

**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**

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**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

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**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 24<sup>th</sup>, 2017 at 2:00 p.m., October 24<sup>th</sup>, 2017 at 9:00 a.m., November 14<sup>th</sup>, 2017 at 9:00 a.m., February 20<sup>th</sup>, 2018 at 12:00 p.m., March 13<sup>th</sup>, 2018 at 12:00 p.m., and May 14<sup>th</sup>, 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 24<sup>th</sup>, 2017, L-418 (1<sup>st</sup> 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 25<sup>th</sup>, 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 24<sup>th</sup> 2017 at 9:00 a.m. in L-418**

### October 24<sup>th</sup>, 2017, L-418 (2<sup>nd</sup> 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 24<sup>th</sup> 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 14<sup>th</sup> 2017 at 9:00 a.m. in L-418.**

#### **November 14<sup>th</sup>, 2017, L-418 (3<sup>rd</sup> 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 24<sup>th</sup> 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) tigersmail 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 20<sup>th</sup>, 2018 at 12 p.m. in L-418.**

## **February 20<sup>th</sup>, 2018, L-418 (4<sup>th</sup> 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 14<sup>th</sup>, 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 13<sup>th</sup> 2018 at 12 p.m. in L-418.**

**March 13<sup>th</sup>, 2018, L-418 (5<sup>th</sup> 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 20<sup>th</sup> 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 14<sup>th</sup> 2018 at 12 p.m. in L-418.  
May 14<sup>th</sup> 2018, L-418 (6<sup>th</sup> 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 13<sup>th</sup> 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.