

**Queensborough Community College Academic Senate Committee on Bylaws  
Minutes of the March 17, 2010 Meeting**

Voting Committee Members Present: Dr. David Sarno, Chair, Dr. Janice Molloy, Secretary, Dr. Joseph Goldenberg, Dr. Caf Dowlah, Dr. Christine Mooney, Secretary. Ex-officio members present: Ms. Liza Larios (President's Designee), Dr. Joanne Chang (Committee on Committees Liaison). Dr. Jonathan Cornick (Steering Committee Designee) joined the meeting at 12:00 pm. Dr. Emily Tai (Chair of the Steering Committee) was present at the meeting as a guest.

Quorum present: Yes.

The minutes of the March 10, 2010 were submitted for approval by the chair, Dr. Sarno. A discussion was held about the proper format for minutes of proceedings and the use of Roberts Rules of Order. Dr. Dowlah raised the issue about language pertaining to one of the agenda items from the previous meeting. A discussion was held about the ability of a committee member, to request changes to the minutes of a previous meeting. It was agreed, that Robert's Rules of Order is the appropriate guide for the records of proceedings. Dr. Mooney indicated that the minutes could not be changed as they reflected the prior committee actions. It was agreed that any issue about language in one of the proposed agenda items, must be listed as a new agenda item and reconsidered by way of a motion and subsequent discussion. A motion was made to accept the minutes. The motion was seconded and accepted.

Dr. Sarno convened the meeting by asking members to review the agenda. Dr. Dowlah recommended changing the sequence of items in process so that an item not requiring Dr. Tai's presence would be held until the end. The proposal from the Committee on Gallery and the Performing Arts was made item c. The proposals regarding email procedures and the creation of the Committee on Assessment were made items a and b, respectively. A motion was made to approve the agenda and seconded.

The meeting began with an update from Dr.Sarno who provided the committee with the Chair's report. Dr. Sarno informed the committee about his email communications with Dr. Perel, Dr. Tai and Dr. Pecorino. Dr. Sarno provided the committee with information about the current proposals and new business.

**Discussion of agenda items:**

**a.) Final approval of proposal from the Steering Committee on the use of email**

Dr. Sarno began a discussion on agenda item a, the final approval of a proposal from the Steering Committee on the use of email. A proposal was made by Dr. Sarno to change Item 4 to letter c in the proposal. An additional proposal was made by Dr. Sarno to make Item 7 letter d.

In the previous item 4, now listed as c, the words, “shall be provided to the archivist”, were changed to “distributed”. In the previous item 7, now listed as d, the following words were added after “votes and approved minutes”.

4. In-person meetings of committee members are the optimal way to transact business, evaluate proposals and resolutions, and conduct votes concerning such resolutions in committees of the Academic Senate. ***Where it is absolutely necessary and should it be the judgment of the committee chair and its membership to conduct the committee’s business electronically, the work of committees of the Academic Senate may be transacted electronically within the following specifications:***
  - a. ***The meeting shall be announced in the same manner as the in person meeting.*** All materials, proposals, and actions relevant to committee purview may be submitted electronically for the review of committee members and circulated for committee comment for a demarcated period of time to be determined by the committee chair with the consent of committee members.
  - b. Should it be the judgment of the Committee chair and its membership that it is absolutely necessary to conduct an electronic vote upon a resolution arising from the circulation of these materials and subsequent to circulation and opportunity for discussion of aforementioned materials and any correspondence they may elicit, the vote will be taken in the following manner.
    1. The Resolution in question will be circulated among all committee members by e-mail, with an indication that an affirmative, negative, or abstaining vote must be returned, via reply e-mail, by a set date and time;
    2. Replies will then be collected and printed out by the committee chair;
    3. The results of the vote will be announced to the committee members electronically;
    4. Said results, and any resolution approved by the vote, shall be reported to the Academic Senate by the Committee’s chair and/or secretary in the same manner as when votes are conducted in-person.
    5. The e-mails containing the votes will be retained by the Committee chair or secretary for delivery to the Senate archivist at the close of the Academic year in the same manner as when votes are conducted in-person.
  - c. ***The Secretary of the committee shall prepare minutes of the meeting summarizing the committee work that was conducted electronically. The minutes should be provided to each committee member for their approval. The minutes of the electronic proceedings and accompanying emails shall be distributed in the same manner as for in person meetings.***
  - d. ***The e-mails containing the resolution, comments, votes and approved minutes shall be made available to any member of the public community upon request as per New York State law governing open meetings.***

A discussion was held as to avoiding the use of email for transacting committee business due to a concern about a complacency issue in the future. Dr. Dowlah spoke to colleges moving to long distance and email as an option whenever it is feasible. Further, Dr. Dowlah queried the term ‘absolutely necessary’ several times as it was used by Dr. Tai

when referring to the circumstances under which Robert's Rules would allow communication by email. Dr. Tai said Robert's Rules of Order states it is not desirable to communicate via email. Robert's Rules of Order states that email is much less desirable than an in person meeting. A motion was made to accept the proposed changes. The motion was seconded and passed unanimously by the committee.

**b.) Proposal from the Steering Committee for the creation of a Committee on Assessment**

The committee then considered agenda item b, a draft proposal for the creation of an assessment committee. Dr. Tai provided the committee with background information on the proposal. The purpose of the committee is to create an umbrella for the review of the assessment process. This was being done to allow faculty to affirm shared governance and academic freedom. The Steering Committee believes this committee will enhance the notion of shared governance to advocate for students and oversight of the assessment process. Dr. Tai stated that the Steering Committee firmly believes that the assessment of standards and learning outcomes must be done by the experts within the departments. The Committee on Assessment and Institutional Effectiveness would not be involved in the assessment of any academic or non-academic units of the college.

A discussion was held about the manner in which this committee will receive their information. Dr. Tai indicated that each year the academic department chairs complete a report for the Office of Academic Affairs. It is envisioned that a portion of this report, in addition to any departmental assessment reports, will be provided to this committee. It was discussed that this committee will raise questions as needed and respond as needed to issues regarding assessment. All corrective action will take place at the department level. The main purpose of the committee as reiterated by Dr. Tai will be to ensure that assessment is taking place within the notion of our model of shared governance.

A discussion was held about the reporting mechanism through which the committee will receive its information. A discussion was held by the committee about the use of the phrase "shared governance". The committee also discussed the possibility that administrative offices that are assessed by this committee may raise concerns since the membership of the committee is mainly faculty. A discussion also took place amongst the committee members about the need for a balanced representation on the committee. Dr. Tai informed the committee that recommendations for committee service were made by the Committee on Committees who would be charged with determining the membership of this committee.

It was also noted that due to the uncertainty of how this newly created committee will formally function, it is imperative that they hold a meeting to establish procedure and protocol. Most likely, this would be done in consultation with the administrative Office of Assessment. The committee also noted that since the formation of this committee is vital to compliance with the Middle States mandate, the committee must be charged as quickly as possible.

The following proposal was submitted to the bylaws committee for consideration.

Addition to Article VII of the Bylaws of the Academic Senate, to be inserted as Section 11, between Section 10, "Committee on Admissions," and the current Section 11, "Committee on Awards and Scholarships," necessitating a renumbering of Sections 11-25 as Sections 12-26:

### **Section 11. Committee on Assessment and Institutional Effectiveness**

The Committee on Assessment and Institutional Effectiveness shall consist of seven (7) members of the faculty and eligible staff, reflecting, where possible, a balanced representation of faculty from varied programs and curricula, with no more than one representative from any given department; two (2) students; a designee of the President, and a designee of the Steering Committee.

The Committee on Assessment and Institutional Effectiveness shall:

- 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.***

A motion was made to accept the above indicated agenda item with the changes indicated in bold and italics. The motion was seconded and approved.

### **c.) Final approval of proposal from the Committee on the Gallery and the Performing Arts**

The committee then heard from Dr. Sarno regarding clarification on the agenda item c, the proposal to change the name of the Committee on Gallery and Performing Arts. Dr. Perel indicated to Dr. Sarno that the issue regarding the language of item c in the proposal was an oversight. Item c should read:

The Committee on Cultural and Archival Resources shall:

- a. Serve as a liaison between the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives, and the campus community.

- b. Report to Academic Senate concerning activities, acquisitions, and facility updates at the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives.
- c. **Recommend involvement of the college community in the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives.**
- d. Advocate for pedagogy that utilizes the resources of the QCC Art Gallery, Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives.

A motion was made to accept the proposal with the above indicated changes. The motion was seconded and approved.

The meeting was adjourned at 12:56 pm with thanks from the committee chair. No follow-up meeting was scheduled.

Respectfully submitted,

Janice Molloy & Christine Mooney  
Bylaws Committee of the Academic Senate