

**Faculty Executive Committee Meeting**  
**February 25, 2020**  
**3:10 pm - 4:20 pm in S 316**  
**Minutes**

**Faculty Executive Committee (“the Committee”) Members Present:** Edmund Clingan, Margot Edlin, Marvin Gayle, Ted Rosen and Cheryl Spencer. **Members Absent:** Philip Pecorino (hereafter referred to “the Chair” or “the Chairperson”) and Alicia Sinclair.

The Acting Chairperson, Treasurer Margot Edlin, (hereafter referred to “the Treasurer”, “the Acting Chair” or “the Acting Chairperson”) presided in the absence of the Chairperson and called the meeting to order at approximately 3:10 pm.

1. Proposed Agenda
2. The proposed agenda was approved.
3. The minutes from the Committee’s meeting of January 25, 2020 were approved by a vote of 5 to 0.
4. Treasurer’s Report - The Treasurer presented the Treasurer’s Report, a copy of which is attached hereto and made a part hereof as Attachment A.
5. Faculty Website: Status Report – Marvin Gayle reported that the website is substantially up to date.
6. Chairperson’s Report –
7. The Acting Chairperson presented the Chairperson’s Report as follows:

Updates:

- B-Tech – current status report requested – The Chairperson reported that a current status report on B Tech has been requested but has not yet been received.
- WI recertification – The role of the Senate committee and the role of department chairpersons and governance - The Chairperson had previously reported that he had sent a request to the Chair of the Academic Senate WID-WAC Committee for information as to what that committee will be doing. There was discussion regarding the meeting of the FEC Chair with QCC OAA on February 10, 2020 and as to what, if any, action the Committee should take at this time. Further action will be held off at this time.
- QCC Faculty Governance Leaders Events Tentative Calendar for 2019 - 2020 - The revised QCC Faculty Governance Leaders Events Tentative Calendar for 2019-2020 had been previously distributed and a copy of that calendar was attached as part of the materials submitted with the agenda of the Committee’s meeting.
- Criteria for Tenure and Promotion and Online Degrees – Need for clear Statement from the Committee There was discussion of a statement from the Committee. It had previously been discussed that such a statement should state that if faculty members are pursuing an online degree, they should do it from an accredited institution. It was agreed that the Committee would send out a statement on this matter. The statement will be drafted by the Chairperson.

- Faculty Travel Funds – items eligible for reimbursement - Faculty Travel Funds from PSC CUNY CBA - There was continued discussion as to whether faculty travel funds could be used to pay for conference registration fees. The Committee will seek to obtain a complete list of all funds that are used to reimburse faculty for travel and what expenses faculty travel funds may be used for.
  - Middle States Team Report: Recommendations and Suggestions – Assessment of Governance - It was discussed that there has been no activity on this matter separate and apart from the development of the Academic Master Plan, the development of which is in progress. It was stated that that there was nothing happening as of this time with respect to assessment of governance.
8. Faculty Leadership Development Program – A written request had been submitted to President Timothy Lynch who indicated his support for a leadership lunch. It was discussed that the Committee and the Steering Committee of the Academic Senate would send the President the proposed number of attendees and proposed dates for such a luncheon.
  9. Faculty must now produce their ID cards to enter the Library and there is only one exit – The reasons for this change in the procedure for entering the Library and certain problems resulting from such change in procedure were discussed.
  10. A faculty member has expressed concern about the Q30 bus stop on 56<sup>th</sup> Avenue – There was discussion of the concern expressed by a faculty member that at times there are large numbers of people waiting at the Q30 bus stop on 56<sup>th</sup> Avenue and that at such times, there is a need to maintain better order at that location.
  11. Faculty Meeting – Planning for the March 25, 2020 faculty meeting. There was continued discussion of planning for the March 25, 2020 faculty meeting including the rooms, tables, chairs and cuisine for the meeting. The proposed topic for that meeting was discussed. The Academic Senate Sub-Committee on Accessibility Issues proposes a presentation on Student Support Service and Contacts. There would be a panel presentation lead by Margot Edlin discussing faculty issues on this topic including:
    - Support for faculty pedagogy – how to make sure we are ADA compliant
    - Student accommodations and faculty being compliant – what do faculty need to know?
    - Make ADA compliant information easily accessible to all faculty – i.e., universal design
    - Incentive for faculty on taking Accessibility Course/workshops/seminars on accessibility issues – tie it with GDL
    - Requesting tools to make courses accessible
    - Creating programs (dance) that accommodate all bodies
  12. Faculty Survey – Spring 2020 Items for Faculty Handbook – ends 2-29-20 – There was discussion of the faculty survey for items for the faculty handbook.
  13. Faculty Voting run by the FEC for Spring 2020 - There was discussion of faculty voting being run by the FEC for the Spring 2020 semester. These elections will be conducted by Cheryl Spencer on behalf of the Committee. In Spring 2020, the elections that the Committee will conduct will include elections for UFS delegates, on the QCC Faculty By-Laws amendments and to fill positions on the Committee, the ARC, the AFC, as the CLT representative on the College P&B and on the Fund Boards.
  14. Update on FEC related Academic Senate Actions:
    - Anti-Bullying – Academic Senate adopted a referral to a Special Committee with an FEC representative – It had previously been discussed that the Academic Senate called for a Special Committee to be established, which will include the Chairperson as the representative of the Committee, a representative of the Steering Committee of the Academic Senate, a representative of the PSC, Vice-President Sandra

Palmer as the representative of the Office of Academic Affairs, a representative of DC 37 and possibly a student representative.

- Ombudsman – There has been no further action to date.

15. Old Business:

16. There was no additional old business discussed.

17. New Business:

- There was no new business discussed.

The meeting adjourned at approximately 4:20 pm.

Respectfully submitted,

Ted Rosen, Secretary