

**Faculty Executive Committee Meeting**  
**September 24, 2019**  
**3:05 pm - 4:14 pm in S 316**  
**Minutes**

**Faculty Executive Committee (“the Committee”) Members Present:** Philip Pecorino (hereafter referred to “the Chair” or “the Chairperson”) Edmund Clingan, Margot Edlin, Marvin Gayle and Ted Rosen

**Members Absent:** Cheryl Spencer and Alicia Sinclair

**Others Present:** Interim President Timothy Lynch, Interim Vice-President for Academic Affairs Sandra Palmer and Dean Arthur Corradetti, Dean for Institutional Effectiveness

The Chairperson called the meeting to order at 3:05 pm.

1. Proposed Agenda  
The proposed agenda was approved.
2. The minutes from the Committee’s meeting of August 27, 2019 were approved by a vote of 5 to 0.
3. Interim President Timothy Lynch

Items from the President

President Lynch discussed the comprehensive planning process that the College is undertaking as a result of the Middle States Report. He has requested that various Administration members and departments be involved in this process including: Vice-President Stephen Di Dio, Marketing and Communications; Vice-President William Faulkner, Finance and Administration; Vice-President Rosemary Zins, Institutional Advancement and Dean Arthur Corradetti, Dean for Institutional Effectiveness. The President indicated that Dean Corradetti would be overseeing the development of the College’s Academic Master Plan (“AMP”).

- Academic Master Planning Process- Dean Corradetti discussed the process for the development of the AMP. He said that he wanted the AMP development process to be inclusive. He said that there would be a Steering Committee and that the Steering Committee would guide the development of the AMP and would monitor its implementation on an annual basis. The Steering Committee would require the input of a number of people. Certain people would be asked to do considerable work. Dean Corradetti explained that the Steering committee would be a permanent committee with rotating members and the Steering Committee would be in place so that it would be able to work on the development of the next AMP in five year. In addition to the Steering Committee, Dean Corradetti explained that there would be five working groups (“Working Groups”), each of which would be made up of representatives of the faculty and a representative(s) of the Office of Academic Affairs. Both the Steering Committee and the Working Groups would require faculty participation. The chairs of each of the Working Groups should be on the Steering Committee. Dean Corradetti explained that he thought each Working Group should have approximately 4 or 5 members and that he thought that having 8 members on these groups would be too large a number. Dean Corradetti stated that he wanted input on the proposed plan for the development of the AMP by the time of the next meeting of the College Advisory Planning Committee (CAPC) scheduled for mid- October.

Dean Corradetti stated that the FEC would help to populate the Steering Committee and the Working Groups. He explained that possible themes for the AMP were still evolving and that there would be a survey sent to faculty in early October to rank possible plan themes. Dean Corradetti indicated that certain suggested themes emerged from the recent departmental chairpersons' retreat. These themes were: High quality and engaging curriculum; Instructional excellence; and Systematic responsiveness to student needs - how we get students to stay in QCC and to excel. Dean Corradetti indicated that there may be a fourth or fifth plan theme as a result of the survey.

Dean Corradetti indicated that once we have the Steering Committee, the Steering Committee would take charge of the process. He indicated that the process would continue from now until next fall. He stated that the AMP would be presented to the Academic Senate in May, 2020, reviewed during the summer and submitted to the Academic Senate for its final review and approval next fall.

There followed a discussion of aspects of the proposed planning process. It was stated that the AMP would be stronger if it had the approval of the Academic Senate. In response to a comment, Dean Corradetti explained that the AMP should be aspirational. It was suggested that junior faculty should be involved in the process. Dean Corradetti stated that it was important that the chairs of the Working Groups be members of the Steering Committee so that the Steering Committee would be aware of the work of each of the Working Groups.

#### Items for the President

- B-Tech. - There was discussion of the current status of the B-Tech program. Vice-President Palmer reported that there are currently 200 students in the program and that it was expected that this number would double next semester. The Chair indicated that there had been a report on the B Tech program and requested a copy of that report. The President indicated that if there were such a report, the Committee would be provided with it. The Chair also stated that we will request Dean Michael Pullin, who oversees all QCC pre-college programs, to provide the Committee with a report on the B Tech program. It was also stated that a problem with the B Tech program at the beginning of the program was that the faculty did not see the curriculum.
- WI Recertification – role of Senate committee and role of department chairpersons and governance – There was discussion of the WI recertification and of the roles of the department chairpersons. The Chair stated that it was the role of the department chairpersons to decide who teaches which course and that it was not the role of a Senate committee to decide which faculty teach which course. It was stated that there had been an agreement reached with respect to WID/WAC back in January but that subsequently it was stated that certain material had not been approved. Vice-President Palmer indicated that the disapproval probably had come from the committee and not from the Dean who was then the Academic Affairs representative on the WID/WAC Committee. It was noted that Dean Kathleen Landy is currently the President's Liaison to the WID/WAC Committee and that she will coordinate with the department chairpersons on matters pertaining to WID/WAC.
- Results and Proposed Goals in the Strategic Plan - There was discussion concerning the results and proposed goals in the Strategic Plan - It was discussed that presenting goals as met or not met gives a misleading impression of what is happening at the College. It was suggested that an appendix be used to show progress over a 10 year period or a rolling average. It was stated that the indicators are specified by the Chancellor and that we did not meet the indicators. It was stated that the College has been doing well with credit accumulation and graduation and that the College has been doing less well with remediation. It was also stated that retention is a problem. The suggestion was made by the Chair that results be

presented in a way so as to indicate if the College met the target and then also show how the College tried to meet the target. Additional suggestions were that with an appendix, it could be indicated that if we got more resources, we would do more. The Chair suggested that we find a way to explain the circumstances the College is in.

- SGA President Matters - The Chair reported on his meeting earlier in the month with the current SGA President. The chair submitted a written summary of this meeting. The Chair noted that the current SGA leadership wants more quiet places in the library for study and group work.

The President indicated that he did not have any additional matters he wanted to bring up with the Committee.

4. Treasurer's Report - The Treasurer, Margot Edlin, presented the Treasurer's Report, a copy of which is attached hereto and made a part hereof as Attachment A.
5. Faculty Website: Status Report – The Committee's webmaster, Marvin Gayle, reported that the website is a little behind, but will be up to date shortly.

6. Chairperson's Report –

The Chairperson presented the Chairperson's Report as follows:

Updates:

- Email restoration proposal - The Chairperson reported that he will try one more time to have the Email system restored.
- QCC Faculty Governance Leaders Events Tentative Calendar for 2019-2020 was attached to the agenda to the meeting and was reviewed. The Chair stated he would further revise the calendar and send it out again.
- Criteria for Tenure and Promotion and Online Degrees – Need for clear statement from the President and the P&B. The Chair reported that the President and the Department Chairs are not likely to make such a statement regarding the criteria for online degrees with respect to tenure and promotion so that the Committee will make such a statement and the Committee's advice would be for faculty not to do it. The President indicated that it depended on the source of the online degree and that if such a degree were needed, the faculty member should go to a fully accredited institution. Vice-President Palmer pointed out that the degree should be from an institution that is regionally accredited. It was noted that a degree from a particular university is a degree from that university and the degree doesn't say whether or not it was obtained online. The Chair stated that we will not press the Administration or the Department Chairperson further for such a statement, but rather the Committee itself will make such a statement.
- Middle States Team Report: Recommendations and Suggestions - This matter was addressed by the President in his statement to the Committee and it is being undertaken by the CAPC.
- Planning For The Use Of The New Building on Cloverdale Boulevard - Part of the College's Facilities Plan. – The Chair stated that the College will not take control of this building until sometime next year.

7. Assessment of Governance – There was discussion as to whether assessment of governance would be part of the College’s Master Plan. Dean Corradetti stated that it was not part of the Academic Master Plan. The Chair asked whether it would be part of Institutional or Instructional Excellence.
8. Faculty Meeting - Planning for the Fall Faculty Meeting which will be held on October 23, 2019 - There was discussion of the Fall 2019 Faculty Meeting. The topic that will be the subject of the panel discussion would be Academic Standards and Revision of Remediation Efforts in CUNY. The panel will consist of Vice-President Sandra Palmer, Dean Michael Pullin, Professor Jennifer Maloy, Chairperson of the English Department, Professor Mercedes-Franco, Chairperson of the Mathematics and Computer Science Department and other faculty. A final decision on the food to be served at the meeting has not been made yet.
9. Fall 2019 Faculty Survey – During the Fall 2019 semester, survey of faculty on CUNY Safety and IT services for faculty are in progress. Marvin Gayle has been reimbursed for his out of pocket expenses incurred in connection with the survey.
10. Faculty voting run by the FEC for Fall 2019-QCC Faculty By-laws Changes – There was discussion concerning the voting on Faculty By-Laws Changes that is scheduled to take place in the Fall 2019 semester. The proposed by-laws to be voted upon will include certain proposed amendments at least regarding the Academic Review Committee.
11. Review of the College Budget – The Chairperson met on September 19, 2019 with the Vice-President of Administration and the Senate Budget Advisory Committee. There will be another meeting on October 2, 2019 to review the draft financial master plan for next year, the deadline for submission of which is October 11, 2019. The Chair stated that he and the Academic Senate Budget Advisory Committee are working closely with the Administration in connection with the review of the College budget.
12. Review of the Student Technology Fee Budgets for the last three years – The Chairperson referenced the review of the Student Technology Fee (STF) Budgets for the last three years and in connection with which: the composition of the Student Tech Fee Committee; the valid uses of fees; transparency and reaching out to students and presenting the STF Plan to students; twice a year report on the progress of the STF Plan; and keeping the STF plan on website.
13. Academic Department Email Lists - The Chair reported that there were a whole new series of departmental email lists. The Chair reported there appear to be three different forms of these new lists. It is not clear who created these lists.
14. Old Business – Margot Edlin reported she is working on the arrangements for the food for the October 23, 2019 faculty meeting.
15. New Business – There were no new business matters discussed.

The meeting adjourned at 4:14 pm.

Respectfully submitted,

Ted Rosen, Secretary