

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

COMMITTEE ON PUBLICATIONS

A STANDING COMMITTEE OF THE ACADEMIC SENATE

**A GUIDE FOR
COMMITTEE ON PUBLICATIONS
MEMBERS**

Prepared by:

Dr. Eugene Harris

SPRING 2007

Table of Contents

1. INTRODUCTION	2
2. COMMITTEE COMPOSITION	2
3. GENERAL OPERATION	3
4. COMMUNICATIONS WITH COLLEGE COMMITTEES RELATED TO THE STANDING COMMITTEE...	3
5. NEW MEMBER PREPARATION	4
6. COMMITTEE CHAIR PREPARATION	4
7. ORDINARY MATTERS.....	4
8. MEETINGS OF COMMITTEES, SUBCOMMITTEES, AND SPECIAL COMMITTEES	4
9. PROCEDURES.....	4
10. RECOMMENDATIONS AND POLICY PROPOSALS TO THE ACADEMIC SENATE	5
11. CHAIRPERSON’S PRESENTATIONS TO THE ACADEMIC SENATE	5
12. CONCERNS AND CAUTIONS	6
13. FINAL REMARKS	6
ATTACHMENT 1 – ACADEMIC SENATE BYLAWS RELATING TO THE COMMITTEE ON PUBLICATIONS	1
ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS	1
ATTACHMENT 3 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE	1
ATTACHMENT 4 – SAMPLE POLICY STATEMENT	1

1. Introduction

Welcome to the Committee on Publications. Briefly, the job of the Committee is to

- a. Recommend to the Academic Senate policies and procedures pertaining to College publications.
- b. Receive information on all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
- c. Serve as an advisory group for publications associated with the College.
- d. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.
- e. appoint a designee to the College Website Committee
- f. develop procedure for reviewing website for accuracy, completeness, adequacy and currency
- g. work with Administration to place all forms of publications on the website
- h. work with Administration to place Handbooks on website
 - Faculty Handbook
 - Adjunct Faculty Handbook
 - Substitutes Faculty Handbook
 - HEO Handbook
 - CLT Handbook
 - Student Handbook
 - Others

2. Committee Composition

The Committee is composed of three members of the instructional staff and four students (the Student Government has found it extremely difficult to provide members to the Committee). In most years, the Committee proceeds without student participation; however, the Chairperson notifies the Student Government of the Committee's meetings and solicits student participation. Three of the student members (the three (3) editors of the major student publications – the student newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student publications each represents; the fourth student member votes on all issues.

The faculty members are elected in the spring to one-year terms by the Academic Senate through its Committee on Committees. The Committee on Committees has adopted the policy that no member of a standing committee serves more than three consecutive terms. The President of the College and the Chairperson of the Academic Senate's Steering Committee, or their designees, are ex-officio members of the [Name] Committee who do not vote. In addition, the Committee has others attend its meetings as invited guests. Others who express an interest in attending the Committees meetings are also sent notices of its meetings. The Student Government appoints the student members. If they are appointed and identified, they must be afforded full rights as members.

[See *Attachment 1 - Academic Senate Bylaws Relating to the Committee on Publications* for dates of election, quorum information, and other Bylaws governing the Committee.]

Any member of the instructional staff may be present and request permission to speak at a meeting of any Academic Senate committee. [Art. VII, Sec. 2d]

3. General Operation

The Committee meets several times each semester in order to accomplish its various charges coming from the Bylaws, Senate actions, and the Steering Committee. The Committee operates by general review and consensus.

The Committee serves as a intermediary party between individual departments and the departments and the administration. It may arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members are appointed into particular academic departments they do NOT represent those departments at the Committee meetings. This should be made clear by the Chairperson to both the Committee members and their respective department chairpersons. Committee members should not be relied upon as sources of information from or conduits for communications to their departments.

The Committee must prepare an agenda, take minutes of the meetings, and prepare an annual report. [Refer to the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS on the QCC website and see *Attachment 3 – Sample Format for Annual Report to the Academic Senate.*] Meetings should follow Robert's Rules of Order which can be accessed at <http://www.gutenberg.net/etext/9097> .

Documents generated by and received by the Committee should be forwarded to others on a timely basis. Email should be used wherever possible. See *Attachment 2 – Mailing List*, for the Committee's mailing list for distribution of meeting dates, agenda, meeting minutes, and documentation for review.

4. Communications with College Committees Related to the Standing Committee

There are standing committees of the Academic Senate that have committees of the College not formed by the Academic Senate acting in areas related to their charge. Such committees are expected to send a communication to those College committees requesting information such as the following:

- current membership of the College committee
- current charges assigned to the committee
- date of the last meeting of the committee
- any information the committee cares to share with the standing committee of the Academic Senate that may be helpful to the work of the standing committee

The College Committees that fall within the area of this Committee are:

- Marketing and Communications Advisory Committee
- Website Committee

Article III. POWERS OF THE ACADEMIC SENATE Section 1. Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate

Section 3. Committees' Jurisdiction The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every Academic Senate committee shall maintain a continuing review of College policy in its area. “

To assist committees to maintain a continuing review they are empowered to receive information related to their charge.

5. New Member Preparation

What new members should do to prepare to work on the Committee:

- read this Guide and familiarize themselves with the pertinent policies and documents. [See *Attachment? –[Name]* and *Attachment ? – [Name.]*]
- speak with the current Committee Chairperson.
- ask their department chair not to schedule classes for them to teach during the Committee meeting times and Academic Senate meeting time [Tuesdays between 2 and 5pm].

6. Committee Chair Preparation

The Committee Chair should become familiar with the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS. A copy can be obtained from the Academic Senate area of the QCC website or from the Steering Committee.

7. Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including email, memoranda and newsletters.

The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

8. Meetings of Committees, Subcommittees, and Special Committees

The public has the right to attend any meeting of committees and sub committees and special committees. Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be maintained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that no non-member of the body may speak without the permission of the body.

9. Procedures

The Committee on Publications follows the general procedure below:

The Committee oversees all new and existing publications of the College. In the event that a new publication is being created, or an existing one is being updated or revised, the Committee is called to meeting by the Chairperson to review and decide on further actions. As an example, the procedure followed by the Committee may consist of the following.

1. The persons (or group) writing or developing a new college publication (Handbook, Bulletin, etc.) are invited to a meeting of the Committee on Publications to discuss the nature of the publication

2. The Committee on Publications decides a time to review the document, and meets to see if the document represents the faculty's and the College's interests in a fair and accurate manner.
3. The Committee on Publications may choose to edit the publication in consultation with the group writing the document.
4. The Committee on Publications may recommend that the college group (or persons) responsible for the publication make certain editing changes, additions and/or deletions.
5. The Committee on Publications may play a substantial role in deciding the components of the publication, and may ask the administration to assist in the preparation of the document.

10. Recommendations and Policy Proposals to the Academic Senate

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the college, including other Senate bodies. It is expected that the committees would be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committees who make them and responses reported in subsequent reports to the Academic Senate. If there is no response or no adequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee. The current disposition of each recommendation should be noted in a monthly report and also in a summary of all items in the annual report. See *Attachment 3 – Sample Annual Report*.

From time to time the Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case the Committee frames a proposal and sends it to the Steering Committee. See *Attachment 4– Sample Policy Statement*, for an example of a policy statement. Actions for the Academic Senate to approve, including policies of the College, are to be so designated in reports sent to the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the committees of origination and the Steering Committee. If there is no response or no adequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

Through the process of making and reporting on recommendations, the role of the Academic Senate in Governance is effectuated.

11. Chairperson's Presentations to the Academic Senate

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might make the principle presentation or simply respond to questions. If the Chairperson is in dissent from the matter forwarded from the Committee to the Academic Senate, then the Chairperson might ask to present a dissent, as is the right of any member of the minority faction of the Committee. The Committee Chairperson should be present to answer questions from the Academic Senate concerning the matters placed before the Academic Senate by the Committee. The Committee Chairperson might invite other members of the Committee or the college faculty or staff to be present at the Academic Senate meeting in order to respond

to specific matters. If they are not members of the Academic Senate, either the Committee Chairperson requests permission for the nonmembers to speak, knowing that they want to do so, at the start of the Committee presentation or when nonmembers raise their hands to respond to or question the report, they need to have permission to speak.

It is best for the Chairperson to prepare the way for the Academic Senate to act on whatever measures are being sent to it. The Chairperson should contact the principle parties and apprise them of the matter. If there is opposition to the measure expected, the Chairperson should discuss this with the Steering Committee and those affected.

12. Concerns and Cautions

The role of the Committee on Publications is to review publications of the College (both new and revised) and then make recommendations on how they should be modified. Thus, the role of the Committee is not to write publications for the College, but rather to help edit them, and to play an advisory role in shaping their overall form and content. In order to do this the Committee must be able to interact with, and make recommendations to, other members of the College, or members of the administration, who are engaged in the process of writing a College publication. The Committee works on particular publications based on their level of importance within the College community.

13. Final Remarks

The role of the Committee on Publications is important because it allows faculty to have substantial input into material that is published by the College, and to make sure that this material is fair and accurate, and represents important interests of the faculty. Thus, the role of the Committee on Publications is essential if the governance of the College is to be democratic and faculty is to be fairly represented.

ATTACHMENT 1 – ACADEMIC SENATE BYLAWS RELATING TO THE COMMITTEE ON PUBLICATIONS

Members of the Academic Senate standing committees shall function from the date of election until September 1st of the calendar year following their election. During the changeover period from the April Senate meeting to the September first next following, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of September first. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning September first, the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws.

(Article VII, Sec. 3b)

Charge:**A. General**

The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every academic Senate committee shall maintain a continuing review of College policy in its area.

(Article VII, Sec. 3a)

Each standing committee shall distribute to the members of the instructional staff an annual written report and a copy filed with the secretary of the Academic Senate prior to the first Senate meeting in September. The secretary shall inform the Academic Senate of the names of the committees, which have not filed such reports.

(Art. VII, Sec. 7b)

B. Specific

The Committee on [Name] shall consist of [number] (?) members of the instructional staff and [number] (?) students.

The Committee Publications shall:

- i. Recommend to the Academic Senate policies and procedures pertaining to College publications.
- j. Receive information on all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
- k. Serve as an advisory group for publications associated with the College.
- l. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.

(Art. VII, Sec. 22)

ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS

Documents generated by and received by the Committee should be forwarded to others on a timely basis.

- A. Related to the regular meetings of the Committee: agenda, minutes, memoranda
 - Members and ex-officio members of the Committee
 - Guests who attended/participated in the meeting
 - Office of Academic Affairs
 - President's designee
 - Academic Senate Steering Committee designee
 - Liaison from Committee on Committees
 - Academic Senate website (webmaster@qcc.cuny.edu)
 - College Archives (cwilliams@qcc.cuny.edu)
 - Student Government - if no student members attend

- B. Other Materials: annual report, assessment requests etc.
 - Pertinent parties – e.g., Secretary of the Steering Committee
 - College Archives

- C. Copies of materials should be sent to the Academic Senate Steering Committee as they are deemed significant and leading to possible actions by the Academic Senate.

ATTACHMENT 3 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE

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

ACADEMIC SENATE

COMMITTEE ON [NAME]

Telephone
Fax
Email

To: _____, **Secretary, Steering Committee, Academic Senate**

From: _____, **Chairperson**

Date:

Subject: Annual Report of the Committee on _____ for 200__/200__

- . Committee members
- . Date committee met and times it meets regularly
- . Narrative summary of committee work
- . New Recommendations
- . Former Committee Recommendations/Actions of the Academic Senate /Strategic Plan items/Middle States Items/Steering Committee Charges
- . Current Disposition of all items acted on by the Committee, by the College, or by the Academic Senate
- . New Committee Members
- . New Chairperson and Secretary
- . Thank members and others that have provided assistance during the year

ATTACHMENT 4 – SAMPLE POLICY STATEMENT

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
Academic Senate
Committee on Computer Resources**

MEMORANDUM

TO: Academic Senate Steering Committee
FROM: Committee on Computer Resources, George Thorsen, Chairperson
SUBJECT: Monthly report: Two proposals regarding email and the QCC Technology Plan
DATE: Wednesday, November 30, 2005

Proposal 1. TIGERMAIL

Whereas, there are a number of benefits that come to students from the use of their college supplied email system,

whereas, there are a number of benefits that come to faculty from the students using the college supplied email system,

whereas, there are a number of benefits for the college administration that come from the students using the college supplied email system,

Be it resolved that: all students of the College use Tigermail exclusively for school related business and be it further resolved that: faculty so inform students of this requirement and attempt to enforce it if they have email communications with their students.

Be it further resolved that: the faculty be encouraged to use the college email in school business.

Proposal 2. FACULTY EMAIL

Whereas, there are a number of benefits that come to faculty use of the college supplied email system,

Whereas, faculty often continue many of their academic activities after they have retired from teaching,

Be it resolved that: all retired faculty members who worked fulltime be allowed to maintain