will also serve as the chief liaison between the Office of Academic Affairs and the academic departments on various curricular matters, including proposed and revised courses and programs. Previously, Dr. Pullin served as Associate Dean of Science and Wellness at Broward College where, among other leadership initiatives, he developed an undergraduate research program as a partner in community college research and a STEM mentorship project. Prior to arriving at Broward, Dr. Pullin worked as Professor, Department Chair, and Project Director at the New Mexico Institute of Mining and Technology, where he led efforts to increase student retention and to address the underrepresentation of minority populations in STEM fields. Dr. Pullin holds a Ph.D. and Master's degree in Analytical Chemistry from Kent State University and a Bachelor's degree in Chemistry from Case Western Reserve University.

PRE-COLLEGE, CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Grants Awarded April 17, 2018 through September 14, 2018

1. Burroughs Welcome Fund: \$12,000, Monica Trujillo, *Structural Studies of a Streptomyces Rhomboid*
2. Carroll and Milton Petrie Foundation: \$20,000, Rosemary Zins, *Student Food Insecurity*
3. CUNY Women in Technology New York (WiTNY): \$20,236, Kwang Hyun Kim, Maria Mercedes Franco, Daniel Garbin, Embedding Project-Based Learning (PBL) into an Introduction to Computers and Programming (CS100) Course
4. CUNY Women in Technology New York (WiTNY): \$19,740, Dugwon Seo, Michael Lawrence,

Promote Women's Interest in Technology by Project-Based 3D Printing Makerspace and Coding Experience Program

1. CUNY Office of Research: \$10,500, Regina Rochford and Ilse Schrynemakers, *A Long-Term Analysis of the Accelerated Learning Program at Queensborough Community College*
2. CUNY Office of Research: \$29,950, Mary Ann Rosa and Andrea Salis, *The Effect of a Lifestyle Modification Program on Metabolic Risk Factors in Community College Students Identified with Prediabetes*
3. History Matters/Back to the Future: \$2,500, Jodi VanDerHorn-Gibson, *Student-directed, faculty mentored production of Adrienne Kennedy's play "The Owl Answers"*
4. Institute of Museum and Library Services: \$35,021, Susan Wengler, *Community College Librarians and the ACRL Framework*
5. National Institutes of Health, National Institute of General Medical Sciences: \$322,666, Patricia Schneider, *Queensborough Community College Bridges to Baccalaureate Program*
6. National Science Foundation: \$49,059, Jillian Bellovary (Sub-award from Rutgers University)

Collaborative Research: Of Mice and Monsters -- Investigating the Growth of Black Holes in Dwarf Galaxies

1. National Science Foundation: \$50,000, Michael Lawrence, Mario Saentz, *I-Corps: Eagle-i Autonomous Unmanned Vehicle Ecosystem Technology*
2. National Science Foundation: \$32,592, Fei Ye, Robert Donley (Chinta Gautham, CCNY) *Mathematical Sciences Infrastructure Program*
3. New York City Department of Education: \$51,438, Jacqueline Montgomery, CUNY Explorers
4. New York City Human Resources Administration: \$83,772, Veronica Lukas, *CUNY Edge Program*

5. New York City Small Business Services: \$40,192, Jeff Chen, *Certified Recovery Peer Advocate Training Program*
6. New York State Education Department: \$ 1,071,986, Shiang-Kwei Wang with major effort directors: Robert Anderson, Punita Bhansali, Jeff Chen, Georgina Colalillo, Lorraine Cupelli, Nidhi Gadura, Ernest Jackson, Isabella Lizzul, Hamid Namdar, and Kathleen Villani, Carl. D. Perkins Career and Technical Education Act of 2006 (Perkins IV)
7. Professional Staff Congress CUNY: \$12,000, Raul Armendariz, *Design and Construction of the CUNY Cosmic Ray Detector Array for Undergraduate Research in Applied Physics*
8. Queensborough Community College Office of Academic Affairs: \$4,530, George Fragopoulos,
 - a. *Poetry and the Cost of Living: Langston Hughes and the Lyric in the Age of Industrialization*
9. Queensborough Community College Office of Academic Affairs: \$3,500, Yusuf Gurtas, *Relations Between Some Special Polynomials*
10. Queensborough Community College Office of Academic Affairs: \$3,500, Shahadat Hossain, *Study of the Effects of Surface Properties on Abrasive Waterjet Machining*
11. Queensborough Community College Office of Academic Affairs: \$3,235, Nathaniel Sullivan, *Before the Nation Went Bankrupt*

OFFICE OF MARKETING AND COMMUNICATIONS

Faculty: Awards and Honors:

- An impressive \$1,594,202 award from The National Institutes of Health will provide an additional five years of funding for the Bridges to the Baccalaureate Program that started at Queensborough in 2002. The program is a partnership between Queensborough, Queens College and The City College of New York to achieve the long-term goals of training and graduating under-represented science students, and to facilitate their transfer to baccalaureate programs in biomedicine or behavioral science. Congratulations to Dr. Pat Schneider on securing another round of this important grant.
- In other exciting news, Queensborough and the department of Biological Sciences and Geology will host the 51st Annual Fall Metropolitan Association of College and University Biologists (MACUB) regional conference on October 27.

Students: Awards and Honors:

- Congratulations to Biotechnology student Mateo D. Sàenz, who is a recipient of a National Science Foundation Research Award. Mateo, who is the current entrepreneurial lead for the CUNY I-Corps, has worked with Drs. Nadu Carmona and Monica Trujillo of the department of Biological Sciences and Geology in presenting scientific research and in publishing a paper in the Columbia Undergraduate Research Journal. Mateo has also worked with Professor Michael

Lawrence of the department of Engineering Technology and Dr. Christine Mooney of the department of Business, both of whom guided him through his participation in the CUNY I-Corps Program. Mateo will speak on behalf of CUNY at the NSF Inclusion Summit in Washington, D.C., on October 4th.

- The inaugural Sallie Bingham Grant to fund student-directed productions and readings of historic women's plays, was awarded to Queensborough student Ksenia Volynkina and her faculty mentor, Dr. Jodi Van Der Horn-Gibson. Together they collaborated on a recent production of *The Owl Answers*, a one-act play by renowned African American writer Adrienne Kennedy. Queensborough is the only community college in the country to win the grant. Congratulations to Ksenia, Dr. Van Der Horn-Gibson, Dr. Georgia McGill and the production team which was made up entirely of students.

FACILITIES UPDATE

On behalf of the College and despite many challenges presented by the inclement weather during much of August, the QCC Auxiliary Enterprises Association completed the repaving of the main parking lot for the start of the fall semester. Beyond the obvious safety benefits of a newly paved parking lot, the project included the following enhancements designed providing a better parking experience for our campus community:

- The addition of an entry lane from 56th Ave reserved for faculty and staff members with an active electronic tag for rapid entry to the lot
- The addition of 9 new parking spaces
- Increased width of all parking spaces

Additionally, with an eye toward the College's interest in sustainability, the new lot incorporates 'islands' between the rows of parking. These islands are designed to gather rain naturally, helping to reduce run-off into the storm sewers and ultimately Long Island Sound. During the Fall, hedges and trees will be added to the islands.

HUMAN RESOURCES AND LABOR RELATIONS

New Faculty:

Please join me in welcoming our newest faculty members to the Queensborough Community College family:

Mr. Compton Boodhoo; Dr. Lyubomir Boyadzhiev; Dr. Patrick Byers; Ms. Raquel Corona; Dr. Susana Filipa Couto Pinheiro; Dr. Yusuf Danisman; Ms. Barbara Frary; Mr. Madiha Shameem; Professor Nicole McClam; Mr. Humberto Morales; Dr. Emily Pelletier; Ms. Valerie Peyer; Dr. Jody Resko; Dr. Christina Saindon; Dr. Mathieu Sassolas; Ms. Joann Sun; Professor Vikki Terrile; Ms. Brigitte Tilley; Mr. Steven Trowbridge; Professor Mark Ulrich; Dr. Roumen Vragov; Ms. Sybil White; Dr. Esmay Yildirim.

Retirees:

We would also like to acknowledge and thank retiring faculty members – Professor Lawrence Bentley; Dr. Marjorie Deutsch; Dr. Ed Hanssen; Ms. Carol Goldfond; Professor Sandra Marcus; Ms. Sherry Rada; and Dr. Sylvia Svitak for their years of service to Queensborough Community College.

Passing of two colleagues:

It is with sadness that we announce the passing of our two colleagues, Professor Arlene Podos (Business Department) and Dr. Melvin Gorelick (Biological Sciences & Geology).

UPCOMING EVENTS

- The QCC Student Government Association invites everyone to attend the Fall 2018 Club Fair, taking place on Wednesday, **September 26th** at 12:00 pm on the RFK Track & Field. Students will have the opportunity to learn about the various student organizations on campus as well campus life. Free food, live DJ, giveaways, and games are also included in the day's festivities. For more information, visit <http://www.qcc.cuny.edu/calendar/events/Fall-2018-Club-Fair-09-12-2018.html>.
- The Office of Career Services will present “5 Career Myths Exposed” on Wednesday, **September 26th** from 12:00 – 1:00 pm in LB-14. This interactive presentation focuses on choice of major and associated careers as well as common misconceptions about college and careers. Additional information can be found online at <http://www.qcc.cuny.edu/calendar/events/5-Career-Myths-Revealed-09-26-2018.html>.
- Due to its positive reception, Conspiracy of Goodness: How French Protestants Rescued Thousands of Jews During WWII will remain on view through the academic year. On September 27, Danyelle Means, former Exhibitions Director for the National Museum of the American Indian, Smithsonian Institution, will present a lecture on the Collecting and Display of Contemporary Native American Art.
- The Queensborough Performing Arts Center will showcase two outstanding musical events this month: Kol Esperanza: A New Year Celebration, an Israeli based group of world-class vocalists on September 23, and the Lonesome Traveler: The Concert - The Roots of American Folk Music with special guest star and folk legend Noel Paul Stookey of Peter, Paul & Mary, on September 30.
- Queensborough will host the Fall CUNY Conference on Friday, **October 5th**. Every year, CUNY welcomes high school guidance counselors and community partners to attend a Fall Conference on a CUNY campus within each of the 5 boroughs. This provides the opportunity to network with CUNY colleges, attend workshops and learn about the endless possibilities within CUNY. This year, Queensborough will kick off the Conference Series and serve as the host college for the borough of Queens.

- **October 12th** is the opening reception (5:00 p.m. – 8:00 p.m.) for the exhibit ***Deformity Masks and their Role in African Cultures: The Ann Goerdts Collection***. The unique collection features masks that depict facial and body deformities originating from a variety of cultures across the continent of Africa.
- QCC Art Gallery presents WOW Taiwan, a unique interpretation of Taiwan and its rich culture through multiple installations. The exhibit is in collaboration with several Taiwanese Art organizations and will run through October 13.
- Campus Conversations - an informal discussion among faculty and staff sponsored by the Office of Academic Affairs, will be held Monday, **October 15**, 3:00-5:00pm, in the Oakland Dining Room. The topic of the Campus Conversation will be on Middle States Update.
- The College will be honoring employees with continuous service who have worked twenty (20), thirty (30) and forty (40) years at the **Celebration of Service** to be held on Thursday, **October 18**, at 5:30 p.m. in the Student Union. This year we are inducting 27 faculty, staff and adjuncts into the 20 year association. Seven (7) faculty and staff members will be recognized for their 30 years of service and one (1) faculty member will be recognized for his 40 years of service to Queensborough.

- **Kupferberg Holocaust Center**

Two events are coming up that are part of the KHC/ National Endowment for the Humanities Colloquium - *Survivance on Turtle Island: Engaging with Native American Cultural Survival, Resistance, and Allyship*:

- **Thursday, September 27, 2018 - 5:00 p.m. - 7:00 p.m.**
 - *The Collecting and Display of Contemporary Native American Art*
- **Thursday, October 25, 2018, - 5:00 p.m. - 7:00 p.m.**
 - *Repatriation and Restorative Justice: from Native American remains and sacred objects to Nazi Art Theft*

- **Queensborough Performing Arts Center (QPAC)**

- **Sunday, September 23, 2018, 2:00 p.m. (note earlier start time)**
 - Kol Esperanza: A New Year Celebration - The Israeli based vocal group made their New York debut at QPAC and is returning to ring in the New Year. Five classically trained world-class vocalists, backed by a live band will perform American standards, Jewish classics, Israeli favorites and Broadway showstoppers in a blend of Classical and Pop music.
- **Sunday, September 30, 2018, 3:00 p.m.**
 - Lonesome Traveler: The Concert - The Roots of American Folk Music with special guest star & folk legend Noel Paul Stookey of Peter, Paul &

Mary!

- Experience the enduring power and popularity of American folk music, with the acclaimed musical that tells the story of an ever changing America. With special guest Noel Paul Stookey (of Peter, Paul & Mary), the show that the New York Times calls “illuminating, revelatory and beautiful,” celebrates the music of Woody Guthrie, The Limelickers, Peter, Paul and Mary, Bob Dylan, The Byrds, Crosby Stills and Nash, Joan Baez, Joni Mitchell, and Simon & Garfunkel, with a special tribute to Leonard Cohen. This unforgettable concert event, with multi-media projections, take us from the 1920’s to the 1970’s and features songs such as *If I Had A Hammer*, *This Land Is Your Land*, *This Little Light of Mine*, *Blowin In The Wind*, *Turn, Turn, Turn* and *Hallelujah*.

- **Sunday, October 7, 2018, 3:00 p.m.**
 - **Ballroom with A Twist: Starring Anna Trebunskaya and Tristan MacManus**

Now’s your chance to see some of your favorite reality TV stars perform live at QPAC! The show features sizzling choreography from *Dancing With The Stars*, performed by some of the show’s cast members (including Anna Trebunskaya and Tristan MacManus), as well as musical performances by American Idol finalists. The high-energy dance numbers feature many different styles of dance, including the hot moves of the Samba, Waltz, Jive and Quickstep. This is an unbeatable afternoon of dancing by the beloved stars of *Dancing with the Stars*, alongside finalists from *So You Think You Can Dance*, and featuring live vocals provided by powerhouse American Idol finalists.

- **Sunday, October 14, 2018, 3:00 p.m.**
 - **Marilyn Maye: A Piece A Cake!**

A highly praised singer, actress, director, arranger, educator, Grammy nominated recording artist and American musical treasure, Marilyn is celebrating her 90th birthday at QPAC along with the American Songbook. The award-winning Ms. Maye appeared 76 times on *The Tonight Show Starring Johnny Carson* - the record for a singer- and is one of the remaining iconic geniuses of the golden age of show business. Opening the show is TV & screen actor/comedian Chris Monty.

- **Sunday, October 21, 2018, 3:00 p.m.**
 - **The Capitol Steps: Make America Grin Again!**

Join us, as the cast sets out to spoof the people and places that dominate the news, with fresh song parodies and skits which convey a special brand of satirical humor! Hear from Donald Trump and Melania, James Comey, Vladimir Putin, Elizabeth Warren and even Hillary Clinton, as they make comedy great again! Come see *The Capitol Steps* perform live, as they dig into the headlines of the day. The 2018 midterm season elections are upon us, and the results will shape the American political landscape for a

great many years to come.

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

Welcome back, everyone.

Before we undertake the business of the 2018-2019 academic year, the Steering Committee would like to extend our best wishes to former President Diane Call, who retired on August 31. No one has been more devoted to Queensborough and she will be missed, something that was obvious by the large number of people who showed up at the celebration held in her honor on August 23.

Moving forward, the Steering Committee looks forward to working with Dr. Timothy Lynch as he assumes duties as president of Queensborough and we much appreciate the generous time he has allotted for communications with the Steering Committee. We wish him the best in his leadership of the College and will do what we can to contribute to that success.

Moving into the business of the agenda, we have an election to conduct for a replacement Member-at-Large. The term for this seat expires in April 2019. Because of departmental limits, Senate Technology Officer Jeffrey Schwartz says the new senator cannot come from the following departments: Biological Sciences & Geology, Business, Engineering Technology, English, Nursing, or Social Sciences.

To facilitate understanding of the situation STO Schwartz provided this helpful explanation in an email: "Senator Lorena Ellis resigned before the end of her term, which was ending in 2019. Jodi Van Der Horn-Gibson was elected to her term at the May 2018 meeting. Since then, though, Andrea Salis was made chair of the HPED Department, meaning that she would have to vacate her Member-at-Large seat for her Chair seat. Since she was a senator with a term ending in 2020, we gave Jodi Van Der Horn-Gibson the 2020-ending term, leaving the 2019-ending term still open. Normally we would give an empty Senate seat to the person next on the list from the previous election (the one in March 2018, not the one that elected Jodi Van Der Horn-Gibson), but the only two people left are Barbara Rome, who can't be seated due to department limits, and Frank Jacob, who is no longer at QCC."

As part of our obligation described in the QCC Academic Senate Bylaws, Article 3, section 1, the Academic Senate must approve the June 2018 list of graduates. Please note that Attachment D containing this list is 26 pages long.

We also have a number of annual and monthly reports, including items from the Committee on Curriculum, which is now chaired by Dr. Todd Holden (Physics). We also anticipate that Pater Bales (Social Sciences), current chair of the Committee on Food Insecurity, would like to provide an informal update as to what's been happening with the Food Pantry, so he will speak to that under new business.

ADA compliance issues

Earlier this month, Steering Committee Secretary Jannette Urciuoli (Counseling) met with Senator Dave Moretti (Director of Web Services, Marketing and Communications).

As a result of this meeting and after several conversation since then, the Steering Committee has been grappling with how to address the issue of being ADA compliant with all documents that we upload onto the Queensborough Community College website. We understand that there may be a learning curve for many faculty on how to be ADA compliant. Given this, we did some research and found some helpful resources. Thank you to Carlos Herrera (Assistant Director for Services for Students with Disability) who has provided us with the below resources to all faculty who are seeking assistance on being ADA compliant:

- CUNY Assistive Technology Services (CATS.cuny.edu)
 - Click on the following: Media accessibility project, Map resources, Document accessibility, and lastly Microsoft word
 - 718-281-5014
- Blackboard home page
 - Accessibility training (tab on top left side of home page)

We hope that the above resources will assist all faculty on checking their documents prior to sending them to the Steering Committee or Webmaster or even before uploading onto your Blackboard courses. The Steering committee will also arrange several group trainings to the faculty that will be facilitated by Ms. Athanasia Kalaitzidies, who has been very helpful in assisting with the editing of the incoming reports. Please let Dr. Urciuoli know if you are interested in participating in this training.

Given the above resources, Steering Committee expects that all senate-related documents be ADA compliant *before* they are sent to the Steering Committee for inclusion on the Senate agenda; non-compliant documents will be included only once they are fixed by the sender. We are in the process of editing some annual reports so they are ADA compliant. Because of this, we have withheld a small number of reports. As soon as they are compliant they will be presented to the Academic Senate and then uploaded onto the college website. In the future, we will not receive for inclusion nor fix non-compliant documents.

Over the next weeks and months, Secretary Urciuoli, working closely with Mr. Moretti, will create online form-based templates for the following senate documents: Annual Reports, Minutes, and Agendas. The use of these templates will avoid issues with ADA as well streamline the look and content of all documents. We understand that some committees may have special requirements for the presentation of material, and so we ask that you come forward now so we may best meet your needs while complying with the law.

Please note the schedule

Although our October 9 meeting date is the typical second Tuesday of the month, it is exactly two weeks after the September 25 meeting, held later than normal due to holiday observances. The distribution of the agenda and materials will take place on October 2 and, oddly, our October agenda meeting with Dr. Lynch is scheduled for just before the Senate meeting on 9/25 and the deadline for submitted agenda material is Monday, September 24. Please let us know if we should expect any items for October and we'll do our best to get them onto the October agenda.

All of the dates are published on the [Academic Senate calendar page](#).

On the issue of release time for governance at QCC

One bylaw change that has been proposed by Senator Phil Pecorino (Philosophy), chair of the Faculty Executive Committee, would clarify the process by which release time is determined for governance roles, such as Steering Committee and certain committee chairs. We will work with him, with Committee on the Bylaws chair Ben Murolo (Business) and others to determine a proper method of determining release time for positions such as the Steering Committee, chair of the Curriculum and Course and Standing Committees and so forth.

As it is, the QCC Administration provides the most generous support for governance activities of any school at CUNY (24 hours total release time). In order to better account for what we are given, and calibrate the appropriate support to the workload, the roles and the responsibilities involved, we will be looking at this issue over the next months. In addition, we are encouraging committee chairs to keep track of their workload so we can properly know where our precious resources may be best spent and be accountable and transparent. To that end: currently, each member of the Steering Committee gets three hours of release time per academic year. The Senate Technology Officer and the chairs of Committee on Committees and Committee on Course and Standing get three hours also. The Chair of the Curriculum Committee gets six hours of annual release time. Would you like to discuss this? We'll be creating an informal working group to discuss this, so please reach out if interested.

Have a great semester and see you in two weeks!

Academic Senate Steering Committee
(AcademicSenateSteeringCommittee@qcc.cuny.edu)

Dr. Joel Kuszai, Chair jkuszai@qcc.cuny.edu
Dr. Steven Dahlke, Vice-Chair SDahlke@qcc.cuny.edu
Dr. Jannette Urciuoli Secretary JUrciuoli@qcc.cuny.edu

Queensborough Community College

June 2018 Graduates (1104)

First Name	Middle Name	Last Name	Suffix	Acad Plan
Rawan		Abdallah		HS-AS
Haseenah		Abduly		CJ-AS
Alia		Abid		LA-AA
Michael	A	Abrusci		LA-AA
Anthony		Acevedo		CJ-AS
John	J	Acevedo		ARC-AAS
Mary		Adelaja		LA-AA
Samuel	J	Adelson		BT-AS
Muhammad		Afzal		LS-AS
Daniel	J	Agapitos		BA-AAS
Antonio		Agro		LA-AA
Emily	J	Agudelo		LA-AA
Brian	A	Aguirre		CJ-AS
Sarah	Renee	Aguirre		HS-AS
Aqsa		Ahmad		HS-AS
Zarifa		Ahmadi		BT-AS
Sabia		Ahmed		LA-AA
Yeausra		Ahmed		BA-AAS
Farhana		Akter		DP-AAS
Kazi		Alam		LA-AA
Gianni		Albert		DA-AS
Sarah		Alexander		LA-AA
Hassan	S	Ali		LE-AA
Memona		Ali		HS-AS
Simrah		Ali		ART-AS
Stella		Aliyeva		LA-AA
Alana	B	Allen		HS-AS
Anna-Kay	A	Allen		LA-AA
Alexander	L	Almeida		BT-AS
Bienvenido	A	Almonte Cabrera		BA-AAS
Ehtisham		Altaf		BT-AS
Eileen	A	Altamar		CJ-AS
Ellysa	A	Alton		NS-AAS
Giovane		Alvarenga		BT-AS
Bill	J	Alvarez		BA-AAS
Robert	T	Alvarez Cano		LS-AS
Vanessa		Alverna		CJ-AS
Gamal		Amer		LA-AA

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Fazila		Amin	NPS-AAS
Shafika		Aminy	LA-AA
Joshuaun	K	Anderson	LA-AA
Jessica	R	Angel	LA-AA
Jean	A	Antoine	LA-AA
Rebecca		Antoine	LA-AA
Zaundra	D	Antoine	LA-AA
Anju		Antony	NS-AAS
Brian		Aragon	AF-AS
Ayesha		Arakhan	HS-AS
Mariana		Arango Vasco	LA-AA
Charles	J	Arce	BT-AS
Juliana		Arenas	LA-AA
Magdaline		Argyros	BS-AAS
David	M	Arias	LS-AS
Hanson		Arias	BT-AS
Alethea		Aristide	LA-AA
Fnu		Asadullah	LS-AS
David		Ashtiani	THE-AS
Jeannine	V	Atanasoski	ART-AS
Michael	S	Atonal	LA-AA
Su Lei Yee		Aung	LA-AA
Christian		Avila	LA-AA
Kevin		Aviles	ET-AAS
Josselyn		Ayala	CJ-AS
Matthew	E	Ayala	CJ-AS
Alicia	Y	Ayala Vera	LA-AA
Jeanette	M.	Aydinian	TM-AAS
Sabrina		Azeez	LE-AA
Tahmina	R	Babamuradova	HS-AS
Blake	A	Backus	HS-AS
Ryan		Badripersaud	LA-AA
Brian		Baez	LA-AA
Jeremy		Bainey	LA-AA
Beatina		Baker	LA-AA
Bryan		Baldeo	LA-AA
Brandon		Balkaran	CT-AAS
Adebukola	G	Balogun	NS-AAS
Richard	A	Balram	BA-AAS
Berkay		Baltas	DP-AAS
Fanny		Bandhy	NS-AAS
Jennifer	M	Baricevic	THE-AS
Shaina	E	Barrett	LA-AA

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Joshua	A	Bassoo	LA-AA
Jennifer		Bautista	LA-AA
Katty		Bauzile	LA-AA
Cynthia		Beasmoney	LA-AA
Sophia		Beaubrun	NH-AAS
Karl		Belz III	EM-AAS
Lee	O	Benons	LA-AA
Donah		Bent	LA-AA
Annie		Bercy	LA-AA
Elizabeth		Bergmann	TM-AAS
Eric		Bergmann	TM-AAS
Melanie	B	Bermejo	LA-AA
Oscar		Bermudes	BY-AS
Chiara	T	Bernardi	LA-AA
Roland		Beroog	LA-AA
Alveena		Bess	AF-AS
Arafat	H	Bhuiyan	CJ-AS
Daniel		Binyaminov	LS-AS
Venecia		Blackwood	LA-AA
Charlene	A	Boateng	ART-AS
Maria Laura		Bobadilla	CJ-AS
Magdala		Boco	LA-AA
Giovanni	F	Bojaca	Sr BT-AS
Lettsann	H	Boland	LA-AA
Maria		Bolanos	LS-AS
Gulbakhor		Boltaeva	LA-AA
Annmarie	R	Bondanza	LA-AA
Justine	A	Bonet	LA-AA
Roxanna		Bonitto	LA-AA
Tara	J	Bonnette	BT-AS
Robert		Borukhov	BT-AS
Elena-Maria		Bran	LA-AA
Yelitza		Bravo Cortes	BT-AS
Nyhbia	I	Breleur	CJ-AS
Nicole	J	Bridgemohan	LA-AA
Otis		Brister	DA-AS
Dayna	C	Brito	BT-AS
Alexander		Brogna	EM-AAS
Kylesha	D	Brounson	LA-AA
Dominic	S	Brown	BT-AS
Justin	X	Bruggemann	LA-AA
Dylan	M	Bugallo	LA-AA
Deidre	P	Bullen	LA-AA

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Luxzoria		Burgess	LA-AA
Taylor	L	Burgess	DA-AS
Bruno		Bursic	LA-AA
Rafael		Caceres	TM-AAS
Samantha	R	Cairo	LA-AA
Wayne		Caison	BT-AS
Stephanie		Cajamarca	CJ-AS
Jonathan		Cajas	NS-AAS
Christina		Calabrese	LA-AA
Joanne		Calas	TM-AAS
Laura	A	Calderon	LA-AA
Xavier		Calderon	LA-AA
Dharianny		Calderon Ogando	BT-AS
John		Calma	EM-AAS
Brandon		Calvert	HS-AS
Duwayne		Campbell	LA-AA
Carmine		Camporese	CJ-AS
Alis	D	Canas Perez	BM-AAS
Justyn		Candelaria	LA-AA
Lorena	Yamily	Canela	BA-AAS
Jamie		Canton	TM-AAS
Barbara Lynn		Cantone	TM-AAS
Xuekai		Cao	LA-AA
Anthony		Caraballo	CJ-AS
Eddy	A	Carchi	CJ-AS
Jacqueline	P	Carchi	HS-AS
Giselle	Vannessa	Cardenas	LA-AA
Karla	M	Cardenas	LA-AA
Larry		Cardenas	LA-AA
Carlos		Cardona	THE-AS
Harrison		Cardona	LA-AA
Mercedes	G	Carlin	CJ-AS
Orquidea		Carmona	LE-AA
Miguel		Carrasco	LA-AA
Maryann	S	Carrillo	HS-AS
Audrin	D	Carter	LA-AA
Wilson	F	Casado	LA-AA
Kayla		Casimir	BM-AAS
Paul Dennis	V	Castanarez	ET-AAS
Jocelyn	D	Castillo	LA-AA
Faride		Castro-Iturry	LA-AA
Jonathan		Cedat	DA-AS
Mehmed		Cekic	LA-AA

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Abraham		Centeno	AM-AS
Christ Lyn		Cerezo	DA-AS
Komal		Chahal	CJ-AS
Hei Ting		Chan	DA-AS
Litan		Chan	LA-AA
Jennice	P	Chance	AF-AS
Kimberly		Chang	TM-AAS
Siyi		Chao	LE-AA
Xuhao		Chao	BT-AS
Shawn		Charles	Jr LA-AA
Arlin		Chavez	LA-AA
Mouad		Chemrah	CT-AAS
Jinli		Chen	TM-AAS
Jintuo		Chen	CT-AAS
Qianying		Chen	BT-AS
Si Ting		Chen	LS-AS
Steven		Chen	NH-AAS
Winnie		Chen	ART-AS
Xi		Chen	BT-AS
Zijun		Chen	LA-AA
Brian		Cheng	DP-AAS
Kevin		Cheng	BT-AS
Stephanie		Cheong	MUS-AS
Darren		Chin	HS-AS
Jing Yi		Chin	BT-AS
Daniel		Chopra	CJ-AS
Dillan	C	Chu	LE-AA
Jasmine	W	Chung	CJ-AS
Michael		Chung	LA-AA
Jamal	M	Clarke	MT-AAS
Andrew	J	Claros	LS-AS
Kaydyann	K	Cole	CJ-AS
Marie		Collado	NH-AAS
Kellyann	R	Collins	LA-AA
Elijah		Colon	CJ-AS
Silvana		Comori	LA-AA
Elias		Conde	DA-AS
Jessica	J	Constantinez	HS-AS
Kenneth	E	Contreras	CT-AAS
Miriam	Gael	Contreras Rivera	LA-AA
Brandon	F	Coppola	LA-AA
Anthony	M	Cordero	CJ-AS
Stephany	M	Cordova	LA-AA

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Jessica	M	Cornejo		LA-AA
Sandra		Cornet		LA-AA
David	P	Cox	Jr	ET-AAS
Khalil	R	Cox		LA-AA
Marc		Crisostomo		EM-AAS
John	M	Cruz	Jr	LA-AA
Jose	J	Cruz	Jr	CT-AAS
Stephanie		Cruz		LE-AA
Jasmine		Cuellar		LA-AA
Lian		Cui		LA-AA
Diana		Culetu		LA-AA
Crystal		Cumberbatch		LA-AA
Newtondra	C	Curtin		ART-AS
Giovanna		Daddio		BW-CERT
Mohammad		Dal		LA-AA
Destyny		Dalton		LA-AA
Stephanie		Damas		BS-AAS
Shivanie		Dandrade		LA-AA
Joyonto		Das		CJ-AS
Brittany	B	Dasent		CJ-AS
Billy D		Davis		LA-AA
Jerome	D	Davis		MT-AAS
Stoudamire	K	Davy		CJ-AS
Joshua		Davydov		LA-AA
Joana	M	De Almeida		ART-AS
Lyudmila		De La Rosa		LA-AA
Anthony		Delgado		LA-AA
Jamie		Demmett		TM-AAS
Bowen		Deng		LA-AA
Brianna		Dennis		DA-AS
Alfred	J	Desilvestri		ART-AS
Joelle		Desrosiers		LA-AA
Elizabeth	A	Devivo		NS-AAS
Sindul		Dey		DP-AAS
Bharatie	L	Dhanraj		BA-AAS
Joshua	Y	Diaz		LS-AS
Leonel	A	Diaz		LA-AA
Stephany	P	Diaz		BS-AAS
Linette		Dicent		LA-AA
Doreen	V	Dickerson		LA-AA
Rosemarie		Digioia		LA-AA
Kimberly	v	Diogene		CSS-AS
Abdirahman	O	Dirir		BT-AS

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Tashi		Dolma		LA-AA
Jorge		Dominguez		LS-AS
Sheila	T	Dominguez		LA-AA
Yangshuo		Dong		LA-AA
Timothy	D	Dono		LA-AA
Giovanni	S	Dowe		LA-AA
Pramatie		Downey		MA-AAS
Kresimir		Drazevic		DA-AS
Zhiyuan		Du		TM-AAS
Alan		Dubey		CT-AAS
Chrystine		Dugue		LA-AA
Lucia		Duran		HS-AS
Tahiri		Duran		NS-AAS
Maryna		Dzekanchuk		TM-AAS
Kristine	M	Earle		LA-AA
Elizabeth		Echeverry		LA-AA
Bryan	O	Edmondson		LA-AA
Pamela		Elayni		LA-AA
Lisa		Encarnacion		TM-AAS
Jeanette	L	Encinas		NPS-AAS
Edison	L	Enerio		EM-AAS
Derek		Eng		LA-AA
Camille		Erice		LA-AA
Roberto		Escobar		NPS-AAS
Roxana	E	Escobar		MA-AAS
Jose	B	Espinoza		HS-AS
Melvin		Espinoza		CJ-AS
Michael	V	Estinville		LE-AA
David	G	Estrada		BT-AS
Chris		Estriplet		BT-AS
Saphire		Etienne		BT-AS
Tiasia		Ewell		LA-AA
Keanu		Ewen		DA-AS
Joseph	J	Fadde	III	LA-AA
Humaira		Faija		BT-AS
Gabriela		Fajardo		LA-AA
Oscar		Fajardo		LS-AS
Abdulrahman		Fallatah		LS-AS
Ahmed		Farghaly		HS-AS
Maira		Farooq		LS-AS
Nazik	I	Farrag		LA-AA
Ronise		Felix		HS-AS
Glorinel	R	Feliz		LA-AA

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Ladawn	Ciera	Fell	BT-AS
Samantha		Femia	CJ-AS
Xiaoqing		Feng	BA-AAS
Allison		Fernandez	CJ-AS
Chloe	A	Fernandez	LA-AA
Diosmaira		Fernandez	BT-AS
Jeovanie		Fernandez	DAN-AS
Jose	E	Fernandez	CJ-AS
Michael	J	Fernandez	BT-AS
Miguel		Fernandez	LS-AS
Jonathan	E	Fiallos	CJ-AS
Paige	J	Fili	LA-AA
Loukas		Filippou	BT-AS
Jessie	M	Fleishman	LA-AA
Kedesha		Fletcher	LA-AA
Tracy	M	Flores	LA-AA
Brian	H	Fong	LA-AA
Ayanna	Z	Fordham	LA-AA
Keniel	N	Francis	THE-AS
Anjali		Gaba	PE-AS
Sharah		Gaffoor	HS-AS
Gina	M	Gagliardotto	BT-AS
Victor		Galan	BT-AS
Luz	M	Galeano Cardona	LA-AA
Alex		Galindo	BT-AS
Courtney		Gallagher	BM-AAS
Leidy		Gallo	LA-AA
Kashuni	U	Gama Ralalage	BT-AS
Cassey	L	Gangaram	BT-AS
Sodjine	Prisca	Gansa	LA-AA
Chong		Gao	DA-AS
Han		Gao	BA-AAS
Jun Ping		Gao	BT-AS
Kenneth		Gao	CJ-AS
Jahaira		Garcia	HS-AS
Renia	L	Gardner	DAN-AS
Tonya		Garland	LA-AA
Kaetlyn	A	Gassert	HS-AS
Cameron		Gauntlett	MUS-AS
Carolina	A	Gaviria	LA-AA
Nakedi	A	Gayle	LA-AA
Efthimios		Georgiou	LS-AS
Sandra		Gil	LE-AA

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Jasmine		Gildon	HS-AS
Victor	K	Githae	LA-AA
Kushtrim		Gjonbalaj	DP-AAS
Jessica		Glass	TM-AAS
Daniel		Gluska	LA-AA
Kamalwat		Goberdhan	LA-AA
Angelica	E	Goldfine	LA-AA
Liliana	F	Gomez	BT-AS
Ramon	V	Gomez	LE-AA
Congcong		Gong	HS-AS
Darleny		Gonzalez	LA-AA
Jessica		Gonzalez	LA-AA
Alex		Gordon	THE-AS
Roberta		Gordon	LA-AA
David		Goris	ART-AS
Anthony	R	Govea	CJ-AS
Kiara	C	Grados	LA-AA
Michelle	A	Granger	LA-AA
Casey		Gratia	CJ-AS
Khalil		Gravesande	BT-AS
Anna		Grazette	ART-AS
Destiny	M	Greene	ME-AAS
Timeera		Gregg	LA-AA
Dana	M	Grizzle	LA-AA
Jiuming		Guan	HS-AS
Estefany		Guerra	CJ-AS
Richard	A	Guerra	EM-AAS
Germauris		Guerrero	BT-AS
Sadinah	M	Gueye	MUS-AS
Hannah		Guimalan	LA-AA
Ankit		Gupta	CJ-AS
Maya	G	Gutierrez	DA-AS
Beril	C	Guvercin	LA-AA
Chante	R	Guy	SF-AS
Caitlyn	J	Haggard	DA-AS
S M Hasib		Haider	BA-AAS
Rafael		Hakimian	ME-AAS
Bethsabe		Halasz	CJ-AS
Nneke		Haley	BT-AS
Niria	M	Hall	CJ-AS
Michael		Hangan	LA-AA
Bibi	S	Hanif	LA-AA
Sadi		Haque	LS-AS

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Kavita	S	Hariprashad		HS-AS
Christopher	M	Harris		DA-AS
James		Harris		LA-AA
Phoenix	A	Harris		NS-AAS
Lucas		Harrison		LA-AA
Valenie		Harry		NS-AAS
Deborah	D	Heath		LA-AA
Kimmiya		Heckstall		LA-AA
Britni	C	Henry		LA-AA
Daniela		Hernandez		LA-AA
Emily		Hernandez		LA-AA
Evelyn		Hernandez		BT-AS
Melissa		Hernandez		LA-AA
William		Hernandez		DA-AS
William		Herrera		MT-AAS
James	K	Hicks		HS-AS
James	E	Hinton	III	LA-AA
Marissa	R	Hiralal		DA-AS
Jamie	R	Hitzel		LA-AA
Keishia		Holder		TM-AAS
Alexis		Holuka		BT-AS
Ahatashamul	M	Hoque		DAN-AS
Fariha	K	Hoque		LA-AA
Jahed		Hossain		CJ-AS
Md S	M	Hossain		LS-AS
Mohd	A	Hossain		BA-AAS
Shabab		Hossain		BT-AS
Fiasal		Hotaky		LS-AS
Amanda	M	Hoyos		LA-AA
Chendi		Hu		LA-AA
Rainnie		Hu		BT-AS
Ming-Chieh		Huang		BA-AAS
Qian		Huang		LE-AA
Xing Jun		Huangpu		TM-AAS
Jorge	L	Huerta Jerez		LA-AA
Sally	M	Humphries		BT-AS
Mercedes	A	Hurtado		LA-AA
Kimberley		Hutchinson		LA-AA
Panagiotis	P	Ieromnimon		BT-AS
Ela	P	Ilias		ART-AS
Zarnigor		Iskandarova		LA-AA
Mahtab		Islam		CJ-AS
Md. Towhidul		Islam		BT-AS

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Nazia		Islam	BT-AS
Tasnuva		Israil	LS-AS
Galal		Issa	LA-AA
Lyman	I	Iyeke	EM-AAS
Natasha	Mohanie	Jagessar	HS-AS
Devan		Jairam	LA-AA
Ralph		Jaisierisingh	CJ-AS
Jorge		Jaramillo	LA-AA
Juan	D	Jaramillo	CHY-AS
Karen	L	Jave	BT-AS
Javeeria		Javed	LS-AS
Joseph	M	Jazzetti	LA-AA
Ashley		Jean-Charles	LA-AA
John	A	Jerome	DA-AS
Rachel	A	Jerome	LA-AA
Andrea		Jewth	ART-AS
Fang		Ji	BA-AAS
Junji		Jiang	BT-AS
Min		Jiang	DA-AS
Yuqing		Jiang	ARC-AAS
Perla		Jimenez	LA-AA
Jinzhen		Jin	BA-AAS
Meiyan		Jin	BT-AS
Wenhao		Jin	LS-AS
Xiangmei		Jin	BT-AS
Tishanna		John	LA-AA
Brandon		Johnson	LA-AA
Imani		Johnson	CJ-AS
Jenell	D	Johnson	BM-AAS
Keron	C	Johnson	CJ-AS
Tiffany		Johnson	LA-AA
Carissa	M	Jones	BA-AAS
Destiny	D	Jones	LA-AA
Shannon	I	Jones	LA-AA
Christopher		Joseph	LA-AA
Justin	P	Joseph	BA-AAS
Alden		Jules	PE-AS
Christine		Jurado	ARC-AAS
Constantine		Kalfas	LA-AA
Arrina		Kandic	LA-AA
In Ae		Kang	NS-AAS
Adrian		Kania	LA-AA
Dimitrios		Karapatakis	BT-AS

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Senthilkumaran		Karunanathan	BT-AS
Abubakar		Kassim	BM-AAS
Inderia		Katwaru	LA-AA
Khushpreet		Kaur	LS-AS
Manpreet		Kaur	LA-AA
Sukhpinder		Kaur	LA-AA
Aliraja	M	Kazi	LA-AA
Danielle	D	Kelly	BM-AAS
Diandra		Kelly	LA-AA
John	W	Kemp	THE-AS
Fatema		Khalil	BT-AS
Ashma		Khan	BT-AS
Haris	A	Khan	BT-AS
Muhammad		Khan	BT-AS
Muhammad	Yousuf Ali	Khan	BT-AS
Sahil	Mohammed	Khan	DP-AAS
Jung Eun		Kim	NH-AAS
Jung In		Kim	NS-AAS
Ki Hoon		Kim	LS-AS
Steve		Kim	LA-AA
Steve	Y	Kim	HS-AS
Yang	O	Kim	DP-AAS
Shane	M	Kimple	LA-AA
Jonathan	W	Kish	LA-AA
Jillian	C	Knee	TM-AAS
Adeela		Kousar	CSS-AS
Neftali		Kratc	MT-AAS
Jessica	S	Kreisler	THE-AS
Ilona	S	Krslovic	NPS-AAS
Anuradha		Kryshundayal	LA-AA
Steffy	M	Kuma	CT-AAS
Agata		Kumar	BT-AS
James	M	Kusel Dalton	LA-AA
Nikita		Kuznetsov	CJ-AS
Valesca	C	LaFrance	ART-AS
Lynette		LaRocca	BT-AS
Marven		Labatte	LA-AA
Cierra	M	Lachmenar	LA-AA
Selena	C	Lallave	BA-AAS
Louis		Lam	LA-AA
Aline		Latortue	BT-AS
Derrick-James	R	Lawson	DP-AAS
Andrew		Lee	LA-AA

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David		Lee	LA-AA
Doohun		Lee	BT-AS
Eun Jung		Lee	LA-AA
Heawon		Lee	NH-AAS
Kelsey		Lee	LA-AA
Thomas		Lee	BT-AS
Noah		Leguillow	CJ-AS
Matthew		Lehe	LA-AA
Gisela	A	Lema	LA-AA
Courtney		Leo	HS-AS
Alexander	B	Leung	LA-AA
Edmund	Yick Tung	Leung	BT-AS
Troy		Levy	BT-AS
Peter	D	Lewis	LA-AA
Christian	O	Leyva	CJ-AS
Bingyang		Li	ME-AAS
Chaolin		Li	HS-AS
Qingshuang		Li	BT-AS
Shengsheng		Li	LA-AA
Shiqi		Li	LE-AA
Yi		Li	BT-AS
Zhenxian		Li	BT-AS
Zhi		Li	DA-AS
Zhiming		Li	BT-AS
Zuwen		Li	BT-AS
Jasmina		Lika	LA-AA
Biqin		Lin	BA-AAS
Jiade		Lin	LS-AS
Jun		Lin	BA-AAS
Min		Lin	LA-AA
Ming		Lin	BT-AS
Qiuyan	Q	Lin	LA-AA
Ruhao		Lin	BT-AS
Shiwei		Lin	BT-AS
Teng		Lin	BT-AS
Wenyi		Lin	LA-AA
Xiaai		Lin	BT-AS
Yan		Lin	BT-AS
Lukas	T	Lipowczan	HS-AS
Krista	H	Little	TM-AAS
Jing		Liu	BT-AS
Man		Liu	BA-AAS
Silin		Liu	BT-AS

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Yu		Liu		BT-AS
Jessica		Llanos		NS-AAS
Charlene	L	Lloyd		LA-AA
Joshua	C	Loague		LA-AA
Algia	P	Logan		LA-AA
Rebeccah		Loiseau		NS-AAS
Andreas		Loizi		LS-AS
Annamaria		Lombardi		TM-AAS
				MO-
Viviana		Londono		CERT
Yantong		Long		LA-AA
David	A	Lopez		HS-AS
Gabrielle	A	Lopez		LA-AA
Harry	W	Lopez	III	ME-AAS
Juan Daniel		Lopez Flores		MA-AAS
Hassawn	J	Lorde		DA-AS
Dylan		Louie		BT-AS
Athena	M	Lozada		LA-AA
Guadalupe		Lozano		LA-AA
Yesenia		Lucero		THE-AS
Qi Xuan		Luo		BT-AS
Dayana	A	Luque		BM-AAS
Lina		Ma		BT-AS
Jenny	S	Machado		LA-AA
Irene	T	Macias		LA-AA
Ridgelle		Macius		LA-AA
Tecia	N	Madurie		LA-AA
Arshad		Mahmood		ET-AAS
Ifra	S	Mahmood		HS-AS
Stephine		Mahoney		BT-AS
Nimra		Majid		LA-AA
Daniel		Maks		LA-AA
Carmen	D	Maldonado		LA-AA
Oscar		Malik		BT-AS
Kamal	J	Mall		HS-AS
Andrew	N	Manbauman		LA-AA
Carolin	L	Mancebo		EM-AAS
Nadia		Mandat		HS-AS
Orestis		Mangafas		BT-AS
Ricardo		Mangal		CT-AAS
Enzo		Manrique		DP-AAS
Dario		Manzaba		CJ-AS
Anthony	I	Manzo		CJ-AS

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Josue		Marin	BT-AS
Samantha		Marino	BA-AAS
Isabella		Marrero	CJ-AS
Breohna		Marshall	LA-AA
Tania	V	Martell Soliz	TM-AAS
Anthony		Martinez	CJ-AS
Diana	I	Martinez	LA-AA
Moses		Martinez	LA-AA
Robert		Maske	LA-AA
Elana		Matatov	LA-AA
Jayne	A	Matthews	LS-AS
Omar		Matute	LA-AA
Hashmat		Mayar	CJ-AS
Dajuan		Mayo	BT-AS
Olga		Maystrenko	BT-AS
Nicole	E	McBride	LA-AA
Briana	N	McFarlane	LA-AA
Cathreana	P	McGivan	LA-AA
Elizabeth	J	McKay	CJ-AS
Oshin		McKenzie	LA-AA
Rusheda	T	McLaughlin	LA-AA
Janice		McLean	TM-AAS
Mysti	Nicolle	McNeill	LA-AA
Sierra	L	McRae	LA-AA
Joandaly	B	Medina	LA-AA
David		Megafu	CJ-AS
Heladio		Mejia	MT-AAS
Francesca		Melidis	LA-AA
Jennifer		Melo	LA-AA
Evelyn	A	Mena	CJ-AS
Grace		Mena	HS-AS
Marie Louise		Mendy	BT-AS
Edison	E	Mera	PE-AS
Amanda		Mercado	LA-AA
Danielle	M	Mesisca	LA-AA
Julio	C	Meza	AM-AS
Michelle	T	Meza	CJ-AS
Parves		Mia	MT-AAS
Karl Frederick		Michel	CJ-AS
Sanja		Miljkovic	HS-AS
Giselle		Millan	LA-AA
Leonidas	S	Milonas	BT-AS
Daisy		Minchala	LE-AA

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Humaira		Mirza	LA-AA
Sabrina	R	Mistretta	LA-AA
Niara	M	Mitchell	ME-AAS
Shakirah	V	Mitchell	NS-AAS
Filio		Modinos	LE-AA
Kisha	C	Moffatt	BT-AS
Alyssa	K	Mohammed	LA-AA
Nayab		Mohammed	LA-AA
Madelin		Molina	LA-AA
Samrat		Mondel	BM-AAS
Jose	L Jr	Monegro	BT-AS
Jeraldy		Montenegro	CJ-AS
Christopher		Monzon	BA-AAS
Quanasha	Z	Moore	CJ-AS
Shaheen		Moossa	CT-AAS
Daniela	E	Morales	LA-AA
Stephanie		Morales	LA-AA
Anderson		Moran	CJ-AS
Jaelene		Moran	LA-AA
Dilon		Mordente	ME-AAS
Angelica	M	Moreira Garcia	ART-AS
Terrence	M	Morgan	LA-AA
Rebecca	M	Morocho	CJ-AS
Joannakay	D	Morris	LA-AA
Erik	R	Moss	LA-AA
Lily		Mou	BT-AS
Yogeshwara		Mowla	EM-AAS
Anik	S	Muhib	DP-AAS
Jeimy		Muicela	LA-AA
Karandeep	S	Multani	HS-AS
Moninder		Multani	BA-AAS
Deanna	N	Mungin	LS-AS
Daisy		Muniz	CJ-AS
Daniel		Murdakhayev	BT-AS
David		Murdakhayev	HS-AS
Nawal	H	Mused	LA-AA
Kidd	Dzekle	Myles	NH-AAS
Karim		Nali	MT-AAS
Adeel		Naqvi	CJ-AS
Nairmalla		Narain	LA-AA
Ramon		Naula	DA-AS
Robert		Negron	DA-AS
Angela	O	Nelson	LA-AA

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Keon		Nematollahi	DP-AAS
Erica		Newman	LA-AA
Timothy		Ng	BT-AS
Lai Tong		Ngan	LA-AA
Fatima		Nievas	LA-AA
Emil		Nikocevic	HS-AS
Rahimur	R	Nirjhor	ET-AAS
Ugonna		Nnadi	HS-AS
Tamba		Nobadeh	BT-AS
Sabrina	L	Nobile	HS-AS
Camilo	A	Noesi	LA-AA
Sumaya		Noor	CJ-AS
Mohad		Noorani	CJ-AS
Edward		Nouel	HS-AS
Kaisha		Novembre	CJ-AS
Gabriel		Nunez	DA-AS
Jhonattan		Nunez	ME-AAS
Rachel		Nunez	LA-AA
Shi Ven		Nye	LA-AA
Nesonia		O'Connor	AF-AS
Adam		Odell	CT-AAS
Mercedes		Odinmah	HS-AS
Omowunmi	C	Ogunyomi	LA-AA
James		Oh	BT-AS
Kehinde	K	Olatunji	BT-AS
Ifeoluwa		Olusoga	LA-AA
Natalie		Olvera	CJ-AS
Idunnu		Omotosho	BT-AS
Edison	X	Once Loja	LS-AS
Shania		Onofre	CJ-AS
Salvatore	B	Oppedisano	LA-AA
Raluca Ioana		Opriscan	NS-AAS
Maria	B	Orellana	LS-AS
Nonso	P	Orogbu	BA-AAS
Jason	T	Orr	CT-AAS
Ashley		Ortiz	HS-AS
Victoria		Ortiz	LA-AA
Dave		Osorio	LA-AA
Evelyn		Osorio	HS-AS
Julissa		Osorno	LA-AA
Edisson		Ospina Sanchez	CHY-AS
Michael	J	Ovalles	EM-AAS
David		Pabon	LA-AA

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Adrian	A	Padilla	TM-AAS
Isabel		Paguay	LE-AA
Dawn	P	Paige	LA-AA
Oscar		Pais	MT-AAS
Mithun	C	Pal	BT-AS
Denisse	M	Palacios	LE-AA
Katherine	I	Palma	LA-AA
Susan	O	Palmer	LS-AS
Henry		Palomeque	ET-AAS
Denise		Pan	ART-AS
Lucho	O	Paniagua	BM-AAS
Floyd		Pantaleon	HS-AS
Antonina	M	Pantina	NS-AAS
Jonathan		Papacena	LA-AA
Emeline		Paredes	BT-AS
Su Hyun		Park	NS-AAS
Cherelle		Parkes	LA-AA
Nabila		Parnella	BT-AS
Kimaura	N	Parris	LA-AA
Sabina		Parven	DP-AAS
Ashley		Pasalau	CJ-AS
Hetaben	R	Patel	HS-AS
Shiyanshi		Patel	LA-AA
Crystal		Patterson	LA-AA
Jonathan		Paul	LA-AA
Karanjit		Paul	CJ-AS
Ismael		Pena Flores	ET-AAS
Sayda		Perdomo	LA-AA
Daniela		Perez	LA-AA
Laura		Perez	LA-AA
Sergio		Perez	MT-AAS
Thianny	L	Perez	LA-AA
Viviana	M	Perez	LA-AA
Yamilka		Perez	DP-AAS
Bibi		Persaud	LA-AA
Reshma		Persaud	BT-AS
Dustin		Pham	CJ-AS
Jinghua		Piao	BT-AS
Yan		Piao	BT-AS
Zhongshan		Piao	BT-AS
Mariya Karisa		Picache	NS-AAS
Vertulie		Pierre-Louis	LA-AA
Imani		Pierson	CJ-AS

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Luis	J	Pinelli	BT-AS
Angel	M	Polanco	MT-AAS
Fernando		Polanco	LA-AA
Natalie		Polanco	CJ-AS
Nicholas		Politis	MUS-AS
Michelle	A	Pontino	LA-AA
Caroma	A	Popo	TM-AAS
Marlene		Porter	BM-AAS
Samanta	A	Preciado	LA-AA
Princess	D	Preston	LA-AA
Kerisha		Prince	NS-AAS
Tiffany		Pugh	LA-AA
Usman		Qidwai	LA-AA
Chris		Qu	LA-AA
Sai Dan		Qu	TM-AAS
Priscilla	N	Quashie	TM-AAS
Nancy	M	Quijano	LA-AA
Raul	O	Quinonez	LE-AA
Maria		Quintanilla	LA-AA
Shameen	Z	Qureshi	ART-AS
Andrew		Raftopoulos	DA-AS
Sandy	M	Raghoo	BT-AS
Fahim		Rahman	LA-AA
Nafees		Rahman	LA-AA
Nousin		Rahman	DP-AAS
Rahat		Rahman	CT-AAS
Marwa		Raja	LA-AA
Felecia		Rajendranauth	LA-AA
Diana		Ramales	LA-AA
Navendra		Ramawad	CT-AAS
Shinelle		Rambilas	LA-AA
Amanda		Ramcharan	NS-AAS
Reanuka		Ramdat	CJ-AS
Sarita		Ramdeen	HS-AS
Annie		Ramirez	LS-AS
Carolina		Ramirez	LA-AA
Leticia		Ramirez	MA-AAS
Natalie		Ramirez	ART-AS
Reyna		Ramirez	LA-AA
Afia		Ramjan	LA-AA
Sabirah		Ramjan	LA-AA
Geetanjalee		Ramkarran	MA-AAS
Ana Karina		Ramos	NH-AAS

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Fanny		Ramos	BT-AS
Maria Camila		Ramos Canon	CJ-AS
Avinash		Rampersad	DP-AAS
Balwant		Rampersaud	BT-AS
			MO-
Jonovan		Ramroop	CERT
Lea	D	Ramsammy	BT-AS
Aanisah		Ramzan	BT-AS
Amanda	J	Randonis	CSS-AS
Sehresh		Rani	MA-AAS
Ma		Rashid	PE-AS
Myisha	M	Rattigan	LA-AA
Richard		Recalde	LS-AS
Erin		Relos	LA-AA
Jatna		Reyes	CJ-AS
Jenniliza		Reyes	NH-AAS
Juan		Reyes	BT-AS
Nicholas	A	Reyes	CJ-AS
Landis	B	Richards	HS-AS
Karina		Richardson	LS-AS
Quincy		Rimpel	LA-AA
Porscha		Rippy	THE-AS
Monique		Ritchie	CJ-AS
Fnu		Ritika	BT-AS
Jaddary		Rivas	LA-AA
Libely		Rivas	LA-AA
Santos		Rivas-Zavala	TM-AAS
Erica		Rivera	LA-AA
Brismar		Roa	CJ-AS
Shanora	S	Roach	LE-AA
Ashley	P	Robinson	NS-AAS
Vittoria	R	Rocchio	LA-AA
Angel	E	Rodriguez	AF-AS
			MO-
Genesis		Rodriguez	CERT
Jeremy		Rodriguez	LA-AA
Leticia	M	Rodriguez	LA-AA
Marlon		Rodriguez	BT-AS
Perla		Rodriguez	LA-AA
Rashel		Rodriguez	DA-AS
Wilmer	S	Rodriguez	BT-AS
Yuleidi		Rodriguez	LA-AA
Kia		Rogers	LA-AA

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Esteban	L	Rojas	CJ-AS
Georgiana	M	Rojas	LA-AA
Marie Jessica		Rojas	DA-AS
Mark		Roldan	BM-AAS
Kimberly	M	Roman	MA-AAS
Christopher	J	Romano	BT-AS
Dana	J	Romano	NS-AAS
Adam		Romero	CJ-AS
Bryan	A	Romero	CT-AAS
Nicole		Rosa	LA-AA
Ashley		Rosado	LA-AA
Joselyn	A	Rosario	ART-AS
Stephanie		Rosero	LA-AA
Capri		Ross	LA-AA
Antony		Rubio	LA-AA
Maziel		Ruffo	MA-AAS
Hazel	N	Ruiz	LA-AA
Ronald		Russo	DP-AAS
Stephanie	A	Russo	LA-AA
Prince		Sachdeva	BT-AS
Jason		Saeteros	DA-AS
Pritom	S	Saha Shuvo	CT-AAS
Hiba		Saifi	BT-AS
Anthony	B	Sakur	BT-AS
Wendy		Salas	BA-AAS
Jennifer		Salcedo	LA-AA
Leandro		Salcedo	CJ-AS
Ahtsham		Saleem	BA-AAS
Mohammed	B	Saleh	TM-AAS
Merlin	A	Salmeron Yanes	LA-AA
Alexandra		Salome-Castro	DA-AS
Johanna	P	Salto	CJ-AS
Mabely		Salvador	LA-AA
Anthony	I	Sanchez	BT-AS
Brian	J	Sanchez	MT-AAS
Irvin	A	Sanchez	LA-AA
Sonia		Sangrilla	EM-AAS
Jenny		Santos	BA-AAS
Yobana	S	Santos	BW-CERT
Ian	P	Sarnataro	LE-AA
Cheyenne	N	Savary	DP-AAS
Kayla	A	Saxton	LA-AA
Cristina	A	Scagluiso	NS-AAS

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Luigi	G	Scalici	BT-AS
Erica	L	Schiller	NS-AAS
Allyson	F	Schuster	BT-AS
Mark	Jesse	Schwartz	NPS-AAS
Eric	M	Schweiger	BT-AS
Samantha	G	Schwien	LA-AA
Sawita		Sehjal	MA-AAS
Ariel		Seltzer	LA-AA
Miguel		Sendon	LA-AA
Eric	P	Sexton	BA-AAS
Namra		Shabbir	BT-AS
Saira		Shabbir	EM-AAS
Mohamed		Shafiek	DA-AS
Ofer		Shakarov	LS-AS
Waqas		Shakeel	BT-AS
Greer	T	Shammah	DAN-AS
Tavon	K	Sheppard	LA-AA
Lei		Shi	BT-AS
Sherry Ann		Shirley	CJ-AS
Thomas		Siano	LA-AA
Laura		Sianturi	LA-AA
Melanny		Sibri	LA-AA
Gabriel		Sibrian	DA-AS
Thomas	M	Silvestri	LA-AA
Maya		Simantov	LA-AA
Rachmin		Simkhayev	LS-AS
Avinash	A	Singh	CJ-AS
Davinderjit		Singh	CJ-AS
Gurdeep		Singh	ET-AAS
Leeia		Singh	BA-AAS
Madhurbain		Singh	DP-AAS
Maninder		Singh	BT-AS
Manveer		Singh	BT-AS
Patrick	M	Singh	LA-AA
Stefania		Sinnona	LA-AA
Alize		Sipan	CJ-AS
Jacqueline	T	Slater	CJ-AS
Shequena	N	Slowe	LA-AA
Ashley	M	Smith	ES-AS
Tatiana	N	Smith	BT-AS
Melissa	M	Sobers	HS-AS
Mahrukh		Sohail	HS-AS
Anil	K	Sokhal	BA-AAS

Academic Senate Agenda—September 25, 2018—Attachment D

Jonathan		Soleimani	EM-AAS
Jeffrey		Solis	ART-AS
Yoonho		Son	EM-AAS
Dhruv		Soni	BT-AS
Gangadaye	Seema	Sooroojbally	LE-AA
Jenni	Y	Soto	LA-AA
Marju		Sotto	NS-AAS
Rhonda	D	Spann	LA-AA
Tamell	A	Spearing	THE-AS
Lisa		St Aubain	LA-AA
Earl	M	St. Joy	CT-AAS
Jason		Steinhart	EM-AAS
Everton	G	Stephenson	BT-AS
Justyna		Stepien	BT-AS
Alicia	E	Stoute	BT-AS
Jacob	T	Stuck	CJ-AS
Briana		Stutts	BM-AAS
Alisha	N	Styles	LA-AA
Sabina		Sue-A-Quan	ME-AAS
Tan		Suen	BT-AS
Runica		Sukhraj	LA-AA
Rawlric	A	Sumner	LS-AS
Sau Chun		Sung	BD-CERT
Sherell	R	Susan	LA-AA
Alhena		Sylvain	LA-AA
Rely		Sylvestre	CJ-AS
Fannie		Szeto	LA-AA
Joshua		Taffe	NS-AAS
Rida		Tahir	LA-AA
Syeda	Z	Tasneem	CJ-AS
Sameen		Tayyab	LA-AA
Piotr		Tekien	ET-AAS
Richard	A	Telford	CHY-AS
Diana		Temkin	LA-AA
Wilson		Ten	BT-AS
Viviana		Tenecela	MA-AAS
Michael	A	Tenezaca	CJ-AS
Alexander		Theodosopoulos	LA-AA
Shorba		Thirukethiswaran	LA-AA
Tammy	S	Thom	HS-AS
Cara		Thomas	BT-AS
Camille		Thompson	DP-AAS
Kenneth	J	Thompson	LA-AA

Academic Senate Agenda—September 25, 2018—Attachment D

Michael		Thompson	BT-AS
Melody	A	Tidridge	HS-AS
Katherine		Tineo	LA-AA
Anthony	T	Toffetti	LA-AA
Sabrina	Z	Tolentino	HS-AS
Chevaughn	M	Tomlinson	DA-AS
Camila		Torres	CJ-AS
Christian	A	Torres	BT-AS
Claudia		Torres	CJ-AS
Yanci	N	Torres	LA-AA
Salihoun	M	Toure	LA-AA
Heleni		Triantafyllidis	LS-AS
Mathew	P	Triebel	HS-AS
Madelaine		Trochez	LA-AA
Andrea	D	Tucker	LA-AA
Jasmine		Tucker	BM-AAS
Shaleene		Tulshi	MA-AAS
Ying Tung		Tung	HS-AS
Md		Uddin	LS-AS
Jason	B	Uquillas	BT-AS
Carlos		Urena	CJ-AS
Elvis	E	Uruchima	BT-AS
Armin		Vakufac	LA-AA
Diana		Valdez	LA-AA
Johanna		Valencia	TM-AAS
Jefer	E	Valladares	HS-AS
Ariel		Valle	LA-AA
Natalia	V	Vallebuona	CJ-AS
Anthony	J	Vancol	LA-AA
Edisson	E	Vargas	ARC-AAS
Julio		Vargas	CJ-AS
Kachee	S	Vaughn	LA-AA
Francisco	J	Vazquez	LA-AA
Juni	E	Vazquez	BT-AS
Samaria	J	Vazquez	NH-AAS
Katherine	M	Vega	LA-AA
Maria	C	Vega	LA-AA
Joanna		Vela	MA-AAS
		Velasquez	
Isabela		Gutierrez	LS-AS
Michelle		Velez	LA-AA
Allison	J	Veloso	LE-AA
Fersan	B	Vergara	BA-AAS

Academic Senate Agenda—September 25, 2018—Attachment D

William	M	Vicente	LA-AA
Brent		Vilchis	BT-AS
Matthew		Villaci	LA-AA
Maria Virginia		Villadiego-Punto	NS-AAS
George		Villalba	BT-AS
Natalie		Vivar	CJ-AS
Alan		Viveros	CJ-AS
Kristi		Vongli	LE-AA
Nazia		Wahid	LA-AA
Mahnoor		Wajid	LS-AS
Dalong		Wang	BA-AAS
Han		Wang	BT-AS
Linda		Wang	LS-AS
Mona		Wang	LA-AA
Ting Jie		Wang	LA-AA
Xuhao		Wang	CJ-AS
Ying		Wang	LS-AS
Mohammad	T	Wardak	PE-AS
Sabrina	R	Weigel	LA-AA
Dejuan		Whetstone	CJ-AS
Cheavoun		Williams	ET-AAS
Richard	W	Williams	BT-AS
Sarita		Williams	BS-AAS
Wykim		Williams	BT-AS
Eleanor	C	Wise	LA-AA
Jacklyn		Wittmer	LA-AA
Kareemah		Wright	HS-AS
Shu Ying		Wu	MA-AAS
Yiwei		Wu	HS-AS
Yu Wei		Wu	ARC-AAS
Dhayana		Wu Zheng	BT-AS
Guiwen		Xie	BT-AS
Hao		Xu	BT-AS
Mengxi		Xu	ART-AS
Winnie		Xu	LA-AA
Jiayi		Xue	LS-AS
Chenxuan		Yang	BT-AS
Jie		Yang	DA-AS
Suya		Yang	BT-AS
Tengjun		Yang	HS-AS
Elif		Yar	HS-AS
Rami		Yasayev	BT-AS
Celines		Yauri	HS-AS

Academic Senate Agenda—September 25, 2018—Attachment D

Emely		Yauri	ART-AS
Alyssa	J.	Yee	TM-AAS
Erik		Yee	HS-AS
Peter		Yee	LA-AA
Ashley	R	Yepez	BT-AS
Christopher		Yim	BA-AAS
HuiHao		You	LA-AA
Tyra	L	Young	LA-AA
Abanoub	B	Youssef	MT-AAS
Jle		Yu	LS-AS
Qiao Ning		Yu	BT-AS
Xiaofang		Yu	LS-AS
Yueyi		Yu	BT-AS
Yinhua		Yuan	LS-AS
Tszyin		Yuen	EM-AAS
Raheem	G	Zadran	LS-AS
Lavoni		Zaman	HS-AS
Monir	Uz	Zaman	EM-AAS
Cristian		Zambrano	LS-AS
Ivan	A	Zarate	BS-AAS
Nanita		Zavala	LA-AA
Xiaoguang		Zeng	BT-AS
Ann		Zhang	TM-AAS
Beihui Amy		Zhang	LA-AA
Wenxin		Zhang	BT-AS
Yuqi		Zhang	ART-AS
Jinyi		Zhao	ART-AS
Qian		Zhao	HS-AS
Yifei		Zhao	BT-AS
Ziyi		Zhao	LA-AA
Qiao		Zheng	ART-AS
Xiaoqian	L	Zheng	BT-AS
Xiaoyun		Zheng	BA-AAS
Rosita Shuey Ha		Zheng Chan	BT-AS
Mo		Zhou	BT-AS
Chao		Zhu	BT-AS
Zaccur		Zhu	ME-AAS
Coral		Ziv	BT-AS

QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

ACADEMIC SENATE

COMMITTEE ON ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

TO: Academic Senate Steering Committee

FROM: Co-Chairs Dr. Linda Meltzer and Dr. Mark Schiebe, and the Committee on Assessment and Institutional Effectiveness

SUBJECT: Annual Report – Committee on Assessment and Institutional Effectiveness 2017/2018

DATE: June 5, 2018

COMMITTEE MEMBERS

Faculty Representatives (Name, Department)

1. Linda Meltzer, Business, Committee Co-Chairperson
2. Mark Schiebe, English, Committee Co-Chairperson
3. Franca Ferrari-Bridgers, Speech Communication & Theatre Arts
4. Urszula Golebiewska, Biological Sciences & Geology
5. Andrea Salis, HPED
6. Whan Ki Lee, Mathematics & Computer Science
7. Barbara Rome, Nursing
8. Bjorn Berkhout, Music
9. Maurizio Santoro, Foreign Languages & Literatures

Liaisons

1. Arthur Corradetti, President's Liaison
2. Ian Beckford, Ex-Officio

COMMITTEE MEETINGS

The Committee met on the following dates during AY 2017-2018:

1. October 11, 2017
2. November 1, 2017
3. December 6, 2017
4. February 14, 2018
5. March 14, 2018
6. April 25, 2018
7. May 16, 2018

SUMMARY OF COMMITTEE WORK

The Committee for AY2017-2018 fulfilled its charge from the Academic Senate as follows:

1. The Committee submitted proposed changes to its official charge in the Academic Senate bylaws, including the rationale for changes, to the Steering Committee of the Academic Senate. Revised charges were officially approved at the April 2018 meeting of the Steering Committee and have been updated on the Senate Committee's webpage (see Appendix A).
2. Following last year's recommendation of Dr. Emily Tai, co-Chair of the Steering Committee, and led by co-chair Dr. Linda Meltzer, the Committee developed a handbook that would guide the work of future and present Committee members. The handbook features thirteen sections, and covers such topics as: new member preparation, committee charges and composition, procedures, communications with other committees, and advice on recommendations and policy proposals to the Academic Senate. The handbook, entitled "A Guide For Committee on Assessment and Institutional Effectiveness Members," will be posted on the Committee webpage. (For "Title page" and "Table of Contents" see Appendix B).
3. Guided by Dean Arthur Corradetti, who provided an overview of the different levels of assessment processes in operation at the school, and with the upcoming Middle States Review in mind, the committee recommended a complete revision of the Strategic Planning, Assessment, and Institutional Effectiveness webpage. After careful review of the webpage, committee members, led by Dr. Bjorn Berkhout, stressed the need to eliminate redundant hyperlinks and to create a more clearly hierarchical architecture. The committee asked Dean Corradetti to draft a wireframe sketch of this revision.
4. The new webpage drafted by Dean Corradetti was retitled "Institutional Effectiveness: Strategic Planning and Assessment." It replaced the older site architecture with three main areas: Planning and Assessment (with sub-headings including Strategic Planning and Department Reports), Assessment of Student Learning (with sub-headings including Gen Ed, Program, and Course), and Accreditation (with sub-headings including Middle States Self Study, ABET, and ACEN). Over the course of several months, the committee reviewed the draft of the revised website, suggesting a few changes, such as that the section entitled "Key Documents" be clearly delineated from "Assessment of Student Learning."
5. The committee also worked closely with QCC webmaster David Moretti, who was present at several meetings, consulting him on the logistics of the new webpage construction. Moretti provided valuable suggestions regarding user-friendly design, hyperlinks, and ADA compliance. The webpage has been completely revamped and the committee will continue its work in this area next year, aiming to revise the text of individual sub-heading links, as needed.
6. After spending the last several years evaluating the quality of the assessment component of teaching and non-teaching department year-end reports, the committee turned its attention to evaluating the assessment of Program Review. Individual members of the committee reviewed and evaluated the reports on several Program Reviews recently completed at the college. After a discussion, committee members agreed that clearly demonstrating the assessment "process" should be the point of emphasis in these reports. This process was most opaque when there were no clear links between the Action Plan set forth in the reports (composed as a response to the recommendations of the program reviewers) and the Action Plan listed in the individual department annual reports. Committee member Dr. Barbara Rome

drafted a recommendation to revise the template of the annual reports to make it easier to see these links.

7. In response to the committee's recommendation regarding Program Review assessment, Dean Corradetti revised the rubric for the assessment of Program Review. It now includes the following: "Action plan items based on findings reported in program review," "Timeline for completion," and "Status or progress of action plan item."

8. The committee sent Dean Corradetti the rubrics it had developed over the past two years, used to review and evaluate the assessment component of the departmental year-end reports. Both teaching and non-teaching rubrics were sent. The committee asked Dean Corradetti to share the rubrics with department chairs, in the hopes of improving the reports.

9. The committee posted to the governance webpage: agendas, minutes, committee handbook, and its annual report.

RECOMMENDATIONS

1. All current and future Committee members attend the college's Assessment Institute.
2. Continue revision of revamped "Institutional Effectiveness: Strategic Planning and Assessment" webpage.
3. Stay informed on and participate in the Middle States self-study by meeting with Middle States Working Group 5: Educational Effectiveness, and/or other relevant groups.
4. Continue to monitor the quality of the assessment component of year-end teaching and non-teaching reports, measuring the degree to which sending out the rubrics to department heads in advance of report-writing helps this process.
5. Monitor any improvements in the assessment of Program Review in the year-end reports, based on the revised rubric now in place.

CHANGING COMMITTEE MEMBERSHIP

The Committee welcomed substantial contributions from three new members this year: Bjorn Berkhout, Whan Ki Lee, and Barbara Rome, who all will continue their service next year. Linda Meltzer, Andrea Salis, and Maurizio Santoro, veterans of the committee, will continue their service as well. They will be joined by Raul Armendariz (Physics), Amos Orlofsky (Biological Sciences and Geology), and Mi-Seon Kim (Library). The Committee thanked the outgoing members, Franca Ferrari-Bridgers, Mark Schiebe, and Urszula Golebiewska, for their contributions and service. Because quorum was not met during the committee's final meeting of the year, it was decided that the vote for next year's chair will be held at its first meeting in the Fall 2018 semester. It was agreed that Dr. Berkhout will set the agenda for the meeting.

ACKNOWLEDGEMENTS

The Committee thanks Dr. Beckford for his regular attendance and contributions to our meetings, and his valuable advice on assessment issues at the college. We also wish to thank the college webmaster

Dave Moretti, who has been so generous with his time and expertise in helping to create the new “Institutional Effectiveness: Strategic Planning and Assessment” webpage. The committee looks forward to working closely with him on this ongoing project next year. Dean Corradetti has always had a central role in helping advise the committee; this year, however, he went above and beyond this, designing an elegant and detailed wireframe for the webpage, and always listening responsively to the input of the committee on this project. Co-Chairs Meltzer and Schiebe gratefully acknowledge the work and dedication of every member of the Committee. The Committee expresses its gratitude to Linda Meltzer for her work helping lead this group as Co-Chair for the past three years, and for the outstanding job she has done in putting together the committee handbook. We are pleased she will remain on the committee next year. Finally, on behalf of the Committee of Assessment and Institutional Effectiveness, co-Chair Linda Meltzer would like to acknowledge co-Chair Mark Schiebe, for taking the lead on organizing and documenting meetings, and for his role in coordinating the ongoing webpage project.

Respectfully submitted,

Linda Meltzer

Mark Schiebe

2017-2018 Co-Chairs Academic Senate Committee on Assessment and Institutional Effectiveness

Appendix A:

The Committee on Assessment and Institutional Effectiveness would like to change its Bylaws Charges, as per Article VII, Section 11.

(Charges officially approved during the April 2018 meeting of the Academic Senate).

FROM:

- a. Receive and Review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Receive and Review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The receipt of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

TO:

- a. Review and evaluate summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Review and evaluate documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The review of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review and evaluate assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

Rationale:

The Committee no longer needs to request to receive assessment reports since they are posted on the College website. Allowing for the review and evaluation of the department assessment reports enables the Committee to provide constructive feedback to departments to demonstrate that their assessment reports are complete and are following up on the action plan based on their findings.

Appendix B: Title page and Table of Contents for Committee Guidebook

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

**COMMITTEE ON ASSESSMENT AND
INSTITUTIONAL EFFECTIVENESS**

A STANDING COMMITTEE OF THE ACADEMIC SENATE

**A GUIDE FOR
COMMITTEE ON
ASSESSMENT AND
INSTITUTIONAL
EFFECTIVENESS
MEMBERS**

Prepared by:
Committee on Assessment and Institutional Effectiveness
LBM Spring 2018

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5. NEW MEMBER PREPARATION
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7. ORDINARY MATTERS
8. MEETINGS OF COMMITTEES, SUBCOMMITTEES, AND SPECIAL COMMITTEES
9. PROCEDURES
10. RECOMMENDATIONS AND POLICY PROPOSALS TO THE ACADEMIC SENATE
11. CHAIRPERSON'S PRESENTATIONS TO THE ACADEMIC SENATE
12. CONCERNS AND CAUTIONS
13. FINAL REMARKS

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ATTACHMENT 6-MAILING LIST FOR COMMITTEE MATERIALS

ATTACHMENT 7-WITHDRAWAL LETTER TO STUDENTS

ATTACHMENT 8-SAMPLE POLICY STATEMENT

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

To: John Talbird, Secretary, Steering Committee of the Academic Senate

From: Susan Jacobowitz, Chair, Bylaws Committee

Re: Annual Report 2017-2018

Date: May 16, 2018 [Revised]

Members for 2017-2018:

Faculty Representatives (Name, Department, Term Ends)

Susan Jacobowitz, English (2019) - Chair

Richard Micieli, Mathematics & Computer Science (2019)

Margaret Stroehlein, Nursing (2018) - Secretary

Michael Altimari, Biological Sciences & Geology (2018)

Md. Shahadat Hossain, Engineering Technology (2020)

Sebastian Murolo, Business (2020)

Student Representative

Mabely Salvador (graduating Spring 2018)

Liaisons and Designees

Shannon Kincaid, Social Science, Committee on Committees Liaison

Jeanne Galvin, Steering Committee Designee

Liza Larios, HR & Labor Relations, President's Liaison

Meetings:

The Committee met on September 13, 2017, October 18, 2017, November 15, 2017, February 14, 2018, March 28, 2018, with a final meeting to elect new officers scheduled for May 16, 2018.

Tasks:

Review of Committee on Committees resolution – voting item, passed. The Bylaws have been updated.

Review of the The Committee on Assessment and Institutional Effectiveness proposal to change its charges as stated in the Bylaws – voting item, passed. The Bylaws have been updated.

Forwarding of a motion passed last year in September and October 2016 regarding eLearning. The motion passed in the Senate, and the Bylaws have been updated.

Review of resolutions passed in the Academic Senate to make sure the Bylaws have been updated – review of the last five years completed.

Review of ADA compliance issue regarding the college website – the chair of the committee attended a meeting organized by the Steering Committee, with a presentation by Dave Moretti.

Discussion with representatives of the student government, the Steering Committee and concerned faculty about the keeping of records in the minutes of Academic Senate Meetings. This led to the creation of resolution to amend the Bylaws so that the names of individuals are not published in widely-distributed meeting minutes, protecting the privacy of those who serve.

This was a voting item which passed during the Bylaws Committee meeting in March, was forwarded to the Steering Committee to add to the agenda of the May Senate meeting, and passed at that meeting.

New Members for 2018-2019:

Franca Ferrari-Bridgers, Speech Communication
Urszula Golebiewska, Biological Sciences & Geology

Thanks and appreciation to Margaret Stroehlein, who has also been serving as Secretary, and to Michael Altimari who has been an active and dedicated member of the committee. Thank you to our student representative, Student Government President Mabely Salvador.

Upcoming Issues:

The committee will continue to verify the accuracy of the Bylaws, ascertaining that all necessary changes have been made that reflect resolutions that have passed. The committee will continue to work with the Steering Committee and the Academic Senate on the very important issue of privacy, making sure that any changes are in keeping with the demands of the Open Meetings Law and Freedom of Information Law. Committees and individuals are encouraged to bring Bylaws issues to the committee so that they can be addressed.

Queensborough Community College
The City University of New York
MEMORANDUM

Academic Senate Committee on Computer Resources

To: Academic Senate
From: Matthew Lau and Darryl A. Williams, Co-Chairs of the Committee on Computer Resources
Date: September 8th, 2018
Subject: Annual Report

Faculty Representatives 2017-2018

1. Andrew Bulawa, Mathematics & Computer Science (2019)
2. Leslie Ward, Library (2019)
3. Darryl Williams, Foreign Languages & Literatures (2019) - Co-chairperson
4. M. Chantale Damas, Physics (2018)
5. Matthew Lau, English (2018) - Co-chairperson
6. Marlon Moreno, Chemistry (2018)
7. Cesarano, Michael, Speech Communications (2020)
8. Spencer, Cheryl, Nursing (2020)
9. Keogh, Timothy, History (2020)

Student Representatives 2017-2018

1. Lin Rong
2. Kyle Enriquez
3. Chanele Rodriguez

Liaisons 2017-2018

- Christine Mooney, Business, COC Liaison
- Lucien Makalanda, Mathematics and Computer Science, Steering Committee Designee
- Jed Shahar, English, Steering Committee Designee
- Bill Faulkner, VP Finance and Administration, President's Liaison

Faculty Representatives 2018-2019

- Andrew Bulawa, Mathematics & Computer Science (2019)
- Leslie Ward, Library (2019)
- Darryl Williams, Foreign Languages & Literatures (2019) - Co-chairperson

- Cesarano, Michael, Speech Communications (2020)
- Spencer, Cheryl, Nursing (2020)
- Keogh, Timothy, History (2020) - Co-chairperson
- Bellovary, Jill, Physics (2021)
- Bordoni, Adrian, Social Sciences (2021)
- Moretti, David, Marketing & Communications (2021)

Student Representatives

- Lin Rong
- Kyle Enriquez
- Chanele Rodriguez

Liaisons

- Christine Mooney, Business, COC Liaison
- Mathew Lau, English, Steering Committee Designee
- Bill Faulkner, VP Finance and Administration, President's Liaison

Dr. Lau and Mr. Williams served as co-chairs of the Committee on Computer Resources for the 2017-2018 academic year. The committee met four times during the year: 10/11/17, 11/15/17, 2/14/18, and 5/16/18, with one spring meeting/CLT forum cancelled due to inclement weather.

The following is a summary of the actions and efforts of the committee during the 2017-18 academic year:

- The committee continued its initiative of hosting certified lab technician (CLT) forums. Due to inclement weather in the spring only the fall forum was held this academic year. The major topics at this year's forum were an update on opening classrooms for instructors and students between class periods, the maintenance and life cycle of classroom technology, and the possibility of shifting to touchscreen technology in the classroom.
 - In the case of opening classrooms prior to instructor arrival, departments are making their own decisions about the feasibility of opening classrooms.
 - CLTs prefer some autonomy in making decisions about opening classrooms prior to instruction to help faculty, students, and their own workload. The English department, for example, has many new computer rooms as of fall 2017 on multiple floors of the humanities building, making it unrealistic that CLTs can open doors and monitor all these rooms between classes.
 - CLTs also suggested and discussed the possibility of replacing or augmenting classroom projectors with touchscreen TVs.

- Some objections were raised, as the touchscreens may disrupt the standard of having podia in every classroom.
- The recycling of podia remains on a 7-year cycle, after which time podia are replaced with updated hardware and software.
- CLTs, faculty, and ACC administrators also discussed the possibility of CLTs and faculty applying for licenses from the college to have software installed on their PCs.
 - This issue was further pursued in our committee’s 2018 spring newsletter in Professor Timothy Keogh’s article “Accessing Software Remotely.”
- In spring 2018, the committee produced and published its annual E-Newsletter (**Appendix**). Several members of the committee wrote or solicited articles for the newsletter. Co-chair Lau continued to serve as the newsletter’s editor.
- Co-chairs Lau and Williams served on Student Tech Fee Committee throughout the year.
- In May 2018, Williams was reelected as Co-Chair for the 2018-2019 academic year. Professor Tim Keogh was newly elected to serve as Co-Chair of the committee for 2018-2019.

The following is a summary of intended actions and efforts of the Committee on Computer Resources for academic year 2018-2019:

- The Committee will continue to meet two to three times per semester.
- The Committee will continue to produce its annual newsletter.
- The Committee will continue to host CLT forums once per semester to consult with CLTs and bring them together to collaborate across different departments.
- Co-Chairs Williams and Keogh will serve on the Student Tech Fee Committee.
- The Committee will continue to consult with administration liaisons on matters relevant to the Committee, including podia training and technology planning and implementation.
- The Committee will continue to update its website.

As co-chairs, we would like express our gratitude to all faculty representatives, student representatives, and liaisons for their efforts on behalf of the Committee during the 2017-2018 academic year.

We would like to especially thank VP Faulkner and his staff for supporting the CLT forum initiative.

Respectfully Submitted,

Matthew Lau and Darryl A. Williams

Appendix:

**Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee**

2017-2018 Annual Report

Introduction and Thank You

I would like to thank all Committee members for their excellent service and commitment to shared governance over the past year. This was a successful year for the Committee's goal of providing oversight and support for eLearning on campus. I would like to give a special thank you to the two departing members of the Committee: Jeff Hall and Dimitri Kokkinos. It has been an honor to serve as Chairperson of this important group of faculty, staff, and students.

– Kevin Kolack, Ph.D., June 2018

Committee Members

For 2017-2018, the Committee was composed of: Zeynep Akcay (Secretary, Fall 2017), Aviva Geismar (replaced by Joseph Goldenberg in Spring 2018), Anjalie Gaba (student representative), Clarence Jefferson (Jeff) Hall, Dimitrios (Dimitri) Kokkinos, Kevin Kolack (Chair), Kathleen Landy (President's designee), Stephanie Morales (student representative), Peter Novick (Secretary, Spring 2018), Nina Sarkar, Meg Tarafdar, Naja Hougaard (Steering Committee designee), and Eileen White. Denis Bejar of the Office of Educational Technology was a valuable attendee at most meetings. The Committee had no CoC liaison.

Student representatives were named to the Committee comparatively early this year (in time for the October meeting), however participation was an issue. Ms. Gaba attended the October meeting only, and Ms. Morales never attended. It remains unclear whether either student intended to remain a member of the Committee in the Spring semester.

For 2018-2019, the terms of Dimitri Kokkinos and Jeff Hall (who replaced Hamid Namdar for the 2017-2018 year) on the Committee expired, as did that of Joe Goldenberg, who was reappointed. Gene Desepoli and Kersha Smith were newly appointed. Kevin Kolack was reelected unopposed to serve as Chair and Peter Novick was elected unopposed to serve as Secretary.

Committee Meetings

The Committee met at its regularly-scheduled time (Thursdays at 3PM, the week of Senate meetings) throughout the 2017-2018 school year (9/14/17, 10/12/17, 11/15/17, 12/7/17, 2/15/18, 3/15/18, 4/12/18, and 5/10/18). Agendas and Minutes were posted on the Committee's web site by the Chairperson.

Steering Committee 2017-2018 charges and responses, including Committee actions and recommendations:

Create a 2-4 paragraph narrative considering how the work of this committee contributes to Queensborough's realization of its Mission Statement and Middle States Accreditation Standard 3 (An institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.) as well as Standard 4 (Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.).

This is being accomplished through development of the college's standards, policies and best practices. The resulting document, a collaborative effort between the Committee, the Office of Educational Technology, The Center for Excellence in Teaching and Learning, and the Office of Academic Affairs, will be presented to the Senate for adoption next year. The Committee believes that eLearning at QCC is as successful as traditional courses due to the training and support provided by the OET, ACC and IT departments, as augmented by the Committee's ongoing activities and those of CETL.

Based upon recommendations in the Committee's 2017 report, committee should continue, if possible, their outstanding "Technology Newsletter" as a means of disseminating information about their highly successful Brown Bag Luncheon series (maybe re-offering topics that were heavily attended last time?) This Brown Bag luncheon series should also be continued, and expanded to include new topics, as they appear appropriate to the Committee.

The Spring and Fall newsletters (attached), expertly developed by Committee members Meg Tarafdar and Eileen White, were disseminated by Committee members via departmental email lists and by the Committee Chairperson via the Faculty/Community Dialogue distribution lists.

Many thanks to Kathleen Landy and the staff in CETL for providing space and funding for lunch at this year's bag lunch seminar.

"OERs through Lumen Learning- Waymaker and Online Homework Manager" was presented on 11/15/17 to an audience of 15 faculty by Committee member Zeynep Akcay, and fellow Mathematics faculty Jonathan Cornick and Kostas Stroumbakis. Committee member Nina Sarkar, along with Wendy Ford and Christina Manzo, organized a Spring seminar for 4/18/18 on tried and tested educational technologies that are free of cost and independent of LMS. However, the meeting was postponed to Fall 2018 due to a conflict with the rescheduled (snow day) faculty meeting.

Based upon recommendations in the 2017 report, work as much as possible with the Technology Fee Committee so that eLearning needs are considered.

Chairperson Kolack was not informed of Tech Fee Committee meetings this year. This must be corrected next year.

Send proposed bylaws change document to the Committee on Bylaws if this has not yet been done.

The Committee's 2016 proposed update to the Bylaws (to reflect its current name and operations), approved by the Bylaws Committee at their September 2016 meeting but not presented to the full Senate, was finally approved by the full Senate this year and is now reflected on the college website.

Provide input on the College's adopted standards for effective eLearning programs.

While the eLearning Institute does this via the Quality Matters rubric, the college currently does not have adopted standards for eLearning. These standards are being developed by faculty currently/formerly teaching online courses, Kathleen Landy, Denis Bejar, and this Committee (Kevin Kolack, Peter Novick, Jeff Hall) for presentation to the Senate next year.

Provide input on the curriculum of the e-Learning Institute conducted for faculty development.

This was accomplished through our monthly meetings with OET director Denis Bejar. Assessment of the program by the OET is ongoing, and a new format is being tested this summer.

Provide input regarding any general (that is, non-discipline-specific) learning outcomes assessment for eLearning courses.

Course assessments are the same online and offline at QCC. (End-of-semester evaluations are handed out as normal in partially online courses, and are mailed to students for fully online courses.) Most faculty teaching online courses assess their courses in some fashion throughout the semester, as is advised in the eLearning Institute per the Quality Matters rubric. We expect some sort of policy or best practice to be part of the standards to be adopted at QCC, again per the QM rubric. Per last year's annual report, such standards/policies will include methods of evaluation (by students as well as peer faculty) of online courses.

Based upon Administrative request, designate Committee representative to the Technology Fee Committee.

As noted above, Chairperson Kolack was not informed of Tech Fee Committee meetings this year. This must be corrected next year as its recommendations directly impact eLearning at QCC.

Monitor possible implementation of other “High Impact Activities” in eLearning

This point warrants additional attention, in the faculty eLearning Institute and/or the policies/guidelines being developed. This was explicitly discussed at a Committee meeting in 2015-2016, and the Learning Communities HIP seems to be an ideal implementation. However, the Committee was faced with questions regarding implementing the practice. Linking face-to-face courses is already problematic enough logistically, but the HIP coordinators are making it happen. They, in conjunction with CETL, could add PNET/FNET courses into the mix for interested faculty.

Complete approval process for re-drafted, revised and updated Committee Guide, authored by Committee Chair Kevin Kolack, 2015-2016

As was reported in last year’s annual report, the Guide was adopted and is posted on the Committee web site.

Maintain website with meeting minutes and agendas.

The Committee website is maintained by the Chairperson and is up to date.

Additional Items for the Coming Year

The QCC IT plan was published in 2016. The Committee will need to confirm that points concerning eLearning are proceeding as planned, and insure participation on the Tech Fee Committee.

Respectfully submitted,



Kevin Kolack, Ph.D.

Committee on eLearning Chairperson

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

**COMMITTEE ON ENVIRONMENT, QUALITY OF LIFE AND DISABILITY ISSUES of the ACADEMIC
SENATE**

TO: Dr. Joel Kuszai, Chairperson, the Academic Senate Steering Committee
FROM: Dominic Hull, Chair, Committee on Environment, Quality of Life and Disability Issues
SUBJECT: Annual Report of the Committee on Environment Quality of Life and Disability Issues for
DATE: September 2017-May 2018

Committee Members:

Prof. Dominic Hull, Chair
Prof. Sara Danzi Engoron, Secretary
Prof. Edward Davis, Member
Prof. Jonathan Funk, Member
Prof. Anthony Monahan
Mr. Benami Freier, Member
Prof. Wei Lai, Member
Prof. Julia Rothenberg, Member
Prof. Weier Ye, Member
Prof. Allison Crutchfield
Prof. Noelia Diaz
Prof. Eladia Raya

Chong Jue, Liaison to the Committee on Committees
Sheila Beck, Liaison to the Steering Committee
Vice-President William Faulkner, Liaison, President's Designee

Mr. Mel Rodriguez, Environmental Health and Safety, Committee Liaison
Mr. John Triolo, Office of Campus Safety, Committee Liaison
Ms. Isabel Hocesvar, R.N., Office of Health Services, Committee Liaison
Victor Silva and Sherice Leggette, Student Members

Number of Committee Meetings: The Committee on Environment, Quality of Life and Disability Issues met four times during the 2017-2018 academic year.

During 2017-2018, Vice President William Faulkner served as the President's Designee to the Committee on Environment, Quality of Life, and Disability Issues.

Space Allocation/Utilization/Facilities

Email Request from the FEC regarding parking

The committee received via email a list of proposals regarding parking issues from the FEC. The committee discussed and reviewed each item in the proposal. A formal response was generated and delivered via email to the FEC by the committee chairperson. A summary of the request and responses are listed below:

Responses are indicated below:

a/b. A higher fee for reserved parking for those individuals working Monday thru Friday all day was suggested.

The committee agreed that reserving spots for individuals would actually lead to fewer spots available for general parking and would only serve to make the problem worse.

c. It was suggested that lot #2 (between Science and Humanities) be reserved for faculty and staff, Monday thru Thursday from 7am to 2pm. After 2pm the lot would be open to anyone.

Lot #2 is a pay lot for anyone to use. Students use the lot as can anyone who is willing to pay for parking at \$2 per day. The committee has considered this option, as well as converting the lot to exclusive faculty and staff parking. However, leaving students with even less parking will only solve one problem and create another. Currently, anyone can use the lot if there are spots available. In addition, it was noted that taking lot #2 away from students would be contradictory to our 4th charge from the Steering committee, specifically to “advocate for a campus environment that communicates openness and trust to the student body.” The committee considered other options as well, including renting available parking space elsewhere for faculty and staff and using a shuttle bus to campus. The feasibility of securing parking space and the additional cost make this unlikely to work.

d. A reduced parking rate for adjuncts was suggested since they are not here as many hours.

The committee pointed out that the pay lot is available at \$2 per day and this may be a cheaper alternative than paying for annual parking. Many adjuncts have evening classes when more pay parking is available (Lot #1 in addition to #2 and #6).

e. It was suggested that vehicles from B&G that are not needed during the day be relocated so they don't use parking spaces that could be used by others.

This has been the policy and whenever possible, those vehicles are located in other areas around campus. College vans are kept on grassy areas and Bill Faulkner indicated that they will continue to monitor and enforce the situation.

f. The FEC requested that the College retains an engineer to review and assess the current parking resources for improvements.

The College is currently working with engineers to redo lot #1. The increased fee for parking will help to offset this cost. The lot will be resurfaced and all potential ways to add parking spots will be considered. This will include all of the suggestions from the FEC on this issue. Dominic Hull will respond to the FEC with our comments.

College Health and Environment Issues

Parking Discussion

Several guests were invited to the meeting to discuss the ongoing parking issue on campus. Guests included Phil Pecorino from the Faculty Executive Committee, Joel Kuszai from the Academic Senate Steering Committee, and Michael Betancur from the Student Government Association. Bill Faulkner, Vice President for Finance and Administration is a standing member of the committee. The committee chair described the history of the committee's attempts to find solutions to the parking problem. The topic was then open for discussion.

Phil Pecorino appreciated the collaborative effort to work on the parking problem. It was noted that Bill Faulkner has responded favorably to all suggestions. Improvements have been made wherever possible. Plans are in place to renovate the main parking lot (#1) over the summer of 2018 and engineers will provide input to

rearrange parking spaces to maximize coverage. A new protocol is in place for a trial run in to reduce congestion at the Kenilworth entrance to faculty parking and student lot #6. During prime time parking, faculty and staff should approach the lot from Enfield Place instead of Kenilworth where student cars line up waiting for parking spots to open.

Jack Black added that frequent visitors to the school are accommodated when requested and this requires some spots to be saved each morning. The idea of QCC shuttles from the LIRR or other trains was discussed again, but costs to students would be prohibitive. A suggestion was made to promote using city transportation for faculty and students whenever possible to “go green.” There is no money for a multilevel parking structure and city administrators are trying to discourage individual car use.

A suggestion was made to allow all day parking once the parking fee is paid. Currently if the car leaves the lot and returns the same day, the fee has to be paid again.

Michael Betancur, the Student Government Association representative, shared ideas that the SGA is considering including surveying community residents to seek approval for increasing allowable parking time on the streets. A suggestion was made to discuss this with community leaders who deal with parking before going door to door as a safer and more effective approach. Bill Faulkner suggested speaking to VP Rosemary Zins who is a member of the community board. Ride sharing among students exists but safety is a concern.

Another suggestion was to increase the number of bike racks, which may encourage biking in better weather. The discussion concluded with encouraging words for future progress in whatever ways they are possible.

Recycling on Campus and Hallway Crowding

The committee discussed the on campus recycling program employed by Building and Grounds. The committee learned that Building and Grounds have additional recycling containers for use throughout campus. A recycling container can be requested from Building and Grounds for placement in specific areas on campus. The use of Styrofoam containers was also discussed. It is the committee understanding that Styrofoam and plastic bowls will be discontinued in phases at the various food service locations on campus. The final status of Styrofoam and plastic containers is unresolved. The committee intends to reach final conclusion on this matter in the future.

Hallway Doors

The issue of hallway doors was discussed. At present the Hallway fire doors are usually closed in many building on campus. This presents a problem for individuals in wheelchairs or otherwise physically disabled to open successfully. Currently most external entry doors have automatic entry systems however internal hallway doors do not possess these systems. More of these automated doors are needed for internal hallway fire doors. Joe Catolano informed the committee that the matter will be discussed in regards to adding more automatic entries where hallway traffic is highest.

Bathroom Signage

The bathroom sign posted on the back of each bathroom entrance door was discussed and reviewed in detail. Initially, the committee expressed concerns about the actual size of the sign posted. In the committee’s view the signs are too small and will be missed or ignored by bathroom occupants. The notice conveyed by the sign regarding inclusion of all genders in the bathroom is very important and all bathroom occupants should be aware of this notice. Therefore the committee initiated a review of the sign in an initial discussion with Vice President Faulkner (appointed committee member) in order to improve its visibility in all bathrooms on campus. A discussion was held with VP Faulkner on replacing the current signs with a much larger and visible sign. As per VP Faulkner the signs in the each bathroom will be replaced by a larger more appropriate sign in each

bathroom. VP Faulkner requested the committee's input on proper redesign of the sign. The committee discussed various sign size options ranging from 6 inches to the size of a standard sheet of paper. It was agreed with VP Faulkner that a mockup of the new sign will be generated and presented to the committee for final approval before placement in the bathroom. It was also agreed that the current language on the currently posted signs will remain on the new larger version. At present the committee awaits presentation of the mockup of the new sign by VP Faulkner. Final approval of the sign will be determined by the committee in the near future.

Safety and Security Issues

Annual Security Report

The 2017 security report (the Clery Report) was provided to the committee. The committee formally discussed the contents of the report and posed questions regarding its content to John Triolo, the public safety representative on the committee. The committee learned that any crime reported to public safety will be documented in the Clery report even if they are later determined to be unfounded. Committee members inquired about the number of officers permitted to carry weapons on duty on campus. There are currently five officers that are licensed to carry weapons. Additionally, only the President of the College can increase the number of officers able to carry guns on campus.

Health and Safety Data

The committee received a report on QCC Campus Issues spanning from September 2015 to February 2017. This report was presented to the committee by Clara Wajngurt. The committee reviewed the campus issues report and offered suggestions for future reports. Some of the issues on the campus issue report that have been specifically addressed by the committee. These issues include parking, security camera footage usage and quality of drinking water. The committee suggested that the campus issues report should be subdivided into categories with summaries for each category to facilitate easy dissemination of the information. Additionally, a comparison of issues from year-to-year should be generated in order to identify persistent problems that either reoccur or that has not been satisfactorily addressed.

Other Issues

Library Bathroom Accessibility

A request was made by Joanne Chang, chair – Library Committee regarding bathroom accessibility for the handicap in the Library building. It was noted that all bathrooms must be handicap accessible and comply with the number of bathrooms available. Currently there are handicap accessible bathrooms however they are not present on every floor in the Library building. For example, handicap accessible bathrooms are present in the basement of the library building. At present funding is unavailable for additional conversions of bathroom to handicap accessible.

Update from 504/ADA Committee and QCC Emergency Management Committee

The chair of this committee was asked attend the meetings of the 504/ADA Committee and the QCC Emergency Management committees. These committees report directly to the president of the college on their

proceedings and activities pertaining to their directives. It was requested by these standing committees that the chair of this committee be full members of these committees as academic senate representative. The president of this committee attends the meetings of these committees and reported their proceedings to the committee at large. It was reported from the 504/ADA Committee that an extensive discussion on the current university policy on procedures for accommodating employees in need of assistance or may have a disability. These and similar issues will be discussed and investigated by the 504/ADA Committee with contribution with the president of this committee.

Additionally, the chair of this committee participated in the proceedings of the Emergency Management Advisory Committee. This is a newly formed committee tasked with advising the president on campus related safety and emergency issues. The committee discussed the recent Bomb Threat made to QCC campus and the response taken by Public Safety and local authorities. The committee discussed the placement and availability of AED (Automated External Defibrillators) and Trauma Kits to be located at various locations on campus. The committee discussed of the availability of an outdoor loud speaker system for campus wide communications. Additionally it was noted that Public Safety is available to any department on campus for active shooter training. It was also discussed a new alert system called ALERTUS will be implemented that can send campus wide alerts to all computers and telephones.

Recommendations for 2018-2019

The following are the members of the Committee on Environment, Quality of Life, and Disability Issues for 2017-2018:

Continue to discuss parking and transportation solutions
Continue to participate in the from 504/ADA Committee and QCC Emergency Management Committee
Advocate for a campus environment that communicates openness and trust to the student body
Continue work on the bathroom signage informing occupants on rights of usage

At our May 16, 2018 meeting, Prof. Sara Danzi Engoron was elected as committee chair for the 2018-2019 academic years.

Plans for the 2018-20189 academic year:

- To continue to consider solutions for the parking issues on campus
- To respond to the quality of life needs and queries of campus community.
- Final approval of bathroom signs

Respectfully Submitted,
Dominic Hull, Chair

Academic Senate Annual Report from Committee on Food Insecurity

TO: Drs. Joel Kuszai; Steven Dahlke; and Jannette Urciuoli, Steering Committee of the Academic Senate of Queensborough Community College

FROM: Emily S. Tai, Outgoing Chair, Committee on Food Insecurity

DATE: June 10, 2018

SUBJECT: Annual Report of the Committee on Food Insecurity of the Academic Senate, 2017-2018

I. Opening Narrative:

The Committee on Food Insecurity was created by the Academic Senate in May, 2017, with the following charges, which, as of this writing, have not yet been added to the Bylaws of the Academic Senate:

The Committee on Food Insecurity shall:

- a. Maintain a Food Pantry during the Academic year, for a minimum of four hours weekly
- b. Establish any guidelines or parameters for the regulation of the Food Pantry as may be needed and appropriate;
- c. Promote partnerships with Queensborough Student Clubs, together with organizers of campus-wide events, to conduct Food Drives to supply the Food Pantry and raise awareness regarding food insecurity across campus;
- d. Promote partnerships with faculty and administration to explore service-learning and institutional advancement opportunities that support the Food Pantry as a means to contribute to the enhancement of student instruction, and address conditions of Food Insecurity within the Queensborough Community.

As the report below shall show, the Committee undertook a number of activities, at the Lucille A. Bova Food Pantry and campus-wide, to meet those charges. In keeping with the charges give to all committees of the Academic Senate by the 2017-2018 Steering Committee, we would also like to suggest that service-learning partnerships that allow students to learn about food safety by inspecting food products for expiration dates, and creating a popular “Pantry Cookbook” has contributed to the efforts of Queensborough’s faculty to realize Queensborough’s [Mission Statement](#) and Middle States Accreditation Standard 3: *an institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.* We also believe that operation of the food pantry, which served approximately 3-10 students per open hour, and, thus supported an

estimated maximum of 50 student visits weekly; 200 student visits, monthly; and 800 student visits each semester, may have contributed positively to student persistence and retention, and thus supported Queensborough's realization of Middle States Accreditation Standard 4

“across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.” While we have not, as of this writing, requested any formal data from students who visit the pantry, these numbers were utilized in an application prepared by the Office of Student Affairs for additional support by the Petrie Foundation—only one of the intra-institutional partnerships that endeavored to support the Lucille A. Bova Food Pantry and the Committee on Food Insecurity in its inceptive year.

II. Membership and Officers, Academic Year, 2017-2018

The Committee on Food Insecurity was established from the previously-established subcommittee on Food Insecurity of the Steering Committee of the Academic Senate in fall, 2017. Members of the Steering Committee worked closely with the Chair of the Committee on Committees, Dr. Helmut Loeffler, to constitute the committee with the following inceptive faculty membership:

Dr. Peter Bales (Social Sciences)

Professor Liz DiGiorgio (Art and Photography)

Dr. Sharon Ellerton (Biology)

Professor John Gilleaudeau (Social Sciences)

Dr. Chukwundi Ikwueze (Social Sciences)

Dr. Susan Jacobowitz (English)

Professor Sebastian Murolo (Business)

Dr. Emily S. Tai (History)

Dr. Lana Zinger (Health, Physical Education and Dance)

Administrative liaison: Vice-President Sherri Newcomb

During the fall semester, the Queensborough Student Association was represented by President Mabely Salvador and Mr. Michael Fischbach, also a member of the SGA Board.

At the end of the fall semester, Mr. Fischbach graduated, and was replaced by Ms. Sarah Aguirre, also on the SGA Board. Dr. Ellerton resigned, as she was going on fellowship leave for the calendar year 2018; and Dr. Gilleaudeau resigned. They were replaced by Committee on

Committee appointees Professors Ashlie Klepper (Speech and Theatre); Nataliya Khomyak (Mathematics and Computer Science).

During the 2017-2018 academic year, the committee elected Professor Emily S. Tai Chair, and Dr. Susan Jacobowitz Secretary.

III. Meetings and Transactions

The Committee met 6 times over the course of the fall and spring semester, 2017-2018

Friday, August 25, 2017

Wednesday, September 13, 2017

Wednesday, November 1, 2017

Wednesday, January 31, 2018

Wednesday, March 14, 2018

Wednesday, April 25, 2018

Wednesday, May 9, 2018

- **Pantry Hours:**

A key responsibility of the Committee was to set and maintain semester hours for the Lucille A. Bova Food Pantry. During the Fall, 2017 semester, the hours were as following:

Mondays, 5-6 P.M. (Professor Di Giorgio)

Tuesdays, 12.30-1.30 P.M. (Dr. Ellerton)

Wednesday, 5-6 P.M. (Professor Tai)

Thursday, 2-5 P.M. (Professor Gilleaudeau/Dr. Bales)

Friday, 1-2 P.M. (Dr. Ikwueze)

During the Spring, 2018, the hours for the Food Pantry were as follows:

Mondays, 11-Noon (Professor Klepper)

Mondays, 5-6 P.M. (Professor Di Giorgio)

Wednesdays, 3-4 P.M. (Dr. Ikwueze)

Wednesdays, 4-5 P.M. (Professor Khomyak)

Thursdays, 9-10 A.M. (Professor Tai)

Thursdays, 4-5 P.M. (Dr. Bales)

The pantry was also available at additional times, as well as during summer, 2017 and winter recess, 2018, by appointment by contacting the committee chair, whose email was posted on the door of the Lucille A. Bova Food Pantry.

- **Pantry Stocking:**

The Committee also collaborated with the following administrative offices/ campus organizations to promote the following events to help stock the food pantry:

- Autumn Harvest Food Drive (Lambda Sigma Chapter of Phi Theta Kappa and student organizations named below, September-November, 2017)
- Between September 28, 2017 and October 31, 2018, the ASAP Club has also launched a Food Drive to support the Lucille A. Bova Food Pantry as an October “Tackling Hunger Month” Event.
- Wednesday, October 25, 2017 was declared “Food Pantry Day” and coordinated a generous gift from FEC Chair Dr. Philip Pecorino and other members of the Queensborough Faculty, as an event associated with the Fall meeting of the Faculty sponsored by the FEC
- The coordination of a “Thanks for Giving” Food Drive to benefit the Lucille A. Bova Food Pantry with the Health-Related Sciences Academy; the STEM Academy; C-Step, and the Environmental Sustainability Club, and the Lambda Sigma Chapter of Phi Theta Kappa in November, 2017.
- A “Hunger Banquet”, coordinated by Queensborough’s NYPIRG Chapter, under the direction of Mr. Colin Hughes, collected *65* food items for the Food Pantry on November 22, 2017.
- The Queensborough Holiday Banquet, held on December 22, 2018, brought in approximately 50 bags of food for the Lucille A. Bova Food Pantry
- In February, 2018, the Committee, acting in concert with the Lambda Sigma Chapter of Phi Theta Kappa, and other student groups named below, launched a month-long *Share the Love* Food Drive
- Between March-May, 2018, the Committee, acting in concert with the Lambda Sigma Chapter of Phi Theta Kappa, and other student groups named below, launched a *Spring Ahead* Food Drive, which ended May 15, 2018.
- In March, 2018 (Women’s History Month) the Committee on Food Insecurity collaborated with Queensborough’s NYPIRG Chapter, which collected feminine hygiene products and products for infants (diapers, baby food, etc.) and donated them to the Lucille A. Bova Food Pantry.

- The Subcommittee on Food Insecurity participated in a fund-raising campaign for *Love Through Food*, an event sponsored with collaboration from Queensborough Alumnus Jonathan Chin, and ShareMeals at New York University in April, 2018. The campaign raised approximately \$452.00 from Queensborough Faculty, and resulted in the acquisition of *seven* boxes, containing 1500 servings of tomato/basil pasta which supplied the Lucille A. Bova Food Pantry this spring, 2018. The boxes of pasta were transported in April, 2018 by Dr. Bales.
- Wednesday, April 18, 2018 was declared “Food Pantry Day” and coordinated a generous gift from FEC Chair Dr. Philip Pecorino and other members of the Queensborough Faculty, as an event associated with the Spring meeting of the Faculty sponsored by the FEC
- Wednesday, April 18, 2018 also was the date of a well-attended “Fruit and Study” event at the Newman Center, under the direction of Father Edward Doran and Ms. Virginia Villadiego, Newman Club President, during which fresh fruit and dried fruits, donated by the Lambda Sigma Chapter of Phi Theta Kappa and the Chemistry Club were distributed to students at the Newman Center.

- **Service-Learning and Research Outcomes:**

We are delighted to report that involvement in the Lucille A. Bova Food Pantry has produced a concrete learning and employment outcomes for our students, as well as a research opportunity for faculty:

- First, students in Dr. Zinger’s Spring, 2018 Health of the Nation Class produced a 25-page cookbook for pantry users;
- Second, Ms. Shovaine Singh, Queensborough Community College graduate and Lambda Sigma Chapter member, is now a senior at Lehman College, and is responsible for administering Lehman College’s Food Pantry. Her work in this regard was celebrated in a [recent Fox News segment on college food insecurity and a television studio interview](#).
- An article on the Lucille A. Bova Food Pantry was featured in the April Queensborough *Communiqué*, based partially upon an interview with Dr. Jacobowitz; Professor Tai also spoke with a journalist student from Brooklyn College; and another from Nassau Community College. Professor Tai also authored a piece for the CUNY UFS Blog, [Are Your Students Hungry?](#)
- Finally, the Committee would like to congratulate Dr. Amy Traver (Sociology, Social Sciences) and Dr. Zivah Perel Katz (English), who delivered a keynote address, “(Re-)Considering Service-Learning as a Multi-faceted, Transformative Approach to Academic Learning for First- and Second-Year Students” at “Service-Learning Unbound:

On Campus and Beyond,” a conference at Onondaga Community College on Friday, May 4, 2018, where they discussed their work with service-learning projects related to the Lucille A. Bova Food Pantry.

- **Resolutions**

The following resolution was also passed:

August 25, 2017: Based upon the past year’s experience with Food Pantry use and restocking patterns, a motion was made, seconded, and unanimously approved voted to restrict Pantry visitors to 10 (ten) items per visit. Visits to the Pantry will not be restricted (in other words, students can return more than once a week); nor will there be any records kept of who accesses the pantry other than the record of numbers of students served.

- **Ongoing Project: Non-Profit Incorporation:**

In fall, 2017, the FEC created a “Faculty Association” bank account, wherein was held, among other funds, money from those faculty who preferred to donate by check to the Lucille A. Bova Food Pantry rather than furnishing in-kind donations. Monies received were used to reimburse Amazon/Cosco orders to the pantry, upon the presentation of receipts approved and recorded in meeting minutes by the Committee on Food Insecurity. During the academic year, 2017-2018, FEC Treasurer Margot Edlin both received checks from generous donors, and disbursed reimbursement funds to Dr. Susan Jacobowitz, and to herself, as the Food Pantry was stocked, in December and January, by two separate trips to Cosco.

By the close of the fall semester, FEC Chair Dr. Philip Pecorino nevertheless indicated that members of the FEC had concerns that FEC funds and members might be held liable for the operation of the Lucille A. Bova Food Pantry, and therefore preferred that the members of the Food Insecurity Committee could transition into a the establishment of the Lucille A. Bova Food Pantry as a separate, non-profit entity. Intention to enter into this course of action were endorsed by affirmative votes of the members of the Committee on Food Insecurity during meetings of March 14 and April 25, 2019.

As of this writing, bylaws have been drafted for the non-profit, which would be known as the Bayside Campus Hunger Alliance. Professors Tai, Rosen, and Murolo, together with outgoing SGA President Mabely Salvador, met with President Call and Vice-President Newcomb on Wednesday, April 11, 2018 to discuss the possibility of cooperation between the non-profit under development and Queensborough Community College. While a few queries about acceptable bylaws language have yet to be addressed by CUNY Central, the chair of the Committee has shared the currently-drafted bylaws (given below, in Appendix A) with an intern advisory group at the CUNY School of Law, which has assisted other CUNY faculty groups with non-profit incorporation in the past. Professor Tai has also been in contact with the Director of

the Nassau Community College Food Pantry, Dr. Sharon Masrour, to query recommendations for the best insurance company options.

Membership and Officers, 2018-2019

Dr. Peter Bales (Social Sciences)

Dr. Dorith Brodbar (Counseling)

Professor Liz DiGiorgio (Art and Photography)

Professor Nataliya Khomyak (Mathematics and Computer Science)

Dr. Chukwudi Ikwueze (Social Sciences)

Dr. Susan Jacobowitz (English)

Dr. Jun Shin (Chemistry)

Dr. Emily S. Tai (History)

Dr. Amy Traver (Social Sciences)

At the May 9, 2018 meeting, Dr. Peter Bales was elected chair of the Committee on Food Insecurity, and Professor Elizabeth Di Giorgio was elected secretary for the coming, 2018-2019 year. Professor Tai also indicated her intention to resign from the committee by the close of the 2018 annual leave period in order to accommodate a year of anticipated fellowship leave during the 2018-2019 academic year.

IV. Recommendations for the 2018-2019 Academic Year

- The outgoing chair has been advised by the incoming Student Governance Association Board that **Mr. Daniel Blount** will be the student representative to the Committee in 2018-2019. Mr. Blount's email is: danielblount8989@gmail.com
- A replacement for Professor Tai should be requested from the Committee on Committees.
- All unapproved minutes (for the meetings of March 14, April 25, and May 9), should be approved and posted. (Consultation with Mr. David Moretti for ADA compliance may be required; he can be reached at dmoretti@qcc.cuny.edu)

- One member of the Committee should be appointed a liaison to Student Clubs, as the co-sponsorship of student clubs is critical to the success of the campus-wide food drives named above.
- Members of the Committee should invite Father Edward Doran to a meeting to offer a presentation on possible collaboration between the Newman Center and the Roman Catholic Diocese of Brooklyn and Queens with the Committee on Food Insecurity and the prospective non-profit organization, the Bayside Hunger Alliance.
- Members of the Committee should work with the Student Association and the Lambda Sigma Chapter of Phi Theta Kappa to promote the following events:
 - Autumn Harvest Food Drive (September—November, 2019 and April 2020)
 - Food Pantry Day (with FEC Fall meeting)
 - A holiday drive (possibly in connection with the Holiday luncheon, should the new administration continue to promote this event)
 - Share the Love Food Drive (February, 2020)
 - Spring Ahead Food Drive (March-May, 2020)
- Members of the Committee, perhaps in concert with Professor Christine Mooney (or as a service-learning project?) should double-check the name “Bayside Campus Hunger Alliance” as a name for the faculty non-profit at: [Bayside Campus Hunger Alliance](https://www.dos.ny.gov/corps/nfpfaq.asp) <https://www.dos.ny.gov/corps/nfpfaq.asp>.
- Members of the Committee on Food Insecurity should promote partnership with faculty involved in working with the 2018-2019 Common Read text: Will Allen and Charles Wilson, *The Good Food Revolution: Growing Healthy Food, People and Communities* (New York, 2013). Such activities might include (but not be limited to), screening of the video that the college purchased in support of the Food Pantry and next year’s Common Read, entitled *Food Insecurity: Access and Address Need on Your Campus and Support Students so that they can Succeed & Persist* (June 12, 2017)
- Members of the Committee should, if at all possible, complete the non-profit incorporation process for the Bayside Campus Hunger Alliance, and explore possible grant opportunities, either independently, or in concert with the Queensborough grant office.

- **Appendix A: Drafted Bylaws of the Bayside Hunger Alliance**

Proposed Bylaws for Bayside Campus Hunger Alliance

Article I: Name

The name of this corporation shall be the Bayside Campus Hunger Alliance

Article II: Purpose

Section 1: Nonprofit Purpose

The purpose of the Bayside Campus Hunger Alliance will be to promote awareness of, and on-campus relief for food insecurity. The Bayside Campus Hunger Alliance may seek external funding to support these purposes, but, in such capacity, would be seeking funds as an organization exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. **Does there need to be anything in these bylaws about state law?**

Section 2:

The purpose of the Bayside Campus Hunger Alliance shall be to promote awareness of, and on-campus relief for, food insecurity. The activities of the Bayside Campus Hunger Alliance in this regard will include but not be limited to:

- a. the distribution of food donations to needy persons, especially enrolled college students;
- b. activities, such as the promotion of extracurricular activities raising awareness regarding food insecurity as an area of study and concern for specialists in various public policy, health, and academic fields;
- c. the promotion of faculty research in these fields (d) the promotion of student experiential learning in these fields including and not limited to: nutritional health; non-profit fundraising; public health and social science research.

Article III: Membership

The membership of the Bayside Campus Hunger Alliance shall be limited to its Board of Directors and its Advisory Council.

Section 1: Eligibility for Membership

Application for voting membership shall be open to all members of the Committee on Food Insecurity as constituted by the Academic Senate of Queensborough Community College. Upon petition, a member of faculty, staff, or administration who is not a member of the Committee

may also become a board member or a member of the Advisory Council. All memberships shall be granted upon a majority vote of the board.

Section 2: Annual Dues

There will be no assignment of annual dues for board membership; however, there will be an expectation that each board member will donate services, food, or financial support in an amount no less than \$100 annually.

Section 3: Rights of Members

Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

Section 4: Resignation and Termination

Any member may resign by filing a written resignation with the secretary of the board. A member can have their membership terminated by a majority vote of the membership.

Section 5: Non-voting membership

The board shall have the authority to establish and define non-voting categories of membership.

Article IV: Board of Directors

Section I: General Powers

The affairs of the Bayside Campus Hunger Alliance shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

Section 2: Number, Tenure, Requirements, and Qualifications

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than fifteen (15) including the following officers: The President; the Secretary, and the Treasurer.

The members of the Board of Directors, shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors, and Advisory Council must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors, or Advisory Council, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this article.

Each member of the Board of Directors shall be a member of the Bayside Campus Hunger Alliance, and may hold office for a minimum of one year, and a maximum of three years.

Section 3: Regular and Annual Meetings

An annual meeting of the Board of Directors shall be held at a time and day in the month of September of each calendar/academic year at a location designated by the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than (10) days, prior to the meeting date.

Section 4: Special Meetings

Special meetings of the Board of Directors

Special meetings of the Board of Directors may be called by, or at the request of, the President, or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 5: Notice:

Notice of any special meeting of the Board of Directors shall be given at least (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or in these by-laws.

Section 6: Quorum

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 7: Forfeiture

Any member of the Board of Directors who fails to fulfill any of their requirements as set forth in Section 2 of this Article by September 1 shall automatically forfeit their seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outline in Section 14 of this article by these by-laws.

Section 8: Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 9: Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10: Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting of a consent in writing, setting forth the action so taken, shall be signed by two-third (2/3) of all the Directors following notice of the intended action to all members of the Board of Directors.

Section 11: Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to, accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

Section 12: Advisory Council

An Advisory Council may be drawn from the members of the Committee on Food Insecurity of the Academic Senate Queensborough Community College. Members of this Advisory Council may be involved in activities related to the mission and purpose of the Bayside Campus Hunger Alliance, but shall have no voting privileges, nor be subject to any obligations for attendance at regular meetings of the Board. Advisory Council members may attend such meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Bayside Campus Hunger Alliance by providing expertise and professional knowledge. Members of the Advisory Board shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent herewith upon being voted onto and accepting an appointment to the Advisory Council.

Section 13: Parliamentary Procedure

Any questions concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

Section 14: Removal

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of two-thirds (2/3) of the members of the Board of Directors if in their judgment the best interest of the Bayside Campus Hunger Alliance would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

Article VI: Officers

The officers of this Board shall be the President, Secretary, and Treasurer. All officers must have the status of active members of the Board.

Section I: President

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. The President shall preside at all meetings of the Executive Committee
- b. The President shall have general and active management of the business of the Advisory Board.
- c. The President shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- d. The President shall have general superintendence and direction of all other officers of the corporation and see that their duties are properly performed.
- e. The President shall submit a report of the operations of the program for the fiscal year to the Advisory Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- f. The President shall be ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

Section 2: Secretary

The Secretary shall attend all meetings of the Advisory Board and of the Executive Committee, and all meetings of members, and, assisted, as needed, by a member of the Advisory Council drawn from the Committee on Food Insecurity, will act as a clerk thereof. The Secretary's duties shall consist of:

- a. The Secretary shall record all votes and minutes of all proceedings in a book or electronic record to be kept for that purpose. The Secretary, in concert with the President, shall make the arrangements for all meetings of the Advisory Board, including the annual meeting of the organization.
- b. Assisted, as needed, by a member of the Advisory Council drawn from the Committee on Food Insecurity, the Secretary shall send notices of all meetings to the members of the Advisory Board and shall take reservations for the meetings.
- c. The Secretary shall perform all official correspondence from the Advisory Board as may be prescribed by the Advisory Board or the President.

Section 3: Treasurer

The Treasurer's duties shall be:

- a. The Treasurer shall submit approval of all expenditures of funds raised by the members of the Board, as well as the Advisory Board, including proposed capital expenditures (equipment and furniture) by members of the Bayside Campus Hunger Alliance.
- b. The Treasurer shall present a complete and accurate report of the finances raised by the Advisory Board at each meeting of members, or at any other time upon request to the Board.
- c. The Treasurer shall have the right of inspection of the funds resting with the Bayside Campus Hunger Alliance including budgets and subsequent audit reports.
- d. It shall be the duty of the Treasurer to assist in any direct audits of the funds of the program according to funding source guidelines and generally accepted accounting practices.
- e. It shall be the duty of the Treasurer to file any necessary tax documents with municipal, state, and federal authorities as mandated by city, state, and federal tax codes and law.

Section 4: Election of Officers

The three members of the Board of the Bayside Campus Hunger Alliance will be nominated by members of the Advisory Council, drawn from members of the Committee on Food Insecurity of the Academic Senate. The names of nominated persons should be submitted to the current secretary of the Board ten (10) days prior to the annual meeting for inclusion on a prepared

ballot. Nominations may also be received from the floor prior to the conducted election at the Annual Meeting. The election will then be held at the annual meeting in September. Those officers elected shall serve a term of one (1) year, commencing at the conclusion of the annual meeting. Board officers shall be eligible to succeed themselves in their respective offices for two (2) terms only.

Section 5: Removal of Officer

The Advisory Board, with the concurrence of 2/3 of the members voting at the meeting may remove any officers of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

Section 6: Vacancies

The Advisory Board shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to the current secretary at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect to which such vacancy occurred.

Article VII: Committees

Section I: Committee Formation

The Board may create sub-committees from members of the Advisory Council as needed, such as, and not limited to: Fundraising; Data Collection; Health and Food Safety; Legal and Fiscal Affairs.

Section 2: Executive Committee

The three officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

Article VIII: Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the Conflict of Interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Advisory Council or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

a. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

1. An ownership or investment interest in any entity with which the Bayside Campus Hunger Alliance has a transaction or arrangement
2. A compensation arraignment with the Bayside Campus Hunger Alliance or with any entity or individual with which the Bayside Campus Hunger Alliance has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Bayside Campus Hunger Alliance is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a persona who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3:

- a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the Advisory Board of the Bayside Campus Hunger Alliance considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 3. After exercising due diligence, the governing board or committee shall determine whether the Bayside Campus Hunger Alliance can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Bayside Campus Hunger Alliance's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- b. Violations of the Conflicts of Interest Policy
1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

- a. The minutes of the governing board and all committees with board delegated powers shall contain: The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Bayside Campus Hunger Alliance for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bayside Campus Hunger Alliance for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bayside Campus Hunger Alliance, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Bayside Campus Hunger Alliance is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the Bayside Campus Hunger Alliance operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Bayside Campus Hunger Alliance's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

c. Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Bayside Campus Hunger Alliance may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

d. Article VIII: Indemnification

e. **Section 1. General**

To the full extent authorized under the laws of the State of New York, the Bayside Campus Hunger Alliance shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

f. **Section 2. Expenses**

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

g. **Section 3. Insurance**

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

h. Article IX: Books and Records

i. The Bayside Campus Hunger Alliance shall keep complete books and records of accounts and minutes of the proceedings of the Board of Directors.

j. Article X: Amendments

k. **Section 1. Articles of Incorporation**

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors of the Bayside Campus Hunger Alliance, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed

amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

1. **Section 2. Bylaws**

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

Appendix B: Links and Articles of Interest

[New Research at Houston Community College Addresses Student Hunger](#)

[Governor Cuomo’s mandate regarding Food Insecurity at CUNY and SUNY](#)

[Ending Food Insecurity at CUNY: What will it take?](#) Slide presentation by Nick Freudenberg, Distinguished Professor, CUNY School of Public Health

[Call for student testimonials on hunger and food insecurity.](#) Confidential testimonials help tell the story of hunger at CUNY and make the case for resources. Please share the announcement as you see fit.

[#GiveHealthy](#) Food Pantry Best practices and *tips for food drives and healthy donations.*

<http://www.feednyc.org/> Policy Committee on New York City Hunger Resources. Helpful food pantry management tools and other support.

[Feeding America](#) is a national resource for food banks and food pantries including a [mobile food pantry program](#).

The [College and University Food Bank Alliance](#) is dedicated to providing support, training and resources to campus-based food banks/pantries and other food insecurity initiatives that primarily serve students.

[It’s Hard to Study if You’re Hungry.](#) NYT Op Ed by Sara Goldrick-Rab

Appendix C: List of 2017-2018 Donors to the Lucille A. Bova Food Pantry:

The Chair of the Committee on Food Insecurity would like to extend special thanks to the faculty and student members of the Committee on Food Insecurity, as well as Drs Philip Pecorino, Ted Rosen, and Margot Edlin of the Faculty Executive Committee. The tireless commitment of every member of the Committee was measured in countless hours of staffing the pantry; soliciting donations; and working with the chair in various ways on the project to incorporate as a non-profit. However, I would like to close this report with a comprehensive list of the many individuals on campus who gave generously of their time and resources to help stock the Lucille A. Bova Food Pantry:

President Diane Call

Vice-President Stephen Di Dio

Vice-President Timothy Lynch

Vice-President Rosemary Zins

Vice-President Michel Hodge

Dean Sandra Palmer

Chair Joseph Culkin and the faculty of the Department of Social Sciences

Chair Nidhi Gadura and the faculty and staff of the Biology Club (Biology Department)

Chair Kathleen Villani, Professor Sebastian Murolo, Professor Ted Rosen, and the faculty and staff of the Business Department

Chair David Humphries, Dr. Susan Jacobowitz, Dr. Margot Edlin, and the faculty of the Department of English

Director Jeannie Galvin and the Faculty of Schmeller Library (Main Entrance of Schmeller Library)

Chair Mercedes Franco and the Department of Mathematics and Computer Science

The Faculty and Staff of the Department of Foreign Languages

Dr. Lorena Ellis

Professor Indra Avens

Faculty of the Department of Health, Physical Education, and Dance:

Dr. Lana Zinger

Dr. Alicia Sinclair

Dr. Rezan Akpinar

Dr. Antony Monohan

Professor Aviva Geismar

Dr. Wilma Fletcher-Anthony; Dr. Dorith Brodbar, and the Members of the Counseling Faculty.

President Mabely Salvador, Mr. Michael Fischbach, and the members of the Queensborough Student Association

Dr. Philip Pecorino and the members of the Faculty Executive Committee

Ms. Gail Patterson and the Faculty and Staff of the Health-Related Sciences Academy

The Faculty and Staff of the STEM Academy

Ms. **Lampeto** Efthymiou

Ms. Gisela Rivera

Mr. Raymond Volel

Ms. Cathy Brandt and the Staff of the Office of Financial Services

Ms. Karen O’Sullivan and Ms. Helene Dyzenhaus, and the staff of the Financial Aid Office

Ms. Lourdes December and the Staff of the Title IX Office

Dr. Mangala Tawde and the members of the Environmental Sustainability Club

Ms. Marie-Francesca Berrouet and members of the Haitian Club

The Single Stop Office:

Ms. Amawati P. Gonesh

Ms. Emily December

Ms. Michele McLoughlin

Mr. Carlos Herrera, Assistant Director, Services for Students with Disabilities

Members of the Services for Students with Disabilities Staff

Mrs. Sandra Williams Strauss, Career Advisement

Dr. Paris Svoronos and the members of the Lambda Sigma Chapter of Phi Theta Kappa

Dr. Jun Shin and the members of The Korean Student Association

Dr. Romel Robertson and the Members of the Psychology Club

Dr. Annisa Moody

Dr. Mark Van Ells

Dr. Maan Lin and students of the Asian Club, the ASAP Club, and the Liberal Arts Academy

Dr. Sebastian Murolo

The Ally LGBTQ club

Father Anthony Rosario; Father Edmund Doran and the members of the Newman Club

Ms. Isabel Huguet and the members of the Health Club

Chair Mercedes Franco, Dr. Monica Trujillo and the SACNAS QCC Chapter

Dr. Kimberly Riegel, Dr. Anuradha Srivastava, and Rezan Akpinar and the members of the Women in Science Club

Drs. Benjamin Miller, Jed Shahr, and the student members of the Creative Writing Club

Dr. Paris Svoronos and the students of the Chemistry Club

Dr. Patricia Schneider and the students of the Biology Club

The STEM Research Club

The Stock Market Club

Ms. Victoria O'Shea and the members of the ASAP Club

Ms. Isabel Huguet and the members of the Health Club

Dr. Trikartaningsih Byas and the members of the Muslim Student Association

Professor Susan Wengler, Schmeller Library

Ms. Arthurine DeSola, Ms. Cynthia Puca, and the members of the College Discovery Club

The Director and Staff of Single Stop

Dr. Dorith Brodbar

Dr. Edward J. Gottlieb and the staff of the Mid-Nassau Dental Group

Mr. Jonathan Chin, of *Love Through Food*

Ms. Shovaine Singh, Queensborough Community College graduate; Lehman College Food Pantry administrator

An anonymous Queensborough alumnus donor

..And our amazing student volunteers:

Ms. Latesha Dayes (President, Lambda Sigma Chapter, Fall, 2017)

Ms. Amanda Joy-Wright (President, Psychology Club)

Ms. Sylvia Perez (Foreign Language Club)

Mr. Colin Hughes, Director of NYPIRG, and the NYPIRG student volunteers:

Anthony Vancol

Katherine Palma

Anny Mariano

Steven Stern

Winita Peters

Edward Guevara

Mr. Daniel Blount

Ms. Amanda Reis

Ms. Amanda Singh

Ms. Maria Virginia Villadiego

Ms. Suilyee Aung

Ms. Adriana Garces

Ms. Xiaofang Yu

Ms. Abbey-Gayle Robinson

Mr. Rocio Barba

Mr. Daniel Gamarra-Munoz

Ms. Monique Fisher

Ms. Monique Ritchie

Ms. Precious Ighide

Ms. Winita Peters

Mr. Kevin Cao

As Chair of the Committee on Food Insecurity of the Academic Senate of Queensborough Community College, I would like to offer my deepest thanks to the members of the Committee, Administration, Faculty, Staff, and Students of Queensborough Community College for their

support of the Committee's inceptive year, and the second year of operation for the Lucille A. Bova Food Pantry.

Respectfully submitted,

Emily S. Tai

Associate Professor of History

Chair, Committee on Food Insecurity, 2017-2018

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

ACADEMIC SENATE

COMMITTEE ON THE LIBRARY

To: Drs. Peter Bates, Emily Tai, and Joel Kuszai, Steering Committee, Academic Senate

From: Dr. Joanne Chang, Chairperson

Date: September 2018

Subject: Library Committee Annual Report, Fall 2017-Spring 2018

Committee Members: Joanne Chang, Music (2018) Chairperson, Agnieszka Tuszynska, English (2019) Secretary, James Timbilla, Biological Sciences/Geology (2018), Larisa Honey, Social Science (2019), Biao Wang, Mathematics and Computer Science (2020), Danny Mangra, Engineering Technology (2020)

Liaisons: Jankowski, Jeffery, Social Sciences, COC Liaison, Sujun Wei, Chemistry, Steering Committee Designee, Jeanne Galvin, Library, President's Liaison

Dates Committee Met:

The Library Committee met four times in the course of the 2017-2018 academic year, at the following dates and times: October 18th at 12:30pm, November 22nd at 12:30pm, 2017, March 14th at 12:15pm, and May 9th at 1:15pm, 2018.

Narrative Summary of Committee Work:

In the course of the 2017/2018 academic year, the library committee reviewed its charges and focused its attention on several important matters.

Regarding the library restrooms for students with disabilities, previously, the committee was informed that the project to make restrooms for both genders on the 2nd and 3rd floors compliant with the requirements of the American Disabilities Act (ADA) would begin in the summer of 2016 by Building and Grounds. However, it was delayed and the project has not begun as the last committee meeting in May, 2018. During the year, the issue was forwarded and discussed in the Committee on Environment, Quality of Life, and Disability Issues and reported that there are no funds available at this time to address this issue. The basement bathroom is the

only accessible one, however, it is not compliant with ADA as there is no sink in the stall.

Regarding increasing the space for Library use, Room L-311 was created for a new computer classroom in Spring 2018. The new classroom solves the increased demand for scheduling library classes. The library is now able to offer more workshops for the library faculty and for faculty in general, such as workshops on predatory publishers and conferences.

Regarding the CUNY Five-Year Master Plan in the Technology area: emphasis is on virtualization as part of the five-year plan. “Travelling computer”—a new system which allows content to travel from one computer to any other computer around the campus. It is reported that English Department was the pilot department for this new development and now they are implementing it across the campus. As a CUNY-wide initiative, desktop content travelling with a particular user will help students who come to the library when laboratories are closed and need to use the software from other departments. Professors who have specific software on their office computers and who so far have not been able to teach with that software in their classrooms will benefit from this new tool.

During the year, the committee also discussed the use of the library’s 3rd floor. The points covered included the consumption of food and drinks in the library, the volume of conversations and nonacademic, recreational activities (such as card games), and the blockage of movement around the floor due to students lying and sitting on the floor. Apart from redirecting the food traffic, it may also redirect the students who desire space for recreational activities. The motion from committee was approved to ban 1) food, 2) noise/games, and 3) sleeping/lying on the floor.

The committee completed the project of “Fitness while Studying”. A brochure was designed, created, generated, discussed, revised, printed and distributed first time before the final exams of Spring 2018. Major interest was generated; therefore, over 1000 copies were requested for our new student orientation in early Fall 2018, 500 copies for Library student use, and another 600 copies for Music departmental students and Mindfulness club students (see attached brochure).

Discussions were extensive. The brochure/pamphlet includes Mindfulness techniques as well Yoga stretches that are applicable for limited space in the Library study area.

It is to report that from Fall 2016 to Spring 2017, total 12, 731 students utilized workshop services in the library. Some of these students participated in organized workshops and others were drop-in participants.

New Recommendations:

It is recommended that Library Committee members continue to work with Committee of Computer Resources for CUNY Five Year Master Plan for keeping technology part of Library updated.

It is recommended that the Library Committee follow up the disability bathroom conversion with B&G in Fall 2018 for basement, 2nd and 3rd floors, so there is access available on each floor (in compliance of ADA). In addition, the ramps for wheelchair access with proper angle between the Library building and the Administration building are needed. A request for ramps should be added in addition to the bathroom conversion request.

It is recommended that the Library Committee follow up the suggestion to move the coffee shop from the library building to the student union.

It is recommended that the Library Committee create a 2 to 4 paragraph narrative considering the way in which the Committee on the Library contributes to Queensborough's realization of the [Mission Statement](#) and Middle States Accreditation Standard of Excellence no. 6.

It is recommended that the Library Committee find out if extra funding may be possible to complete the last print framing for Library.

New Committee Members:

The 2017-2018 Library Committee welcomes our new members, Prof. Cheryl Tokke from Business Department and Prof. Hayes Mauro from Art and Design Department. We welcome Drs. Agnieszka Tuszynska and Larisa Honey who were unanimously elected as the Chair and Secretary, respectively, for the 2018-2019 academic year at the meeting on May 9, 2018.

Acknowledgements:

The Library Committee wishes to thank Library Director Jeanne Galvin for her invaluable expertise and advice, as well as her resourcefulness and dedication in responding to the needs of the students and faculty of Queensborough Community College, Dominic Hull Chair, from Committee on Environment, Quality of Life, and Disability Issues for his help on the disability bathroom issue, Darryl Williams, Chair of Computer Technology and eLearning Committee for update on the CUNY Five-Year Master plan, Enmanuel Mejia and Tony Gamino from Office of Marketing and Communication for designing, printing and completing the "Fitness while Studying" pamphlet and project as well as Dr. Lois Florman for advisement, student government representative Sarah Aguirre for her input, Carol Alleyne and Belodine Perry from Administration, Andrea Salis from Office of Academic Affairs and Director Francesca Berrouet from CSTEP program.

The Library Committee also wishes to thank everyone who has offered suggestions: Professors Emily Tai, Peter Bates, and Joel Kuszai, for their availability, support and guidance throughout the year. It was a privilege and pleasure to work with each and every member of the 2017-2018 Library Committee.

**QUEENSBOROUGH COMMUNITY COLLEGE THE
CITY UNIVERSITY OF NEW YORK ACADEMIC
SENATE
ACADEMIC SENATE COMMITTEE ON PRE-COLLEGE, CONTINUING
EDUCATION & WORKFORCE DEVELOPMENT**

TO: Secretary, Academic Senate Steering Committee
FROM: Committee on Pre- College, Continuing Education, &
Workforce Development, Rommel Robertson,
Chairperson
SUBJECT: Annual Report
DATE: May, 31 2018

Committee Members: Rommel Robertson (Chairperson), Carol Goldfond
(Secretary), Mike Metaxas, Mary Ann Rosa, Alice Doyle,
Weinjian Liu

President's Liaison: Denise Ward

COC Liaison: OPEN

Steering Comm. Designee: Gabriel Lataianu

Student Representative: OPEN

Dates Met: December 13, 2017; April 25, 2018;
May 16, 2018

- The committee met in the fall on December 13, 2017. Committee chair, Dr. Robertson thanked returning members for their continued service to the committee and welcomed Dr. Gabriel Lataianu, the Steering Committee Designee, to the committee. Election for committee Chair was held and Rommel Robertson was unanimously elected Chair (Votes: 5:0). The Committee Bylaws Charges were reviewed with committee members and the Chair reported on the new ADA compliance guidelines for all committee documents submitted for publication on the college website.
The Chair requested volunteers to assume additional specialized roles on the committee to allow for greater efficiency in functioning of the committee and encouraged members to also document their specific roles on the committee in their annual activity reports. Two committee

members volunteered to be liaisons as described below:

- Carol Goldfond - Liaison to Vice President Denise Ward, receiving current and up-to-date information regarding new offerings and confirming that related academic departments have been consulted for their input.
- Alice Doyle - Liaison to the school's Webmaster, David Moretti, to provide assistance in ensuring submitted committee documents (i.e. agendas, minutes, annual reports etc.) are ADA compliant for posting on the Committee's web page.
- The V.P. Denise Ward of the Office of Pre-College, Continuing Education, and Workforce Development [PC-EC-WD] reported to the committee. V.P. Ward briefed current and new committee members on function of [PC-EC-WD] department. An update on new grants Awarded for the spring 2018 semester was given.
 - The NYSED Liberty Partnership Grant was referenced, from which the department has consistently received 4-5 grants per year for the past 25 years.
 - In addition, the NYSED Perkins Grant has awarded \$970,000 that will be distributed among 65 different major efforts with various academic departments such as Nursing, Massage Therapy, Business Electrical Technology, Music, and Workforce Development's Career Direct program.
 - The PC-EC-WD signed a contract for a Certified Recovery Addiction Mentor Program with St. John's Episcopal Hospital in Far Rockaway funded by the 1199 SEIU Training Fund, which provides training and development to private hospitals.
 - As per the recommendation of the Committee, VP Ward included a list of faculty teaching in the Workforce Development or Pre-College Grant Programs for the spring 2018 semester.
- V.P. Ward also updated the committee on new and continuing Tuition-Based Programs offered by the QCC division of Pre-College, Continuing Education and Workforce Development [PC-EC-WD] for Spring 2018.
- Professional Development
 - New Spring 2018 programs:
 - Dignity for All Student Act (DASA): - 6 -hour certification class designed to fulfill the harassment, bullying, cyberbullying, and discrimination prevention and

- intervention training required for certification and licensure under DASA.
- Home Health Aide: certification program approved by NYS Dept. of Education
- Preparatory Skills
 - New Spring 2018 program:
 - ESL Healthcare Bridge Program: free workshops designed to advance non-native English-speaking students further and faster into Healthcare Training Programs.
- Personal Enrichment
 - Apple: Welcome to the MAC- program covers the basic skills needed to take advantage of the features the MAC has to offer.
 - MAC i-Demonstrations: Stream Music & Share Photos
 - Headshot Photography: program designed to teach learners how to take better photos.
 - Understanding Your Medicare Options: Program designed to help Medicare beneficiaries and their families understand how Medicare works.
- Kids and Teens College
 - New Spring 2018 programs:
 - String & Wind Ensemble: for student ages 9+
 - QPAC for Kids
- In the Spring the committee held its second meeting on April 25, 2018. Committee chair, Dr. Robertson reported on ADA compliance updates to Committee documents on the Committee Website. The Chair also notified the committee of voluntary decision to step down as Committee Chair at the end of Spring 2018 but will remain in service of the committee to assist the new chair with transitioning into the new role. Election scheduled for May 16th 2018. Committee Secretary –Carol Goldfond- also notified the committee of her decision to step down from the committee effective the end of the Spring 2018.
- The V.P. Denise Ward of the Office of Pre-College, Continuing Education, and Workforce Development reported to the committee.
- V.P. Ward reported to the committee on the ongoing assessment of professional programs by program specific external accreditation agencies.
- VP distributed a report outline and described the New Tuition-Based Programs and New Grants Awarded for Summer 2018.

- V.P. Ward provided updates on the following Tuition Based Programs:
 - **For Adults**
 - *Books & Brunch Summer Reading Discussion*- a discussion of the 3 works by Geraldine Brooks and consideration of their place in her life's work.
Each Session: Caleb's Crossing, People of the Book, and The Secret Chord.
 - *History Series Topic: 1949: A Year of Change For America & Asia*
 - *Art History Series: Norman Rockwell*- a look behind the scenes of many of his works to see how they were developed.
 - *Dance: Dance, Dance, Dance, and then Dance some more!*
Introductory course to learn a new dance every week: Salsa, Rumba, Fox Trot, Swing, Tango etc.
 - *Tap Dancing: Introduction with Susan Agin*
 - **For Youths**
 - *Teen Music Clinic: String & Wind Ensemble*- a fun and entertaining side of STEMNICITY that will bring students and their instruments together and rehearse, culminating with an informal, fun concert.
 - *Biodiversity: Learning how science, the environment, and art work together*
 - *Teens College Summer Academy (TSCA) Academic Intern: Intern provides assistance in and out of classroom by working closely with TCSA teacher and TSCA coordinator*
 - Updates on Con't Ed. & Workforce Development Programs
 - *Massage Therapy Licensing Exam Prep: State Board Review Course for those who graduated from their massage therapy program.*
 - Updates on New Grants
 - *New Certified Recovery Peer Advocate program is designed to train recovering addicts with experience in substance use recovery programs for careers helping others in recovery.*
- The final meeting of the academic year took place on May 16, 2018. The committee welcomed Philip Nelan and Alison Cimino as newly elected members. The committee Chair thanked the three outgoing members for their service and contributions to the committee: Carol Goldfond, Mike Metaxas and Mary Ann Rosa. Elections were held to elect a new

committee Chair and Secretary. Alice Doyle and Alison Cimino were nominated to serve as chair and secretary, respectively. Alice Doyle was elected the new committee chair (5-0). Alison Cimino was elected the new committee secretary (5-0). The outgoing chair of committee expressed heart felt gratitude and appreciation to all members of the committee.

I would like to thank all the members of the committee for their support, the outgoing secretary, Carol Goldfond for her valuable assistance during the academic year and especially, I would like to thank Vice president Denise Ward for her thorough reports on the many programs and initiatives she oversees as Vice President of the office of Precollege, Continuing Education & Workforce Development.

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
COMMITTEE ON STUDENT ACTIVITIES OF THE ACADEMIC SENATE**

ANNUAL REPORT FOR 2017-2018

**To: Dr. Joel Kuszai, Chair of the Academic Senate Steering Committee
Dr. Steven Dahlke, Vice Chair of the Academic Senate Steering Committee
Dr. Jannette A Urciuoli, Secretary of the Academic Senate Steering Committee**

From: Dr. Danny Sexton, Chairperson of the Committee on Student Activities
Date: June 22, 2018
Subject: Annual Report of the Committee on Student Activities for 2017-2018

COMMITTEE MEMBERS:

Dr. Danny Sexton (Chairperson), Dr. Kerri-Ann Smith (Secretary), Prof. Lawrence Bentley (Member), Mr. Stephen Atkins (Member), Dr. Kimberly Riegel (Member), Ms. Jennifer Klein (Member), Brian Kerr (President's Designee), Dr. Carolyn King (Steering Committee Designee), and Mr. Raymond Volel (Student Life Specialist).

Note on Membership for 2017/20189: Prof Lawrence Bentley was on travia leave during the spring 2018 semester.

DATES COMMITTEE MET:

The Committee on Student Activities met six times in the course of the academic year on the following dates and times: August 24th, 2017 at 2:00 p.m., October 24th, 2017 at 9:00 a.m., November 14th, 2017 at 9:00 a.m., February 20th, 2018 at 12:00 p.m., March 13th, 2018 at 12:00 p.m., and May 14th, 2018 at 12:00 p.m. All meetings were held in L-418.

SUMMARY OF THE WORK OF THE COMMITTEE ON STUDENT ACTIVITIES FOR THE YEAR 2017-2018

August 24th, 2017, L-418 (1st meeting)

Dr. Danny Sexton, Dr. Kerri-Ann Smith, Prof. Jim Bentley, Mr. Stephen Atkins, Ms. Jennifer Klein, Dr. Kimberly Riegel, Brian Kerr, and Ray Volel met from 2:15 p.m. to 4 p.m. The agenda for this meeting and the minutes of May 25th, 2017 were both approved by unanimous voice vote.

Volunteer Fair

- The Volunteer Fair is scheduled for October 4, 2017 during club hours. The Quad has been reserved, with the Atrium as a contingency location in case of rain.
- Committee members each received assignments for organizations that they need to invite to the fair.
- Dr. Sexton issued invitations and registration forms
- We discussed whether food would be provided and considered what to serve to students. Jim Bentley will look into pizza options.
- The committee will request funds from both the SGA and VP Hodge's office.
- Dr. Sexton will contact the marketing department to revise the flyer and to inquire about the use of the hashtag #QCCVolunteerFair on the flyers. The event should be publicized using flyers, which will be posted in designated areas on campus, and by way of QCC's social media and on CUNY's Monday Brief.
- Meetings following will focus on finalizing ideas for the Volunteer Fair.

Report of Student Activities:

- The Student Government team has been meeting all summer to plan activities for the school year.
- Activities of the first week of classes include:
 - BINGO for Books 8/28-8/29, 12-1pm and 5-6pm. Students will have a chance to play BINGO and receive gift cards to buy books.
 - Club Fair 8/30 12-2pm on the track. Rain date 9/6
 - Maui Wowi smoothies in the Humanities Quad on 8/28 from 1-4pm. Students can sign up for activities and meet student representatives at this event.
 - Outdoor Silent Movie Night in the Quad 8/31 from 7:30-10pm. There's a 125-person limit.
 - Constitution Day 9/19, led by Professor Ted Rosen.
- **Our next meeting was scheduled for October 24th 2017 at 9:00 a.m. in L-418**

October 24th, 2017, L-418 (2nd Meeting)

Dr. Danny Sexton, Mr. Stephen Atkins, Ms. Jennifer Klein, Dr. Kimberly Riegel, Brian Kerr, and Gisela Rivera (guest) met from 9:15 a.m. to 10:19 a.m. The agenda for this meeting and the minutes of the August 24th meeting were both approved by unanimous voice vote.

Old Business

- Report on Volunteer Fair Outcomes

New Business

- Discussion of Charges for the 2017-2018 academic year. Prioritizing what we hope to accomplish during the fall 2017 semester and what will work on during the spring 2018 one.
- Establishing a definitive meeting date and time (charge). We will consider this one during the spring 2018 semester.
- Working with other committees, departments, and student clubs (charge). Discuss challenges of advertising, particularly the use of social media (Facebook, Twitter, Instagram), digital signage

(electronic boards), and traditional bulletin boards. Suggestions included the following: (1) seeking use of department bulletin boards to advertise events related specifically to that discipline and (2) creating a DM (direct message) system for reaching students.

- Act upon on results of student survey (charge). The chair will check with Victor Fichera of Institutional Research and Assessment to attain the latest records of the survey. Suggestion was made to provide a link the survey on the website and/or the events of the week. Chair will consult with Fichera about this possibility.
- Briefly discuss three remaining charges: (1) creating a 2-4 page narrative of how the committee contributes to the realization of QCC's Mission statement and Middle States Accreditation Standard, (2) updating committee guide, and (3) coordinating with and partnering with other departments and learning academics.

Report of Student Activities (delivered by Gisela Rivera)

- Leadership Weekend was well attended with about 30 students. The focus was on diversity. Committees were formed to address issues related to the library, transportation, and technology.
- Student Government met with Public Safety to speak about concerns related to the library.
- Student Government has also begun to address issues with technology, particularly the QCC app and problems of platform functionality.
- Emerging Leaders Workshop addressed how to make creating clubs more efficient. This report led to a discussion of students completing Haven training in a timely manner.
- Upcoming Events: Multicultural Festival, Italian Festival, and Movie Night
- **Our next meeting was scheduled for November 14th 2017 at 9:00 a.m. in L-418.**

November 14th, 2017, L-418 (3rd Meeting)

Dr. Danny Sexton, Ms. Jennifer Klein, Dr. Kimberly Riegel, Brian Kerr, Gisela Rivera (guest), and Victor Fichera (guest) met from 9:05 a.m. until 9:55 a.m. The agenda for this meeting and the minutes of the October 24th meeting were both approved by unanimous voice vote with one correction for spelling in the minutes.

Old Business

- Report on Student Survey delivered by Victor Fichera. The survey was sent out in February 2016. As the date of the meeting, there has been 465 responses. A 700/800 responses would be ideal, and it was suggested to leave the survey up until just after the 2018 spring recess. We discussed some of the findings, focusing particularly on Q4 and Q6. Q4 asks, "In general, how did you find out about clubs or activities at QCC?" The top three responses were the following: (1) tigermail at 74.6%, (2) a friend at 39.89%, and (3) flyer at 35.39%. Q6 asks "If there are any activities or clubs that are not found at QCC and which you would be interested in." Most responses were along the lines of physical activities.
- We revisited the issue of advertising, focusing on flyers. One member asked if the 35.39% flyer response from the survey had to do with digital flyers rather than posted ones. We continue to discuss the lack of physical places to post flyers, noting that the FEC has a meeting on November 28 to address this issue. Gisela Rivera informed us that the SGA is also working on this issue, and we felt that a member of the SGA should also be present at the FEC meeting.
- We also revisited working with other committees and departments. It was suggested that we need effective ways to communicate with one another on the various activities that committees and departments do. This awareness will enable faculty and staff to better serve our students. An excellent suggestion was to partner with already defined communities, such as ASAP or Nursing to advertise events and activities through their lists.

New Business

- We discuss ways to assist students in achieving academic success. It was observed that the Nursing department does a good job of creating community among its students with events such as opening and closing ceremonies. It was suggested that other departments might follow a similar practice. We also discuss SAMS, an intervention program to aid students in reaching their stated goals by working with them where they are and getting them to reach those goals in a timely manner.

Report of Student Activities (delivered by Gisela Rivera)

- Heritage Event is scheduled for Wednesday, November 15 and a Multicultural Festival is scheduled for Wednesday, November 22.
- The Emerging Leaders had their third meeting on Saturday, November 11.
- The Student Election Committee is meeting for spring elections because a few officers will need to be replaced.
- Planning for the Emerging Leaders Workshop for the Spring has begun. It will be five weeks.
- The SGA has also taken up the issue of revising the student planner. Most likely, the new student planner will be available on the website and not as a printed copy.
- **Our next meeting was scheduled for February 20th, 2018 at 12 p.m. in L-418.**

February 20th, 2018, L-418 (4th Meeting)

Dr. Danny Sexton, Mr. Stephen Atkins, Dr. Kimberly Riegel, Ms. Jennifer Klein, Brian Kerr, Dr. Carolyn King, and Ray Volel met from 12:08 p.m. until 1:11 p.m. The agenda for this meeting and the minutes of the November 14th, 2017 meeting were approved by unanimous voice vote.

Chair Danny Sexton called the meeting to order at 12:08pm.

New Business

- Discussion of the charge of creating a 2-4-page narrative outlining how our committee contributes to the realization of QCC Mission Statement's Standard 3 and Standard 4. The committee concluded we needed more information on the specifics before we proceed. Chair Danny Sexton will contact Kathleen Landy and Andrea Salis (Leaders of Working Group for Standard 3) and Gina Capozzoli and Bonnie Cook (Leaders of Working Group for Standard 4) for specifics
- Discussion of the charge of updating the committee guide for the Student Activities Committee. The committee concluded we needed further information as to what is expected and what our perimeters are in updating the guide. Chair Danny Sexton will contact Emily Tai for specifics.
- Discussion of the charge for setting a permanent date and time for future meetings. Due to the unpredictability of committee members' schedules from one academic year to the next, the committee decided that it will set meeting times at the beginning of each semester and/or academic year if feasible.
- Committee members expressed the need for more hands on and grassroots activities by the committee to raise awareness of the various activities on campus.
- The committee decided that it would be a good practice for committee members to attend SGA meetings to make our present known.

Old Business

- Revisited the issue of communicating activities and events to the college community. It was pointed out that most faculty are unaware of the various clubs on campus, and that there is a need for a strong communication bridge between faculty and students.
- We discussed the ways in which events are submitted to online platforms and how some information, even though submitted, doesn't appear. It was suggested that we invite Stephen Di Dio to a future meeting to discuss these procedures in more detail.
- Raised the need for more electronic boards on campus.
- Discussed ways to better inform students of clubs, events, and activities. One suggestion was the use of text messages. It was also pointed out that we must utilize multiple methods across various platforms to reach students.

Report of Student Activities (delivered by Ray Volel)

- SGA Elections are approaching. The deadline for students to pick up packets is March 9. At the time of the Feb 20 meeting, nearly 70 students have picked up packets. Elections will be held between April 18 – April 24.
- Gisela Rivera and the SGA are working on an Expressive Policy, a protocol for students who wish to organize events that call attention to social issues.
- Student Government is working with student clubs to make certain that Haven paperwork is completed and submitted according to guidelines.
- **Our next meeting was scheduled for March 13th 2018 at 12 p.m. in L-418.**

March 13th, 2018, L-418 (5th Meeting)

Dr. Danny Sexton, Dr. Kerri-Ann Smith, Dr. Kimberly Riegel, Ms. Jennifer Klein, Brian Kerr, Ray Volel, and Dean Kathleen Landy(guest) met from 12:06 p.m. until 1:15 p.m. The agenda for this meeting and the minutes of the February 20th meeting were approved by unanimous voice vote.

Old Business

- Kathleen Landy spoke about Standard 3 of the 2-4 paragraph narrative for Middle States. She explained the criteria in Standard III of the QCC Mission Statement and helped us to consider our primary purpose and function as they relate to Standard III. We are more aligned with criterion 4. Themes for Middle States Study: Queensborough Academies, and Faculty and Staff Development. Standard III.4 here's a paragraph about how our committee supports learning opportunities via our routine involvement in the oversight and evaluation of the Volunteer Fair.
- For the Committee Guide, we need to put in writing the desires and goals that we want for the committee going forward. Suggestions: QCC academies—if we want to add that to our goals and “obligations” then we should put it in the guide. We need to create a blueprint for what we want the committee to be. We should go through the guide and make it shorter.
- A request was made for committee members to consider attending SGA meetings occasionally on M 4-6pm. Dr. Kerr suggested that we have a meeting with SGA to get an idea of what their goals for the year would be and to see how our committee can support them. The committee agrees that we need to align our work with their goals and one way to do so is to perhaps meet once per semester in the beginning of the semester. The goal is to promote faculty involvement/collaboration with SGA.

Report of Student Activities

- March 21 ping pong tournament 4-6, March 26 pool tournament 12-2, NYPIRG HerStory open mic, March 26, 6-10pm Student Union upper level. 84 packets distributed for student government elections.

- **Our next meeting was scheduled for May 14th 2018 at 12 p.m. in L-418.
May 14th 2018, L-418 (6th Meeting)**

Dr. Danny Sexton, Mr. Stephen Atkins, Ms. Jennifer Klein, Dr. Kimberly Riegel, Prof. Randelle Sasa, Dr. Celia Sporer, Brian Kerr, Ray Volel, and Zahid Rahimi (SGA representative) met from 12:05 p.m. until 1:00 p.m. The agenda for this meeting and the minutes of the March 13th 2018 were both approved by unanimous voice vote.

- We welcomed the new members and SGA representative: Prof. Randelle Sasa (Nursing), Dr. Celia Sporer (Social Sciences) and Zahid Rahimi (SGA representative). We gave a brief orientation to our new members and updated them on what we have accomplished this past academic year.
- We thanked Dr. Danny Sexton and Prof. Lawrence Bently (whose terms ended this academic year) for their contributions and service to the committee.
- Dr. Kimberly Riegel was elected as the new Chair and Ms. Jennifer Klein was elected as Secretary.
- We set tentative dates for the Fall 2018 Volunteer Fair. Depending upon space availability, the dates will either be Wednesday, September 26 or Wednesday, October 3, both during club hours.
- Discussed the 2-4 paragraph for Middle States Standard IV. (Attached)
- Every year we have to submit an Annual Report, before annual leave. Dr. Sexton will prepare the 2017-2018 report.
- The next meeting will be scheduled sometime in mid to late August 2018 to begin setting up for the VF. This meeting time will also be decided upon via e-mail later in the summer.

The Committee's Recommendations for the 2018-2019 Committee on Student Activities

The Committee recommends the following for the 2018-2019 academic year:

- 1.) Act on the results of the student survey.
- 2.) Update the committee guide which is dated 2006-2007.
- 3.) Work more closely with the Student Government Association.
- 4.) Work on improving communication among students, faculty, and staff concerning the various activities on campus.

Acknowledgements

The Committee on Student Activities would like to give a special thanks to Brian Kerr for his assistance, guidance, and the use of his office as a permanent meeting location this academic year as the President's Designee and to Dr. Carolyn King, who served as the Steering Committee Designee. We also like to thank Mr. Raymond Volel and Ms. Gisella Riveria for attending our meetings and keeping us updated on all of the incredible events designed by the various clubs and by student government. We would like to thank Dr. Victor Fichera and Dean Kathleen Landy for assisting us so thoroughly on various charges we undertook this academic year. Finally, as always, we would like to thank Emily Tai for taking time out of her busy schedule to answer questions and guide our committee for success.

Respectfully submitted,

Dr. Danny Sexton, Chair

Student Activities Committee's Contribution to Standard IV

The Student Activities Committee functions as an advisory group to assist students, faculty, and staff in the creation and promotion of activities that supports Queensborough Community College's mission statement in its dedication to the holistic development of today's students, particularly in the areas of global awareness, civic responsibility, and cultural and artistic appreciation.

Of the Middle States Accreditation Standards of Excellence, the work of the committee is most in line with Standard IV, Support of Student Experience:

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of learning environment, contributes to the educational experience, and fosters student success.

The committee provides support to other administrative departments as evident in its participation with New Student Orientation; and Club and Career Fairs. It works closely with Student Affairs and Student Activities with both departments having member present at its monthly meetings.

Two initiatives that the committee has developed are a student survey and the volunteer fair. The student survey designed to gauge students' awareness of the various clubs and activities available and to elicit ideas for clubs and activities students would like to have was distributed in the fall of 2016. The committee continues to work on the results of this survey. Beginning in the fall of 2015, the Student Activities Committee hosted a Volunteer Fair on campus. The fair has two main goals: (1) raise student awareness of various organizations (e.g., art, culture, medical) in the community, and (2) provide students with an opportunity to volunteer with these organizations. Both these initiatives relate directly to the goals of Standard IV in that they assist in student retention, completion, and success. Students are more inclined to continue their

education if the institution provides extra curriculum activities outside the classroom that compliment and further develop those lessons learned in the classroom. One example is how those medical organizations that participate in the Volunteer Fair continue to have long lines and many students who express interests in volunteering.

The Student Activities Committee continues to work closely with students, faculty, and staff to support the mission of Queensborough Community College and support student experiences. It has hosted the Volunteer Fair each fall since 2015. Other goals are to continue to act on the student survey, to raise further awareness for both students and faculty about the various activities and clubs available, and increase the number of activities that allow all members of the QCC community to interact in that enhances development and growth.

Committee on Vendor Services

Annual Report Academic Year Fall 2017 – Spring 2018.

To: Emily Tai, Chairperson, Academic Senate Steering Committee

Committee Members: Cheryl Tokke, Chairperson; Melissa Dennihy, Secretary; Janet Franzese, Miguel Quiroz, Li Xu Li, David Wasserman. New members: Lucy Shi, Steven Cheung.

Date: May 22, 2018

In the academic year Fall -2017 to Spring 2018, the Vendor Services Committee met three times.

- Cheryl Tokke served as duly elected Chairperson.
- Melissa Dennihy served as duly elected Secretary for, Spring 2018, Fall 2018- Spring 2019
- Janet Franzese, was elected to serve was the Chairperson in the upcoming Fall 2018 – Spring 2019 Academic Year.

Key Activities

Resolutions

1. Purpose Statement Narrative

The Steering Committee charged our committee to create a 2-4 page narrative considering how the committee contributes to the realization of Queensborough's Mission Statement and Middle States Accreditation Standards 2 and 6. The committee reviewed the mission statement and accreditation standards and the committee collaborated to create the following purpose statement.

In keeping with Queensborough Community College's mission to provide an affordable, high-quality education for its students, the Vendor Services Committee focuses on reviewing the affordability and quality of food, beverages, and products available for purchase from campus vendors.

In addition, and in keeping with the College's mission to provide a nurturing environment for its students, the Vendor Services Committee evaluates the availability of and demand for healthy food and beverage options provided by campus vendors. The committee seeks feedback from students about such matters as where they purchase healthy food options; which healthy food options they would be most likely to purchase; and how well vendors' products meet their nutritional needs.

The Vendor Services Committee continuously assesses and seeks to improve vendor services through such efforts as conducting student focus groups and evaluating feedback; producing usage reports on sales and products; periodically reviewing vendor products; and considering competition from off-campus vendors. The committee considers and evaluates suggestions and complaints from students regarding prices, product availability, and the convenience of vending services. We focus, in particular, on finding a balance between nutrition, affordability, and diversity of options to meet students' needs and preferences. We also consider issues of convenience such as the payment method options students can choose from and the accessibility of campus vendors such as Starbucks, cafeterias, and the Bookstore.

Vending Machine Research Project

A major initiative of the Vendor Services Committee in partnership with the Business Department was undertaken to investigate the usage and preferences of the vending machines by students.

In 2017 focus groups were formed in Dr. Tokke's Marketing Classes to research food options on campus. 47 students were divided into groups of four or five students, designated a certain vending machine area on campus, and were tasked with observing how and what students purchased at the vending machines. Further, they received feedback from students about food preferences in the vending machines. Collaborative evaluation was completed and each group developed finding and results. These findings and results were blended into the overall assessment that is included in this report.

Methodology:

Six research questions were presented to the focus groups. The students went onto campus to observe their assigned vending machines; students who were using the machines and what were contained in the vending machine. They took a picture of the vending machine (camera notes), and came back to class with their data. 46 of the 47 students personally used the machines at least once.

The following were significant findings that resulted from the project.

- “Significant competition exists for the vending machines... includ[ing] food carts on the perimeter of campus and local delis”
 - “5 of the 7 groups concluded that the prices of the vending machine were a ‘rip off,’” but students also note “the high cost from the food trucks... vending machines give a middle option.”
 - “Some students don’t trust the credit card options.... [or] the mechanical elements of the machine, having lost money... several students remarked about safety of using their electronic options”
 - “Overall, students were pleased with the new machines”
2. Healthy snack options
- The work done by last year’s committee reveals that, with the exception of bottled water, students are not purchasing healthy snack options nearly as much as they purchase “junk food” (e.g. Skittles, M&Ms and Snickers). The vending machine research supports this finding. The option of the food trucks off the premises but adjacent to campus does provide competition and several students use this option for purchase of food.

Student Representation

The committee discussed and acknowledged the need for input from student representatives. The student representatives listed as committee members do not continue attending. The new committee will need to investigate if it is plausible and possible to have student representatives participate on the committee, and if so nominate them and find some means to ensuring their continued participation and attendance in meetings and activities.

Respectfully submitted,

Cheryl Tokke, Ph.D.
Vendor Committee Chairperson,
Business Department

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
ACADEMIC SENATE

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

Telephone: 718 631 5267
Email: cjimenez@qcc.cuny.edu

TO: Academic Senate Steering Committee
FROM: Professor C. Julian Jiménez, Chairperson for Committee on WID/WAC
SUBJECT: **Annual Report for Committee on WID/WAC for 2017/2018**
DATE: **June 1, 2018**

Membership

Officers:

Prof. C. Julian Jiménez, Speech and Theatre, Chairperson (2018)
Dr. Areti Tsimounis, Biological Sciences and Geology, Secretary (2019)

Members:

Elizabeth DiGiorgio, Art & Design (2020)
Daniel Garbin, Mathematics & Computer Science (2019)
Shenaz Georgilis, Nursing (2018)
John Talbird, English (2020)
Raymond Lam, Engineering Technology (2020)
Scott Litroff, Music (2019)
Lakersha Smith, Social Sciences (2018)

Liaisons/Designees:

Elise Denbo (Coordinator of the WID/WAC Program)
Wentrack, Kathleen, Art and Design, (COC Liaison)
Sandra Palmer, Academic Affairs (President's Liaison)
Monica Soto (Student Representative)

Committee Meetings

The WID/WAC Committee met two times during the 2017-2018 academic year. The meetings were held on the following dates: October 18th and May 16th. The minutes for each of the meetings will be available for review on the website for the QCC Academic Senate (the minutes for the May 16th meeting will be available upon approval by the committee at its next meeting in the fall of 2018). The Committee acknowledges the service of the secretary, Dr. Areti Tsimounis, in preparing the minutes. In addition, four waiver requests were coordinated during the academic year finalized during the spring meeting and

another waiver request after the final meeting finalized via an email vote. All requests were submitted to the Committee by Sandra Palmer of Academic Affairs or directly to C. Julian Jiménez, Chair of the WID/WAC Committee.

Narrative Summary of the Committee Work

Bylaw Charges and the Committee Actions:

- a. Oversee and make recommendations to the Academic Senate related to the WID/WAC Program;

The WI program seems to be a successful one on campus given that WI is the only required High Impact Practice (HIP) and that there has been an increase in the number of WI courses. The program can be further enhanced by reinforcing the application of WI within other “HIPs.

Jeff Jankowski (WI Coordinator 2016/2017) reported that the departmental Chairpersons have been responsive to the Committee’s input in regards to radically decreasing the number of WI courses taught by Non-WI certified instructors. 2016/2017 was the first year that 100% of the adjunct faculty members teaching WI courses have been officially trained or in the process of training. This percentage has continued during the current academic year (2017/2018). There have only been four requests for new WI approvals or waivers, yet these requests were due to transfer classes from other institutions and/or clerical errors – NOT DUE TO NON-TRAINED FACULTY MEMBER TEACHING WI COURSES. This indicates that the program is working well.

The committee looks forward to continuing working with WI faculty within the departments and the WID/WAC program via the directors as the college continues to implement the WID/WAC requirement as a high impact practice.

- b. Review and make recommendations to the WID/WAC Director(s) concerning the WID/WAC Professional Development Program

The committee discussed that fact that after completion of training that there is no significant follow up for the WI certified faculty. The ongoing volunteer sampling of WI faculty assignments and syllabi by the committee can serve as an initial, though admittedly partial, glimpse at how WI classes evolve post-WI training and further recommendations can be discussed after the collection of the sampled artifacts (No sample syllabi have been volunteered thus far).

During the 2016-17 academic year it was discovered that there is no easy way of contacting all faculty currently teaching WI classes. This was still the case in the 2017-2018 academic year. This hampers communication between the Committee and WI faculty and limits the Committee’s ability to effectively oversee the WID/WAC program.

A more complete e-mail list of faculty members teaching a WI class may be compiled through Kathleen Landy, given that CETL oversees all HIPs, or by requesting Writing Fellows to add the faculty member(s) that they are advising. The Committee had most success in securing these lists from Departmental Chairs, all of which have been quite cooperative this academic year. E-mail

messages were sent to Department Chairpersons to identify and possibly recruit WI-trained faculty members to serve on the WID/WAC Committee. The committee uses these email lists to send notifications to WI faculty regarding WI standards, possible follow up training opportunities, or any other relevant information pertaining to WI classes.

- c. Consult with the Committee on Course and Standing on waiver requests from students on any writing intensive (WI) degree requirements that the Committee on Course and Standing may be called upon to decide;

There were three petitions from students. Of the three petitions, two were granted (details listed below).

1. The committee received a Petition for a Waiver of WI Requirement (2/6/18) looking to have a course taught at Hofstra substitute for a WI class. Upon looking at the materials provide (the course outline to the class) there was no clear indication as to the course satisfying the requirements of a WI class. The petition waiver was denied for the following reasons:

- WI courses have very specific tasks. The course offered at Hofstra University as a substitution does not comply with these tasks.
- The syllabus mentions explicitly that there will be no writing assignments outside of exams. This disagrees with one of the main objectives of WI, to provide scaffolding opportunities for developing better writing skills and/or reflecting upon course material through various writing assignments. Many courses have writing components. WI components necessary for the requirement are intricate and do not apply to any class involving writing.
- There was no outlining of a revision process or low stakes assignments in order to prepare for the assignment, which is the backbone of the WI course.

2. The committee received a Petition for a Waiver of WI Requirement (3/28/18) looking to have a course taught at CityTech substitute for a WI class. The petition waiver was granted for the following reasons:

- The committee found the materials provided of the class at CityTech indicate that the student engaged in activities that can be considered scaffolded and reflective on course topics through writing in the way that the WID/WAC curriculum was designed.

3. The committee received a Petition for a Waiver of WI Requirement (5/2/18) looking to have a course taught at CityTech substitute for a WI class. The petition waiver was granted for the following reasons:

- The course taken at CityTech had a writing intensive designation. QCC made an error when transferring information. The WI designation from CityTech should have carried over and it did not.

- d. Make the final decision on the designation and recertification of any course or section as WI;

The committee received a Petition for a Waiver from the Dance program to convert a DAN 111 Introduction to the Art of Dance course switched to a WI designation. The course DAN 111 section D2 in Spring of 2018 was supposed to be designated as WI but due to a clerical error, the designation did not go through. The professor teaching DAN 111 has been teaching the course as writing intensive for years, according to the petition. The petition went on to explain that the students in the class have done the same work as in the DAN 111 Writing Intensive sections. The professor also took a vote from the students before submitting the petition to ask if they wanted the designation. The vote was not unanimous. The petition waiver was denied for the following reasons:

- The clerical error is unclear.
- The clerical error wasn't caught until the end of the semester, not giving students agency over the type of class they have registered to take. Transparency to the students at the beginning of the semester is vital.
- The course outline makes no mention that DAN 111-D2 being taught as a WI course. It is a requirement for all WI classes that the course outline makes the WI designation clear with language such as "This is a Writing Intensive course. "In WI classes, students will be expected to complete a series of short papers as part of the course requirements. Students will be encouraged to submit drafts of their writing and will receive feedback in order to make revisions. The writing component of the course will be evaluated as a significant portion of the overall grade."
- The vote of students was not unanimous (We also ask that students not be brought into this decision via a vote. The committee should be notified first as to what steps should be taken. The students are not a part of this decision making process).

Given that the Committee receives the list of posted WI courses after the beginning of the semester, the approval of the list has become a formality. Copies of the current list of WI-approved classes were available for our fall meeting well after the beginning of the semester. Ways to more accurately state the true role of the Committee in this process were discussed. It was noted that changing the Bylaws is a complicated process, but might need to be addressed in the coming years.

A list of WI certified classes for the 2017-18 academic year was presented to the Committee, discussed and approved. However, the committee is limited in this charge by the following fact: The list represents classes that the Chairs have sanctioned as meeting WI requirements. It is likely that the Chairs will always have more direct knowledge about the nature of these classes and the qualifications of the faculty who teach them than the committee. However, the list provided to the committee prior to the beginning of the semester often unavoidably and quickly changes in the days prior to the start of the semester. This has resulted in the list being approved retroactively after the classes have already begun running, but this is not ideal.

Changes can occur as a result of class cancelations or sudden additions to meet student demand complicated by issues of available faculty. This sometimes creates instances of WI classes being taught by those currently in training or by those who may not yet have had the training or other

'unforeseen circumstances'. This concern has been addressed head on and seems to be working as stated in the 2nd paragraph of (a).

Another idea proposed was to have two votes, one 'preliminary' and the other as a final vote after the semester. Though this doesn't solve the problem, it does give the committee a potential chance to voice concerns prior to the start of the semester (see **New Recommendations**).

- e. Coordinate with the Curriculum Committee on issues concerning curriculum.

The committee will continue to observe how the above may impact issues concerning curriculum.

New Recommendations

1. Develop improved procedures for certifying the list of approved WI classes. This could include:
 - Having a preliminary vote prior to the start of the semester and a post semester final vote
 - Continued monitoring of non-certified faculty teaching WI classes
2. Develop an email list that reaches all faculty who are teaching a WI class to better facilitate communication generated by Departmental Chairs
3. Eliminate retroactive WI designation requests by developing a system with instructors/department chairs/registrar to catch clerical errors earlier in the semester.
4. Continue transparency to students by imploring WI faculty to make WI course status clear to students at the beginning of the semester.

Recommendations from the Academic Senate

The Committee addressed the 4 recommendations from the Academic Senate as follows:

1. Create a 2-4 page narrative, considering how this Committee contributes to the realization of Queensborough's Mission Statement and Middle States Accreditation Standard 3:
 - *an institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.*As well as revised Middle States Accreditation Standard 5:
 - *Assessment of student learning and achievement demonstrates that the institution's students have accomplished educational goals consistent with their program of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education.*

This recommendation is still in process. The committee is happy to contribute comment with our perspective, but the committee would find it helpful for direction in terms of scope and timing of such comments upon the completion of CETL's initial evaluation of the WID/WAC program.

2. Evaluate impact of integration of WID/WAC into the High Impact Activities across campus; consider the possibility of modifying the purview of the WID/WAC committee to incorporate all High Impact Activities;

The committee discussed the unique role of WI within the High Impact Practices. It is the only one that is required, and thus there is a need for the committee to resolve issues regarding student fulfillment of that requirement. Complicating the WI as a High Impact Practice is that several entities take part including the committee, the program itself with its coordinators, the faculty trained to teach WI and the Chairs who initially approve of the classes being offered as WI.

The committee believes the first issue to resolve is the previously mentioned improvement in communication between the committee and the WI faculty. Once that can be settled, the committee's involvement in other High Impact Practices can be examined.

3. Evaluate impact of WID/WAC certification for upper-level English courses, and consider the possibility of certifying upper level electives in other subjects, if they meet various writing intensive criteria.

The committee is happy to consider all upper level classes in any subject.

4. Report on any procedural changes in the approval of WID/WAC courses or certification of WID/WAC faculty as a result of new CETL leadership

There are no new problems, but please reference the issue covered under Charged in the narrative section of the report.

5. Explore possibility of creating a voluntary "brush up" course for faculty in regards to changes in the WID/WAC curriculum, which has been modified over the years since its inception.

A concern surfaced as the committee discussed whether post-certification WI practices are actually being taught and/or updated.

6. Work with the Committee on Committees to identify WI trained faculty in each department who can serve on the WID/WAC committee

The committee had nine full members representing a broad range of departments during the 2017-18 academic year after adding two additional qualifying members to replace faculty members whom have since left QCC. The committee thanks Dr. Christine Mooney, Chair of the Committee on Committees for her work on replacing two of our members.

7. Respond to questions related to the need for working during annual leave period

We have not received any waivers during the annual leave period, but if one occurs, the committee will review and vote via email.

8. Revise committee guide, as needed

The committee will continue to monitor the committee guide and revise as needed

Matters of Interest

- As of 2017-18 the WID/WAC program had co-directors: Dr. Jeffrey Jankowski, Dr. Elise Denbo, and Robert Donley
- Dr. John Talbird was unanimously elected as Committee Chair for the 2018/2019 academic year, replacing C. Julian Jiménez whose committee tenure ended this year.
- Dr. Raymond Lam was unanimously elected as Committee Secretary for the 2018/2019 academic year.
- Dr. Jeff Hall, Dr. Chris Mooney, and Dr. Ian Schanning were inducted to the WID/WAC program to replace C. Julian Jiménez, Dr. Lakersha Smith, and Dr. Shenaz Georgilis.
- Dr. Daniel Garbin was instrumental in researching and gathering details from registrar in order to make petition waiver decisions accurate and timely.
- The committee acknowledges the tremendous effort Dave Moretti has made to get our minutes and annual reports updated on our website.
- The committee would like to acknowledge the exceptional work Dr. Areti Tsimounis has prepared as secretary for the past two academic years.
- The committee acknowledges the hard work Dr. Lakersha Smith, Dr. Shenaz Georgilis, and C. Julian Jiménez have done during their time serving the QCC community on the WID/WAC Committee.
- The Committee acknowledges the time spent by Dr. Sandra Palmer in preparing the cases for the committee's consideration.
- The Chairperson would like to thank all members who served on the Committee throughout the academic year.

Respectfully submitted,

Prof. C. Julian Jiménez
Chair, 2017-2018

MONTHLY REPORT: May 2018 - COMMITTEE ON CURRICULUM

To: Joel Kuszai, Academic Senate Steering Committee
From: Lorena B. Ellis, June 11, 2018 (Revised 9-6-2018)
Subject: Committee on Curriculum May 2018 Monthly Report for the September 2018 Senate
CC: College Archives (CWilliams@qcc.cuny.edu)

The Committee on Curriculum has voted to send the following recommendations to the Academic Senate:
 2 course revisions
 1 course deletion

1. COURSE REVISION

BIOLOGICAL SCIENCES AND GEOLOGY
 Departmental approval: April 18, 2018
 BI-110 Fundamentals of Life Science
 3 lecture hours, 3 credits

FROM	TO
BI-110	BI-110
Fundamentals of Life Science	Fundamentals of Life Science
3 lecture hours, 3 credits Satisfies the Non-laboratory Science component of the Science and Mathematics requirements for the A.A. degree and the liberal arts core or elective requirements for the A.S. degree	3 lecture hours, 3 credits Satisfies the Non-laboratory Science component of the Science and Mathematics requirements for the A.A. degree and the liberal arts core or elective requirements for the A.S. degree
Pre-requisite: none	Pre-requisite: none
Co-requisite: none	Co-requisite: none
Course Description (for College Catalog): Presents basic concepts of the life sciences. Includes scientific measurement, the properties of matter and energy on which life is dependent, and levels of organization. Especially recommended for those students who plan to take additional courses in the life sciences. Credit will not be given to students who have successfully completed BI-111, BI-140, BI-160, BI-201, BI-301, or BI-501 prior to taking BI-110.	Course Description (for College Catalog): Presents basic concepts of the life sciences. Includes scientific measurement, the properties of matter and energy on which life is dependent, and levels of organization. <u>Not open</u> to students who have successfully completed BI-111, BI-140, BI-160, BI-201, BI-301, or BI-501 prior to taking BI-110.

Rationale:

The course is NOT designed for students who plan to continue with biology classes.
 The catalog description currently states “Especially recommended for those students who plan to take additional courses in the life sciences.” This is no longer true. There is a new course designed for those students. Life science students should be taking BI-111 instead of BI-110. Each semester students in the Medical Assistant Program register for BI-110 by mistake and we must contact them to change to BI-111.

DEPARTMENT OF BUSINESS

Departmental approval date: February 28, 2018

CIS-152 Computer Programming for Business I

2 Class Hours, 2 Lab Hours, 3 Credits

From	To
CIS-152	CIS-152
Computer Programming for Business I	Computer Programming for Business I
2 Class Hours 2 Lab Hours 3 Credits	2 Class Hours 2 Lab Hours 3 Credits
Pre-requisite: none	Pre-requisite: none
Co-requisite: none	Co-requisite: none
Course Description (for College Catalog): Introduction to algorithm development and computer programming for business applications in higher-level languages. Problem-solving and hierarchy chart development; flowcharting and pseudocode fundamentals. Input and output statement, conditional and unconditional control statements, the case structure, looping statements, string and numeric functions arrays, sequential files.	Course Description (for College Catalog): <u>This course provides an introduction to graphical user interface and event programming using an object-oriented language to address business needs. Students will use this environment and various programming constructs – decisions, repetitions, functions, matrices, structures, web apps and databases, classes and objects - to develop business oriented applications. Laboratory hours and hands on practice complement coursework.</u>

Rationale:

When the CIS program was changed in 2015, a revised course description for CIS152 (formerly BU520) never reached the Curriculum Committee. The old BU520 course description is what appears in the College Catalog. This revision will update the course description to a more appropriate description for CIS-152.

COURSE DELETION

BUSINESS DEPARTMENT

Departmental approval date: February 28, 2018

BU-802 Typewriting/Keyboarding II

1 class hour, 3 laboratory hours, 2 credits

Prerequisite: BU-801, or the equivalent

Course description

Building on the skills developed in BU-801, students are guided toward higher speed, greater accuracy, improved formatting techniques for letters, manuscripts, statistical material, and reports used in personal, business, and professional life.

Rationale:

To avoid redundancy of material covered in the entry-level course of BU-801 and to allow students to focus on developing audio transcription skills, which are needed in the medical office environment when transcribing medical documents.

MONTHLY REPORT: September 2018 - COMMITTEE ON CURRICULUM

To: Joel Kuszai, Academic Senate Steering Committee
From: Todd Holden, September 7, 2018
Subject: Committee on Curriculum September 2018 Monthly Report for the September 2018 Senate
CC: College Archives (CWilliams@qcc.cuny.edu)

The Committee on Curriculum has voted to send the following recommendations to the Academic Senate:

- 1 course revision
- 1 new course

1. **COURSE REVISION**

PHYSICS DEPARTMENT

Departmental approval: August 28, 2018

PH-450 Introduction to Physics Research

FROM	TO
PH-450	PH-450
Introduction to Physics Research	Introduction to Physics Research
3 class hours 3 laboratory hours 4 credits	2 class hours 2 laboratory hours 3 credits
Pre-requisite: none	Pre-requisite: none
Co-requisite: none	Co-requisite: none
Course Description (for College Catalog): An introduction to current physics laboratory techniques, methods and approaches, such as near field optical diffraction, microscopy-based motion analysis, biophysical analysis, and optical spectroscopy. Other topics include laboratory safety; research integrity; scientific literature review; analysis and interpretation of data; and written and oral communication of results. In the second half of the course, students will be expected to carry out research projects under the direction of the instructor. Students will prepare a final written report and give a presentation of their results at an undergraduate conference.	Course Description (for College Catalog): <u>This course provides an introduction to responsible and conscientious research techniques that can be applied to a variety of research areas. Topics include laboratory safety; research integrity; scientific literature review; <u>experiment design</u>; analysis and interpretation of data; and written and oral communication of results. In the second half of the course, students will be expected to carry out research projects under the direction of the instructor. Students will prepare a final written <u>and oral</u> report.</u>

Rationale:

The reduction in the credits will make the course more accessible for students to fit it into their schedules. The updated course description will allow the students to be better prepared to continue on to more specialized research in courses like PH900. These two changes will also make the course more versatile to increase the enrollment.

2. NEW COURSE

ENGINEERING TECHNOLOGY DEPARTMENT

Departmental approval date: August 23, 2018

ET-574 Programming and Applications with Python

2 Lecture Hours, 2 Lab Hours, 3 Credits

Prerequisite: none

Co-requisite: ET-704 Networking Fundamentals I

Course Description for college catalog:

The course introduces computer programming, network programming and elementary data science using the Python programming language. Topics include: procedural programming, Python data structures and aspects of object oriented programming. Introductory examples of network socket and security programming, data analysis, data visualization and machine learning will be explored. Hands-on lab activities will complement lecture topics.

Rationale:

The purpose of this entry-level course is to offer students an introductory hands-on experience in Python computer programming and related modern applications for the Computer Engineering Technology (CT) and Internet and Information Technology (IIT) degree programs. The Python programming language merges an easy to understand syntax with sophisticated feature libraries making it an ideal choice for novice programmers. Additionally Python is prominently utilized in the expanding areas of data science, cybersecurity, networking and web development. These topics are of significant interest for employers in the CT and IIT fields. They are also prominent areas of concentration in numerous associated baccalaureate programs.