

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
COMMITTEE ON STUDENT ACTIVITIES OF THE ACADEMIC SENATE**

ANNUAL REPORT FOR 2016-2017

**To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee
Dr. Emily Tai, Vice Chair of the Academic Senate Steering Committee
Dr. Joel Kuszai, Secretary of the Academic Senate Steering Committee**

From: Dr. Danny Sexton, Chairperson of the Committee on Student Activities

Date: June 7, 2017

Subject: Annual Report of the Committee on Student Activities for 2016-2017

COMMITTEE MEMBERS:

Dr. Danny Sexton (Chairperson), Dr. Adam Luedtke (Secretary), Dr. Carolyn King (Member), Prof. Lawrence Bentley (Member), Dr. Kerri-Ann Smith (Member), Mr. Stephen Atkins (Member), Brian Kerr (President's Designee), Dr. Peter A. Novick (Steering Committee Designee), Prof. Barbara Blake-Campbell (Committee on Committees Liaison), and Mr. Raymond Volel (Student Life Specialist), Kimmiya Heckstall (Student Government Representative Member).

Note on Membership for 2016/2017: Margaret Howell was selected as a member for the 2016/2017 academic year, but she retired early in fall 2016. Mr. Stephen Atkins were selected as a replacement member in late October 2016.

DATES COMMITTEE MET:

The Committee on Student Activities met eight times in the course of the academic year on the following dates and times: August 22nd, 2016 at 1:00p.m., September 14th, 2016 at 11:00a.m., September 21st, 2016 at 12:00 p.m., October 26th, 2016 at 12:00 p.m., November 30th, 2016 at 12:00 p.m., March 13th, 2017 at 1:00 p.m., April 24st, 2017 at 1:05 p.m., and May 25th, 2017 at 12:05 p.m. With the exception of the first meeting (August 22, 2016, held in Oakland Dining Room), all subsequent meetings were held in L-418.

**SUMMARY OF THE WORK OF THE COMMITTEE ON STUDENT ACTIVITIES FOR THE
YEAR 2015-2016**

August 22nd, 2016, Oakland Dining Room (1st meeting)

Dr. Danny Sexton, Dr. Carolyn King, Prof. Jim Bentley, Dr. Kerri-Ann Smith, Prof. Linda Ostrowe, and Brian Kerr met from 1:00 p.m. until 2:15 p.m. The agenda for this meeting and the minutes of May 24th, 2016 were both approved by unanimous voice vote.

Update on Volunteer Fair (VF):

- Date, time, and location were confirmed for our second Volunteer Fair to be held on Wednesday, September 28th between 12 p.m. and 1:30 p.m. in the Humanities Quadrangle. In the event of rain, the event would be moved to the Student Union.
- It was decided to organize the tables farther from the music and to locate refreshments closer to the security booth to allow for power availability for vendors.
- We reviewed the list of organizations that we would contact and agreed to focus on agencies in or near Queens. Each member present selected groups and organizations they would contact.
- Carolyn King and Kerri Ann Smith volunteered to investigate food vendors (Send in the Clowns and Kona Ice) to determine costs and availability.
- Danny Sexton volunteered to contact Vice President Hodge for funding of refreshments.
- Brian Kerr suggested holding all further meetings in his office (L-418).
- **Our next meeting was scheduled for September 14th 2016 at 11:00 a.m. in L-418**

September 14th, 2016, L-418 (2nd Meeting)

Dr. Danny Sexton, Brian Kerr, Dr. Carolyn King, Dr. Adam Luedtke, Gisela Rivera, Dr. Kerri-Ann Smith, and Ray Volel met from 11:00a.m. until 12:00pm. The agenda for this meeting and the minutes (recorded by Lawrence Bentley) of the August 22nd meeting were both approved by unanimous voice vote.

Update on Volunteer Fair (VF):

- By this meeting, ten organizations had agreed to participate in the volunteer fair, many were ones that had participated the previous year.
- Gisela Rivera informed us that the Student Government is organizing a Voter Registration Drive at the same date and time in the Quad as the VF. It was suggested that we partner with the SGA. Ray Volel advised us that the SGA next meeting was the following Monday, and he would put Danny Sexton on the agenda to discuss partnering on these events.
- Danny Sexton announced that VP Hodge has granted \$250 towards refreshment; and Carolyn King and Kerri-Ann Smith reported on vendor costs for Send in the Clowns and Kona Ice. Other options for refreshments were discussed, and Carolyn King volunteered to contact two other vendors.
- The VF flyer was finalized with a reminder to include the SGA on it if they agreed to partner with us.
- Carolyn King will contact Buildings and Grounds about table set
- Danny Sexton will contact Jack Black about arranging parking spaces for the organizations participating.

- It was suggested that following campus organizations be invited to participate: Career Services, Veteran's Services, and the Art Gallery. Danny will contact Career Services, Brian Veteran's Services, and Kerr-Ann the cultural organizations.
- We discussed all the details that need to come together to make for a successful event, such as location of sign-up sheets, setup, water for organizations (Lawrence Bentley volunteered to pick up bottle water from Costco's).
- Kerri-Ann will work on advertising the event through social media, such as Facebook and Twitter.
- Danny Sexton will work on printing and distributing the flyers.

New Business

- Ray Volel delivered the Student Activities Report. The SGA is working with NYPIRG at the voter event. SGA is proposing a silent party with headphones and two DJs that participants can switch between. On Wednesday, November 5th, an opera company will be on campus as part of Italian Heritage Month.
- **Our next meeting was scheduled for September 21st 2016 at 12 p.m. in L-418.**

September 21st, 2016, L-418 (3rd Meeting)

Dr. Danny Sexton, Prof. Lawrence Bentley, Brian Kerr, Dr. Carolyn King, Dr. Adam Luedtke, and Dr. Kerri-Ann Smith met from 12:00 p.m. until 1:00 p.m. The agenda for this meeting and the minutes (recorded by Adam Luedtke) of the September 14th meeting were both approved by unanimous voice vote.

Update on the Volunteer Fair (VF):

- By this meeting, thirteen outside organizations had agreed to participate as well as Career Services and Veteran's Services.
- Danny Sexton reported on his meeting with SGA officers. Since they are already having food for the Voter Registration Drive, they will increase their funding for refreshments, which leaves us free to use the \$250 from VP Hodge for non-food expenses.
- We discussed distributing promotional items, such as cookies, wallets, or phone cases. Brian Kerr advised that Marketing and Communications would have to approve any promotional items; Danny Sexton volunteered to consult with them.
- Kerri-Ann reported that the hashtag #qccvolunteerfair has been approved for the event.
- Adam Luedtke, Kerri-Ann, and Danny Sexton will be on the Quad at 11:30 a.m. to aide with setup.

New Business

- Danny Sexton distributed copies of the Committee Charges for 2016/2017 that will be discussed at the next meeting.
- **Our next meeting was scheduled for October 26th 2016 at 12 p.m. in L-418.**

October 26th, 2016, L-418 (4th Meeting)

Dr. Danny Sexton, Prof. Lawrence Bentley, Brian Kerr, Dr. Carolyn King, Dr. Adam Luedtke, Dr. Kerri-Ann Smith, Ray Volel, Barbara Blake-Campbell (Liaison from Committee on Committees) met from 12:00 p.m. until 1 p.m. The agenda for this meeting were approved by unanimous voice vote.

Old Business

Volunteer Fair Follow-Up:

A thank you email has been sent to all of the organizations that participated community partners. The email also asked to provide some data on how many students signed up and followed up after the initial event. Many of the organizations indicated that they were pleased with the event and turnout, indicating that they are planning on returning next year. Queens Library and New York Presbyterian reported that they had high numbers of students signing up, and North Shore reported that they were able to conduct nearly twenty interviews with prospective volunteers. One issue raised was the loudness of the music. Brian Kerr reminded us that there were a number of events occurring that day, and Carolyn King suggested that the placement of the speakers be moved for future volunteer fairs. We plan on holding the Volunteer Fair again in the Fall of 2017.

Student Survey

- Former member Prof Linda Ostrowe completed most of the groundwork for this survey during the spring and summer of 2016, which was put on hold as we turned our attention to the volunteer fair.
- Danny distributed a list of survey questions that Prof. Ostrowe and Victor Fichera, Principle Investigator for Academic Assessment Protocol, had worked on over the summer.
- Discussed possible dates to distributed the survey to students. Carolyn King reminded us that the survey calendar is crowded, and it was decided to launch the survey between the Thanksgiving break and the end of the fall 2016 semester.
- After the meeting, Danny will e-mail all members a link to survey to test before it is released to students.

New Business

Student Activities Report

- Ray Volel and Gisela Rivera will be coordinating events for Latino Heritage Month in the Student Union.

Meeting of Committee on Committees

- Danny Sexton reported that Christine Mooney has informed him that the Committee on Committees will be voting on the following Tuesday to have Mr. Stephen Atkins of ASAP to replace Margaret Howell, who retired earlier this semester.

Charges for 2016-2017

- Danny reported that we have completed, begun (i.e. student survey), or discussed a number of the charges, such as developing a welcoming packet for students that we learned is handled through the New Student Engagement Office, headed by Dr. Carol Alleyne.
- Discussed the process by which charges removed. Lawrence produced an edited list from the previous academic year. It was suggested that Danny would contact Emily Tai to discuss editing the charges for the upcoming academic year.
- **Our next meeting was scheduled for November 30th 2016 at 12 p.m. in L-418.**

November 30th, 2016, L-418 (5th Meeting)

Dr. Danny Sexton, Prof. Lawrence Bentley, Brian Kerr, Dr. Carolyn King, Dr. Adam Luedtke, Dr. Kerri-Ann Smith, and Ray Volel met from 12:00 p.m. until 1:15 p.m. The agenda for this meeting and the minutes (recorded by Adam Luedtke) of the September 21st and October 26th meetings were approved by unanimous voice vote.

Old Business

Student Survey

- Danny reported on his meeting with Victor Fichera on November 22. The survey will be sent out in two separate groups (7500 each) for a total of 15,000 students.
- As of the date of the meeting, there have been 328 responses to the survey.
- Ray Volel volunteered to promote the survey among to students.
- We discussed how long we should leave the survey open. Ray informed us that many students go online after exam to check their grades and will perhaps will only see the survey at that time. Danny will follow up with Victor about sending a reminder on the last day of finals.

Committee Charges Plan for Spring 2017

- We agreed that our major task for Spring 2017 will be to update the Committee Guide.
- Discussed setting a permanent location and meeting time. Brian Kerr volunteered his office (L-418) as our permanent meeting space. Given the numerous events held on campus, consensus on a permanent meeting date and time could not be resolved during the meeting. Danny will send out a Doodle poll to all members for suggestions of dates/times that work for everyone.
- Carolyn King suggested that we contact members from one or more of the committees we are charged with coordinating with next semester. We decided to ask Veronica Lucas from the Committee on Awards and Scholarships and Stephen Di Dio, Vice President and Chief Communication and Marketing Officer, to our meeting next semester.

New Business

Community Outreach

- Discussed doing community and neighborhood outreach with the immediate neighborhood allowing neighbors and businesses to interact more thoroughly with QCC students, faculty, and staff.

Primal Scream

- Brian Kerr suggested that we consider having a primal scream on campus as a stress-reliever

Student Activities Report delivered by Ray Volel

- A winter theme party (the last of the semester) will be held on Thursday, December 1 in the Student Union starting at 6:10 p.m.
- The silent party, held earlier, was a great success.
- Yearbook pictures for students will be taken during the hours of 10:00 a.m. to 2:30 p.m. and 3:30 p.m. to 6:30 p.m. from December 5 to December 8.
- The Club Fair for spring 2017 is set for February 8.
- **We agreed to meet unofficially for lunch on Tuesday, December 13th at Cinco de Mayo on Bell Blvd.**
- **Our next meeting was scheduled for February 13th 2017 at 1 p.m. in L-418.**

February 13th 2017, L-418 (Postponed)

The February 13th 2017 scheduled meeting had to be postponed until March 13th 2017.

March 13th 2017, L-418 (6th Meeting)

Dr. Danny Sexton, Prof. Lawrence Bentley, Brian Kerr, and Dr. Kerri-Ann Smith met from 1:00 p.m. until 2:00 p.m. The agenda for this meeting and the minutes (recorded by Adam Luedtke) of the November 30th 2016 were both approved by unanimous voice vote.

Old Business

Student Survey

- As of the date of the meeting, there have been 437 responses to the survey, which will remain open until the end of the Spring 2017 semester.
- An SGA representative will conduct surveys in the Student Union using Chromebooks.
- Ray Volel and Victor Fichera continue to work to increase participation.

Updating the Committee Guide

- Danny distributed copies of the 2007 Committee Guide for members to review.
- Brian raised concerns over language, focusing specifically on the use of the word “monitoring” in reference to marketing material because it suggests oversight and control rather than partnership.

Neighborhood and Primal Scream

- Brian reported that students are already working with the community board to do outreach projects in the neighborhood.
- Given our neighborhood environment, a primal scream will present a challenge. A silent party held in the Quad, similar to what the SGA did last fall, was suggested. During this event, students would wear headphones that play different genres of music on various channels.

There was New Business or Student Activities Report

- **Our next meeting was scheduled for April 24th 2017 at 1 p.m. in L-418.**

April 24th, 2017, L-418 (7th Meeting)

Dr. Danny Sexton, Stephen Atkins, Brian Kerr, Kimmiya Heckstall (Student Government Representative), Dr. Victor Fichera (guest), and Stephen Di Dio (guest) met from 1:05 p.m. until 2:00 p.m. The agenda for this meeting and the minutes (recorded by Kerri-Anne Smith) of the March 13th 2017 were both approved by unanimous voice vote.

Old Business

Student Survey delivered by Victor Fichera

- At the date of this meeting, 450 students have responded, which corresponds to a 3.5% response rate.
- To boost student participation, the plan to have SGA representatives use Chromebooks is still in place. We now have the equipment, and it is just a matter of deployment. Hopefully, this will be accomplished in the last few weeks of May.
- Members were provided with handouts that showed a breakdown of students' responses to various survey questions as well as the type of activities/events student will like to see more of on campus. (Second Document Attachment).

New Business

Technology and Promotion of Campus Activities delivered by Stephen Di Dio

- Efforts to encourage students to use tigermail have yielded an increase in the number of students who use the e-mail system.
- This Week at Queensborough as well as the campus calendar work well to promote events; yet, we need to increase the number of people who submit their events to these platforms.
- Discussed student usage of other social medial platforms, such as QCC facebook and Twitter accounts. It was suggested that incentives might increase usage.

Student Participation in Clubs and Committees

- Discussed increasing student participation on Senate committees and club activities.
- Victor informed us of the results of another survey that indicated the two top reasons that students withdrew from classes were because (1) thinking that they might fail and (2) being overwhelmed, which might contribute to the lack of participation on committees and in club activities.
- **Our next and last meeting for 2016/2017 academic year was scheduled for May 25th 2017 at 12:00 p.m. in L-418.**

May 25th, 2017, L-418 (8th Meeting)

Dr. Danny Sexton, Brian Kerr, Ms. Jennifer Klein, Mr. Stephen Atkins, Dr. Adam Luedtke, Dr. Kimberly Riegel, Dr. Carolyn King, and Dr. Kerri-Ann Smith met from 12:00 p.m. until 1:15 p.m. The agenda for this meeting and the minutes (recorded by Danny Sexton) of the April 24th 2017 were both approved by unanimous voice vote.

Old Business

Update on Student Survey

- Danny explained the student survey to the newest members and provided an update to those members who missed the last meeting.
- It was suggested that we leave the student survey opened indefinitely, but act on the results as we receive them.

Volunteer Fair (VF) Fall, 2017

- Danny explained the Volunteer Fair to our new members.
- Discussed moving the volunteer fair to the spring 2018 semester because there were concerns that students are usually not free to volunteer until the summer. However, many students work over the summer and volunteering with their schedules. During the fall 2016 volunteer fair, a number of organizations had one-day events that resulted in high student participation. As we plan for the fall 2017 fair, we decided we will seek out organizations that have one-day events, such as walks, runs, etc.
- It was suggested to combine the Volunteer Fair with the Office of Career Services' Internship and Cooperative Education Forum held in the Fall. Danny contacted Constance Peluso, Director of Career Services, who informed their event is scheduled for November. It was decided to keep the Volunteer Fair as a separate event, but Constance has agreed to participate in the VF.
- Quad is booked for first Wednesday, October 4th 2017 during club hours. In case of rain we've got the Student Union.
- Recap /question - what should we do over the summer with Fair and what do we need to do for day of Fair? We need to send them registration forms, get tables, security, music, snacks, funding, flyer gets designed, and vet organizations.
 - Over summer we will each contact our previous organizations and inquire if they are interested in participating in the Fall 2017 fair.
 - Danny will send to us the organizations and contact people that participated the last two years. This way the new members can have an idea of what organizations attended.

New Business

- We welcomed the new members: Ms. Jennifer Klein (Counseling Center) and Dr. Kimberly Riegel (Physics). We gave a brief orientation to our new members and updated them on what we have accomplished this past academic year.
- We thanked Dr. Carolyn King and Dr. Adam Luedtke (whose terms ended this academic year) for their contributions and service to the committee.
- Dr. Sexton was re-elected as Chair and Dr. Kerri-Ann Smith was elected as Secretary.
- Every year we have to submit an Annual Report, before annual leave. Dr. Sexton will prepare the 2016-2017 report.
- Dr. Sexton will send out a Doodle Poll to all current members to schedule a meeting times/dates for the Fall 2017/Spring 2018 academic year.
- Our next meeting will be scheduled sometime in mid to late August 2017 to begin setting up for the VF. This meeting time will also be decided upon via e-mail later in the summer.

The Committee's Recommendations for the 2017-2018 Committee on Student Activities

The Committee recommends the following for the 2016-2017 academic year:

- 1.) With our various schedules, arranging a mutual meeting time/date still remains a challenge. This semester we will again on setting a permanent date/time and record this in the committee guide.
- 2.) We would like to begin acting upon the results of the student survey.
- 3.) We will work on updating the committee guide which is dated 2006-2007.
- 4.) We will continue to work with other committees and departments on campus.

Acknowledgements

The Committee on Student Activities would like to give a special thanks to Dr. Victor Fichera whose assistance has proved invaluable in terms of finalizing and disturbing the student survey. We would also like to give special thanks to Brian Kerr for his assistance, guidance, and the use of his office as a permanent meeting location this semester as the President's Designee. We also like to thank Mr. Raymond Volel for attending our meetings and keeping us updated on all of the incredible events designed by the various clubs and by student government. We would like to thank the Student Government and Office of Student Affairs for their support of the 2016 Volunteer Fair. We would like to thank Stephen Di Dio. Finally, as always, we would like to thank Dr. Philip Pecorino, Dr. Emily Tai, and Dr. Peter Bales for taking time out of their busy schedules to answer questions and guide our committee for success.

Respectfully submitted,

Dr. Danny Sexton, Chair