

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF ENGLISH**

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MEMORANDUM

TO: Dr. Ken Pearl, Secretary, Academic Senate Steering Committee

FROM: Dr. Susan Jacobowitz, Chair, Bylaws Committee

DATE: September 26, 2005

SUBJECT: Bylaws Committee, Annual Report 2004-2005

The Committee on Bylaws

Susan Jacobowitz (English), Chair 2004-2005

Kevin Kelly (Business), Secretary

**Belle Birchfield (Electrical and Computer Engineering Technology), Bonnie Duen
(student representative), Kevin Kelly (Business), Paul Marchese (Physics), Craig
Weber (Mechanical Engineering Technology and Design Drafting)**

Liaison: Robert Holt (Mathematics and Computer Science)

Administrative Representative: Howard Lapidus (Chief Operating Officer)

Our mission is to consider and make recommendations re: the Bylaws of the Academic Senate, the Bylaws of the Board of Trustees and, upon request of the Executive Committee of the Faculty, the Bylaws of the Faculty.

I. Recently, the Academic Senate Bylaws have been amended with regard to:

1. revising the title, description and charge of the College Environment Committee to the Committee on Environment, Quality of Life and Disability Issues;
2. creating a standing committee on Distance Education;
3. creating a standing committee on Vendor Services;
4. creating a standing committee on WID/WAC (Writing in the Disciplines/Writing Across the Curriculum).

Regarding items 1-3, the Bylaws Committee drafted and submitted the recommended changes that were approved. With regard to item 4, the Academic Senate voted to create the WID/WAC Committee using a draft other than that which had been negotiation and revised by the Bylaws Committee during the 2004-2005 academic year.

II. Our committee worked on trying to establish the Honors Program as a permanent, standing committee of the Academic Senate but it remains a task force for now.

III. We worked to draft a proposal that will create a new committee that will focus on promoting student achievement.

IV. We addressed the need for revisions to two committees that make reference to a “cultural coordinator,” which we currently do not have – three separate people share these responsibilities.

V. Changes are being made to the Committee on Ceremonial Occasions to reflect its function as an advisory body.

VI. We are working to amend the Bylaws to reflect that students are excluded from voting on the awarding of certificates (Article VI, Section 1, item G).

VII. We are devising an updated process through which mandated changes to the Bylaws will become recorded and part of the permanent record in four different locations, as required.

VII. At the final meeting of the Bylaws Committee in May 2005, Susan Jacobowitz was re-elected chair for the upcoming 2005-2006 academic year. Belle Birchfield was elected Secretary and the members for 2005-2006 are: Craig Weber, Robert Holt, Kevin Kelly and a student representative who has yet to be named. Howard Lapidus will remain our Academic Representative and Sharon Lall-Ramnarine is our liaison from the Steering Committee.

Respectfully submitted,
Susan Jacobowitz