Agenda
Academic Senate Meeting
Date: Tuesday, March 11, 2014
Time: 3:10 p.m.
Location: Room M-136

   I. Attendance

  II. Consideration of minutes of the February 11, 2014 meeting (Attachment A)

 III. Communications from the Board of Trustees or any of its Committees
            click here on Board of Trustees for current communication

 IV. Communications from:

      a) President Diane B. Call – (Attachment B)
      b) Senate Steering Committee Report – (Attachment C)
      c) University Faculty Senate Minutes,
          UFS Plenary of February 19, 2014 (Attachment D)
           http://www.cunyufs.org/   (for current communications)
      d) For policies adopted by the Board of Trustees Click on
          http://policy.cuny.edu/manual_of_general_policy/#Navigation_Location

  V. Monthly Reports of Standing Committees of the Academic Senate

      a. Committee on Committees –(Attachment E)
      b. Committee on Curriculum (Attachment F) **–RESOLUTION**

 VI. Old Business

VII. New Business

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Queensborough Community College
The City University of New York

MINUTES
of the February 11, 2014
Academic Senate

President Diane Call called the fifth regularly scheduled meeting of the Academic Senate to order at 3:13 p.m.

I.   **Attendance:**

46 votes were recorded at the time attendance was taken; 66 members of the Academic Senate cast votes during the meeting. (See the Voting Report, Attachment A-2.)

Absentees:

Denise Ward	Cheryl Spencer	
Stuart Asser	Paul Weiss	
Anne Marie Menendez	Richard Yuster	
Georgia McGill		
Michael Cesarano	Lida Ramos Arce	
Eugene Harris	Chaojun Dong	
Dion Pincus	Julie Ann Belaustegui	

II. Consideration of minutes of the December 10, 2013:

- A **motion** was **made**, **seconded**, and **unanimously adopted** to **approve the December 10, 2013 minutes as presented** (see *Attachment A of the February 11, 2014 Agenda)*.

III. **Communications from President Call:**   President Call referred to her written report
(Attachment B of the February 11, 2014 Agenda.)
For the full report, visit:
http://www.qcc.cuny.edu/governance/academicsenate/docs/ay2013-
14/February_2014/Attachment-B-Presidents%20Report-2-11-14.pdf

President call highlighted a few points from her written report, including:

- A welcome to seven new faculty who have joined QCC for the Spring 2014 semester;
- Recognition of faculty given the QCC Award for Excellence in Faculty Scholarship, including Dr. Edmund Clingan (History), Dr. Jeff Jankowski (Social Sciences-Psychology) and Dr. Paul Marchese (Physics);
- A reminder to identify students who may benefit from a Petrie Foundation emergency grant for students in difficult financial circumstances;
- An update on the Early College Initiative was provided by Professor Francis and Dr. Birchfield;
- An announcement of a reception after the March 11th Academic Senate meeting for newly tenured faculty.

IV. Senate Steering Committee Report: Chair Pecorino referred to his written report:
(Attachment C of the February 11, 2014 Agenda)
focusing on some of the following:

48   •   The minutes will now be followed with a voting report detailing not only the attendance and the
49   outcomes of votes taken but also how each member of the Senate voted. This is to comply with
50   the NYS Open Meetings law.
51   •   The terms of 14 members of the Academic Senate are expiring at the end of the Semester and
52   those members should consider submitting a petition as part of the election process.
53
54 RESOLUTIONS:
55
56 **RESOLUTION on Governmental Interference with Free Speech and Academic Freedom at New**
57 **York Colleges and Universities**
58
59 *Be it resolved that the Academic Senate of Queensborough Community College strongly affirms*
60 *Academic Freedom for our faculty and our institution and condemns attempts to weaken such by*
61 *agents external to the institution.*
62
63 A **motion** to table was **made, seconded** but **failed 22-27-1**
64 A **motion** to postpone was **made, seconded** but **failed 23-39-2**
65 A **motion** on the resolution was **made, seconded** and was **adopted 60-2-1**
66
67 **RESOLUTION on QCC-DOE Early College High School Program (B-Tech)**
68
69 Whereas, as per Article III, Section I of its bylaws, the Academic Senate, as the policy making body of
70 the College, has purview over:
71 The establishment and location of new units of the College (3)
72 The formulation of the policy relating to the admission and retention of students, subject to the
73 guidelines of the Board of Trustees, and curriculum, awarding of College credits, and granting of
74 degrees. (5) other areas affecting the welfare of the institution (7)
75 and
76 whereas, the proposed Department of Education of New York City and CUNY Queensborough
77 Community College Early College High School project touches upon all these areas;
78
79 therefore, be it resolved that :
80
81 (1) The Academic Senate provides its approval for the College to be initially involved in this project to
82 develop a program with the NYC Department of Education and,
83
84 (2) Representatives of the Academic Senate and/or relevant committees of the Academic Senate will
85 be included in the program development process;
86
87 (3) A final description of the participation of the College in the Early College High School project be
88 submitted to the Academic Senate for review and consideration;
89
90 (4) A comprehensive annual progress report and assessment, prepared by the College
91 administration, will be submitted for review by the members of the Committee on Curriculum of the
92 Academic Senate annually.
93
94 **RATIONALE:**
95
96 The Early College High School project portends a significant development and change in the nature
97 of the Queensborough Community College. While our college has maintained an array of
98 partnerships with institutions of secondary education (through College Now and other initiatives) and
99 the private sector (the partnership with Verizon, for example), Queensborough's involvement in the
100 Early College Initiative (website at http://www.earlycolleges.org/) breaks new ground for our
101 institution, representing a simultaneous partnership with the CUNY Central Office, the Department of
102 Education, and a private sector corporation. Many faculty members have important questions about
103 the direction of this initiative, relative to curricular content, instructional delivery, and the future of

104   students who would attend Queensborough in the course of their involvement with this program. The
105   Academic Senate wishes to insure that these students receive an education consistent with
106   Queensborough's educational mission and the talents of its dedicated faculty. For this reason, we
107   have already proposed that representatives of faculty governance be officially included in the process
108   of curriculum development and program review from this ground-breaking program's inception, and
109   throughout its operation.

111   A **motion** on the resolution was **made, seconded** and **adopted 54-3-3.**

114   **V. List of Graduates for January 2014** *(Attachment E of the February 11, 2014 Agenda)—*
115   *RESOLUTION*

117   A **motion** on the resolution was **made, seconded** and **adopted 57-0-0.**

119   **VI. Monthly Reports of Standing Committees of the Academic Senate**

121   **A. Committee on Bylaws – February 2014 (***Attachments G and H of the February 11, 2014***
122   *Agenda***)**

124   **RESOLUTION**
125   **Proposal to remove the Academic Senate Committee on Ceremonial Occasions**
126   Whereas the current charge of the Committee on Ceremonial Occasions is:

127   a. Be consulted on matters pertaining to ceremonial occasions.
128   b. Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.

129   Whereas, on May 14, 2013 the Academic Senate voted not to designate any ceremonial occasions of the College,

131   Whereas, the Committee on Ceremonial Occasions has no event with which it can exercise its charge and no support
132   from the Academic Senate to have an event designated by policy as a ceremonial occasion of the College,

134   Be it resolved that the Committee on Ceremonial Occasions be removed as a standing committee of the
135   Academic Senate and Article VII, Section 15 of the Academic

137   A **motion** on the resolution was **made, seconded** and **failed 26-23-9.**

140   **RESOLUTION**
141   **PROPOSED REVISION TO BYLAWS of the ACADEMIC SENATE**
142   **on the Size and terms for Faculty and Instructional Staff on the Standing Committees**

144   Whereas, there is a need to provide more opportunities for College Service for faculty by means of
145   membership on Standing Committees of the Academic Senate and

147   Whereas, there is a need to provide for continuity of service on Standing Committees of the Academic
148   Senate,

150   Therefore, be it resolved that the following amendments be approved by the Academic Senate,

152   **NOTE: ~~removed text~~ new text**

153
154 **Article VII. COMMITTEES**
155
156 **Section 1. Eligibility**
157   a. All persons eligible to vote as defined in Article VI of these bylaws and in addition all full-time faculty
158   serving in their initial two (2) years shall be eligible to serve on Academic Senate Committees, except that
159   persons on leave of any type shall be ineligible to serve on Senate committees during the period of their
160   leaves.
161   b. To be eligible to serve on a committee, students must be matriculated, possess a 2.0 index or better, and
162   have completed at least 24 credits, of which a maximum of 9 may be equated credits. The names of
163   students appointed to Senate committees shall be submitted to the Committee on Committees for
164   transmittal to the Senate; the students' term of membership shall begin at the conclusion of the Senate
165   meeting at which the name is reported. Student members may not serve on more than one committee.
166   c. There shall be no ex-officio members of any standing or special Academic Senate committee except as
167   provided in these Bylaws Senate **as with the Designees of the President and Steering Committee on**
168   **Standing Committees** or upon designation by the Academic Senate **as with the Committee on Budget**
169   **Allocation.**
170
171 **Section 2. Organization**
172 The Academic Senate may establish such standing and ad hoc committees as it determines. Each committee shall
173 elect a chairperson, secretary, and such other officers as may be appropriate.
174   a. Special Committees:
175   Special committees may be created by action of the Academic Senate for specific purposes. Special
176   committees shall be elected by the Senate.
177   b. Sub-Committees
178   Any committee of the Academic Senate, standing or special, may establish subcommittees for specific
179   purposes. Members of such a subcommittee need not be members of the parent committee. The
180   establishment and membership, consonant with Article VII, Section 1a, of each subcommittee shall be
181   reported to the Senate.
182   1. The subcommittee shall be appointed for a specific time with a life of not more than one (1)
183   calendar year from the date of creation subject to renewal.
184   2. There shall be one (1) student, designated by Student Government, from among the student
185   members of the committee, to represent each of the committees on which there is student
186   participation. If the student is not a designated senator, he/she may attend meetings of the
187   Academic Senate, and shall have speaking privileges without vote when his/her committee report
188   is under discussion.
189   3. The President and the Chairperson of the Steering Committee, or their designees, shall be ex-
190   officio members, without vote, on all standing committees.
191   4. Any member of the ~~instructional staff~~ **College community** may be present and request
192   permission to speak at a meeting of an Academic Senate committee.
193   c. Meetings of Committees, Subcommittees and Special Committees The public has the right to attend any
194   meeting of **standing** committees and subcommittees and special **committees that might send matters to**
195   **the Academic Senate**. Any time a quorum of any such committee gathers to discuss business, the meeting
196   must be held in public, subject to the right to convene an executive session under certain limited
197   circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be
198   recorded in written minutes; and a record must be obtained of the final vote of each member of the
199   committee on all matters on which a vote is formally taken. Non-members must conform to the usual
200   requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which
201   include that no non-members of the body may speak without the permission of the body.
202   d. **Standing Committees of the Academic Senate shall have faculty and instructional staff members in a**
203   **total number that is a multiple of three.**
204   e. **Faculty and instructional staff members on Standing Committees of the Academic Senate shall be**
205   **elected to three year terms. The terms shall be staggered with one third elected each year.**
206   f. **In the Spring of 2014 , faculty and instructional staff members on Standing Committees of the**
207   **Academic Senate will be elected one third each to terms of one , two and three years.**
208

209 **Section 3. Committees' Jurisdiction.**
210   a.   The primary function of an Academic Senate committee shall be: to study the subjects referred to it by
211   these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to
212   propose such policies to the Senate for action. Every Academic Senate committee shall maintain a
213   continuing review of College policy in its area.
214   b.   Members of the Academic Senate standing committees shall function from the date of election until the
215   first day of the Fall Semester following their election. During the changeover period from the April Senate
216   meeting to the first day of the following Fall Semester, the various committees shall consist of members of
217   both the retiring committees and the new committees. A quorum shall consist of a majority of the
218   committee size as of the first day of the Fall Semester. Those who will constitute the new committee shall
219   elect one chairperson before the last day of classes of the semester in which the committee is elected. The
220   new chairperson shall serve beginning the first day of the Fall Semester; the retiring chairperson shall be
221   responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b,
222   of these Bylaws.
223
224 **Section 4. Nomination and Election.**
225   a.   Nomination to all standing committees except the Committee on Committees shall be made by the
226   Committee on Committees and shall be circulated to the members of the instructional staff at least two
227   weeks prior to the election. Additional nominations may be made by a petition to be signed by seven (7)
228   members of the instructional staff, and submitted to the Chairperson of the Committee on Committees at
229   least one week prior to the election.
230   b.   All standing committees shall be elected at the April Academic Senate meeting except as herein provided.
231   The preparation of ballots, the appointment of tellers, and the conduct of the election shall be the duty of
232   the Chairperson of the Committee on Committees.
233   c.   Election to committees shall be by secret ballot. A majority of the votes cast shall be necessary for election
234   to a committee. In the event that a candidate does not receive a majority, additional nominations from the
235   floor are permissible.
236   d.   Student members shall be eligible according to Article VII, Section 1b, of these Bylaws at the beginning of
237   the Fall semester. In the case of the Publications Committee, the three (3) editors of the major student
238   publications — the student newspaper, the student literary magazine, and the yearbook — would be
239   committee members.
240
241 **Section 5. Vacancies.**
242   a.   Vacancies on all committees other than the Committee on Committees shall be filled through appointment
243   by the Committee on Committees for the unexpired term.
244   b.   Vacancies on the Committee on Committees shall be filled for the unexpired term by an election of the
245   Academic Senate.
246   c.   Vacancies of students shall be filled by appointment by the Executive Committee of the Student
247   Government Association.
248
249 **Section 6. Officers.**
250 Except as otherwise hereinafter provided, each committee shall elect its own officers from among the members of
251 the committee by secret ballot at its first meeting. If the chairperson of a committee is not designated by these
252 Bylaws, the member whose name comes first in alphabetical order, shall, within ten days of the committee's
253 creation, call the organization meeting of the newly elected committee.
254
255 **Section 7. Reports.**
256   a.   All committee reports requiring Senate action shall be circulated to all members of the Senate at least one
257   week prior to Academic Senate meetings.
258   b.   Each standing committee shall distribute to the members of the instructional staff an annual written report
259   and a copy filed with the Secretary of the Academic Senate prior to the first Senate meeting in September.
260   The Secretary shall inform the Academic Senate of the names of the committees which have not filed such
261   reports.
262   c.   Ad hoc and special committees of the Academic Senate shall make annual reports to the Academic Senate.
263   d.   There shall be an annual review of all ad hoc and special committees of the Academic Senate.
264

265
266 **Section 8. Committee on Committees.**
267   1. Organization
268   a. The Committee on Committees shall consist of nine (9) persons. These persons shall be voting
269   faculty as defined in Article IV of the Bylaws of the Faculty.
270   b. Only one member from any department may serve at any time on the Committee on Committees.
271   In an election where more than one member from a department is elected, the person having the
272   most votes shall be eligible to serve. The other will then be automatically deemed ineligible. In the
273   case of a tie, a run-off will be conducted. A hiatus equal to the number of years of service must
274   exist between terms for a person re-elected to the Committee on Committees.
275   c. Nominations and elections for the Committee on Committees shall be conducted directly from the
276   floor at the duly convened May meeting of the Senate except in the case of the first Senate body.
277   d. Except as provided in paragraphs (1), (2), and (3) of this subsection d, the term of office of each
278   member of the Committee on Committees shall be three years commencing from the time of his or
279   her election. For the first committee, however, the members shall be elected and serve as follows:
280   1. The nine (9) individuals receiving the greatest number of votes shall be deemed elected;
281   2. Of the nine (9) individuals elected to the committee, the three (3) receiving the greatest
282   number of votes shall serve for a term of three (3) years; the three (3) receiving the next
283   three (3) highest number of votes shall serve for a term of two (2) years; and the three (3)
284   receiving the fewest number of votes shall serve for a term of one (1) year.
285   3. A person elected to fill an unexpired term shall serve only to the end of the term to which
286   he/she was elected to complete.
287   2. The Committee on Committees shall:
288   a. Prepare a list of committees, their structures and functions for adoption by the Academic Senate.
289   b. Present to the Senate a slate of all nominations to standing committees, including those nominated
290   by petition.
291   c. Fill all vacancies on standing committees other than the Committee on Committees which occur
292   between annual elections and report all such actions to the Senate at the meeting immediately
293   following such action.
294   d. Conduct the election of members at large to the Academic Senate as provided hereinafter.
295   e. Conduct any other election as requested by the Steering Committee or the Faculty Executive
296   Committee.
297   f. Review and report on the operations of all of the committees of the Academic Senate.
298   g. Advise and provide assistance to committees in the mechanics of committee operations.
299   h. Designate a member(s) of the Committee on Committees as liaison(s) with Academic Senate
300   committees.
301   i. Receive and report on suggestions to establish or terminate committees of the Academic Senate.
302
303 **Section 9. The Committee on Academic Development.**
304 The Committee on Academic Development shall consist of three (3) **nine (9)** members of the instructional staff and
305 two (2) students.
306 The Committee on Academic Development shall:
307   a. Arrange for the presentation of lectures, seminars, workshops, and exhibits to specifically include
308   effectiveness of instruction.
309   b. Review, evaluate, and report to the Academic Senate on the system of student evaluation of faculty.
310   c. Consult with the departments concerned, regarding specific programs being planned.
311   d. Consult with the Director of External Affairs, the Director of the Performing Arts Center and the Vice
312   President of Institutional Advancement regarding scheduling of events.
313   e. Oversee and promote activities beneficial to elective programs such as the CUNY – BA/BS, International
314   Studies, and Honors programs.
315
316 **Section 10. The Committee on Admissions**
317 The Committee on Admissions shall consist of five (5) **six (6)** members of the instructional staff and three (3)
318 student members who shall participate and vote only on matters of policy.
319 The Committee on Admissions shall:

320   a. Formulate and recommend to the Academic Senate matriculation standards governing entrance of students
321   to the various curricula and programs at Queensborough Community College.
322   b. Formulate and recommend to the Academic Senate matriculation standards governing re-entrance of
323   students to the various curricula and programs at Queensborough Community College.
324   c. Consider appeals for matriculation and make decisions in accordance with Board of Trustees policies.
325

Section 11. Committee on Assessment and Institutional Effectiveness

326
327 The Committee on Assessment and Institutional Effectiveness shall consist of ~~seven (7)~~ **nine (9)** members of the
328 faculty and eligible staff, reflecting, where possible, a balanced representation of faculty from varied programs and
329 curricula, with no more than one representative from any given department; and two (2) students.
330 The Committee on Assessment and Institutional Effectiveness shall:
331   a. Receive and review summary reports describing initiatives to assess student learning from academic
332   departments, academies, and academic programs of the college;
333   b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic
334   units of the college;
335   c. Make annual reports of progress in assessment of data collection, including:
336   1. The receipt of assessment reports from each department/unit of the college;
337   2. Courses/college units assessed from each department;
338   3. Summary of Assessment data gathered from assessments;
339   4. Any departmental conclusions drawn and/or actions taken as a result.
340   d. Review assessment procedures the College undertakes and make recommendations concerning these
341   assessment initiatives to the Academic Senate, in support of principles of shared governance, academic
342   freedom and transparency.

Section 12. The Committee on Awards and Scholarships

343
344 The Committee on Awards and Scholarships shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and
345 one (1) student.
346 The Committee on Awards and Scholarships shall:
347   a. Evaluate and recommend to the Academic Senate criteria and selection procedures for recipients of awards
348   and scholarships.
349   b. Select and recommend to the Academic Senate recipients for College awards and scholarships for all
350   currently enrolled students and mid-year graduates.
351   c. Assist departments and coordinate administration of awards and scholarships.
352   d. Receive data on all awards and scholarships granted in the College and report the data to the Academic
353   Senate.
354

Section 13. The Committee on Budget Advisement

355
356 The Committee on Budget Advisement shall consist of one (1) representative from the Steering Committee of the
357 Academic Senate; one (1) representative from the Budget Committee of the College Personnel and Budget
358 Committee/Committee of Chairs; one (1) representative from the Faculty Executive Committee; and one (1)
359 representative from Student Government; and
360 The Committee on Budget Advisement shall:
361   a. Meet, on at least a bi-annual basis, with the College's chief officer for Finance and Administration to
362   discuss college budgetary matters;
363   b. Serve in an advisory capacity to the President on matters of the College budget in its entirety including the
364   Resource Allocation Process;
365   c. Hold any college budget documents circulated in meetings as confidential;
366   d. Report to the College Advisory Planning Committee (CAPC) and the Academic Senate concerning
367   budgetary conditions, and any recommendations regarding the budget and/or the budget allocation process
368   at Queensborough Community College
369

Section 14. The Committee on Bylaws

370
371 The Committee on Bylaws shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and one (1) student.
372 The Committee on Bylaws shall:
373   a. Consider and recommend to the Academic Senate new bylaws and amendments to the Bylaws of the
374   Academic Senate.

375   b.   Consider and recommend to the Academic Senate new bylaws and amendments to the existing Bylaws of
376   the Board of Trustees.
377   c.   Consider and inform the Academic Senate of changes in the Bylaws of the Board of Trustees.
378   d.   Advise the Academic Senate regarding the application of the Bylaws.
379   e.   Upon the request of the Executive Committee of the Faculty, consider and recommend to the faculty new
380   bylaws and amendments to the Bylaws of the Faculty.
381
382   ~~Section 15. The Committee on Ceremonial Occasions~~
383   ~~The Committee on Ceremonial Occasions shall consist of three (3) members of the instructional staff and one (1)~~
384   ~~student.~~
385   ~~The Committee on Ceremonial Occasions shall:~~
386   ~~a.   Be consulted on matters pertaining to ceremonial occasions.~~
387   ~~b.   Report and recommend to the Academic Senate on matters pertaining to ceremonial occasions.~~
388
389   **Section ~~16~~ 15. Committee on Computer Resources**
390   The Committee on Computer Resources shall consist of ~~seven (7)~~ **nine (9)** members of the instructional staff and
391   three (3) students.
392   The Committee on Computer Resources shall:
393   a.   Report to the Academic Senate on the developments, problems and policies related to all computer
394   resources and computer related activities at the College (i.e. registration, faculty research, library, use of
395   local and remote computers, educational uses, etc.)
396   b.   Make recommendations to the Academic Senate on matters involving the present and future utilization of
397   these resources and related policies.
398   c.   Survey and inform the College community about utilization and new developments related to computer
399   technology at the College (i.e. committee newsletter, web site, etc.).
400   d.   Act as a general advisory group on computer resources, training, academic web site and general educational
401   use of technology.
402   e.   Provide liaison members to committees concerned with computer and information technology.
403
404   **Section ~~17~~ 16. The Committee on Continuing Education**
405   The Committee on Continuing Education shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and one
406   (1) student.
407   The Committee on Continuing Education shall:
408   a.   Report and recommend to the Academic Senate on services and facilities available to the Continuing
409   Education programs.
410   b.   Serve as a mechanism for articulation between the Continuing Education instructional staff and students,
411   and the Academic Senate.
412   c.   Consider and evaluate proposals received from faculty, students, and the community regarding policies
413   pertaining to Continuing Education.
414   d.   Recommend to the Director of Continuing Education proposals and policies which would enhance the
415   operation of the Continuing Education Program.
416
417   **Section ~~18~~ 17. The Committee on Course and Standing**
418   The Committee on Course and Standing shall consist of nine (9) members of the instructional staff and, in
419   accordance with the Governance Plan, there shall be two (2) student members who shall participate and vote only on
420   matters of policy.
421   The Committee on Course and Standing shall:
422   a.   Formulate and recommend to the Academic Senate policies pertaining to the academic standards of
423   Queensborough Community College including scholastic requirements for graduation, retention standards,
424   probationary limits, and the grading system.
425   b.   Consider individual student appeals, interpret, and in some cases, waive existing College policies.
426
427   **Section ~~19~~ 18. The Committee on Curriculum**
428   The Committee on Curriculum shall consist of ~~seven (7)~~ **nine (9)** members of the instructional staff and two (2)
429   students.
430   The Committee on Curriculum shall:

431   a.   Consider and recommend to the Academic Senate new curricula and courses.
432   b.   Consider and recommend to the Academic Senate changes in established curricula and course credits or
433   hours.
434   c.   Consider and recommend to the Academic Senate graduation requirements for new curricula and changes
435   in graduation requirements for existing curricula.
436
437 **Section 20 19. The Committee on eLearning**
438 The Committee on Distance Education shall consist of ~~seven (7)~~ **nine (9)**faculty members and two (2) students. All
439 faculty and students should be familiar with online instruction. Faculty shall come from different departments so as
440 to be representative of the wide range of disciplines and degree programs at the college.
441 The Committee on Distance Education shall:
442   a.   Report and make recommendations to the Academic Senate on all matters related to Distance Education, in
443   particular, concerning policies and procedures related to the development of, support for and offering of
444   programs, degrees and classes;
445   b.   Work on the assessment process and criteria related to the Distance Education program of the College and
446   report findings to the Academic Senate;
447   c.   Serve as an advisory body for all matters related to Distance Education.
448
449 **Section 21 20. Committee on Environment, Quality of Life and Disability Issues**
450 The Committee on Environment, Quality of Life and Disability Issues shall consist of ~~five (5)~~ **nine (9)** members of
451 the instructional staff and two (2) students.
452 The Committee on Environment, Quality of Life and Disability Issues shall:
453   a.   Through a process that involves the administration, formulate and recommend to the Academic Senate
454   policies and practices pertaining to the College environment in matters of health, safety, security,
455   maintenance and allocation of facilities;
456   b.   Evaluate and report to the Academic Senate on the administrative response to problems in the College
457   environment;
458   c.   Receive all proposals concerning naming and renaming campus facilities and make appropriate
459   recommendations to the Academic Senate;
460   d.   Review and report on College Master Plan regarding facilities and the campus environment;
461   e.   Review the assessment of the campus with regard to services for students with disabilities and disability
462   issues as the assessment relates and pertains to the campus environment and campus facilities and make
463   appropriate recommendations to the Academic Senate.
464
465 **Section 22 21. The Committee on Cultural and Archival Resources**
466
467 The Committee on Cultural and Archival Resources shall consist of ~~ten~~ **fourteen (14)** members. The ~~seven (7)~~
468 **eleven (11)** voting members of the committee shall be: ~~five (5)~~ **nine (9)** members of the instructional staff; two (2)
469 students. The nonvoting members of the committee shall be the Director of the QCC Art Gallery, the Director of the
470 Queensborough Performing Arts Center (QPAC), and the Director of the Kupferberg Holocaust Resource Center &
471 Archives. In the event of a tie vote, the director(s) of the institution(s) shall have a vote on matters pertaining to their
472 area of concern.
473
474 The Committee on Cultural and Archival Resources shall:
475   a.   Serve as a liaison between the QCC Art Gallery, Queensborough Performing Arts Center (QPAC) and
476   Kupferberg Holocaust Resource Center & Archives, and the campus community
477   b.   Report to Academic Senate concerning activities, acquisitions, and facility updates at the QCC Art Gallery,
478   Queensborough Performing Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
479   c.   Recommend involvement of the campus community in the QCC Art Gallery, Queensborough Performing
480   Arts Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
481   d.   Advocate for pedagogy that utilizes the resources of the QCC Art Gallery, Queensborough Performing Arts
482   Center (QPAC), and Kupferberg Holocaust Resource Center & Archives
483
484 **Section 23 22. The Committee on the Library**
485 The Committee on the Library shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and one (1)
486 student.

487 The Committee on Library shall:
488   a.   Report and recommend to the Academic Senate on matters pertaining to the Library of Queensborough
489   Community College.
490   b.   Serve as an advisory group.
491
492 **Section 24 23. The Committee on Publications**
493 The Committee on Publications shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and four (4)
494 students. Three of the student members (the three (3) editors of the major student publications – the student
495 newspaper, the student literary magazine and the year book) may vote only on issues pertaining to the student
496 publications each represents; the fourth student member votes on all issues.
497 The Committee on Publications shall:
498   a.   Recommend to the Academic Senate policies and procedures pertaining to College publications.
499   b.   Receive information on all publications associated with the College or bearing the College name, and
500   report this information to the Academic Senate.
501   c.   Serve as an advisory group for publications associated with the College.
502   d.   Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar,
503   faculty handbooks, and other publications of this nature.
504
505 **Section 25 24. The Committee on Student Activities**
506 The Committee on Student Activities shall consist of ~~three (3)~~ **six (6)** members of the instructional staff and three (3)
507 students.
508 The Committee on Student Activities shall:
509   a.   Report to the Academic Senate on policy matters relative to student activities.
510   b.   Act as an advisory group to any student group seeking faculty assistance.
511   c.   Assist the Director of Student Activities, other administrators, and faculty involved in student activities.
512   d.   Participate in the implementation of Article VII, Section B, Part 2, of the Governance Plan which states:
513   "The Faculty and student body shall share equally the responsibility and the power to establish, subject to
514   the approval of the Board, more detailed rules of conduct and regulations in conformity with the general
515   requirements of this article."
516
517 **Section 26 25. The Committee on Vendor Services**
518 The Committee on Vendor Services shall consist of ~~five (5)~~ **six (6)** members of the instructional staff and two (2)
519 students.
520 The Committee on Vendor Services shall:
521   a.   Receive and evaluate the report of the Auxiliary Enterprise Board on vendor services and recommend to
522   the Academic Senate on matters pertaining to the services and facilities of all vendors to the College,
523   including the Bookstore and Food Services, on an annual basis;
524   b.   Consider and evaluate suggestions and complaints regarding the service and facilities of all vendors to the
525   College, including the Bookstore and Food Services, sending them on to the Auxiliary Enterprise Board;
526   c.   Review the College's assessment of the manner of selection of and the contractual arrangements with all
527   vendors to the College, including the Bookstore and Food Services and make recommendations.
528
529 **Section 27 26. The Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC)**
530 The Committee on WID/WAC shall consist of the director or one co-director of the WID/WAC Program, ~~five (5)~~
531 ~~three (3)~~ **nine(9)** faculty members from different departments who have participated in WID/WAC professional
532 development and one (1) student.
533 The Committee on WID/WAC shall:
534   a.   Oversee and make recommendations to the Academic Senate related to the WID/WAC program;
535   b.   Review and make recommendations to the WID/WAC Director(s) concerning the WID/WAC Professional
536   Development Program;
537   c.   Consult with the Committee on Course and Standing on waiver requests from students on any writing
538   intensive (WI) degree requirements that the Committee on Course and Standing may be called upon to
539   decide;
540   d.   Make the final decision on the designation and recertification of any course or section as WI;
541   e.   Coordinate with the Curriculum Committee on issues concerning curriculum.
542

543   A **motion** to **amend** the resolution, changing the number of representatives on the WID/WAC and
544   Academic Development committees to 6 from the proposed 9, was **made, seconded** and **adopted**
545   **55-0-0.**
546   A **motion** on the resolution was **made, seconded** and **adopted 52-0-2.**
547
548

549   **B. The Committee on Curriculum** *(Attachment K of the February 11, 2014 Agenda)*
550

551   The Committee on Curriculum has sent the following recommendations to the Academic Senate:
552
553   **1. PROGRAM DELETIONS**
554
555   **DEPARTMENT OF ART AND DESIGN**
556
557   **Certificate in Photography**
558
559   **Rationale**: The enrollment in the Photography Certificate program has been declining for the
560   past few years. Student FTEs have recently been in the single digits. Many students are
561   part–time. Enrollment has slipped from 16 total students in fall 2007 to 8 in fall 2012. Of the 8
562   students enrolled in the program in 2012, only half were full-time. Significantly, 5 of the 8
563   students fall between the ages of 30 and 44, indicating a shifting demographic for the program's
564   student base from a younger, more traditional first-degree student to an older student more
565   likely to already have earned a previous degree. In addition, the commercial photography world
566   is being transformed by rapidly evolving technology. This evolution includes the increasing
567   obsolescence of traditional analog photography in favor of newer digital and online
568   technologies, as well as a shrinking professional job market, a phenomenon directly related to
569   these technological changes and a concomitant, culture-wide lowering of standards for aesthetic
570   excellence. The program once served a student cohort seeking full-time employment in the field,
571   but more recently the emphasis of the program has switched to technical and aesthetic training
572   as opposed to job-specific skills. Finally, the continuing viability of the Certificate has been
573   undermined by recent mandates of the Jobs Linkage Law (NYS Education Law Section 6304),
574   which requires an advisory board of industry professionals and other active associations with
575   the presumed, but never-existent "Photography Industry", requirements that are today
576   unreasonable if not impossible to meet, and the small enrollment to justify. In light of these
577   realities the Department of Art & Design voted at its November meeting to eliminate the
578   Certificate in Photography. We would propose to allow students presently enrolled to complete
579   the Certificate, but that no new students be enrolled. All photography courses will continue to
580   be offered under the existing Art and Design concentration in the VAPA—A.S. degree program.
581   Those interested in taking specific courses to enhance their photography skills can still take
582   them on a non-matriculated basis.
583
584
585   •   A **motion** was **made**, **seconded**, and **adopted** 57-0-1 to **approve** the deletion of the
586   Certificate in Photography program in the Department of Art and Design (*Attachment K of the*
587   *February 11, 2014 Agenda)*.
588
589
590   **2. Course Revisions**
591
592   **DEPARTMENT OF ART AND DESIGN**
593

594 **Note: Detailed changes for each course have been omitted from this report because of their**
595 **length. They are available upon request from the Committee on Curriculum.**
596
597

From: **AR-230 Sculpture** *4 studio hours* **[2]** *credits Prerequisite: AR-122*	**TO: AR-230 Sculpture** *4 studio hours 3 credits Prerequisite: AR-122* (additional material included in the syllabus)
AR-231 Ceramics II *4 studio hours* **[2]** *credits*	**AR-231 Ceramics II** *4 studio hours 3 credits* (additional material included in the syllabus)
AR-232 Ceramics II2 *4 studio hours* **[2]** *credits Prerequisite: AR-231*	**AR-232 Ceramics II2** *4 studio hours 3 credits Prerequisite: AR-231* (additional material included in the syllabus)
AR-253 Illustration *4 studio hours* **[2]** *credits Offered as needed Prerequisite: AR-251.*	**AR-253 Illustration** *4 studio hours 3 credits Offered as needed Prerequisite: AR-251.* (additional material included in the syllabus)
AR-252 Drawing II *4 studio hours* **[2]** *credits Offered as needed Prerequisite: AR-251, or permission of the Department*	**AR-252 Drawing II** *4 studio hours 3 credits Offered as needed Prerequisite: AR-251, or permission of the Department* (additional material included in the syllabus)
AR-261 Painting I *4 studio hours* **[2]** *credits*	**AR-261 Painting I** *4 studio hours 3 credits* (additional material included in the syllabus)
AR-262 Painting II *4 studio hours* **[2]** *credits Prerequisite: AR-121 and AR-261*	**AR-262 Painting II** *4 studio hours 3 credits Prerequisite: AR-121 and AR-261* (additional material included in the syllabus)
AR-263 Painting III *4 studio hours* **[2]** *credits Prerequisite: AR-262,*	**AR-263 Painting III** *4 studio hours 3 credits Prerequisite: AR-262* (additional material included in the syllabus)
AR-271, 272 Art for Teachers of Children *4 studio hours* **[2]** *credits*	**AR-271, 272 Art for Teachers of Children** *4 studio hours 3 credits* (additional material included in the syllabus)
AR-280 Introduction to Art Therapy	**AR-280 Introduction to Art Therapy**

1 class hour 2 studio hours **[2]** *credits Offered in Spring* *Prerequisite: BE-112 (or BE-205) and BE-122 (or BE-226), or satisfactory score on the CUNY/ACT Assessment Test.*	*1 class hour 2 studio hours 3 credits Offered in Spring* *Prerequisite: BE-112 (or BE-205) and BE-122 (or BE-226), or satisfactory score on the CUNY/ACT Assessment Test.* **(**additional material included in the syllabus**)**
AR-461 Introduction to Photography *4 studio hours* **[2]** *credits*	**AR-461 Introduction to Photography** *4 studio hours 3 credits* **(**additional material included in the syllabus**)**
AR-462 Advanced Photographic Skills *4 studio hours* **[2]** *credits* *Prerequisite: AR-461, or permission of the Dept. on review of portfolio*	**AR-462 Advanced Photographic Skills** *4 studio hours 3 credits* *Prerequisite: AR-461, or permission of the Dept. on review of portfolio* **(**additional material included in the syllabus**)**
AR-463 Large Format and Studio Photography *4 studio hours* **[2]** *credits Offered as needed.* *Prerequisite:* **[**AR-121, and 462 or 474**]**	**AR-463 Large Format and Studio Photography** *4 studio hours 3 credits Offered as needed.* *Prerequisite: AR-121 and 462* **(**additional material included in the syllabus**)**
AR-464 Photography as Fine Art *4 studio hours* **[2]** *credits Offered as needed.* *Prerequisite:* **[**AR-121, and 462 or 474**]**	**AR-464 Photography as Fine Art** *4 studio hours 3 credits Offered as needed.* *Prerequisite: AR-121 and 462* **(**additional material included in the syllabus**)**
AR-465 Creating the Documentary Image *4 studio hours* **[2]** *credits Offered as needed.* *Prerequisite:* **[**AR-121, and 462 or 474**]**	**AR-465 Creating the Documentary Image** *4 studio hours 3 credits Offered as needed.* *Prerequisite: AR-121 and 462* **(**additional material included in the syllabus**)**
AR-466 Color Photography *4 studio hours* **[2]** *credits Offered as needed.* *Prerequisite:* **[**AR-121, and 462 or 474**]**	**AR-466 Color Photography** *4 studio hours 3 credits Offered as needed.* *Prerequisite: AR-121 and 462* **(**additional material included in the syllabus**)**
AR-468 Photographing People *4 studio hours* **[2]** *credits Offered as needed.* *Prerequisite: AR-462* **[**or 474**]**.	**AR-468 Photographing People** *4 studio hours 3 credits Offered as needed.* *Prerequisite: AR-462* **(**additional material included in the syllabus**)**
AR-473 Electronic Imaging *4 studio hours* **[2]** *credits Prerequisite or corequisite: AR-121*	**AR-473 Electronic Imaging** *4 studio hours 3 credits Prerequisite or corequisite: AR-121*

AR-473 Electronic Imaging *4 studio hours [2] credits Prerequisite or corequisite: AR-121*	**AR-473 Electronic Imaging** *4 studio hours 3 credits Prerequisite or corequisite: AR-121* **(**additional material included in the syllabus**)**
AR-474 Digital Photography *4 studio hours [2] credits.* *Prerequisite: AR-473.*	**AR-474 Digital Photography** *4 studio hours 3 credits.* *Prerequisite: AR-461.* **(**additional material included in the syllabus**)**
AR-480/481 Special Problems in Studio Art *4 studio hours [2] credits Offered as needed Prerequisite: 6 credits in elected art discipline and approval of the Department*	**AR-480/481 Special Problems in Studio Art** *4 studio hours 3 credits Offered as needed Prerequisite: 6 credits in elected art discipline and approval of the Department* **(**additional material included in the syllabus**)**
AR-510 Printmaking: Relief and Stencil *4 studio hours 2 credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261*	**AR-510 Printmaking: Relief and Stencil** *4 studio hours 3 credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261* **(**additional material included in the syllabus**)**
AR-511 Printmaking: Intaglio *4 studio hours [2] credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261*	**AR-511 Printmaking: Intaglio** *4 studio hours 3 credits Prerequisite or corequisite: AR-121, or AR-251, or AR-261* **(**additional material included in the syllabus**)**
AR-512 Printmaking II *4 studio hours [2] credits Prerequisite AR-510*	**AR-512 Printmaking II** *4 studio hours 3 credits Prerequisite AR-510* **(**additional material included in the syllabus**)**
AR-541 Advertising Design and Layout *4 studio hours [2] credits Prerequisite or corequisite: AR-121*	**AR-541 Advertising Design and Layout** *4 studio hours 3 credits Prerequisite or corequisite: AR-121* **(**additional material included in the syllabus**)**
AR-543 Design for Desktop Publishing *4 studio hours [2] credits Prerequisite: AR-541 Offered as needed*	**AR-543 Design for Desktop Publishing** *4 studio hours 3 credits Prerequisite: AR-541 Offered as needed* **(**additional material included in the syllabus**)**
AR-544 Design for Motion Graphics *4 studio hours [2] credits Prerequisite: AR-541 Offered as needed*	**AR-544 Design for Motion Graphics** *4 studio hours 3 credits Prerequisite: AR-541 Offered as needed*

598

AR-483 Portfolio Project in Studio Art *[4 studio hours 2 credits offered as needed Prerequisite: 6 credits in elected art discipline and approval of the Department]*	**AR-483 Portfolio Project in Studio Art** ***Independent Study; 1 credit:*** *2 studio hours 1 credit offered as needed Prerequisite: 9 credits in elected art discipline and approval of the Department* **(**additional material included in the syllabus**)**

14

599
600
601   **SUMMARY OF CHANGES AND RATIONALE**
602
603   **RATIONALE for 2 to 3 credit changes:**
604
605   In fall of 2012 the department hired a consultant from NASAD (National Association of Schools of Art and
606   Design) to evaluate the possibility of gaining accreditation for the art and design program. The consultant
607   noted that "Foundation courses are three credits and meet for three hours and 50 minutes once a week.
608   Studio art courses are two credits—unusual—but in compliance with four hours of studio time per week.
609   Nonetheless, the institution is urged to move all studio classes to 3 credits… The three credits are fairly
610   standard for studio classes and would enable students to transfer these credits more readily. It would
611   necessitate a reconfiguration of curricula but would make Queensborough Community College students
612   more able to transfer. The consultant's review of typical transfer institutions for QCC students (Queens
613   College, School of Visual Arts, Hunter College, Purchase College, SUNY) indicated that all of these
614   institutions (and most others) use three-credit standards for most art courses."
615   When studio courses were first offered at QCC they were, as were all studio art courses within, and many
616   outside CUNY—both 4-year and 2-year institutions—4-hours/2 credits. Over the years, various units of
617   CUNY as well as private institutions have increased the credits to 3 while leaving the contact hours the
618   same.
619   At Queensborough we resisted this trend as long as possible, and so of necessity our students had to
620   take additional courses to fulfill their credit requirements. At the same time we made sure that the rigor of
621   our 2-credit/4 hours studio classes would be the pedagogical equal of, if not superior to, the course
622   content of normatively similar courses at other units that were granting 3 credits for the same material, so
623   our students would be prepared for transfer. Many years ago, however, we began to encounter the very
624   serious and concerning problem that QCC students who transferred to 4-year colleges within CUNY were
625   denied credit for the studio courses they took at QCC because at the transfer college the administration
626   and department only considered the credits and not the learning content or syllabi of the course, and
627   since the credits *we* awarded were less than what *they* awarded, they simplistically and unjustifiably
628   concluded that so too was the learning less rigorous, and made our students take those courses all over
629   again at considerable expense of time and personal weal. No amount of discussion could dissuade them
630   from employing that flawed equation. So, bowing to CUNY *realpolitik,* and to try and reduce some of the
631   needless expense and redundancy for our graduates, we upgraded several of our most commonly-taken
632   courses, AR-121 (2-Dimensional Design) AR-148 (Color Theory), etc. to 3 credits thereby allowing for a
633   smooth transfer of students' credits at least for these classes. As new studio courses were introduced
634   over the years they were designed for transferability from the outset and allocated 3 credits for 4 studio
635   contact hours.
636   However, as noted by the NASAD consultant, this has now led to a checkerboard of studio courses at
637   QCC where some 4-hour studio classes are worth 3 credits and others only 2, making the transfer of
638   credits within and without CUNY, unpredictable, inconsistent, and most importantly all too often grossly
639   unfair to the student who has done the work, but receives no appropriate college transfer credit. We are
640   therefore proposing to change all remaining 2-credit/4 hour studio art classes to 3-credits/4 hours. The
641   course scope and workload of these courses will be increased where necessary to justify the additional
642   credit. This generally will include additional projects and a broadening of content. We have attached the
643   revised syllabi for each course.
644   To further enhance the drawing, painting, design and printmaking course offerings (**AR-512 AR-541, AR-**
645   **511, AR-510, AR-263, AR-262, AR-261, AR-253, AR-252**), the Department of Art and Design will acquire
646   an additional painting/drawing studio over the summer of 2014. At present all our studios are scheduled
647   during the week. The additional studio will allow for "Open Studio Hours" where the students can work for
648   significant blocks of time on their projects. These projects are often too large and cumbersome to
649   transport back and forth to school, so this additional opportunity and availability of work time outside of
650   class will be pedagogically invaluable and will figure into the adjusted syllabi and expectations of student
651   performance in the re-credited courses.
652
653   **RATIONALE for 2 to 1 credit change for AR-483-Portfolio Project in Studio Art:**
654

15

655 AR-483 was developed specifically to prepare students for transfer to four-year art programs that require
656 a portfolio review for admission. Often the transfer college itself requires a second portfolio review before
657 allowing their own students to continue into their Junior and Senior years. AR-483 is an Independent
658 Study course that allows students to work with a faculty member of their choice in their field of
659 concentration to develop a portfolio of work that will allow them to pass that second level review. Initially
660 it was thought that the scope of the class might be broader to include general discussions and projects
661 that looked at the different career needs of Queensborough students, but as we pursue accreditation and
662 the required transfer agreements with other colleges, it has become clear that a more narrowly focused
663 class would be or greater benefit to our students. Additionally, if the all the studio courses will now be 3
664 credits, the several art programs we offer will have to divest themselves of the credit differential;
665 restructuring AR-483 and reducing it by one credit helps to relieve that pressure.
666
667   • A **motion** was **made**, **seconded**, and **adopted** 57-0-2 to **approve** the deletion of the
668   Certificate in Photography program in the Department of Art and Design (*Attachment K of the*
669   *February 11, 2014 Agenda)*.
670
671
672
673 **3. Program Revisions**
674
675 **DEPARTMENT OF ART AND DESIGN-AAS in Digital Art and Design (DAD)**
676
677 *Note: Detailed changes for each course have been omitted from this report because of their*
678 *length. They are available upon request from the Committee on Curriculum.*
679
680 **Rationale:** One program in the Department of Art and Design will be directly affected by the changes
681 listed above: Digital Art and Design (DAD). The Art and Design concentration VAPA will not be affected
682 and will not have to be modified. Students will still be required to fulfill 20-26 credits in their major,
683 however at 3 credits for all the studio courses they will simply have to take fewer courses to fulfill that
684 credit requirement than they would have when those classes were 2 credits.
685
686 **FROM: AAS in Digital Art and Design**
687
688 **GENERAL EDUCATION CORE REQUIREMENTS**
689   **Credits**
690
691 EN 101   English Composition   3
692 EN 102   English Composition II   3
693 MA 321   Mathematics in Contemporary Society   3
694 CH 103 or CH 106 Chemistry in the Arts (STEM or non-STEM)   3 – 4
695 Social Science Elective   3
696 History Elective (Choose from HI 100 Series)   3
697 Humanities Elective   3
698 Sub-total   21 - 22
699
700 **REQUIREMENTS FOR THE MAJOR**
701 AR 121   Two Dimensional Design   3
702 AR 122   Three Dimensional Design   3
703 [AR 148   Color Theory   3]
704 [AR 251   Drawing 1   3]
705 Art History Elective (Choose from: AR 310,311,313,315,316,317,318 or 320)   3
706 AR 325   History of Graphic Design   3
707 AR 461   Introduction to Photography   [2]
708 AR 473   Electronic Imaging   [2]
709 AR 541   Advertising Design and Layout   [2]

710	AR 543	Design for Desktop Publishing	[2]
711	AR 544	Design for Motion Graphics	[2]
712	AR 642	Web Animation	3
713	ET 710	Web Technology: Building and Maintaining Websites	4
714	CH 104	Chem in the Arts Lab (not required if CH 106 taken)	0 – 1
715	Sub-total		35 – 36

716 **Electives**
717 [Free Electives (AR 253, 903 and 905 are strongly recommended)   3]
718

719 **Total Credits Required for the**
720 **AAS is Digital Art and Design Program**... **60**
721

722 All students must complete 2 WI designated classes to fulfill degree requirements.
723

724 **TO: AAS in Digital Art and Design**
725

726 **GENERAL EDUCATION CORE REQUIREMENTS**
727
728   **Credits**
729

730	EN 101	English Composition	3
731	EN 102	English Composition II	3
732	MA 321	Mathematics in Contemporary Society	3
733	CH 103 or CH 106	Chemistry in the Arts (STEM or non-STEM)	3 – 4
734		Social Science Elective	3
735		History Elective (Choose from HI 100 Series)	3
736		Humanities Elective	3
737	Sub-total		21 - 22

738

739 **REQUIREMENTS FOR THE MAJOR**

740	AR 121	Two Dimensional Design	3
741	AR 122	Three Dimensional Design	3
742	AR 251 OR AR 148: Choose either Drawing 1 or Color Theory		3
743	Art History Elective (Choose from: AR 310,311,313,315,316,317,318 or 320)		3
744	AR 325	History of Graphic Design	3
745	AR 461	Introduction to Photography	3
746	AR 473	Electronic Imaging	3
747	AR 541	Advertising Design and Layout	3
748	AR 543	Design for Desktop Publishing	3
749	AR 544	Design for Motion Graphics	3
750	AR 642	Web Animation	3
751	ET 710	Web Technology: Building and Maintaining Websites	4
752	CH 104	Chem in the Arts Lab (not required if CH 106 taken)	0 – 1
753	Sub-total		37 - 38

754 **Electives**
755 Free Elective (Portfolio independent study AR 483 strongly recommended)   1
756

757 **Total Credits Required for the**
758 **AAS is Digital Art and Design Program**... **60**
759

760 All students must complete 2 WI designated classes to fulfill degree requirements.
761
762
763

764   •   A **motion** was **made**, **seconded**, and **adopted** 58-0-1 to **approve** changes in AAS in Digital
765   Art and Design in the Department of Art and Design (*Attachment K of the February 11, 2014*
766   *Agenda)*.
767

768 **VII. Old Business**

769   NONE

770

771 **VIII.   New Business**

772   NONE

773 The meeting was adjourned at 3:50 PM
774
775   Respectfully Submitted,
776
777   Joel Kuszai
778   Secretary, Steering Committee of the Academic Senate

QUEENSBOROUGH CUNY
COMMUNITY COLLEGE

Report of the President
to the
Academic Senate
March 11, 2014

Enrollment

- Current students who plan to register for summer and/or fall 14 seeking New York State or Federal financial aid, must re-submit their FAFSA by Friday, April 25th. The 2014 - 2015 Federal Application for Federal Student Aid (FAFSA) is currently available on-line for students and families to begin the application process now.

- Summer and Fall 2014 academic advisement begins March 17, 2014. Faculty and staff are asked to encourage students to schedule an appointment with an advisor as soon as possible. The Office of Academy Advisement has a goal to advise all continuing students by May 30, 2014.

- Registration for Summer Session (for continuing and visiting students) and the Fall 2014 semester will begin Friday, April 11, 2014. Summer Session is the ideal time for students to keep themselves on track towards a timely graduation. A multi-media advertising campaign is underway to encourage QCC students as well as students home for the summer from private and SUNY colleges to register for our summer classes. Please note the summer session will begin several days later than usual to accommodate a strong enrollment in our summer classes by our own and visiting students.

Starfish: *Early Alert*

- Faculty can help our students achieve academically! Research indicates that one method is to send students alerts early in the semester when there is need for improvement. This may spur them to seek out their adviser or go for tutoring. QCC's Starfish system allows faculty to send alerts about students in their class who are having academic difficulty. In Starfish, faculty raise flags or referrals through periodic class "progress surveys." Periodically over the semester, Faculty receive an announcement that the progress surveys are open. For Spring 2014 the periods are February 23rd - March 1st (fifth week of the term), March 23rd – 29th (ninth week of the term) and April 27th –May 3rd (twelfth week of the term). Please note the official withdrawal deadline is 4/24/14. Note there are only three surveys this term. However, you are welcome to use Starfish at other times. The system is configured to provide flexibility so that you may raise flags and/or referrals directly from your dashboard when you wish and, ideally, shortly after an exam.

- To date, QCC data indicates that students who receive an early alert and go for tutoring perform better than those who do not. You can also give students "kudos" via Starfish; everyone likes being recognized for their successes! If you are new to Starfish or want training in using it effectively, please watch for announcements from Mr. Ed Molina, the Starfish technical lead for Academic Affairs. Visit the QCC Starfish website for training dates, FAQs, and other documentation.

Student Retention

The Retention Management Team held a joint meeting with the Admissions Committee and the Committee on Course and Standing on January 31, 2014, to discuss recent data about several groups of students in academic difficulty, whose records these committees review each semester. As a result, several actions have already been taken: the Committee on Course and Standing is considering a recommendation about the Academic Alert category, the Admissions office and the Admissions Committee have established new procedures for students applying for readmission, and a professional staff member of the Registrar's Office has launched mandatory workshops for all students on Academic Alert, Probation, and Continued Probation. The chairperson of each of these Senate committees (or a designee) has accepted the invitation to serve as an ex-officio member of the Retention Management Team.

Student Honors and Awards

QCC chemistry students Sandy Enriquez and Daysi Proano have been offered a position in the 2014 NSF-funded Research Experiences for Undergraduates (REU) Program in the Department of Chemistry at the University of Tennessee-Knoxville. This summer program provides a 10-week intensive research experience that is limited to only the most outstanding undergraduate applicants. Each participating student will be trained by faculty members and graduate students who are experts in research areas in which their interests lie. In doing so, students will gain experience working on cutting-edge research projects. The University of Tennessee Summer REU experience is a very competitive program but their administrators knew about Sandy from her regional research presentations and paid for her registration, travel and lodging to present at the American Chemical Society Southeast Regional Meeting in Knoxville in January. Sandy, who will graduate from QCC this May, won top honors at that conference for her research presentation.

Queensborough was the only community college to participate in the American Mock Trial Association (AMTA) Regional Tournament, held at Roger Williams University in Bristol, Rhode Island, February 8-9. Our Mock Trial team came up against Ivy League schools Harvard and Yale as well as Rutgers, Wesleyan University and Iona College. In a highly competitive third round of the four-round tournament, Queensborough earned a tie with Brandeis University. Congratulations to the many faculty advisors/coaches, including Professor Ted Rosen of the Business Academy, who helped make this such a successful experience for our students.

In recent sports news, the 2014 CUNYAC Women's Basketball Championship was awarded to our Lady Tigers! Congratulations to head coach David Chambers and to starter Shantana Kanhoye, who netted a total of 29 points in the championship game and was named the CUNYAC/Con Edison Tournament Most Valuable Player.

Opportunities and Resources for Students

Effective Spring 2014, the Carroll and Milton Petrie Foundation has awarded QCC a three-year grant, of up to $100,000 per year, for the next three years. The grant provides assistance to students with short term financial emergencies. Ms. Ellen Hartigan, Vice President for Student Affairs, recently sent the College community information (along with an application) for students to secure these funds. Ms. Veronica Lukas, Director of Student Financial Services, will serve as Grants Manager for this campus initiative. Please forward names of students with short-term financial emergencies to either Veronica Lukas, Director of Financial Services vlukas@qcc.cuny.edu or Denis Scalzo, Associate Director of Financial Services dscalzo@qcc.cuny.edu

It is that time of the year again! QCC's Single Stop Office is providing free tax preparation for students. Those interested can stop by the Student Union between now and April 15th. Please remind our students to visit the Single Stop Office (Library Building, Room 432A) for further details.

Scholarships!!! Eligible Continuing Students may apply for our Fall 2014 Academic Merit Scholarship of up to $1000 a semester. Visit QCC's scholarship webpage at www.qcc.cuny.edu/scholarships to learn about this and other exciting scholarship opportunities.

The 2014-15 Student Government Elections will be conducted Friday, March 15th through Thursday, March 21st. Please urge our students to become informed about the candidates and exercise their right to vote by choosing QCC's next Student Government Association Board.

Faculty and Staff Honors and Awards

Congratulations to Interim Vice President Denise Ward, Continuing Education, and Professor Stu Asser, Engineering Technology, who have received a subcontract from Martin Van Buren High School as part of a three year, U.S. Department of Education School Improvement Grant. The College will receive $300,246 each year to provide training to high school students in the areas of EMT, Patient Care Technician, and Pre-engineering.

Grant Awards and Opportunities

- *COMMUNITY COLLEGE COLLABORATIVE INCENTIVE RESEARCH GRANTS PROGRAM (C3IRG)* supports the collaborative research efforts of faculty at CUNY Community Colleges. The primary programmatic goal is to seed research that will form the basis for externally funded grant proposals. The C3IRG program is directed towards supporting and funding projects focusing on pedagogical research, although proposals from all disciplines are welcome. The program will fund one-year grants from September 1, 2014 to June 30, 2015 with awards up to a maximum of $15,000. Additional information can be found on CUNY's Internal Funding Programs website: http://www.cuny.edu/research/faculty-resources/internal-funding-programs/community-college-grant. The C3IRG application deadline is Friday, April 4th.

- The Samuel H. Kress Foundation Digital Resources Program is soliciting applications due April 1, 2014. The program supports the conversion of important existing information and visual resources to digital form, and for innovative experiments in the field of digital art history.
- The United States Air Force Research Laboratory Directed Energy Directorate seeks research proposals, with a rolling deadline through Aril 1, 2017. Eligible projects are energy-related basic, applied, and advanced research projects that are of interest to the Department of Defense.
- The National Endowment for the Arts Challenge America Fast-Track Program is soliciting applications due May 8, 2014. The program supports projects that extend the reach of the arts to underserved populations. Grants are available for professional arts programming and for projects that emphasize the potential of the arts in community development.

Update on the Early College Initiative (ECI)

- *Curriculum Planning*: The ECI Curriculum Planning Subcommittee (which includes 7 QCC faculty members) continued its work in skills mapping and scope and sequence. Per required by NYSED, two drafts of the 6 year scope and sequence were submitted on February 14th – one for each of the identified degrees (our current associate degree programs in Computer Information Systems and Internet Technology). It is accepted that the scope and sequencing of high school courses will evolve as the high school curriculum evolves. The skills mapping data research for the two defined job areas, design solutions and development, is under way. Interviews of SAP employees in those areas were conducted and the responses were used to generate lists of concrete content and skills. In addition, several job descriptions from institutions in these technical areas were analyzed. The skills identified will be mapped to the courses for the high school curriculum. Trunk courses for the 2 majors were proposed, namely Speech 211 and a still to be determined Economics course.   Work continues to identify the requisite Math and English courses. Four Queensborough faculty plan to attend the SAP Professional Development Conference in Atlanta on March 27 – 29.

- *Marketing and Recruitment for the ECI*: Branding materials such as logo, brochures and banners have been created, approved and submitted to be printed. These collateral materials will be used to recruit both students and high school teachers. Website creation began with the vendor, Edlio, with a preliminary conversation on layout and concepts. The domain name will be www.btechnyc.org. Tentative launch date is targeted for March 10th. Open houses to recruit students are scheduled for 3/18 at SAP and 3/20 at QCC. Additional open houses are planned at Martin Van Buren High School on the weekend of March 15 and 16, pending final approval by the NYC Department of Education Chancellor's Office.

Resource Allocation Planning for FY 15

Led by Interim Vice President Bill Faulkner, QCC's annual Resource Planning & Allocation Process for FY 15 is underway. In March, divisions and departments will be provided with historical information and templates to assist in preparing budget requests for the coming academic year. In keeping with our practices, this process is designed to ensure our resources support our highest priorities, as reflected in the Strategic Plan developed by the College Advisory Planning Committee. Please note, Strategic Plan initiatives will receive the highest

priority for discretionary funding. Through the respective Vice President, each Division will submit budget request proposals for new funding related to strategic priorities and operational needs. These proposals will be reviewed and prioritized by the Cabinet. The Budget Subcommittee of the Faculty P&B Committee and the Academic Senate Budget Advisory Committee will be consulted for their funding recommendations prior to our final expenditure plan for FY 15.

Upcoming Events

- The **Newly Tenured Faculty Reception** will take place on March 11, at 4:30 p.m. in the Oakland Dining Room. This year's reception will recognize 28 faculty colleagues from seven departments who were recently awarded Tenure or a Certificate of Continuous Employment.

- The multi-talented **David Alan Grier** (DAG), whose career boasts spectacular successes in virtually all creative mediums, will bring his contagious laughter and thought-provoking comedy to the Queensborough Performing Arts Center (QPAC), on March 15 at 8:00 p.m.

- Students in the Department of Speech Communication and Theatre Arts will present **12 Angry Jurors,** at the Humanities Theatre now through March 14. A special $1.00 matinee is being offered March 12 at 12:15 p.m. The play is by Reginald Rose, a renowned writer who attended City College in the early 1940's.

- The **Dean's List Ceremony and Celebration of Milestone** students (those completing 30 credits within their first year) will be held on Tuesday, March 18, at 7:00 p.m. in the Humanities Theatre. More than 1,500 students will be honored this year.

- Faculty, students and the community are invited to the Spring 2014 **Presidential Lecture Series**, featuring Dr. Jilani Warsi, Associate Professor in the Department of Academic Literacy. Dr. Warsi's lecture: *Comprehension without Instruction: The Complexities and Myths of Language Acquisition* will address language acquisition, Universal Grammar, and the myth that languages are learned through imitation. The Presidential Lecture will be held on March 19, at 4:30 p.m. in M-136. Faculty are encouraged to attend and to bring their classes.

- **Classicism and Exile: The Life and Work of Marcel Salinas** March 20-May 2, 2014 This exhibition at the QCC Art Gallery offers a retrospective of art created by Marcel Salinas, whose little known work belies a fascinating career that includes close ties to the circle of artists that pioneered modern art in Egypt. Throughout his life, he returned continually to the time-honored genres of still-life, nude, landscape and portrait, showing a rare commitment to technique and a profound understanding of light, color, and form. The exhibition, which will be the first retrospective of Salinas's work, will draw on the extensive archive left to the trustees of his estate, including sketchbooks, letters and other documents pertaining to his life. While the focus will be primarily on his paintings, his work as a

lithographer and as a photographer will be used as points of comparison and contrast, thus bringing into relief the richness of his visual world.

- The **Spring 2014 Faculty Meeting** will be held on Wednesday, March 26 from 12:10 to 2:10 PM in M 136. Sponsored by the Faculty Executive Committee, the program will include a panel discussion by several QCC faculty and staff on the opportunities and challenges of *on line instruction as a pedagogical strategy*. All faculty are encouraged to attend.

- Recipients of the **QCC Award for Excellence in Faculty Scholarship** are selected every two years. This award recognizes tenured faculty with a sustained and distinguished record of scholarship or creative performance, evidenced by publications, professional presentations, and/or creative works. The Ceremony will be held on Tuesday, April 1st at 4:30 p.m. in the Oakland Dining Room. This year's recipients are: Dr. Edmund Clingan (History), Dr. Jeffrey Jankowski (Social Sciences/Psychology), and Dr. Paul Marchese (Physics).

- The College's annual **Job Fair**, sponsored by the Office of Career Services, will take place on Wednesday, April 2nd from noon to 3:00 pm in the Student Union. Students should be appropriately dressed for a job interview and bring their resumes to present to prospective employers. Please encourage students to take advantage of this valuable opportunity to meet face-to-face with over 55 prospective employers.

- Queensborough's 53rd **Commencement** Ceremony will be held the morning of Friday, May 30, 2014. Faculty members and HEOs are encouraged to participate in this event, which is so very meaningful to our graduates and their families. Faculty and HEOs participating in the academic procession may order their academic attire through the QCC Commencement Webpage at www.qcc.cuny.edu/commencement. The deadline for faculty and HEOs to order academic attire is Monday, April 28th.

- The annual **Walk to Aspire** will take place on our athletic track Wednesday, May 7th at 1:00 p.m. To date, we have eight teams who have already started their fundraising, and we anticipate commitments from another 9-10 teams to raise funds for QCC student scholarships. This year, donors have the opportunity to designate their gifts to a specific Walk to Aspire team, thanks to a new and improved website. Teams can also choose to have the monies they raise go to any existing departmental scholarship of their choice.

- All Faculty and staff are invited to QCC's annual fundraising gala, "**Partners for Progress**" on Thursday, April 24 at Terrace on the Park. Honorees to date include Barry Pulchin, Class of 1966 who will be honored as the Alumni Partner of the Year. He graduated with an associate degree in accounting and then transferred to Baruch to earn his bachelor's degree. He credits Queensborough and its faculty for where he is today as the Director of Forensic Accounting and Valuation Services as well as the Chief Operating Officer of the Long Island Office of PragerMetis, a forensic accounting firm. Mr. Pulchin is also a Certified Public Accountant in New York, Connecticut, Florida and North Carolina. Additionally, we are in the final stages of confirming F&T Group as our Corporate Partner of the Year. F&T Group is a global development company that handles acquisitions, planning, design, development, construction and management of mixed use projects in China and New York City.

We will also be paying tribute to two former faculty members, Jackson Lum, Professor Emeritus in the ECET program and his wife, Muriel, as well as the recently deceased Dr. Pak Wong, former Chair of the Chemistry Department in recognition of the scholarship endowments that have been established in their names. We hope that you will join us. Please purchase your tickets within the next ten days, or by March 21st, to take advantage of the "Early Bird" rate for faculty and staff at $125. After March 21st, tickets for faculty and staff will be $150 (external supporters pay $300 per ticket). Funds that are raised will be used to award scholarships to students so they can access, attend and complete a degree at Queensborough as well as to support Faculty Development, the Kupferberg Holocaust Resource Center & Archives (KHRCA), the QCC Art Gallery and the Queensborough Performing Arts Center (QPAC).

STEERING COMMITTEE OF THE ACADEMIC SENATE
QUEENSBOROUGH COMMUNITY COLLEGE, CUNY
MONTHLY REPORT
March 11, 2014

1. **Senate Matters: Composition and Membership**

All positions in the Academic Senate are filled. Elections underway for 14 faculty at large positions.

2. **Committee Matters: Composition and Membership**

All positions on the Academic Senate Committees are filled. Student attendance is less than desired. Remedies are being put into place with the restructuring of the terms of office and fixing of meeting tiems.

3. **Committee Matters:**

A. **Structures**

The Committee on Committees and the Steering Committee have now completed the first phase of a proposal to restructure the Standing Committees of the Academic Senate to relate the committees to the new MIDDLE STATES ASSOCIATION Standards for Excellence. More to come in 2014-2015 year.

Objectives include:

- To facilitate the operation of a comprehensive institutional approach to assessment via shared governance and institutional structures
- To accommodate the Middle States Association Review Process with least disruption.
- To provide more opportunities for faculty service to the College by increasing the size of committees
- Providing Staggered terms to insure continuity (faculty members are in multiples of three with 3 year terms)
- Each year most of the committees would involve itself in the annual assessment of those areas under its purview. They would make recommendations as to what they think would improve the assessment process.

Timeline:
PHASE I : Increase the number of positions

Draft of the Proposal December 2013

Approval by the Senate February 2014

PHASE II : Realignment of Committees with Middle States Criteria for Excellence

Draft of Proposal June 2014

PHASE III: Restructuring: Removal of committees, creation of new Committees

Draft of the Proposal December 2014

Approval by the Senate February 2015

B. Nominations to the Committee on Ceremonial Occasions

As a result of the actions at the Academic Senate on February 11, 2014 the Committee on Ceremonial Occasions remains a committee of the Senate but as there are still no ceremonies of the college for which the committee can consult the committee will have no ceremonies concerning which it can consult. This being the case we do not want to cause harm to faculty who might be assigned to this committee in its current condition denying them the opportunity to have some actual college service. So, the Steering Committee directed the Committee on Committees to leave the committee positions vacant until such time as the Senate designates any official College ceremonies.

Any member of the Academic Senate may introduce a resolution to create at least one ceremony of the College which, if adopted, would provide something for the Committee on Ceremonial Occasions to do. E.g.,

> RESOLUTION:
>
> Whereas, Graduation is a ceremony that has a long tradition at Queensborough Community College, and
>
> whereas, Graduation is a ceremony that offers value to numerous constituencies of the College,
>
> therefore, be it resolved that graduation be a ceremony of the College.

EXPLANATION: Whereas there is a graduation ceremony each year at the College, it is offered by the authority of the administration and there is no requirement for it to be offered. The adoption of this resolution makes it a Policy of the College and mandatory to offer the ceremony. It would be offered according to what the administration determines to be within the means of the College Budget to provide.

There are other ceremonies with status similar to graduation as being annual events of some importance, including; honors convocation, twenty year service, welcome of new faculty, etc… There are also less frequent but significant events such as the inauguration of a new president.

If there is no reason to make even graduation an official ceremony of the college, then why is there a need for the governing body to have a standing committee to consult on something the governing body deems of so little importance so as not to recognize it as a college ceremony?

4. University and College Wide Matters with Direct Bearing on the Senate

A. The University Faculty Senate

The University Faculty Senate of The City University Of New York met in February . There were no actions taken.

B. The CUNY BOT met on January 15 and 27, 2014 and took several actions. Available here:
   http://policy.cuny.edu/board_meeting_summaries/2014/01-27/pdf/#Navigation_Location

Of particular possible interest are these:

RESOLVED, That James B. Milliken be appointed Chancellor of The City University of New York, effective on a date mutually agreed upon, prior to June 1, 2014, at a salary to be determined by the Chairperson, subject to financial ability, and that he be appointed Distinguished Professor, with tenure, at the CUNY School of Law. **Resolution unanimously adopted.**

NO. 6. THE CITY UNIVERSITY OF NEW YORK – APPOINTMENT OF VICE CHANCELLOR FOR BUDGET AND FINANCE:
RESOLVED, That the Board of Trustees of The City University of New York approves the appointment of Matthew Sapienza as Vice Chancellor for Budget and Finance, at a salary to be approved by the Interim Chancellor.

5. Actions of the Steering Committee
A. Revision and reconstruction of the Academic Senate website

- An area (blog)has been created to report on activities of the Committees of the Academic Senate and the Senate itself. http://www.qcc.cuny.edu/governance/academicSenate/as-blogs/news-and-views.html
- An area has been created to allow candidates for election to seats in the Senate to state their principles and positions for the electorate.
  http://www.qcc.cuny.edu/governance/academicSenate/CandidatesforSenateMembership.html
- A page has been created for descriptions of the Standing Committees and what potential faculty and staff members should know about them.
  http://www.qcc.cuny.edu/governance/academicSenate/What_Faculty_need_to_know.html
- A page has been created for descriptions of the Standing Committees and what potential student members should know about them.
  http://www.qcc.cuny.edu/governance/academicSenate/What_Students_need_to_know.html

6. Shared Governance Discussions and the Academic Senate

In our readiness to entertain discussion of all other college-related matters, we wish to remind all members of Queensborough's faculty that all meetings of the Academic Senate are open to the public as per the 2006 Perez decision on Open Meetings Law, as noted in Article I, Section 3, b of the Bylaws of the Academic Senate:

> *Meetings of the Academic Senate shall be subject to the Open Meetings Law and the Freedom of Information Law. Under the Open Meetings Law, the public has the right to attend any meeting of a public body. Any time a quorum of a public body gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. 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.*

As always, we pledge to recognize any member of faculty who wishes to contribute to our dialogue.

DATE: February 18, 2014
TO: QCC Academic Senate
FROM: QCC Faculty Representative to CUNY UFS, Barbara Rome
SUBJECT:

The 379th Plenary Session of The University Faculty Senate of
The City University Of New York
Tuesday, February 18, 2014, 6:30 p.m.

UFS Chair Terrence Martell called the meeting to order at approximately
6:30 p.m. in the Skylight Room at the CUNY Graduate School and University
Center.

I. Approval of the Agenda
     The agenda was approved by voice vote.

II. Approval of the Minutes of December 10, 2013
      The minutes were approved as distributed by voice vote.

III. Motion to send letter of condolence to family of Mike Gothic

IV.   Invited Quests

A. Brian Cohen, Associate Vice Chancellor and Chief Information Officer:
(See Attachment)
Update on past year
Collaboration reinstated Technology committee
Opportunity UFS Technology Committee
USF Library and Information Technology Committee
IT Steering Committee
          CIS/Faculty collaboration on IT Projects: blackboard upgrade, piloting
          virtual labs, Textbook Savings RFI, John Jay RFP, and other ways to
          reduce the cost of course materials, licensing enterprise software
          Software Licensing Update, MATLAB (site license under negotiation),
          Turnitin (license under negotiation), Adobe Creative Cloud (more access),
          Microsoft Enterprise Agreement (remains in place, recently extended to
          include Microsoft academy across the university)
          Blackboard upgrade December 2013 major enhancement enable new
          features and functionality. Survey on Blackboard hometab will solicit
          faculty/student feedback on upgrade, will be available February 24 for
          most campuses, and on March 21 for 3 community colleges. Currently
          there are 232,498 active users Spring 2014
          Library System upgraded to Aleph version 21 and will go live with the
          new system in Summer 2014. Testing and data conversion is now under

way. Provides enhancements: easier for users to search resources, item availability updated, secure integrated authentication process for logging in. April 2014 no longer uses SSNs but will use EMPLIDs for all CUNYfirst schools.

Network Upgrades significant upgrades in 2013, added Bronx Community and Hostos College to fiber network, upgraded one of the two CUNY-wide Internet links from 2 to 5 Gbps, upgraded link to Queens College, City Tech, and York College to 1 Gbps. In Q1 2014 a second CUNY-wide Internet link will be upgraded from 2 to 5. Improves speed

CUNYfirst implemented at 15 colleges and serves over 210,000 students. Implementation at fourth wave colleges in March 2014.

Virtual Computer Labs at CUNY VCL allow students to access computer lab programs from anywhere with internet access. Students log on anytime via secured website, once connected students can choose any computer lab program, students can then open the program and begin working

Textbook Savings Initiative Less than half of CUNY students buy textbooks, usage of textbooks on library reserve is extremely high. Costs of textbooks has increased significantly for CUNY students. Established new Campus Bookstore/Textbook exploratory committees. Issued RFI to explore current and future vendor plans to lower textbooks costs for students. RFP expected in Spring 2014. Looking into different options for students for purchasing books a more integrated solution.

B. Rachel Stephenson, Director, CUNY Service Corps: Presentation (see Attached) Provide students with paid internships to help build resumes. Students work 12 hours a week, providing service while getting paid. Allows student to be aware of what is going on in their community. Launched last fall 2013 after Hurricane Sandy.

V. Reports

Representatives to Board Committees
    Faculty Staff and Administration University (See Attachment Comparison of instructional staff and faculty staff)

Chair 41st annual conference will take place on April 6,7, 8. (see attachment) Pathways modifications concern to have contact and credit hours to line up. Fall 2014 colleges can allocate number of credit hours for contact hours. Faculty members sitting on CCRC will be selected through college processes. Community Colleges cross campus initiatives award up to 20 research fellows 2 courses release time to fulltime tenure faculty who are dedicated to research and publication.

CUNY Executive Budget: 2014-15 (see attachment) increase of 102.2 million dollar increase for senior colleges. Community colleges the FTA remained the same. Capitol budget no new funds.
Spring Enrollments down

The meeting was adjourned at 8:15 pm.

QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

Report to the Academic Senate

February 19, 2014

From: Dr. Edward Volchok, Chairperson of the Committee on Committees

To: Dr. Joel Kuszai, Secretary of the Academic Senate Steering Committee

cc: Mr. David Moretti, Dr. Philip Pecorino, Prof. Jeffrey Schwartz, Dr. Cheryl Spencer, Dr. Emily Tai, and Prof. Constance Williams,

Monthly Report of the Committee on Committees for February 2014

This report details the Committee on Committees' activities since December 2013.

Changes in the Academic Senate Members-At-Large Roster
Dr. Tain Ren of the Mathematics and Computer Science department was appointed a member-at-large. Dr Ren replaced Dr. Matthew Lau. Dr. Ren was selected because he is the next eligible candidate on the Alternate list. This list is based on the 2013 Academic Senate election results.

Nominating Petitions for the Spring 2014 Members-At-Large Senate Elections
The Committee on Committees released nominating petitions for the Spring 2014 elections on February 3rd. The deadline to submit these petitions is noon on Monday, February 24th. The Committee on Committees will validate these petitions on the afternoon of February 24th. The Committee on Committees will send emails to validated candidates that evening.

This is the first Academic Senate election where a candidate can present a brief statement in support of his or her candidacy. This statement must contain no more than 500 words including any URLs. These statements must be submitted to the Secretary of the Steering Committee, Dr. Joel Kuszai, by end of the day on Tuesday, March 4th. These statements will be posted on:
http://www.qcc.cuny.edu/Governance/academicSenate/CandidatesforSenateMembership.html.
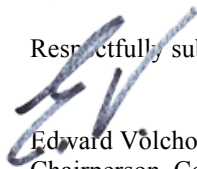
Based on Article IV, Section 1a of the Bylaws, ballots will be sent to Lecturers (full-time), Instructors, and the persons in Registrar series and all individuals in professorial titles who do not hold administrative positions will receive ballots on March 5th. Ballots will be due on Wednesday, March 19th. Shortly thereafter the votes will be tabulated and the results will be reported to the Steering Committee of the Academic Senate.

Petitions to Select Committees
Petitions to select Senate Committees were released to instructional staff on February 11th. These petitions are due by noon on Wednesday, February 26th. The Committee on Committees will review these petitions and prepare its ballot in March. Ballots will be voted up during the April Academic Senate meeting.

The Committee on Committees would like to thanks Raj Vaswani, Senior Association in Information Technologies for updating the Committee on Committees database to conform with the Senate resolution that was passed by the Academic Senate at its February 2014 plenary session. This resolution changes the number of members on Senate committees and gives committee members a three-year term.

Respectfully submitted,

Edward Volchok, PhD
Chairperson, Committee on Committees

QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK
CURRICULUM COMMITTEE

To: Philip Pecorino, Academic Senate Steering Committee
From: Aránzazu Borrachero, Chairperson, Committee on Curriculum
Date: February 20, 2014

Subject: Monthly Report

The Committee on Curriculum has sent the following recommendations to the Academic Senate:

1. **New Course**
2. **New Concentration**

1. NEW COURSE

DEPARTMENT OF HISTORY

HI-199: **Greek and Roman mythology in its historical context**
3 hours, 3 credits

Prerequisites: BE-122 (or 226) and BE-112 (or 205), or satisfactory score on the CUNY/ACT Assessment Test.

Description: This course is an overview of Greek and Roman myths and their historical background. It shows the Eastern origins of many Greek and Roman myths and their influence on Western civilizations. The myths will be analyzed and discussed, and they will be placed in the context of their invention and their use by different periods and civilizations. Throughout the course, reference will be made to the adaptation of ancient Greek and Roman myths today.

Rationale: A course on Greco-Roman mythology and its historical context is needed because students are frequently astonished when they become aware of the extensive presence of ancient myth in the modern world. The study of different forms of Greek and Roman myth still present in various cultures and their different adaptation based on prevalent values of different civilizations sharpens the global awareness of the students and fulfills a core mission of the college. Ancient Greek and Roman myth informs every aspect of Western culture, therefore students should know the historical context that produced it. The course examines mythology as a function of the historical circumstances in which the myths were created.

2. NEW CONCENTRATION

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND DANCE

Parks, Recreation and Leisure Studies (PRLS)

General Rationale: There is a shortage of qualified staff in summer camps or after school centers. This new concentration will prepare students to work in these programs. Sports & Arts in Schools Foundation has expressed its interest in supporting this initiative by providing internships to HPED students. HPED has developed four new courses for this new concentration.

PE-841: Camp leadership
2 hours, 2 credits

Prerequisites: None

Description: This course is part of a concentration that will introduce the student to summer camp leadership skills and responsibilities, which will incorporate an overview of work scenarios. This class will provide a strong foundation of training for employment opportunities focused towards summer camps and/or after school centers. The course will cover safety, health concerns, basic physical education terminology, biomechanics, and leadership skills. In addition, students will experience work related scenarios to better prepare them towards employment in a summer camp/after school center

Rationale:
- The class will be required of the Parks, Recreation and Leisure Studies Concentration in the Department of Health Physical Education and Dance.
- According to the Center for Disease and Prevention, "Childhood obesity has more than doubled in children and tripled in adolescents in the past 30 years." This epidemic is increasing the need for support to combat children obesity and promote physical activity. Many city and private based camps are in search for trained individuals to work in summer camps and after school centers.
- Thousands of jobs need to be filled over the summer and during the school year from many companies such as Sports and Arts in Schools Foundation, the YMCA, Beacon, Big Apple, and many more, which are in need of qualified and trained staff.
- The concentration and this course will provide a unique advantage to many of the applicants applying for many of these positions. Sports & Arts in Schools Foundation has expressed its interest in supporting this initiative by providing internships to HPED students.
- Summer Camp Leadership will be offered in the fall and spring semester.

PE-842: Philosophy of coaching
1 credit, 2 hours

Prerequisites: None

Description: Students will be provided with an overview of psychology of coaching and participation in sport and exercise. Basic psychology of individuals and groups will be discussed as it affects participation and success within athletics. The course will incorporate all levels of coaching, but will focus on coaching youth athletics. Topics will include motivation, stress, communication, group dynamics, leadership, reinforcement, feedback, and strategies as they relate to coaching.

Rationale:
- The class will be required of the Parks, Recreation and Leisure Studies Concentration in the Department of Health Physical Education and Dance.
- According to the Center for Disease and Prevention, "Childhood obesity has more than doubled in children and tripled in adolescents in the past 30 years." This epidemic is increasing the need for support to combat children obesity and promote physical activity. Many city and private based camps are in search for trained individuals to work in summer camps and after school centers.
- Thousands of jobs need to be filled over the summer and during the school year from many companies such as Sports and Arts in Schools Foundation, the YMCA, Beacon, Big Apple, and many more, which are in need of qualified and trained staff.
- The concentration and this course will provide a unique advantage to many of the applicants applying for many of these positions. Sports & Arts in Schools Foundation has expressed its interest in supporting this initiative by providing internships to HPED students.
- Students can use the knowledge obtained from this course to further pursuit future certifications to coach at higher level such as high school and collegiate athletics
- Philosophy of Coaching will be offered in the spring semester.

PE-843: Introduction to team sport
2 credits, 2 hours

Prerequisites: None

Description: Introduction to the fundamentals of team sport through volleyball, basketball, and baseball. It will provide a strong foundation of the principles of different competitive team sport. The course will cover basic fundamental skills of volleyball, basketball, and baseball. This course will be a hybrid fitness course that will combine the practice and knowledge of three separate individual fitness activities, while also including physical fitness and instructor strategies.

Rationale:
- The class will be required for an A.A. in Liberal Arts for a concentration in Parks, Recreation and Leisure Studies in the Department of Health Physical Education and Dance.
- Students will practice and demonstrate the knowledge of physical fitness within team sport, and will be able to apply this knowledge into their own lifestyle.
- This course will be a hybrid sport course that will combine the practice and knowledge of three separate individual sport activities.

PE-844: Principles of cross training
2 credits, 2 hours

Prerequisites: None

Description: This course is an introduction to the fundamentals of overall physical conditioning through weight training, aerobics and yoga. It is a hybrid fitness course that combines the practice and knowledge of three separate individual fitness activities. This course provides a strong foundation of the principles of cross training.

Rationale:
- The class will be required for an A.A. in Liberal Arts for a concentration in Parks, Recreation and Leisure Studies in the Department of Health Physical Education and Dance.
- Students will practice and demonstrate the knowledge of physical fitness within cross training, and will be able to apply this knowledge into their own lifestyle.
- This course will be a hybrid fitness course that will combine the practice and knowledge of three separate individual fitness activities.

Concentration: course distribution

Revised	Credits
PATHWAYS COMMON CORE REQUIREMENTS	
Required Core: I.A English Composition EN-101, 102 English Composition I, II	6
Required Core: I.B Mathematical and Quantitative Reasoning Select one course (*see note in Major requirements*)	3-4
Required Core: I.C Life and Physical Sciences Select one course (*see note in Major requirements*)	3-4
Flexible Core: II.A World Cultures and Global Issues Select one course	3
Flexible Core: II.B U.S. Experience in Its Diversity Select one course	3
Flexible Core: II.C Creative Expression Select one course	3
Flexible Core: II.D Individual and Society	3

Select one course	
Flexible Core: II.E Scientific World Select one course	3
Flexible Core: II A, B, C, D, or E Select one course	3
Sub-total	30-32
****CONCENTRATION PROGRAM REQUIREMENTS – Liberal Arts and Sciences** *The following requirements may be met by taking courses in the Common Core and/or in the Major:* • Two Foreign Language courses • Two History courses, to include HI-110 *or* 111 *or* 112 • Two Social Sciences courses (Anthropology, Economics, Sociology, Political Science, Psychology) • SP-211 • One English course from 200, 300 or 400 series • One science laboratory class, to be taken as a co-requisite to the Science course in I.C. (*students who take a 4-credit lab science course in I.C. have fulfilled this requirement*) Liberal arts and sciences electives to make up a minimum of 48 Liberal Arts and Sciences credits Sub-total	 0-6 0-6 0-6 0-3 0-3 0-1 0-5 16-18
****ADDITIONAL CONCENTRATION REQUIREMENTS** HE-101 or 102 Two courses in Physical Education PE 400 and 500 series, not to include PE 416* Sub-total	 1-2 2 3-4
*****CONCENTRATION Parks, Recreation, & Leisure Studies** PE 841 Camp Leadership HE 108 Health and Fitness HE 110 CPR or HE 106 (Lifeguard Training) Advanced PE 843 Intro to Team Sport or PE 844 Cross Training PE 842 Philosophy of Coaching Sub-total	 **2** **3** **1/3** **2** **1** **-** **9/11**
Total credits for the degree program:	**60**