

Agenda
Academic Senate Meeting
Date: Tuesday, December 8, 2015
Time: 3:10 p.m.
Location: Room M-136

I. Attendance

II. Consideration of the minutes from November 10, 2015 meeting (Attachment A)

III. Communications from the Board of Trustees or any of its Committees
<http://www2.cuny.edu/about/trustees/>

IV. Communications from:

- President Diane B. Call (Attachment B)
- Senate Steering Committee Report (Attachment C)

V. Annual Reports of the Committees of the Academic Senate
▪ Committee on WID/WAC – Annual Report 2015 (Attachment D)

VI. Monthly Reports of the Committees of the Academic Senate
▪ Committee on Committees – November 2015 report (Attachment E)
▪ Committee on Course and Standing – RESOLUTION (Attachment F)
▪ Committee on Curriculum – November 2015 report – RESOLUTION (Attachment G)

VII. Old Business

VIII. New Business

- Letter to Governor Cuomo on MOE funding — RESOLUTION (Attachment H)
- Food Pantry — RESOLUTION (Attachment I)
- Report from General Education Assessment Task Force

Joel Kuszai, Secretary
Academic Senate Steering Committee

Queensborough Community College
The City University of New York

MINUTES
of the November 10, 2015
Academic Senate

President Diane Call called the third regularly scheduled meeting of the Academic Senate to order at 3:15 p.m.

I. Attendance:

62 votes were recorded at the time attendance was taken; 65 members of the Academic Senate cast votes during the meeting.

Absentees: Jeanne Galvin, Gilmar Visoni, Franca Ferrari, Georgina Colalillo, Wilma Fletcher-Anthony, Jose Osorio, Joan Dupre, Julia Carroll, Edward Volchok, Simran Kaur, John Luby, Jodi-Ann Grant, Shriromani Sukhwa, and Asif Mobin.

II. Consideration of minutes of the November 10, 2015 meeting of the Academic Senate:

A motion was made, seconded, and adopted 60-0-0 to approve the November 10, 2015 minutes as presented (see Attachment A of the November 10, 2015 Agenda). Did not vote: Isabella Lizzul, Ricky Panayoty.

III. Communications from President Call

President Call referred to her written report (*Attachment B of the September 8, 2015 Agenda.*) For the full report, visit: http://www.qcc.cuny.edu/governance/academicSenate/docs/ay2015-16/November_2015/Attachment-B-PresidentsReport-11-10-15.pdf

The President introduced Debra Maslanko from the Department of Mathematics, who provided the monthly update regarding the BTECH early college initiative. She described some of the process surrounding identifying Indicators of Student Readiness (ISRs) and said that some students would be taking their first college course in the Spring semester of their sophomore year.

IV. Senate Steering Committee Report

Chair Dr. Peter Bales referred to the written report (*Attachment C of the September 8, 2015 Agenda.*) For the full report, visit: http://www.qcc.cuny.edu/governance/academicSenate/docs/ay2015-16/November_2015/Attachment-C-SteeringCommitteeReport-11-10-2015.pdf

V. Monthly Reports of the Committees of the Academic Senate
Committee on Curriculum—RESOLUTION (Attachment G)

A motion was made, seconded, and adopted 62-1-0 to approve changes to NU 101, NU 102, NU 201, and NU 202 in the Department of Nursing (*Attachment G of the November 10, 2015 Agenda*). No vote: Bob Rogers; Did not vote: Denise Ward and Anthony Kolios.

VI. Old Business

56 **NONE**

57

58 **VII. New Business**

59 Dr. Steele provided an update on the General Education Assessment Task Force, informing the
60 Senate that the rubric for Information Management has been completed and that another rubric
61 for Quantitative Reasoning is nearly complete. She explained that there would be a survey of
62 faculty to get more input and made the point that the conversations surrounding Gen Ed
63 outcomes and the mission review are related activities.

64

65 The meeting was adjourned at 3:39PM

66

67 Respectfully Submitted,

68 Joel Kuszai

69 Secretary, Steering Committee of the Academic Senate

70

**Report of the President
to the
Academic Senate**

December 8, 2015

Enrollment Management Update

- Student advisement and registration activities are well underway for Spring 2016. Beginning January 6th, advisement/registration will move to the Student Union to allow for a more convenient one-stop shop to be set-up. Academy advisers have conducted a telephone outreach campaign to all second semester freshmen encouraging early advisement and registration.
- In addition to New York City, the college is focusing recruitment efforts in Nassau County. A new admissions recruiter has been hired to work exclusively with high schools in Nassau. She is visiting all high schools in the area to inform counselors and students about the many opportunities available at Queensborough.

Faculty and Staff: Awards and Honors

- Dr. Julia Carroll, Associate Professor in Academic Literacy and Dr. Amy Traver, Associate Professor in Social Sciences have been invited to contribute an article on their service-learning work, which is directly connected to this year's NEH colloquia series, to the American Association of Colleges & Universities (AAC&U) publication, Diversity and Democracy. The two QCC faculty members are very excited for this opportunity to promote their collective efforts to such a large national audience.
- The CUNY Faculty Fellowship Publication Program offers support and released time for faculty to publish in their discipline. As of November 25, 2015 five Queensborough faculty have been awarded this competitive award for 2015-16. The faculty are: Carolyn King from the Math Department; as well as Kathleen Alves, Leah Anderst, George Fragopoulos, and Tanya Zhelezcheva from English.
- Professor Christine Mooney, from the Business Department won a \$10,000 grant from Santander Bank for a joint program with Medgar Evers College, **Millennials Make it Happen**. The program will focus on financial literacy.

Grant Opportunities: Please contact the QCC Office of Sponsored Programs for additional information and assistance

- Applications for Cycle 47 of the *PSC-CUNY Research Awards Program* are due on December 15, 2015. The program supports activities in the creative arts and all academically relevant research in the areas of natural science, social science, and the humanities. All full-time members of the instructional staff are eligible to apply.

- The **National Science Foundation** offers research sponsorship in the following areas: Major Research Instrumentation Program: (MRI), Law & Social Sciences (LSS), the Linguistics Program, the Sociology Program, the Political Science Program, the Development and Learning Sciences (DLS) and the Social Psychology Program. Deadlines for these programs are in January and early Spring 2016.
- **NASA** offers **Fellowships for Early Career Researchers**. The deadline is rolling, but closes in April 2016. For more information contact Doris Daou, Planetary Science Division, at Doris.Daou@nasa.gov
- **Alfred P. Sloan Foundation** makes grants in nine major program areas: Research Fellowships for early-career scholars, STEM Research and Higher Education, Public Understanding of Science, Technology, & Economics in Digital Information Technology, Economics, Energy and Environment, and Civic Initiatives. Initial applications, consisting of a Letter of Inquiry, are accepted throughout the year. For more information, go to: <http://www.sloan.org/major-program-areas>.

Students: Awards and Honors and Opportunities.

- The Center for International Affairs, Immigration & Study Abroad has received 38 applications from eligible students who wish to participate in this year's Salzburg Study Abroad Global Seminar. Applications are currently being reviewed and the committee will be selecting students to move on to the group interview phase of the application process. Also, please join me in congratulating Professor Sebastian Murolo and Dr. Franca Ferrari-Bridgers, who have been selected to serve as the Salzburg 2016 faculty advisers.
- Faculty and staff are asked to encourage our students to take advantage of the valuable and free resources available through *the QCC Single Stop Program*. A list of the services provided include financial benefits screening, financial counseling, legal assistance, tax preparation services and more. Additional information can be found on their website at www.qcc.cuny.edu/singlestop.
- The University is continuing the initiative in which CUNY has partnered with **The Dream. US Scholarship Program** to assist undocumented students in obtaining scholarships. The Dream. US Scholarship Program provides college scholarships to highly motivated undocumented students who entered the United States as minors and who, without financial assistance, cannot afford a college education. The next application cycle is currently open, with a deadline of February 15, 2016 for the Fall 16 semester. Please refer students to apply at www.thedream.us.
- Phi Theta Kappa: Matriculated students with a cumulative GPA of 3.5 or higher and 15 credits accumulated are still eligible to join the Lambda Sigma Chapter of the Phi theta

Kappa International Honor Society. Applications can be downloaded from the College's website at www.qcc.cuny.edu/ptk or picked up in the Library Building, Room 412. The deadline for students to join for the Fall 2015 semester is Wednesday, December 23.

- The New York City Mayor's Office continues funding of the STEM Support Expansion Program. A major component of this initiative provides tuition waivers to students taking STEM courses. Over five hundred STEM waiver applications were received and processed for the January 2016 intersession. All available funds for the winter funds have been claimed and the application process closed. The STEM waiver program will continue in summer 2016. Encourage all students to apply early.
- Applications for the Milestone Scholarship continue to be accepted for the January 2016 intersession. The scholarships are intended to support a student reaching the "thirty-credit" milestone of his/her Queensborough degree within one calendar year. Students who began their degree program in Spring 2015 and have completed between 26 and 29 credits towards their degree as of the end of this fall term with a 2.75 GPA or higher are encouraged to apply for the winter scholarship. All eligible candidates must submit a complete application to the Office of Academic Affairs as soon as possible.

BTECH

- Faculty continue to work on preparing students for their first college courses by developing the Indicators of Student Readiness (ISRs) with the high school teachers. Approximately 80 second year students are enrolled in Speech 211 for the spring semester, their first college course. Additional ISRs are being developed by the teachers and faculty for science, english, and math courses. BTECH and current QCC college students are participating in a SAP media event at Chelsea Piers entitled, Technology: the Intersection of two Industries - Sports and Healthcare. Twenty journalists from major publications will be attending and all the students will be assigned roles such as journalists, bloggers, videographers, tweeters, and interviewers.

FY 15 Strategic Plan

- The strategic planning process for 2016-17 is proceeding on schedule. Initial focus group discussions have been held with governance leaders, academic chairs, HEOs, and student leaders. As scheduled, the College Advisory Planning Committee (CAPC) met in September and November and will begin meeting again in the spring semester. A preliminary draft of the plan will be distributed to the divisions of the college for further input. Open hearings for the campus community will be held later in the spring semester for discussion and input. The strategic plan will form around six college goals: faculty and staff development, curriculum, Queensborough Academies, college readiness, use of technology, and community-building.

GENERAL EDUCATION TASK FORCE

- The Task Force has completed the rubrics for the third and fourth General Education outcomes, Quantitative Reasoning and information Management. All four rubrics will be used for assessing general education outcomes in spring 2016. The Task Force is currently completing its review of the College's current Educational Outcomes, last revised in 2007. As described in the May 2015 report to the Senate, the Task Force has prepared a General Education mission statement and guiding principles for the review and has identified core learning outcomes. To engage all the faculty in this review process, the Task Force has prepared a **General Education Survey** to get feedback on how the faculty want to revise our list of ten outcomes. All faculty members are encouraged to respond to the survey.

Upcoming Events

- The Office of New Student Engagement will host a Welcome Session for prospective students and their families on Saturday, December 12th at 10:30 a.m. The session is designed: to introduce 'non-tested' students to the placement test; to inform tested students on placement options; to guide students and their families through the enrollment process; to educate students and their families on college related financial responsibilities; and as the first step to introduce information on college transition and readiness.
- The Office of Health Services will be hosting a Blood Drive on **Wednesday, December 16th** from 8:30 am – 4:00 pm in the Student Union Lounge.
- The annual Convocation of the College will be held on Thursday, January 28, 2016 in M-136 from 9 am to 12 noon, with a continental breakfast at 8:30 am. It is hosted by the Office of Academic Affairs for faculty and HEOs and launches our spring semester that features new directions and innovations occurring at the College and the work of faculty in important initiatives across campus. This year the convocation will highlight support available to faculty for scholarship and teaching.
- The Center for Excellence in Teaching and Learning (CETL) will host the New Faculty Institute, a three-day experience intended to familiarize new faculty with essential faculty support resources and pedagogical innovations offered at the College. The institute will be held on January 19 to 21, 2016, from 9:30 am to 3:00 pm. The first of the three days the faculty will meet in the Oakland Dining Room, the second day in LB 24 and the last day in the Oakland Dining Room.
- The Adjunct and Substitute Faculty Orientation a two-day event is sponsored by the Office of Academic Affairs. The orientations will be held on Tuesday, February 2, 2016, from 9:00 am to 11:00 am, and Thursday, February 4, from 4:00 pm to 6:00 pm in the Oakland Dining Room.

**Steering Committee Report
December 2015**

The Academic Senate and all of its constituent committees are at full strength.

At today's meeting the Steering Committee will be presenting two resolutions. The first will be to approve a letter to Governor Cuomo from the Senate asking him to sign the Maintenance of Effort (MOE) bill in regard to CUNY that is currently on his desk. If approved, the letter will be sent immediately this afternoon following our meeting.

The second resolution will ask the endorsement of the Senate for the Steering Committee to create a sub-committee consisting of members from various constituencies to examine the need for a program to address hunger issues within the college community and, if needed, prepare a plan for how to implement and sustain a program and submit it to the Academic Senate for the March, 2016, meeting. An interim report on progress will be provided at the February, 2015, meeting. This proposed resolution is endorsed by both the Faculty Executive Committee and the Student Government Association.

At the request of the Faculty Executive Committee, the Committee on Course and Standing has put forward a resolution to clarify and grant Senate approval to the official Grade Appeal Process.

The Steering Committee would like to thank Raj Vaswani of Information Technology and Committee on Committees Chair David Sarno of Chemistry who, in consultation with Vice President Karen Steele, have put considerable time and effort to utilize Excel to streamline and improve the application and selection process for Senate committees. This new system will be put to use this coming Spring '16 semester.

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
ACADEMIC SENATE

**COMMITTEE ON WRITING IN THE DISCIPLINES/
WRITING ACROSS THE CURRICULUM (WID/WAC)**

Telephone: 718 631 5399
Email: Bberkhout@qcc.cuny.edu

TO: Dr. Joel Kuszai, Secretary, Academic Senate Steering Committee
FROM: Dr. Bjorn Berkhout, Chair, Committee on WID/WAC
SUBJECT: Annual Report for Committee on WID/WAC for 2014/2015
DATE: August 28, 2015

Membership

Officers:

Dr. Bjorn Berkhout (Music), Chair
Dr. Peter Grey (English), Secretary

Members:

Dr. Kimberly Ambruso (Nursing)
Dr. Elizabeth Bartels (Social Science)
Dr. Marvin Gayle (Engineering Technology)
Dr. Daniel Garbin (Mathematics and Computer Sciences)

Liaisons/Designees

Dr. Glenn Burdi (Academic Affairs), President's Designee
Dr. Jeff Jankowski (Social Sciences), Co-director of the WID/WAC Program
Dr. Lakersha Smith (Social Sciences), Steering Committee Designee

Committee Meetings

The WID/WAC Committee met three times during the 2014-2015 Academic year. The meetings were held on the following dates: October 29, April 29 and May 20. The minutes for each of the meetings are available for review on the website for the QCC Academic Senate (the minutes for the May 20 meeting will be available upon approval by the committee at its next meeting). The Committee acknowledges the service of the secretary, Dr. Peter Grey, in preparing the minutes. In addition, six waiver requests were coordinated via email during the academic year as they were submitted to the Committee by Dr. Glenn Burdi of Academic Affairs.

Narrative Summary of the Committee Work

The charges listed in the Bylaws are now in agreement with the charges listed on the website. They are as follows:

- a. Oversee and make recommendations to the Academic Senate related to the WID/WAC Program;
- b. Review and make recommendations to the WID/WAC Director(s) concerning the WID/WAC Professional Development Program;
- c. Consult with the Committee on Course and Standing on waiver requests from students on any writing intensive (WI) degree requirements that the Committee on Course and Standing may be called upon to decide;
- d. Make the final decision on the designation and recertification of any course or section as WI;
- e. Coordinate with the Curriculum Committee on issues concerning curriculum.

With regards to charges a and e: The Writing Intensive (WI) program, which had been a freestanding entity, has recently been incorporated into the High Impact Practices (HIPS). Along with the other HIPS, the WI program is participating in the assessment initiative of the college. The WI directors will keep the committee informed of the results of this assessment as well as any potential impact resulting from being part of HIPS rather than an independent entity. Any impact this may have on issues concerning curriculum will then be reported to the Curriculum Committee.

With regards to charge b: The Committee received reports on the state of the WID/WAC program and discussed ways in which the quality of the WID/WAC program could be maintained and even strengthened. Suggestions for this can be found under **New Recommendations**.

With regard to charge c and d: There were six waiver petitions submitted to, discussed in detail and voted on by the Committee. Four were approved and two denied all with unanimous decisions. A list of WI certified classes was presented to the Committee, discussed and approved unanimously.

New Recommendations

The Committee noted that once a faculty member is certified, there usually is no further involvement or engagement with WID/WAC program or committee. The committee is exploring ways to address this including the idea of a voluntary sampling of WI class syllabi.

Recommendations from the Academic Senate

The Committee addressed the 11 recommendations from the Academic Senate as follows:

1. Collaborate with Steering Committee to work on Committee Guide, particularly where there needs to be any clarification of committee charge (this may require another trip to the Queensborough archives, located in the Library Building; work with Constance Williams, Senate archivist, cwilliams@qcc.cuny.edu. Resolve the question about the discrepancy of committee charge on the Academic Senate website to determine what, if any, revisions need be made in the bylaws in order to formulate an appropriate charge for this committee.
 - This discrepancy had been solved prior to the first meeting of the 2014-15 Committee and it is the charges listed in both the Bylaws and on the website that we operated under for the 2014-15 academic year. The discrepancy was first noted in the 2011-12 academic year and has been a concern addressed by all the subsequent committees (see the Annual Reports from 2011-2012 on).
2. Report on difficulty (or lack of difficulty) with student waivers for WID/WAC program—Success of WID/WAC Program
 - The Committee approved the waivers when a student proved the problem occurred earlier during the implementation period of the WI requirements, possibly caused by an advisement issue or a lack of information. The WI requirement is now consistently indicated and the advisement is clear.
 - The program is healthy with 264 sections of WI classes and around 6,000 students served.
3. Receive reports of assessments conducted on WI courses by the Office of Academic Affairs (distinct from conduct of assessments) as well as the WI program more broadly conceived. This would include any evaluations of the effect of Writing Intensive courses as implementation of high-impact activities from the Office of Institutional Research
 - As noted earlier in the narrative description, the assessment is on going and the report has not yet been received. The Committee will thoroughly discuss this issue once the assessment is completed.
4. Evaluate and review assessment process in WID/WAC courses;

- The training program that certifies WI instructors is running smoothly. Around 30 faculty members participated in the professional development program as of 10/29 2014. As noted in the **Recommendation Section**, the Committee would like to begin sampling (on a voluntary basis) diverse syllabi from WI courses.
5. Evaluate suggestions for expanding the number of WID/WAC courses in order to meet student demand for courses that enable them to fulfill WID/WAC requirement
 - The Committee noted that all departments have good representation of WI classes, allowing for students to meet the requirement. Lack of WI classes were not a factor in any of the approved waivers and for the two that were denied it was noted that the students had sufficient opportunities to take a WI class.
 6. Evaluate impact of WID/WAC certification for upper-level English courses, and consider the possibility of certifying upper level electives in other subjects, if they meet various writing intensive criteria.
 - No adverse effects were noted and the Committee would be happy to consider other upper level electives that satisfy the requirements.
 7. Report on any procedural changes in the approval of WID/WAC courses or certification of WID/WAC faculty as a result of new CETL leadership
 - The directors of the WID WAC program felt that this has not yet significantly changed the procedure for approval. The Committee will continue to monitor this issue.
 8. Obtain list of WID/WAC trained faculty
 - A complete list is in development.
 9. Respond to questions related to the need for working during annual leave period
 - One of the six waivers did come during the annual leave period. It remains a potential issue that the Committee will monitor. Allowing email discussions about the waivers proved helpful in the waiver discussions, both during the academic year and during the annual leave period.
 10. Maintain website, and revise committee guide, as needed
 - The website, in agreement with the Bylaws, has 9 members listed (3 TBD), but the description calls for only three (3). This will need to be corrected to nine (9) during the next academic year.
 11. Contribute comment on the impact of WID/WAC for Queensborough's meeting of current Middle States Accreditation standards 11: *"The institution's educational offerings display academic content, rigor, and coherence appropriate to its higher education mission. The institution identifies student learning goals and objectives, including knowledge and skills, for its educational*

offerings” 12: The institution’s curricula are designed so that students acquire and demonstrate college-level proficiency in general education and essential skills, including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, and technological competency,” as well as Standard 13: The institution’s programs or activities that are characterized by particular content, focus, location, mode of delivery, or sponsorship meet appropriate standards”

- As noted earlier in the narrative description, the relevant assessment is on going.

Matters of Interest

- As of 2014-15 the WID WAC program had three co-directors: Dr. Jeffrey Jankowski, Dr. Jean Murley and Dr. Robert Becker.
- For the upcoming 2015-2016 Academic Year, Dr. Elizabeth Bartels will be replaced by Dr. Christopher Jimenez (Speech Communication). All other members will remain the same.
- At its meeting on May 20, 2015, the Committee elected Dr. Bjorn Berkhout as chair and Dr. Peter Gray as secretary for the 2015-16 academic year.
- The Committee acknowledges the time spent by Dr. Glenn Burdi in preparing the cases for the committee’s consideration.
- The Chairperson would like to thank all members who served on the Committee throughout the academic year.

Respectfully submitted,

Dr. Bjorn Berkhout
Chair, 2014-2015

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

Report to the Academic Senate

November 25th, 2015

From: Dr. David Sarno, Chairperson of the Committee on Committees

To: Dr. Kuszai, Secretary of the Academic Senate Steering Committee

Monthly Report of the Committee on Committees for November 2015

I. New Academic Senate Committee Members

Whenever vacancies on committees become available, the members of the Committee on Committees (CoC) vote via e-mail to appoint new members. Here are the changes that the CoC were made aware of, voted on, and approved.

A. Committee on Cultural and Archival Resources

To fill a vacancy left by the resignation of Dr. Sarah Danielsson, the CoC named Dr. Leslie Francis (Business) to this committee. Dr. Francis was the Steering Committee Designee to the Admissions Committee, so a new Designee will have to be appointed.

II. WID/WAC Committee

Term lengths for the three new members of the WID/WAC Committee placed in October 2015 were assigned randomly (by rolling a six-sided die). Dr. James Nichols will serve until 2017, Dr. Lakerasha Smith will serve until 2018, and Dr. Areti Tsimounis will serve until 2016.

III. Steering Committee Designees

A list of potential Steering Committee Designees was prepared and submitted to Dr. Emily Tai to assist with vacancies on the Committees on Admissions, Assessment and Institutional Effectiveness, eLearning, and WID/WAC.

IV. Webpages

Committee rosters were corrected to reflect current membership. In addition, the Chair and Secretary of each committee is now indicated on their webpages.

V. Changes to the CoC Database

Working with Raj Vaswani, modifications were made to the CoC database. First, the list of unassigned faculty was updated to display the Department and Rank. This will help the CoC make placement decisions more easily when vacancies arise. Second, committee rosters in the database were modified to show when the term will end for each member. This is expected to improve the workflow when faculty are notified to submit committee preferences. The Steering Committee and the CoC has approved the proposal below:

1. After Thanksgiving, Raj Vaswani (database manager) will generate a report listing committee members whose terms are set to continue through 2017 or 2018. Instead of being invited to submit their committee preferences in the spring, they will receive an email from the CoC Chair reminding them that their term will continue and explaining that they do not have to reapply. Also, if they want to discontinue committee membership for the following year, they will be told to inform the CoC chair ASAP. (They will then be added to the list of those invited to submit their committee preferences - see item 2.)
2. Near the end of the fall semester, an Excel report will be generated that lists all committee members whose terms end spring 2016. In early February, they will receive the typical email that invites all eligible faculty to submit their committee preferences for the next 3-year term.
3. With the term limits added to the database, continuing members will be automatically rolled-over into the new rosters. Since there will be many fewer vacancies, the important task of assigning new members for the upcoming academic year will be much more manageable and can be shared by the entire committee.

This revised workflow will be implemented immediately and will also be incorporated into the Committee Guidebook.

Respectfully submitted,

David M. Sarno

David M. Sarno, PhD

Chairperson, Committee on Committees

MEMORANDUM

From: Dr. Nina Sarkar, Chair, Committee on Course and Standing
To: Dr. Joel Kuszai, Secretary, Steering Committee of the Academic Senate
Date: November 6, 2015
Subject: Resolution to Amend the Current QCC Grade Appeal Process

Proposal to Amend the Current QCC Grade Appeal Process

Preamble:

The QCC Grade Appeal Process, although described in the College Catalogue/website, does not seem to have ever been formally approved by the Academic Senate or any other Queensborough governance body. The Academic Senate Steering Committee, in consultation with the Faculty Executive Committee, requested that the following procedural change be considered by the Academic Senate Committee on Course and Standing. That Committee did so and approved of the process as described below.

PROPOSED POLICY FOR CONSIDERATION OF THE ACADEMIC SENATE

WHEREAS, CUNY leaves it to each unit to have a process for grade appeals and the changing of a grade given by a member of the faculty; and

WHEREAS, at QCC there has been a process in place as described in the College Catalogue/website; and

WHEREAS, that process now in place does not specify that both the student and faculty member involved be informed of the formation of a grade appeal committee, or of their right to submit testimony and documents to that committee and to be informed of the outcome of the grade review process; and

WHEREAS, under the current process a student may have a grade changed by departmental grade appeal committee and the instructor might not be informed nor given opportunity to present relevant information to the departmental committee; and

WHEREAS, faculty deserve to be informed and to present their case for the grade they have assigned; and

WHEREAS, both faculty and students deserve to learn of the outcome of this process; now, therefore, be it

RESOLVED, That it shall be the policy of Queensborough Community College of the City University of New York to have a Grade Appeal Process as follows:

Rationale:

Students with questions about a grade should first discuss the reasons for the grade with the course instructor. If their concerns are not resolved, then students are advised to consult with the chairperson of the department. A formal request for an appeal of a course grade can be submitted in writing along with copies of all relevant coursework to the departmental chairperson. A committee of three faculty members (other than the course instructor) will review the student's work and make a determination about the appropriate grade. The decision of the departmental appeals committee is final. The committee must ask for and receive and consider all relevant information from both the student and the instructor. The final decision must be communicated to both the student and the instructor.

For Information Purposes: below is the current wording of the Grade Appeal Process

Students with questions about a grade should first discuss the reasons for the grade with the course instructor. If their concerns are not resolved, then students are advised to consult the chairperson of the department. A formal request for an appeal of the course grade can be submitted in writing, along with copies of all relevant coursework, to the departmental chairperson. A committee of three faculty members (other than the course instructor) will review the student's work and make a determination about the appropriate grade. The decision of the departmental appeals committee is final.

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK
COMMITTEE ON CURRICULUM**

To: Peter Bales, Academic Senate Steering Committee
From: Lorena B. Ellis, Chairperson, Committee on Curriculum
Date: November 24, 2015
Subject: Monthly Report

The Committee on Curriculum has voted to send the following recommendations to the Academic Senate:

1 Course revisions
1 New course

1. Course Revision

DEPARTMENT OF BIOLOGY (Pre-requisite change)

FROM:
BI-461 General Microbiology
4 credits. 2 lectures plus a mandatory 4 hour laboratory per week.
Pre-requisite: ~~BI-202 or BI-302~~

TO:
BI-461 General Microbiology
Pre-requisite: BI-201

Rationale:
The change in the pre-requisite for the course is to make it compatible with the Public Health Program.

2. New course

DEPARTMENT OF SOCIAL SCIENCES
PHIL-148 Public Health Ethics
3 class hours; 3 credits
Prerequisite: BE-122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test.

Course Description:
A consideration of the ethical implications of modern health research and practice. Topics include

professional versus universal ethics, the rights of current and future generations, Public Health measures, truth and information in science, and public health policy.

Rationale:

Needed as part of an articulation agreement with Senior CUNY Colleges as part of the Public Health Degree Program.

Departmental approval:

As of 11/16/2015, a majority of FT faculty members had approved the new course proposal, PHIL148.

The Social Sciences dept. curriculum committee approved it on 11-12-15

Dear Governor Cuomo:

The Academic Senate of Queensborough Community College of the City University of New York requests that you support New York State Senate Bill 218A (<http://www.nysenate.gov/legislation/bills/2015/s281a>) and New York State Assembly Bill 5370A (<http://www.nysenate.gov/legislation/bills/2015/A5370A>), legislation endorsing Maintenance of Effort funding for the City University of New York.

Our students represent the best and brightest of New York City's next generation: 42% of CUNY's students are the first in their families to attend college, and from households earning less than \$30,000 a year. The Maintenance of Effort Bill would provide funding for campuses to pay for heat, electricity, and other operating costs that would otherwise siphon off critical resources needed for educational services.

CUNY faculty, staff and administrators are an extraordinarily talented, deeply committed group of scholars and educators. It is devotion to our students and our belief in CUNY's historic mission that brings us to work every day, despite the challenges that diminished funding can often impose. We therefore urge you to join us in supporting our City University, by signing the Maintenance of Effort Bill.

Sincerely yours,

The Queensborough Community College Academic Senate

**Resolution on creating a subcommittee of the steering committee
to address hunger issues within the College community**

WHEREAS, There are a significant number of members of the College community who are interested in pursuing the possibility of establishing a food pantry or program at this college; and

WHEREAS, There is support for moving forward with action on the part of the Academic Senate Steering Committee, Faculty Executive Committee, and Student Government Association, to address the possible need; now, therefore, be it

RESOLVED, That the Steering Committee of the Academic Senate create a subcommittee with members from the various constituencies to examine the need for a program to address hunger issues within the college community and, if needed, prepare a plan for how to implement and sustain a program and submit it to the Academic Senate for the March, 2016 meeting.