

**Academic Senate
Queensborough Community College
The City University of New York
Committee on Bylaws Meeting
Thursday, May 26th, 2005
3:00 p.m., A508**

Minutes

Present: Belle Birchfield, Robert Holt, Susan Jacobowitz, Howard Lapidus, Paul Marchese, Craig Weber

Absent: Bonnie Duen, Kevin Kelly

I. Approval of minutes.

The minutes of the previous meeting were approved.

II. Election of officers.

Continuing faculty committee members are: Belle Birchfield, Robert Holt, Kevin Kelly, Susan Jacobowitz and Craig Weber. Susan Jacobowitz was elected as chair and Belle Birchfield as secretary.

III. Process for revising bylaws.

The appropriate recording of any Bylaws updates was discussed. Updates are to be recorded:

- Into the College "BLUEBOOK" via the Chief Operating Officer Howard Lapidus
- College Archives via Library Archivist C. Williams
- Onto the QCC website via Webmaster D. Moretti
- Into the Faculty Handbook via Webmaster D. Moretti

The committee will send updates on Bylaws changes which have been considered and recommended by the committee and subsequently passed by the Senate. The committee will also subsequently verify their publication.

IV. Committee on ceremonial occasions.

The current state of this draft was discussed. It was decided to hold off any recommendation until after the Senate Steering and the Faculty Executive Committees discuss the issue at their meeting on Tuesday May 31, 2005.

V. Revision regarding "coordination of cultural events."

The need to identify specific administrative contacts for coordination of cultural events in the Bylaws was discussed. Presently more than one person serves as the coordinator of cultural events. Either a single person should be designated as the coordinator, or each area of the Bylaws which refer to the coordinator should instead

refer to the more specific relevant administrator. The administration will be consulted.

VI. Honors program update.

The discussion continues between the Honors program faculty and Academic Affairs as to whether to institute a standing Honors committee. This item is carried over to the next meeting.

VII. Committee to promote student achievement.

The nature of this proposed committee was discussed and will be discussed further in September.

VIII. New business.

The committee reaffirmed that it is our mission to consider and recommend new and updated bylaws to the Academic Senate.

IX. Next meeting.

Bylaws will meet in September.