

**Queensborough Community College  
Academic Senate Committee on Bylaws  
Wednesday, November 15, 2017, 2 pm, Library 224**

**Present:** Susan Jacobowitz (Chair), Liza Larios (President's Liaison), Richard Micieli, Sebastian Murolo, and Margaret Stroehlein (Secretary)

**Absent:** Michael Altimari, Jeanne Galvin, Shahadat Hossain, Jean Murley, Joshua Davydov (student rep)

**Minutes**

The current agenda was approved.

The minutes of the previous meeting were approved (September).

**Report of Chair**

Student and faculty committee participation update: no response from student rep but he is receiving email to inform him about meeting times and location. Shahadat Hossain's contact information was incorrect but his email address has been updated and he has been informed about the next meeting in February.

**Vote**

Review of The Committee on Assessment and Institutional Effectiveness proposal to change it Bylaws Charges was brought to bylaws for a vote. Vote was taken, the 4 voting members present, approved the changes, and there was one vote by proxy in favor by an absent member.

**Update**

Unification of archived bylaws. Continued review of past Academic Senate minutes to insure Bylaws contain all necessary changes. Bylaw Committee members continue to divide the task: Margaret Stroehlein 2016-2017 minutes, Richard Micieli 2015-2016 minutes, Michael Altimari 2014-2015 minutes, Sebastian Murolo 2013-2014 minutes and Susan Jacobowitz 2012-2013 minutes. Committee members have shared some results with the chairperson and will continue to do so for the next meeting.

**Set date, time, location of next meeting**

Wednesday, Feb.7, 2018, at 2pm, location LB 224

**Adjournment**

The meeting was adjourned at 2:30 pm.