

Steering Committee Report to Academic Senate –February 8, 2005

1. Meetings of the Academic Senate

This is the first Senate meeting for which there will be only an electronic distribution via email and a few copies in print form available in the room. We will monitor how well this works.

We also are conducting an experiment through which we have a number of laptop computers in the room for use in making presentations to the Senate and for demonstrating a possible use of the wireless environment.

We have placed the second informational presentation on the agenda. We expect that these will continue at future Senate meetings with no more than two at a time and running no more than five minutes each.

We are working on the untested assumption that most members of the Academic Senate prefer that the Senate meetings be kept reasonably short. Toward that end we present written reports rather than verbal wherever possible. We wish to alert the members of the Senate to the possibility that the March, April and May meetings are likely to take longer than the last three meetings in as much as we expect that there will be several significant matters on the agenda for the next three meetings including the creation of committees, bylaw revisions, and the Mission Statement of the College.

2. Senate Members

The Committee on Committees reports that we have had a replacement of a faculty member at large to maintain the full complement of faculty in the Senate. We also have received notification that there have been changes in the student government and thus, we may not have the full student complement at this time.

3. The Senate Website

The Academic Senate Website is found off of the Governance webpage:

<http://www.qcc.cuny.edu/Governance/default.asp>

The site is now receiving the agenda and minutes of all Academic Senate committees.

http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_committees.asp

Also available on the website are the dates for submitting information to the Steering Committee for inclusion on the Agenda:

http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_calendar.asp

4. Collegial Governance

The Committee of Academic Senate Committee Chairpersons will meet on February 9, 2005 at 2pm in M-127 to review their work and the comprehensive agenda of the Academic Senate including what President Marti has termed the “legislative agenda” of the Administration and “Collegial Governance”. There will be an internal assessment of “Collegial Governance” as a work in progress during the late Spring of 2005. Part of that process will be a meeting of all Committee Chairpersons with the President and his cabinet and liaisons on the committees on May 11, 2005 in M-136 at 1pm.

5. Standing Committees

All Senate committees have their full complement of faculty and student members. We are receiving reports that the student members are inconsistent in their attendance at meetings. At this time therefore we do not believe there is any reason to consider increasing the number of students on the standing committees.

Committee Guides:

Each Committee is working towards preparing a Guide for their Committee which is intended to help inform faculty as to the requirements of the Committee when considering volunteering for service and to prepare new members in serving on the Committee. As the Guides are completed, they will be placed on the webpage for that Committee. To date, the following committees have completed and posted their Guides:

Committee on Computer Resources <http://www.qcc.cuny.edu/Governance/AcademicSenate/CCR/documents.asp>

Committee on Continuing Education <http://www.qcc.cuny.edu/Governance/AcademicSenate/CE/documents.asp>

Work in Progress:

Several committees have met during the month of January to attend to the work of the College. We commend them for their due diligence. The Committee on Curriculum met twice after the end of the fall classes and worked extensively to bring the WID WAC matter before the Senate on today's agenda. We commend the Committee and its Chairperson, Lorena Ellis, for their efforts.

The Committee on Bylaws has made progress towards presenting the Senate with proposals for the creation of several new committees and revisions of several current Standing Committees. They are expected for the March meeting of the Academic Senate.

On the Addition of Committees of the QCC Academic Senate

The Steering Committee and the Committee on Bylaws will be placing proposals before the Academic Senate to:

- Revise the charges of some committees
- Create new committees
- Convert special and sub-committees to Standing Committees
- Report the expiration of Special Committees

We do this for a variety of reasons:

- In recent years we have eliminated committees of the Senate that appeared on face value to have become either unnecessary or incapable of staffing. In some cases some of the responsibilities of committees that have been eliminated are now referenced by current events.
- The administration has created Task Forces and special committees on its own that have taken up matters that might have been addressed by committees of the Senate.
- There is the realization that there are important matters and areas affecting the welfare of the College that are not now addressed by the Committees of the Academic Senate.
- To reduce the workload on several current Standing Committees
- To further the process of Collegial Governance
- To involve the Academic Senate in ongoing assessments of all aspects of the College.
- To offset the reduction in the potential that the Senate can have to represent all constituents in matters affecting the welfare of the college that was caused by the reduction of the number of Senate Committees.
- To further involve faculty and students in matters related to the welfare of the college.
- To provide increased opportunity for members of the faculty to provide College Service and to participate in governance.

We are not now concerned about having a sufficient number of faculty who will volunteer to serve of committees of the Senate

- We have 17 faculty placed on Committees at this time as Liaisons of the Steering Committee who are eligible to serve as full members of committee.
- There were 37 new faculty added in 2004-2005. We are adding even more in spring and fall of 2005.
- The importance of College Service has been made very clear in several messages and forums and it is reasonable to expect that faculty will be aware of their responsibilities and the College's expectations and they will volunteer for service in larger numbers than over the last decade.
- Should there be an insufficient number of volunteers after general and individual solicitations then there might be a need to combine or contract the committees of the Senate as was done in the past.

6. Committee Guide for New Student Members

Prof. Kathleen Villani of the Steering Committee prepared a Guide for students appointed by Student Government to serve on Senate Standing Committees. It is on the Senate website, available for replication:

http://www.qcc.cuny.edu/Governance/AcademicSenate/SC/Documents/Guide_for_Students_Fall_2004.pdf

7. A List of Student Concerns

The list of concerns received from the leaders of the Student Government will be handled by Vice President Hartigan, who will make a progress report to the Senate. The matters were reported to the Senate in November, 2004. The President indicated that the Office of Student Affairs should address the issues and report back to the Academic Senate concerning those items. The Student Government leaders have asked for a follow up meeting with the Steering Committee. This has yet to be scheduled.

8. Advisor on Planning to the Steering Committee

Dr. Clara Wajngurt, (Professor, Mathematics) is serving as Planning Advisor to the Academic Senate Steering Committee on Planning. She has been working quite diligently on researching and preparing a report for the Steering Committee. Her work will be an important part of any recommendations made by the Steering Committee on this matter to the Senate.