

# QUEENSBOROUGH COMMUNITY COLLEGE The City University of New York

## Report to the Academic Senate

### MEMORANDUM

FROM: Dr. Jannette Urciuoli, Chairperson, Committee on Committees

TO: Professor Devin Feldman, Secretary, Academic Senate Steering Committee

Date: January 20, 2009

SUBJECT: Committee on Committees Monthly Report, December 2008

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1. We are in the process of changing how faculty members submit the Standing Committee Request forms to the Committee on Committees. Our goal is to have the Standing Committee Request forms be submitted electronically to the Committee on Committees. This will save the Committee on Committees' members an enormous amount of time and paper.
2. There were two assignment changes that the committee on committees voted on this past month:
  - a. Sharon Lall-Ramnarine (Asst Professor, Chemistry) will be on maternity leave for the spring 2009 semester - this created a vacancy on the Admissions Committee. The Steering Committee Designee, Jung Cho (Library), will fulfill this vacancy.
  - b. Pellegrino Manfra (Social Sciences) was chosen to be the new Steering Committee Designee for the Admissions Committee.