

Faculty Executive Committee Meeting

January 28, 2020

3 pm S-316

Tentative Agenda

1. Approval of Agenda
2. Approval of Minutes 11-26-19 meeting –**Ted Rosen**
3. Treasurer’s Report: Faculty Account –**Margot Edlin**
4. Faculty Website: Status Report –**Marvin Gayle**
5. Chairperson’s Report –**Philip Pecorino**

UPDATES:

- Email restoration progress report- need clear update sent to Faculty
- Academic master planning process in progress
- B-Tech-current status-report requested-not yet received
- WI recertification- role of Senate committee and role of department chairpersons and governance-report requested-repeat of request-- **VOTE NEEDED**
- Massage Therapy Program and interdepartmental matters FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2019-2020-see attached
- Criteria for Tenure and Promotion and Online Degrees-Need for clear Statement from FEC -- **VOTE NEEDED**
- Faculty Travel Funds- items eligible for reimbursement--Faculty Travel Funds from PSC CUNY CBA
- Middle States Team Report: Recommendations and Suggestions--Assessment of Governance

6. Faculty Leadership Development Program- see attached

Request to President Timothy Lynch --**Ted Rosen**

7. Faculty Meeting -- Planning for March 25, 2020 Rooms, Tables, Chairs and Cuisine Decision-**Alicia Sinclair**
QCC Faculty Meeting, Spring 2020 on March 25, 2020

The Academic Senate sub-committee of the Steering Committee on Accessibility Issues Proposes a presentation on Student Support Service and Contacts

A panel presentation

Topics : Faculty issues

- Support for faculty pedagogy – how to make sure we are ADA compliant
- Student accommodations and faculty being compliant – what do faculty need to know?
- Make ADA compliant information easily accessible to all faculty – i.e., universal design
- Incentive for faculty on taking Accessibility Course/workshops/seminars on accessibility issues – tie it with GDL
- Requesting tools to make your course accessible
- Creating programs (dance) that accommodates all bodies

9. Faculty Survey –Spring 2020 Items for Faculty Handbook

10. Faculty Voting run by the FEC for SP20 -**Cheryl Spencer**

UFS Delegate vote

Vote on QCC Faculty Bylaws

Voting in Spring 2020-FEC- ARC-AFC-UFS-CLT-Fund Boards

11. Update on FEC related Academic Senate Actions:

- Anti Bullying- Academic Senate adopted a referral to Special Committee with an FEC representative
- Ombudsman-no action as yet

12. Old Business

13. New Business

Faculty Executive Committee Meeting
November 26, 2019
3:05 pm - 4:10 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, Ted Rosen, Alicia Sinclair and Cheryl Spencer

Members Absent: Marvin Gayle

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 October 22, 2019 were approved by a vote of 4 to 0 with Alicia Sinclair abstaining.
3. 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. The Treasurer discussed various ways in which the faculty could pay their annual faculty dues.
4. Faculty Website: Status Report – The Chairperson reported that he had been advised by the Committee’s webmaster, Marvin Gayle, that the website is up to date.
5. Chairperson’s Report –

The Chairperson presented the Chairperson’s Report as follows:

Updates:

- Email restoration progress report – The email lists have been updated. A clear update should be sent to the Faculty.
- Academic master planning process - The Chairperson reported that the academic master planning process is in progress. A steering committee has been formed.
- B-Tech – current status report requested – The Chairperson reported that a current status report on B Tech has been requested but has not yet been received.
- WI recertification – role of Senate committee and role of department chairpersons and governance – report requested - The Chairperson had previously reported that he had sent a request to the Chair of the Academic Senate WID-WAC Committee for information as to what that committee will be doing. There was discussion as to what, if any, action the Committee should take at this time. Further action will be held off at this time.
- Curriculum Committee and role of faculty – meeting 11-26-19. There was discussion of this item and the need to clean up the procedural chart with respect to the procedure before the Curriculum Committee and the role of the Office of Academic Affairs.

- Massage Therapy Program and interdepartmental matters - There was discussion of issues relating to the curriculum of the massage therapy program.
 - QCC Faculty Governance Leaders Events Tentative Calendar for 2019 - 2020 - The revised QCC Faculty Governance Leaders Events Tentative Calendar for 2019-2020 had been previously distributed.
 - Criteria for Tenure and Promotion and Online Degrees – Need for clear Statement from the Committee - There was discussion of a statement from the Committee. It was discussed that such a statement should state that if faculty members are pursuing an online degree, they should do it from an accredited institution.
 - Faculty Travel Funds – items eligible for reimbursement. There was discussion as to whether faculty travel funds could be used to pay for conference registration fees. The Chairperson will inquire of the Office of Academic Affairs as to what expenses faculty travel funds may be used for. The Committee will also seek to obtain a complete list of all funds that are used to reimburse faculty for travel.
 - Faculty Travel Funds from PSC CUNY CBA – There was a discussion of faculty travel funds available from the PSC. It was discussed that there will be an increase in the faculty travel funds available from the PSC.
 - Middle States Team Report: Recommendations and Suggestions - The Chairperson reported that there has been no activity on this separate and apart from the development of the AMP that is discussed above.
 - Assessment of Governance – The Chairperson reported that there was nothing happening with respect to assessment of governance.
 - Faculty Survey – CUNY Safety and IT services for faculty - The directors of the Public Safety and IT Departments are drafting questions for their surveys.
6. Faculty Leadership Development Program – The draft written request to President Timothy Lynch that was prepared by Ted Rosen with respect to a proposed faculty leadership luncheon was discussed and approved. It was agreed that the request to the President for the luncheon should be a joint request by the Committee and by the Steering Committee of the Academic Senate. The Chairperson will contact the Steering Committee with respect to the request for the faculty leadership luncheon and if they approve, he will send out the request.
 7. Faculty Meeting – Planning for the March 25, 2020 faculty meeting. The topic for the meeting will be assessing and teaching students with special needs. Margot Edlin has been in contact with the Committee on Environment, Quality of Life and Disability Issues of the Academic Senate. That committee will present a panel discussion for thirty (30) minutes. Margot Edlin will be the panel moderator.
 8. Faculty Voting run by the FEC for Fall 2019 - There was discussion of faculty voting being run by the FEC. The vote for the UFS delegate was in progress and that voting will end on the date of the meeting (November 26, 2020). That election is being conducted by Cheryl Spencer on behalf of the Committee. In Spring 2020, the Committee will conduct elections for the Chairperson of the Committee, and for the members of the Committee, the AFC, the ARC, fund Boards and UFS Senators. The Committee also discussed the vote on QCC Faculty By-Laws amendments. The scheduling of these elections was discussed. It was discussed that the voting on the QCC Faculty By-Law amendments will be held in February. The election for the Chairperson of

the Committee will be held in the beginning of March. After that election, there will be an election for the members of the Committee. The other elections will be conducted in April and May.

9. Update on FEC related Academic Senate Actions:

- Efforts to bring a restoration of academic department email distribution lists access and opt out dialogue lists for Faculty – This was discussed earlier in the meeting.
- Religious Observances and Class Schedules – The Chairperson reported that it is being worked on.
- Anti-Bullying – Academic Senate adopted a referral to a Special Committee with an FEC representative – It was discussed that the Academic Senate called for a Special Committee to be established. The Special Committee will include the Chairperson as the representative of the Committee, a representative of the Steering Committee of the Academic Senate, a representative of the PSC, Vice-President Sandra Palmer as the representative of the Office of Academic Affairs, a representative of DC 37 and possibly a student representative.
- Ombudsman – The Chairperson circulated a proposal for an ombudsman. It was discussed that Hunter College has an ombudsman, who has no power to resolve issues, but who can make recommendations.

10. Old Business:

- There was no additional old business discussed.

11. New Business:

- There was no new business discussed.

The meeting adjourned at 4:10 pm.

Respectfully submitted,

Ted Rosen, Secretary

**Treasurer's Report
Faculty Association Account
November 26, 2019**

Date	Description	Amount: Checking	Amount: Money Market	Balance: Checking	Balance: Money Market
9/20/19	Reimbursement to Marvin Gayle: SurveyMonkey	\$276.00			
9/23/19	Dues deposit	\$20.00			
10/2/19	Dues deposit	\$260.00			
10/3/19	Dues deposit	\$30.00			
10/5/19	Dues deposit	\$270.00		\$2,249.18	
10/7/19	Dues deposit		\$110.00		\$6,919.33
10/11/19	Reimbursement to Margot Edlin: Faculty Meeting luncheon	\$870.00		\$1,629.18	\$6,049.99
10/13/19	Deposit Dues	\$80.00		\$2,079.18	\$6,129.99
10/21/19	Deposit Dues	\$70.00			
10/25/19	Deposit Dues	\$200.00			
10/29/19	Deposit Dues	\$100.00			
11/6/19	Deposit Dues	\$240.00			
11/12/19	Deposit Dues	\$90.00			
	Current Balance			\$1,510.68	\$6991.92
	Total Balance				\$8,502.60

Respectfully submitted,
Margot Edlin
Treasurer

Tuesday October 29, 2019

Submitted by Margot Edlin, Treasurer

Current Balance: \$8,502.60

<p><u>Administration:</u></p>	<p><u>Art & Design</u> Mauro 18/19 Tekleab 18/19 Tudor 18/19 Wentrack 20/21</p>	<p><u>Library</u> Chan 20/21 Galvin 19/20 Jia 20/21 Wengler 19/20 Williams 20/21</p>	<p><u>Music</u> Berkhout 18/19 Chang 22/23 Dahlke 20/21 Litroff 18/19</p>
<p><u>History</u> Clingan 24/25 Hall 19/20 Pearl 21/22 Tai 19/20 Van Cleef 19/20 Van Els 19/20 Visoni 18/19</p>	<p><u>Engineering Technology</u> Asser 19/20 Birchfield 19/20 Gayle 27/28 Lam 20/21</p>	<p><u>Counseling</u> Capozzoli 18/19 Dozier 19/20 Fletcher-Anthony 21/22 Urcioli 21/22</p>	<p><u>Physics</u> Cheung 20/21 Depihawala 18/19 Holden 18/19 Kokkinos 19/20 Lieberman 20/21 Marchese 19/20 Riegel 21/22</p>
<p><u>Business:</u> Ford 20/21 Francis 20/21 Goldbaum 19/20 Hammel 29/30 Katz 20/21 Kolios 19/20 Masterson 19/20 Manzo 28/29 Moran 19/20 Murolo 19/20 Pace 19/20 Rosen 19/20 Sarkar 23/24 Ulrich 19/20 Volchok 20/21</p>	<p><u>English</u> Anderst 19/20 Bateman 20/21 Bogacka 18/19 Byas 20/21 Carroll 18/19 Cercone 21/22 Che 19/20 Cifone 20/21 Cimino 19/20 Counihan 20/21 Darcy 19/20 Denbo 22/23 Diaz 19/20 Dupre 20/21 Edlin 20/21 Ford 19/20 Fragopoulos 19/20 Hock 19/20 Humphries 20/21 Jacobowitz 21/22 Katz 22/23 Kuszai 18/19 Lane 19/20 Lago 18/19 Lau 18/19 Maloy 21/22 McAlear 18/19 Miller 19/20 Murley 20/21 Murray 19/20 O'Donnell 22/23 Reesman 19/20 Ridinger-Dotterman 20/21 Rochford 18/19 Rothman D. 19/20 Rothman T. 21/22 Shaheen 18/19 Shimkin 19/20 Schrynmakers 20/21 Schwartz 18/19 Sexton 20/21 Talbird 19/20 Tarafdar 20/21 Toohy 18/19</p>	<p><u>Social Sciences</u> Alimaris 19/20 Cipriani-Sklar 19/20 Culkin 19/20 Gilleaudeau 25/26 Goldhammer 20/21 Honey 20/21 Jankowski 22/23 Kincaid 20/21 Manfra 19/20 Pecorino 27/28 Pelletier 19/20 Peller 19/20 Poulsen 18/19 Roberston 18/19 Saindon 19/20 Traver 20/21</p>	<p><u>Nursing</u> Byfield 20/21 Campbell 19/20 Colalillo 21/22 Cupelli 22/23 Franzese 20/21 Menendez 20/21 Molloy 21/22 Nelan 22/23 Pecinka 20/21 Prepetit 20/21 Rosa 18/19 Riehurt 18/19 Soto 20/21 Spencer 19/20 Stroehlein 18/19 Tarasko 18/19 Weber 18/19</p>

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	Tuszynska 20/21 White 19/20 Ye 21/22		
<u>Biological Sciences and Geology</u> Gadura 18/19 Nguyen 21/22 Stark 18/19 Tawde 21/22 Timbilla 20/21 Trujillo 23/24	<u>Health, Physical Education and Dance</u> Desepoli 18/19 Garcia 19/20 Geismar 19/20 Iconis 18/19 Kim 19/20 Marchitello 20/21 Salis 19/20 Sinclair 18/19	<u>Mathematics and Computer Science</u> Bertorelli 19/20 Carvajal 19/20 Cheng 20/21 Chiu 19/20 Cifone 18/19 Franco 19/20 Holt 23/24 Jordan 23/24 Kim 20/21 King 19/20 Khomyak 19/20 Lee 19/20 Liu 19/20 Molina 19/20 Pham 18/19 Pinheiro 19/20 Ren 27/28 Russell 22/23 Sassoulas 19/20 Soonza 18/19 Sosnovski 19/20 Stroumbakis 23/24 Wallach 18/19 Wajngurt 19/20 Yao 20/21 Yildrim 18/19	<u>Speech Communication And Theatre Arts</u> Adair 19/20 Cesarano 19/20 Ferrari-Bridgers 21/22 McGill 19/20 Thompson 20/21 Van Der Horn-Gibson 18/19 Vogel 19/20 Yonker 21/22
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11/12/19	Deposit Dues	\$90.00			
12/19	Deposit Dues	\$110.00		\$1,614.01	
	Current Balance			\$1,614.01	\$6993.67
	Total Balance				\$8,607.68

Treasurer's Report
Tuesday January 28, 2020
Submitted by Margot Edlin, Treasurer
Current Balance: \$8,607.63

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FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2019-2020

FEC Meetings	Academic Senate	PSC Meetings EC 3-4pm GEN 12-2 Oakland	QCC General Faculty Meeting	Department Chairs Meet alone	Department Chairs with Provost	CAPC Meetings A-502D 3pm
Fourth Tuesdays 3-5pm S316	Second Tuesdays 3-5pm M-136	EC and Chapter General Mtgs	Wednesday 12-2pm. M-136	Second Tuesdays 2-3pm	First Tuesdays 3-5pm	
August 27						
September 24 w/President	September 10	Sept 17 EC		September 10	Sept 3	Sep 18
Oct 22	Oct 15	Oct 2 Chap mtg Oct 29 EC	Oct 23	Oct 15	Oct 1	October 16
Nov 26	Nov 12	Nov 19 EC Nov 20 Chapter		Nov 12	Nov 5	November 13
Dec 24 No mtg	Dec 10	Dec 17 EC		Dec 10	Dec 3	December 18
Jan 28						
Feb 25	Feb 11	Feb 18 EC Feb 26 Chapter		Feb 11	Feb 4	February 19
Mar 24 w/President	Mar 10	Mar 17 EC	Mar 25	Mar 10	Mar 3	March 18
Apr 28	Apr 21	Apr 7 EC Apr 29 chapter		Apr 21	Apr 7	April 15
May 26	May 12	May 19 EC		May 12	May 5	May 13

QUEENSBOROUGH COMMUNITY COLLEGE
The CITY UNIVERSITY of NEW YORK
Faculty Leadership Professional Development Program

The Evaluation Team Representing the Middle States Commission on Higher Education 2019 in its report included this Standard VII Suggestion: “The Team affirms the institution’s suggestion to expand professional development to include leadership development”

Components of such a Faculty Leadership Professional Development Program

1. Annual Letters from FEC and Senate Steering Committee inviting faculty to volunteer for a committee and to lead a committee.
2. Annual Letters from FEC and Senate Steering Committee and the College President thanking faculty for their service and leadership on committees to acknowledge faculty service as leaders of committees and place letters into their personnel file. With the cooperation of QCC Dean of HR there is a protocol established. After the letters are sent out, copies of the letters are to be brought over to the office of Faculty and Staff Relations to be placed into the personnel files of the recipients.
3. Survey of faculty serving as committee chairs is to be conducted concerning how well prepared those chairs were and what resources they had or now think are needed to support the chair and the work of the committee.
4. Based on information from (c) the creation of resources for committee chairpersons including texts working on the model previous established with the Committee Guides for Academic Senate Committees and workshops offered by the FEC and Steering Committee.
5. Shared Governance Luncheon: at the end of the academic year there be a luncheon meeting wherein the members of the FEC and Steering Committee and all Faculty (AFC and ARC) and Senate Committee chairs meet with one another and the College President to discuss shared governance and the operation of governance at the College, share their views and make suggestions for improvements and for the recruitment and preparation of faculty for leadership positions. Attendees will be requested to identify faculty for leadership positions who would be contacted and encouraged to take such positions. A request for financial support for this event will be made to the Administration. Regardless of outcome to the request the event will be held.
6. Leadership Recruitment/Encouragement Luncheon: at the start of the academic year there be a luncheon meeting wherein the members of the FEC and Steering Committee and the College President meet with faculty who have been identified as candidates for leadership positions. A request for financial support for this event will be made to the Administration. Regardless of outcome to the request the event will be held.

**SAMPLE LETTER OF ACKNOWLEDGMENT OF SERVICE
QUEENSBOROUGH COMMUNITY COLLEGE
The CITY UNIVERSITY of NEW YORK**

Date

Dear _____,

The College and your Faculty Colleagues thank you for your service as a Queensborough Community College during the 2018-2019 academic calendar year.

Your participation on the _____ Committee / Task Force insured the presence and contribution of faculty in the governance of the College.

The College and your Faculty Colleagues are appreciative of this service. It is our hope that you will consider continuing your service on this Committee or on some other committee.

We encourage you to consider:

Becoming the chairperson of the _____ Committee.

Continuing on the _____ Committee

Running for the Faculty Executive Committee

Running for a seat in the Academic Senate

Running for the Academic Review Committee

Running for the Academic Freedom Committee

Running for the

Respectfully,

Philip A. Pecorino, Ph.D.

Chairperson, 2017-2020

Faculty Executive Committee

Timothy Lynch, Ph.D.

Interim President

Queensborough Community College, CUNY

Cc:

Immediate Supervisor, Department

QCC Personnel File

**SAMPLE LETTER OF ENCOURAGEMENT TO PROVIDE SERVICE
QUEENSBOROUGH COMMUNITY COLLEGE
The CITY UNIVERSITY of NEW YORK**

Date

Dear _____,

The College and your Faculty Colleagues thank you for your service to the College over time.

It is our hope that you will consider continuing your service to the College.

We encourage you to consider:

Running for the Faculty Executive Committee

Running for a seat in the Academic Senate

Running for the Academic Review Committee

Running for the Academic Freedom Committee

Running for the

Becoming the chairperson of the _____ Committee.

Continuing on the _____ Committee

Respectfully,

Philip A. Pecorino, Ph.D.

Chairperson, 2017-2020

Faculty Executive Committee

Timothy Lynch, Ph.D.

Interim President

Queensborough Community College, CUNY

Cc: Name of Immediate Supervisor, Department

Meeting with Philip Pecorino,
Chair, Faculty Executive Committee
January 22, 2020

Tentative agenda

Decision on Amendments to Governance Plan
Update on process of revising Governance documents
QCC Faculty Meeting, Spring 2020 on March 25, 2020

The Academic Senate sub-committee of the Steering Committee on Accessibility Issues Proposes a presentation on Student Support Service and Contacts

A panel presentation

Topics : Faculty issues

- Support for faculty pedagogy – how to make sure we are ADA compliant
- Student accommodations and faculty being compliant – what do faculty need to know?
- Make ADA compliant information easily accessible to all faculty – i.e., universal design
- Incentive for faculty on taking Accessibility Course/workshops/seminars on accessibility issues – tie it with GDL
- Requesting tools to make your course accessible
- Creating programs (dance) that accommodates all bodies

Restructuring of the email system

Proposal for faculty leadership development

Status of Report on B-Tech Program

Possible Academic Senate actions:

- Anti-Bullying
- Ombudsman

Ethics and Integrity at QCC and Middle States Recommendations Standard 2 Ethics and Integrity

- Academic Senate should adopt an Academic Integrity Statement
- To ensure periodic and systematic assessment of ethics and integrity at the institution, establish a representative body charged with the periodic assessment of ethics and integrity as such principles and matters relate to the operation of the institution at every level in the service of mission and goals.