

Agenda
Academic Senate Meeting
Date: Tuesday, April 10, 2018
Time: 3:10 p.m.
Location: Room M-136

I. Attendance

II. Consideration of the minutes from March 13, 2018 meeting (Attachment A)

III. Communications from:

- [CUNY Board of Trustees](#)
- President Diane B. Call (Attachment B)
- Senate Steering Committee Report (Attachment C)
- [University Faculty Senate Plenary Minutes](#)

IV. Monthly Reports of the Committees of the Academic Senate

- Committee on Bylaws – Monthly Report for March 2018 (Attachment D) – RESOLUTION
- Committee on Committees – Monthly Report for March 2018 (Attachment E) – ELECTION
- Committee on Curriculum – Monthly Report for March 2018 (Attachment F) – RESOLUTION
- Committee on Food Insecurity – Monthly Report for March 2018 (Attachment G)

V. Old Business

VI. New Business

John Talbird, Secretary
Academic Senate Steering Committee

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Queensborough Community College
The City University of New York

MINUTES
of the March 13, 2018
Academic Senate

President Diane Call called the sixth regularly scheduled meeting of the Academic Senate to order at **3:20 PM**

I. Attendance:

54 votes were recorded at the time attendance was taken; 61 members of the Academic Senate were present during the meeting.

Absentees: Rosemary Zins, Kathleen Vilani, Laura Sabani, Gilmar Visoni, David Lieberman, Georgia McGill, Anthony Kolios, Margot Edlin, Georgina Colalillo, Reuvain Zahavy, Kenneth Pearl, Jannette Urciuoli, Pedro Irigoyen, Richard Tayson, David Salvador, SG Jeremy Wahl.

II. Consideration of minutes of the February 13, 2018 meeting of the Academic Senate:

A motion was made, seconded, and adopted 56-0-2 to approve the February 13, 2018 minutes as presented (see *Attachment A of the March 13, 2018 Agenda*). Abstained: SG Sarah Aguirre, SG Sibyl GuiWen Xie. Did not vote: Julian Stark, Josephine Pantaleo, SG Kareshma Khamraj.

III. Communications from:

1. President Call

The Senate received President Call's March 2017 Report (*Attachment B of the March 13, 2018 Agenda*). To see the full report, visit the [Academic Senate website](#).

2. Senate Steering Committee Report

Chair Dr. Joel Kuszai referred to the written report (*Attachment C of the March 13, 2018 Agenda*). For the full report, visit the [Academic Senate website](#).

IV. Graduates List – Awarded January 2018

A motion was made, seconded, and adopted 57-0-4 to approve the list of January 2018 graduates (see *Attachment D of the March 13, 2018 Agenda*). Note: all abstains were student senators; student senators **not** eligible to vote.

V. Monthly Reports of the Committees of the Academic Senate

The following monthly reports were received by the Academic Senate:

- Committee on Committees (see *Attachment E of the March 13, 2018 Agenda*).
- Committee on Curriculum (see *Attachment D of the March 13, 2018 Agenda*).
- Committee on E-Learning – Biannual Report for December 2017 (see *Attachment D of the March 13, 2018 Agenda*).
- Committee on Food Insecurity (see *Attachment D of the March 13, 2018 Agenda*).

Old Business

57 None.

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59 **New Business**

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61 Student President Mabely Salvador shared recent inter-campus activism on behalf of students. CUNY
62 student governors are attempting to make amendments to student activity fee to allow students more
63 local say in how campus fees are spent.

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65 Senator Pecorino offered to raise this issue at the next meeting of the UFS.

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67 The meeting was adjourned at 4:30 PM

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69 Respectfully Submitted,

70 John Talbird

71 Secretary, Steering Committee of the Academic Senate



President's Report to the Academic Senate

April 10, 2018

ENROLLMENT MANAGEMENT UPDATE

- The Office of Admissions is focused on reaching enrollment targets for Fall 2018. Recruitment activity has begun which includes attending college fairs and private visits in Queens and Nassau County. The College has admitted 10,000 new students for Fall 2018 thus far and phase application deliveries are scheduled through June 2018. The office is open for Direct Admissions and has already received close to 160 direct admission students. We continue to work in collaboration with key offices on campus to support students with the enrollment process which includes inviting them to register nearly a month earlier than Fall 2017.
- Summer/Fall 2018 advisement and registration for incoming and continuing students is currently underway in the Academies and special program offices, a month earlier than last spring. Advisers have completed their initial outreach to all probation students. Currently, advisers are concentrating outreach efforts to non-probation students, while conducting follow-up with probation students.

ACADEMIC AFFAIRS

Middle States

- The self-study process continues. Led by the three executive co-chairs—Dr. Antonella Ansani, Dean Arthur Corradetti, and Prof. Kelly Ford—the seven working groups have each developed a draft of their chapter for the self-study report, each chapter devoted to one of the seven Middle States standards. Final versions of the chapters from the working groups will be completed by June. A draft of the full self-study report will be developed during the summer and distributed to the campus for comment and suggestions in Fall 2018; the full self-study report is due to Middle States in February 2019. An evaluation team chair, Dr. Joann La Perla-Morales, president at Middlesex Community College, has been selected for the college's site visit. Dr. La Perla-Morales will make a preliminary site visit in the Fall, will provide comment and suggestions for the draft self-study report, and will then return with the full evaluation team in March 2019. At that time, the evaluation team will be on campus for two and a half days, providing a preliminary site visit report before they leave campus. The Middle States Commission will make a final decision on the college's reaccreditation in June 2019.

Academic Momentum Plan

- **STEM Waiver** - For the 2018 Summer Session 1, over 1,800 requests were made through the online application system in just 5 days. Those requests are being processed, and STEM Waivers are being awarded in the order that they were received until the funding is exhausted. The goal of these STEM Waivers is to promote credit

accumulation in STEM courses while not jeopardizing TAP eligibility. Student fees are not covered by the waiver. Upon completion of the course with a letter grade of A through F, the tuition waiver will be applied.

- **Milestone Scholarship** - Queensborough is continuing to help students reach their “thirty-credit milestone” by granting Summer Session 2018 scholarships. Over 350 eligible students have been invited to apply for a scholarship this summer. The scholarship will be applied to a course in which a student is enrolled during Summer Session 2018. Upon completion of that course the student will have met or exceeded the “thirty- credit milestone” of their education here at Queensborough.

STUDENT RESOURCES

- The Carroll and Milton Petrie Foundation renewed QCC’s three-year grant, of up to \$100,000 per year, for three years, to provide **one-time, emergency grants** to students in good standing with **short-term financial emergencies** to enable them to remain in school, rather than being forced to leave or drop out. Ms. Karen O’Sullivan, Associate Director of Student Financial Services, will serve as the Grants Manager for this campus initiative. Please refer students with short-term financial emergencies to Ms. O’Sullivan at your earliest convenience. Additional information can be found at www.qcc.cuny.edu/scholarships.
- Faculty and staff are asked to encourage our students to avail themselves of the valuable and free resources through the **QCC Single Stop Program**, located in the Library Building - Room 432-A. Services provided include (but are not limited to) financial benefits screening, financial counseling, legal assistance, tax preparation services, and more. Also, now through Tuesday, April 17, 2018, the Office of Single Stop will provide **Free Tax Preparation** for QCC students and their families in the Student Union Building, Upper Level. For more information, please visit <http://www.qcc.cuny.edu/singlestop>.
- All currently enrolled students wishing to receive financial aid for the Fall 2018 and/or Spring 2019 semesters are advised to complete the **2018-19 Free Application for Federal Student Aid (FAFSA)** by the Priority Filing Deadline Date of April 18, 2018. Students who miss this date are encourage to complete the FAFSA immediately. Additional information can be found at www.qcc.cuny.edu/financialaid.
- We are now accepting applications for the **Fall 2018 QCC Continuing Student Academic Merit Scholarship**. Awards of up to \$1,000 per semester for the Fall 2018 and Spring 2019 semesters will be given to select students. Full details, including eligibility requirements, can be found online at <http://www.qcc.cuny.edu/scholarships/>.
- The **Phi Beta Kappa Association of New York Scholarship** is now available for interested students. Two (2) scholarships worth \$2000 each will be awarded to two (2) community college graduates who successfully transfer to a four-year institution for Fall 2018. Additional information, including eligibility requirements, can be found online at <http://www.qcc.cuny.edu/scholarships/external.html>.

- The *Freya Moskowitz Stern Scholarship and The Finch College Alumni Scholarship* are now available for interested students. Both scholarships, worth \$5000, are awarded to second-year female community college students who will graduate from QCC at the conclusion of spring 2018 and transfer to a four-year university for Fall 2018. For additional information, visit <http://www.qcc.cuny.edu/scholarships/external.html>.
- The *Thomas Tam Scholarship* is accepting applications from qualified undergraduate students currently enrolled in a CUNY college who have demonstrated creativity in the communication of the concerns of the Asian American community in areas such as Health, Education, and Culture, media and advocacy. Full details can be found online at <http://www.qcc.cuny.edu/scholarships/at-cuny.html>.
- The *Queens College Transfer Honors Program* is accepting applications from eligible students. Students admitted to the program are eligible to apply for a minimum scholarship of \$1000 a semester for four to six semesters (to complete the bachelor's degree program). Additional information can be found online at <http://transfer.qc.cuny.edu/explore-queens/honors/>.
- The application period for the *2018 University Student Senate (USS) Scholarships* is now open! Students can either apply for the Ernesto Malave Merit Scholarship or the Donald and Mary Ellen Passantino Scholarships (available to international students and students with disabilities only). Full details, including eligibility requirements and application deadline date, can be found online at www.usscuny.org

PRE-COLLEGE, CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

BTech Update

- On Wednesday, March 14th, both freshman and seniors visited the QCC campus. For the first time twelve freshman took a campus tour and also attended the “Anna in the Tropics” play. Eighty-three seniors took their group pictures for BTECH’s first yearbook. Two seniors began a spring internship at Imagine Inc. Ten additional internships are being designed and will be offered this summer by SAP at their Hudson Yards’ office. Site visits to Hudson Yards are planned for late April.

Grants Update

Grants Awarded 2/21/18 – 3/23/18

- CUNY Collaborative Open Education Resources in STEM (COERS): \$10,000, Huixin Wu and Ohbong Kwon, Circuit Analysis Lab Manual
- CUNY Collaborative Open Education Resources in STEM (COERS): \$10,000, Virginia Thompson (York College) and Patrick Wallach, Increasing the OER Capacity of Precalculus Courses at Queensborough Community College & York College
- CUNY Collaborative Open Education Resources in STEM (COERS): \$10,000, Kwang Kim and Daniel Garbin, Project-based pedagogical approach in introductory C++ courses.

HUMAN RESOURCES AND LABOR RELATIONS

The following faculty have recently retired:

Professor Elyn Feldman, Health, Physical Education & Dance, Dr. Hugh Rance, Biological Sciences & Geology, Mr. George Muchita, Transfer Resource Office

It is with sadness that we report the passing of our colleague and faculty member on March 15, 2018: Professor Arlene Podos, Business Department

UPCOMING EVENTS

Academic Affairs

- CETL is delighted to welcome Jillian Kinzie to campus this month. Kinzie, who serves as the Director of the Indiana University Center for Post-Secondary Research and the National Survey of Student Engagement (NSSE) Institute, will be sharing her perspectives on best assessment practices in the Oakland Dining Room Thursday, 4/12, from 10 - 11:30pm. Please view this event on the Campus Calendar or visit the CETL homepage to learn more and RSVP.

Institutional Advancement

2018 Spring Presidential Lecture Series

- **The 2018 Spring Presidential Lecture Series** will be held on **Tuesday, April 17, 2018 at 4:30 p.m. in M-136**. Dr. Jillian Bellovary, Assistant Professor of Physics, will discuss **“Gravitational Waves: What In The Universe Are They? Why Should We Care?”** One hundred years after Einstein predicted their existence, we have detected the amazing phenomenon of gravitational waves! Dr. Bellovary will discuss what they are, how we observe them and where they come from. Dr. Jillian Bellovary joined the faculty of Queensborough Community College in 2016. She received her Ph.D. in Astronomy from the University of Washington in 2010 and had postdoctoral positions at the University of Michigan, Vanderbilt University and the American Museum of Natural History.

2018 Partners for Progress Gala

Thursday, April 26th - 6:00 p.m. at Terrace on the Park

- **The Gala ticket price for Queensborough faculty and staff is \$150, a discount of fifty percent! Tickets for external guests are \$300.** Gala tickets can be purchased online at <https://www2.qcc.cuny.edu/advancement/galaTix.html> or by check, payable to the **QCC Fund, Inc.** and dropped off in the **Advancement Office, Room A-508.**

The 2018 Partners of the Year

- Ron Appel, '81 is our *Alumni Partner of the Year*. He is Vice President and General Manager of Henry Schein, Inc. Ron is very grateful to Queensborough and the impact that the College made on his life. He has agreed to champion our efforts to reconnect with past alums of the College. He is a great role model for our current students, a strong advocate, and a committed leader on the Board of Directors of the College's foundation, the QCC Fund, Inc.

- Dennis Chuang, Senior Vice President and Director of Consumer & Business Banking at East West Bank is our *Art Gallery Partner of the Year* in celebration of the Art Gallery's 50th anniversary. East West Bank is committed to forging new connections through arts and culture in celebration of diversity and is committed to the preservation of the QCC Art Gallery's permanent collection.
- The presence of QCC faculty and staff at our annual Gala makes our event extra special! Our donors, alumni and friends routinely comment on the remarkable talent of the College's faculty and staff as well as their unwavering commitment to their students. Thank you for providing such a solid foundation for our fundraising efforts!

Art Gallery

- The **QCC Art Gallery's** latest exhibit entitled **Juried Student Exhibition: Department of Art & Design** will be on display until **Thursday, April 19, 2018**. The Juried Student Exhibition displays a broad range of talent from the students currently pursuing their artistic aspirations here at Queensborough Community College. This is the 10th annual student exhibition held in the QCC Art Gallery.

Kupferberg Holocaust Center

- Currently on view at the KHC is **Conspiracy of Goodness: How French Protestants Rescued Thousands of Jews During WWII**. This display presents the story of how an isolated Huguenot community in the Haute-Loire region saved approximately 3,500 Jews from Nazi Germany and the soldiers of Vichy France. Villagers of Le Chambon-sur-Lignon and the surrounding villages joined together to conceal, rescue and provide false documentation for Jews and French Resistance fighters at great risk to their own lives.
- **The KHC/NEH 2017-2018 Colloquium Series, Complicity & Collaboration During the Holocaust**, is led by **KHC 2017-2018 Scholar-in-Residence Dr. Azadeh Aalai, Assistant Professor of Social Sciences**. This series is supported by funding from the National Endowment for the Humanities Challenge Grant
- The seventh event in the series, **Wartime Defection: Resistance and Rescue During Genocide**, will be held on **Thursday, April 12, 2018 at 5:00 p.m.** The speaker will be Dr. Aliza Luft, Assistant Professor of Sociology at UCLA. Dr. Luft will discuss her research on rescue behavior during mass atrocities and genocide, focusing on decision making in violent contexts and how people shift stances from support for state violence to resistance over time. The event is made possible through the support of *Drs. Bebe and Owen Bernstein*.
- As part of the **KHC 2017-2018 Cinema Series**, the Center will be showing the film **Good Evening Mr. Wallenberg** on **Wednesday, April 25, 2018 at 12:10 p.m.** With support from the Swedish Embassy, he helped Jews flee from Budapest or get placed in protective housing by issuing passports and intimidating German officials.

- The eighth event in the series, **Peace Education as Inoculation against Complicity & Injustice**, will be held on **Tuesday, May 1, 2018 at 6:00 p.m.** The speaker will be Colman McCarthy, a pioneer in peace education and the founder and president for the Center for Teaching Peace in Washington, DC. He will be lecturing on the significance of peace education, the history behind its marginalization, and how this deficiency has enhanced violence across the nation.

Queensborough Performing Arts Center (QPAC)

- **Brian Stokes Mitchell, Simply Broadway** will be featured on **Sunday, April 15, 2018 at 3:00 p.m.** Dubbed “the last leading man” by The New York Times, Tony Award-winner Brian Stokes Mitchell has enjoyed a career that spans Broadway, television, film and concert appearances with the country’s finest conductors and orchestras.
- **The Children’s Book Club and Performance Series** will present **Pinkalicious, The Musical**, on **Saturday, April 21, 2018 at 2:00 p.m.** This one-hour musical, based on the New York Times bestselling picture book, is the perfect way to open the hearts and minds of children by encouraging them to seek further, explore more, and engage themselves in the world of literature and live theatre.
- On **Sunday, April 22, 2018 at 3:00 p.m.**, **Tony Orlando, All The Hits**, will grace our stage. Tony brings his exhilarating energy, warmth and humor as he celebrates over five decades as a beloved entertainer. Included in this production are his hits of the seventies, classic Rock and Roll, fifties tunes, tributes to America, and even a couple of new songs.
- On **Sunday, April 29, 2018 at 3:00 p.m.**, **Dancin’ Broadway**, a multi-media spectacular celebrating Broadway’s biggest dance numbers, will be performed on our QCC stage. Come experience some of the most iconic dance numbers from The Great White Way. These iconic dance numbers will continue to be a hallmark of great musical theatre.
- **Clint Holmes** will be performing on **Sunday, May 6, 2018 at 3:00 p.m.** He is one of those rare performers who can legitimately be called one of the greatest contemporary entertainers of our time. Backed by **The Diva Jazz Orchestra**, Holmes dazzles audiences with his vast repertoire of all genres of music.

Student Affairs

- The Office of Career Services will host *Etiquette In Action* on **Thursday, April 12th** at 4:15 pm. During the event, 50+ students will participate along with faculty and staff learning about all aspects of etiquette in professional settings. This will be followed by a mix and mingling session with refreshments to enable students to practice the skills they have learned. For more information, please visit <http://www.qcc.cuny.edu/careerServices/etiquette.html>.
- **Student Government Elections** will take place **Wednesday, April 18th – Wednesday, April 25th** in the lobby area of the Administration Building. Please encourage students to make their voices heard and cast their ballots for the 2018 SGA Executive Board. For more

Academic Senate Agenda—April 2018—Attachment B
information, interested students can contact the Office of Student Activities at 718-631-6233 or visit their office located in the Student Union Building, Lower Level.

- The *Asian Cultural Festival* will take place on *Wednesday, May 2nd* in the Student Union Lounge. At the event, attendees will be immersed into the art of Asian culture which will include performances featuring Asian Music and Folk Dances, Chinese and Indian cuisine for all at the event to experience.

**Steering Committee Report
Academic Senate Steering Committee
Queensborough Community College
April 10, 2018**

This month we will vote to approve the Committee on Committee candidates for standing committees of the Academic Senate. A lot of work goes into this process and the Steering Committee extends its thanks to the CoC and chair Helmut Loeffler (History), who tried to accommodate the requests of those who submitted their preferences to the committee earlier this semester.

For those who did not manage to get placed on a committee, or who neglected to submit their preferences, please think about serving as either the Steering Committee or the Committee on Committees non-voting designee on a committee. If you have an interest in the work of a particular committee, or are otherwise looking for service opportunities, please contact Dr. Loeffler and the CoC *and* the Steering Committee for information on placement as a liaison. These placements should be occurring before Graduation.

On March 14, the Steering Committee was represented by Joel Kuszai at a meeting of the Committee on the Environment, Quality of Life and Disability Issues, chaired by Dominic Hull (Chemistry). The committee meeting was also attended by FEC Chair Pecorino, VP Faulkner, Lt. Black of Public Safety, and Michael Betancur, SGA Parliamentarian, who spoke on behalf of students. The first and major agenda item was a discussion of the current situation with parking on campus. It was a robust conversation that reviewed the matter, with thorough airing from both faculty and students. It is mentioned here as evidence of the fact that consideration of the parking issue is ongoing.

On Friday, March 30, 2018 an incident occurred on campus and around noon two email messages were sent, one notifying the community of the incident, and the other that the campus was deemed safe by the NYPD. Since Friday afternoon, the Steering Committee has been in communication with Vice Presidents Newcomb and Di Dio as well as John Triolo, Director of Public Safety. The matter remains under investigation by the NYPD.

Finally, we say goodbye to some members of the Senate this month as their terms are expiring. It is with tremendous gratitude that the Steering Committee thanks the following senators for their service to the College: Anthony Kolios (Faculty, Business), Maan Lin (Faculty, Foreign Languages & Literatures), John Talbird (Faculty, English), Pedro Irigoyan (CLT), Carol Alleyne (HEO), Josephine Pantaleo (HEO), and Richard Tayson (Adjunct, English).

Academic Senate Steering Committee
(AcademicSenateSteeringCommittee@qcc.cuny.edu)

Dr. Joel Kuszai, Chair (jkuszai@qcc.cuny.edu)
Dr. Emily Tai, Vice-Chair (etai@qcc.cuny.edu)
Dr. John Talbird Secretary (italbird@qcc.cuny.edu)

The Committee on Assessment and Institutional Effectiveness would like to change its Bylaws Charges (as per Article VII, Section 11)

FROM:

- a. ~~Receive and~~ Review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. ~~Receive and~~ Review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The ~~receipt~~ of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

TO:

- a. Review and evaluate summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Review and evaluate documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The review of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review and evaluate assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

Rationale:

The Committee no longer needs to request to receive assessment reports since they are posted on the College website. Allowing for the review and evaluation of the department assessment reports enables the Committee to provide constructive feedback to departments to demonstrate that their assessment reports are complete and are following up on the action plan based on their findings.

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

Report to the Academic Senate

March 31, 2018

From: Dr. Helmut Loeffler, Chairperson of the Committee on Committees

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

Monthly Report of the Committee on Committees for March 2018

I. Academic Senate Roster

There were no changes to the membership of the Academic Senate in March 2018.

II. Standing Committees of the Academic Senate

There were no changes to the membership of the Standing Committees in March 2018.

III. Senate Elections

As detailed in the February 2018 report, nominating petitions were distributed to faculty and staff for the election of new Faculty and CLT Members-at-Large. The Senate consists of 41 Faculty Members-at-Large and 2 CLT Members-at-Large. 15 Faculty were nominated for 13 positions and 2 CLTs were nominated for one position, all of which will run through April 2021. The election was conducted online for two weeks in March. The online system was managed by Jeffrey Schwartz (Senate Technology Officer) with assistance from Raj Vaswani (Information Technology).

The CoC sent out emails in March to HEO's and Adjuncts asking for petitions for nominations to be elected to the Academic Senate. Extending the deadline twice 5 HEO's sent in their petitions while no petitions were submitted by Adjuncts. The elections for HEO's will run in April.

The results of the Senate elections (Faculty at Large and CLT's) are tabulated below.

FACULTY MEMBER-AT-LARGE CANDIDATES

Rank	Candidate	Votes	%	
1	Philip Pecorino, Social Sciences	149	56.87	reelected
2	Cheryl Spencer, Nursing	142	54.2	reelected
3	Franca Ferrari-Bridger, Speech & Theatre	139	53.05	reelected
4	Todd Holden, Physics	136	51.91	newly elected
5	Barbara Rome, Nursing	129	49.24	not elected, dept. at ma
6	Arthur Adair, Speech & Theatre	128	48.85	newly elected
7	Mangala Tawde, Biological Sciences & Geology	122	46.56	reelected
8	Isabella Lizzul, Health, Physical Education & Dance	118	45.04	reelected
8	Richard Yuster, Engineering Technology	118	45.04	reelected
10	Edward Volchok, Business	115	43.89	reelected
10	Patrick Wallach, Mathematics & Computer Science	115	43.89	reelected
12	Leslie Francis, Business	109	41.6	newly elected
13	Reuvain Zahavy, Mathematics & Computer Science	103	39.31	reelected
14	Edmund Clingan, History	100	38.17	reelected
15	Frank Jacob, History	95	36.26	not elected

CLT CANDIDATES

Rank Candidate Votes %

1 John B. Luby, Business 14 51.85 elected

2 Laura Rachiele, Biological Sciences & Geology 13 48.15 not elected

IV Nominations to Standing Committees of the Academic Senate

Faculty and HEOs were invited to select the committees on which they would prefer to serve via an online system. The database was managed by Raj Vaswani and the list of eligible instructional staff was assembled by Debra DiBattista (Human Resources and Labor Relations). At least two reminder emails were sent out during the selection period.

81 members of the instructional staff indicated their committee preferences. There are a total of 129 committee seats, but only 47 open positions.

Following the online selection period, the preferences for each committee were examined by the CoC Chair and a master table was prepared. Candidates were eliminated from committee ballots if their Department was already represented on that committee. The CoC met two times, on February 28th and March 14th, and made its first round of committee assignments. For each committee, the candidates' qualifications were considered, as well as the need for College service with respect to tenure and promotion. Adjustments to the ballot were made via email. An effort was made to balance the distribution of candidates across departments. This became difficult with large departments outweighing small to mid-size departments. A ballot was eventually approved.

In accordance with Article VII, section 4a of the Bylaws, the ballot must be circulated to the instructional staff at least two weeks before the election. The ballot was circulated via email to faculty, HEOs and CLTs on March 27, in advance of the April 10 Senate Meeting.

Following the election, the CoC will maintain a list of instructional staff not placed on a committee. This list will be consulted to fill vacancies as they arise during the year. The CoC will also make suggestions to the Steering Committee regarding suitable Steering Committee Designees. The ballot and petition form are found at the end of this report.

V Committee on Committees Election at the May Academic Senate Meeting

The terms of three members of the CoC will expire in May: Richard Yuster, Barbara Blake Campbell, and Pete Mauro. At the May meeting of the Academic Senate, nominations for new members will be presented, followed by a vote.

Current Members of the Committee on Committees

1. Bryn Mader (2020)
2. Elizabeth Toohey (2020; secretary)
3. Stephen Hammel (2020)
4. Liisa Yonkers (2019)
5. Shannon Kincaid (2019)
6. Helmut Loeffler (2019; chair)
7. Richard Yuster (2018)
8. Barbara Blake Campbell (2018)
9. Pete Mauro (2018) (replacement of Kathleen Wentrack who is on leave)

Respectfully submitted,
Dr. Helmut Loeffler
Chairperson, Committee on Committees

Ballot for the Standing Committees of the Academic Senate for the Term Ending 2021

Academic Senate Meeting
Tuesday, April 10, 2018
Presented by the Committee on Committees

Members

Barbara Blake-Campbell
Stephen Hammel
Shannon Kincaid
Helmut Loeffler (Chairperson)
Bryn Mader
Pete Hayes Mauro
Elizabeth Toohey (Secretary)
Liisa Yonkers
Richard Yuster

President's Designee


Liza Larios

BALLOT FOR THE STANDING COMMITTEES OF THE ACADEMIC SENATE


Each year, one-third of the seats on each committee are up for election. **You are only voting for the new members of the committees.** These candidates are shown in bold type at the top of the ballot for each committee.

You may vote for the entire slate for all committees, or you may vote on each committee individually, either by selecting its entire slate, or by selecting specific candidates. Those elected will have a three-year term that ends in 2021.


In a few instances, someone has stepped down early, leaving a seat with a shorter term. The CoC randomly determined which candidates would receive the shorter terms.

	Place an "X" in this box to vote for the CoC slate for <u>all committees</u>.
	Or, you may vote on each committee individually by either selecting the entire slate, or selecting specific candidates.


2018-2021: Committee on Academic Development & Elective Programs (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u>.		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Pham, Davide	Mathematics and Computer Sciences	2021
<input type="radio"/>	Rhodd, Renee	Academic Affairs	2021
<input type="radio"/>	Riekert, Susan	Nursing	2021
	Hemraj-Benny, Tirandai	Chemistry	2019
	Srivastava, Anuradha	Biological Sciences	2019
	VanDerHorn-Gibson, Jodi	Speech Communication	2019
	Akpinar, Rezan	HPED	2020
	Schrynemakers, Ilse	English	2020
	Drini, Merlinda	Engineering Technology	2020


2018-2021: Committee on Admissions (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Demas, Jason	Health Phys.Ed. Dance	2021	
<input type="radio"/> Masterson, Virginia	Business	2021	
<input type="checkbox"/> Alleyne, Carol	New Student Engagement	2019	
<input type="checkbox"/> Urciuoli-Treue, Jannette	Student Affairs	2019	
<input type="checkbox"/> Dehipawala, Sunil	Physics	2020	
<input type="checkbox"/> Pearl, Ken	History	2020	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			


2018-2021: Committee on Assessment & Institutional Effectiveness (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Orlofsky, Amos	Biological Sciences & Geology	2021	
<input type="radio"/> Armendariz, Raul	Physics	2021	
<input type="radio"/> Kim, Mi-Seon	Library	2021	
<input type="checkbox"/> Meltzer, Linda	Business	2019	
<input type="checkbox"/> Salis, Andrea	Health, Physical Education & Dance	2019	
<input type="checkbox"/> Santoro, Maurizio	Foreign Languages & Literature	2019	
<input type="checkbox"/> Berkhout, Bjourn	Music	2020	
<input type="checkbox"/> Lee, Whan Ki	Mathematics and Computer Sciences	2020	
<input type="checkbox"/> Rome, Barbara	Nursing	2020	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

2018-2021: Committee on Awards & Scholarship (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Miller, Benjamin	English	2021
<input type="radio"/>	Wei, Sujun	Chemistry	2021
	Roblodowski, Christopher	Biological Sciences & Geology	2019
	Seo, Dugwon	Engineering Technology	2019
	Moody, Anissa	Social Sciences	2020
	Dabkowska, Ewa	Mathematics and Computer Sciences	2020

2018-2021: Committee on Bylaws (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Ferrari-Bridgers, Franca	Speech Communication	2021
<input type="radio"/>	Golebiewska, Urszula	Biological Sciences & Geology	2021
	Jacobowitz, Susan	English	2019
	Micieli, Richard	Mathematics & Computer Sciences	2019
	Hossain, Shahadat	Engineering Technology	2020
	Murolo, Sebastian	Business	2020


2018-2021: Committee on Ceremonial Occasions (3 Members)

<input type="radio"/>	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Kuscai, Joel	English	2021
<input type="radio"/>	Pecorino, Phil	Social Sciences	2020
<input type="radio"/>	Ford, Wendy	Business	2019


2018-2021: Committee on Computer Resources (9 Members)

<input type="radio"/>	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Bellovary, Jill	Physics	2021
<input type="radio"/>	Bordoni, Adrian	Social Sciences	2021
<input type="radio"/>	Moretti, David	Marketing & Communication	2021
<input type="radio"/>	Bulawa, Andrew	Mathematics & Computer Sciences	2019
<input type="radio"/>	Ward, Leslie	Library	2019
<input type="radio"/>	Williams, Darryl	Foreign Languages & Literature	2019
<input type="radio"/>	Cesarano, Michael	Speech Communication	2020
<input type="radio"/>	Spencer, Cheryl	Nursing	2020
<input type="radio"/>	Keogh, Tim	History	2020


2018-2021: Committee on Continuing Education (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats. The term for one seat ends in 2017 due to the early resignation of one committee member.</i>		
	Name	Department	Term Ends
	<input type="radio"/> Nelan, Philip	Nursing	2021
<input type="radio"/> Cimino, Alison	English	2021	
	Goldfond, Carol	Business	2019
	Robertson, Rommel	Social Sciences	2019
	Doyle, Alice	Marketing	2020
	Liu, Wenjan	Mathematics & Computer Sciences	2020


2018-2021: Committee on Course and Standing (9 Members)

	Place an "X" in this box to vote for the entire CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
	<input type="radio"/> Marchese, Paul	Physics	2021
<input type="radio"/> Aikas, Rose Marie	Social Sciences	2021	
<input type="radio"/> Wentrack, Kathleen	Art and Design	2021	
	Armstrong, Daniel	Health, Physical Education & Dance	2019
	Capozzoli, Gina	Student Affairs	2019
	Desruisseaux, Katwicia	College Discovery	2019
	Ye, Fei	Mathematics & Computer Sciences	2020
	Riekert, Susan	Nursing	2020
	McLaughlin, Susan	Biological Sciences & Geology	2020


2018-2021: Committee on Cultural & Archival Resources (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Hall, Joshua	Social Sciences	2021	
<input type="radio"/> Huggins, Heather	Speech Communication	2021	
<input type="radio"/> Osorio, Jose	Foreign Languages & Literature	2021	
<input type="checkbox"/> Beckford, Ian	Strategic Planning, Assessment & Institutional Effectiveness	2019	
<input type="checkbox"/> Francis, Leslie	Business	2019	
<input type="checkbox"/> Lane, Cary	Academic Literacy	2019	
<input type="checkbox"/> Lekic, Mirna	Music	2020	
<input type="checkbox"/> Guo, Wenli	Physics	2020	
<input type="checkbox"/> Pecinka, Kathleen	Nursing	2020	


2018-2021: Committee on Curriculum (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Volchok, Edward	Business	2021	
<input type="radio"/> Wallach, Patrick	Mathematics & Computer Sciences	2021	
<input type="radio"/> Lizzul, Isabella	Health, Physical Education & Dance	2021	
<input type="checkbox"/> Carroll, Julia	Academic Literacy	2019	
<input type="checkbox"/> Petersen, Joan	Biological Sciences & Geology	2019	
<input type="checkbox"/> Yuster, Richard	Engineering Technology	2019	
<input type="checkbox"/> Bayer, Tina	Nursing	2020	
<input type="checkbox"/> Holden, Todd	Physics	2020	
<input type="checkbox"/> Nichols, James	History	2020	

2018-2021: Committee on eLearning (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Goldenberg, Joseph	Engineering Technology	2021	
<input type="radio"/> Desepoli III, Eugene	Health, Physical Education & Dance	2021	
<input type="radio"/> Smith, Lakersha	Social Sciences	2021	
<input type="checkbox"/> Kolack, Kevin	Chemistry	2019	
<input type="checkbox"/> Tarafdar, Meghmala	English	2019	
<input type="checkbox"/> White, Eileen	Speech Communication & Theatre Arts	2019	
<input type="checkbox"/> Akcay, Zeynep	Mathematics & Computer Sciences	2020	
<input type="checkbox"/> Sarkar, Nina	Business	2020	
<input type="checkbox"/> Novick, Peter	Biological Sciences & Geology	2020	

2018-2021: Committee on Environmental, Quality of Life & Disability Issues (9 Members)


	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Crutchfield, Allison	Speech Communication & Theatre Arts	2021	
<input type="radio"/> Diaz, Noelia	English	2021	
<input type="radio"/> Raya, Eladia	Foreign Languages & Literature	2021	
<input type="checkbox"/> Davis, Edward	Engineering Technology	2019	
<input type="checkbox"/> Funk, Jonathan	Mathematics & Computer Sciences	2019	
<input type="checkbox"/> Freier, Ben-Ami	Services For Students With Disabilities	2019	
<input type="checkbox"/> Kinneary, Patricia	Nursing	2020	
<input type="checkbox"/> Danzi, Sara	Biological Sciences & Geology	2020	

Monahan, Tony


Health, Physical Education & Dance

2020


2018-2021: Committee on Food Insecurity (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/> Brodbar, Dorith	Counseling	2021	
<input type="radio"/> Traver, Amy	Social Sciences	2021	
<input type="radio"/> Shin, Jun	Chemistry	2021	
<input type="checkbox"/> Khomyak, Nataliya	Mathematics & Computer Sciences	2019	
<input type="checkbox"/> Ikwueze, Chakwudi	Social Sciences	2019	
<input type="checkbox"/> DiGiorgio, Liz	Arts and Design	2019	
<input type="checkbox"/> Bales, Peter	History/Social Sciences	2020	
<input type="checkbox"/> Jacobowitz, Susan	English	2020	
<input type="checkbox"/> Tai, Emily	History	2020	


2018-2021: Committee on Library (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Tokke, Cheryl	Business	2021
<input type="radio"/>	Mauro, Pete Hayes	Art and Design	2021
	Honey, Larissa	Social Sciences	2019
	Tuszynska, Agnieszka	English	2019
	Mangra, Danny	Engineering Technology	2020
	Wang, Biao	Mathematics & Computer Sciences	2020


2018-2021: Committee on Publications (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Kim, Kwang Hyun	Mathematics & Computer Sciences	2021
<input type="radio"/>	Shekoyan, Vazgen	Physics	2021
	Ikwueze, Chukwudi	Social Sciences	2019
	Javdan, Mohammad	Biological Sciences & Geology	2019
	Jakob, Frank	History	2020
	Quintanilla, Faustino	Art Gallery	2020


2018-2021: Committee on Student Activities (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Sasa, Randelle	Nursing	2021
<input type="radio"/>	Sporer, Celia	Social Sciences	2021
	Atkins, Stephen	ASAP	2019
	Smith, Kerri-Ann	English	2019
	Riegel, Kimberly	Physics	2020
	Klein, Jennifer	Counseling	2020

2018-2021: Committee on Vendor Services (6 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 2 candidates for 2 open seats.</i>		
	Name	Department	Term Ends
<input type="radio"/>	Cheng, Steven	Mathematics & Computer Sciences	2021
<input type="radio"/>	Shi, Lucy	Finance & Administration	2021
	Quiroz, Miguel	Accounting & Related Entities (Finance)	2019
	Proteasa, Gheorghe	Biological Science & Geology	2019
	Deninnhy, Mellissa	English	2020
	Franzese, Janet	Nursing	2020

2018-2021: WID WAC Committee (9 Members)

	Place an "X" in this box to vote for the CoC slate for <u>this committee</u> .		
	Or, place an "X" in the box beside the candidates' names to vote for the candidates of your choice. <i>There are 3 candidates for 3 open seats.</i>		
		Name	Department
<input type="radio"/>	Mooney, Chris	Business	2021
<input type="radio"/>	Hall, Jeff	History	2021
<input type="radio"/>	Schanning, Ian	Physics	2021
	Garbin, Daniel	Mathematics & Computer Sciences	2019
	Litroff, Scott	Music	2019
	Tsimounis, Areti (Tsiola)	Biological Sciences & Geology	2019
	Talbird, John	English	2020
	Lam, Raymond	Engineering Technology	2020
	DiGiorgio, Liz	Art and Design	2020

MONTHLY REPORT: March 2018 - COMMITTEE ON CURRICULUM

To: Joel Kuszai, Academic Senate Steering Committee
From: March 29, 2018
Subject: Committee on Curriculum March 2018 Monthly Report for the April 2018 Senate
CC: College Archives (CWilliams@qcc.cuny.edu)

The Committee on Curriculum has voted to send the following recommendations to the Academic Senate:
 8 course revisions
 2 new courses (1 experimental)

1. **COURSE REVISIONS**

MUSIC DEPARTMENT
 Departmental approval: February 28, 2018

MP-103 Recording Techniques I

From	To
MP-103	MP-103
Recording Techniques I	Recording Techniques I
2 class hours 3 laboratory hours 3 credits A student with both Word and Excel Microsoft Office Specialist (MOS) Certification may take CIS-206 in place of CIS-101.	2 class hours 2 laboratory hours 3 credits A student with both Word and Excel Microsoft Office Specialist (MOS) Certification may take CIS-206 in place of CIS-101.
Pre-requisite: MP-101 with a grade of C or better	Pre-requisite: MP-101 with a grade of C or better
Co-requisites: None	Co-requisites: None
Course Description: An in-depth exploration into the function, applied principles and practical usage of recording studio equipment. Emphasis on skill development and consistency through hands-on experience and the completion of mixdown projects in the Recording Studio Lab.	Course Description: An in-depth exploration into the function, applied principles and practical usage of recording studio equipment. Emphasis on skill development and consistency through hands-on experience and the completion of mixdown projects in the Recording Studio Lab.

Rationale:

This course was written over 20 years ago (known then as ME 270) when the equipment used in instruction was cumbersome, and when it also required substantial setup time, leading to the necessity of three-hour lab periods. Over the years, this equipment has become obsolete, and has been replaced largely by software programs which do the work much more efficiently and without the need for lengthy setup time. In addition, the lecture component of the course now incorporates instruction in this software, eliminating the need to present that

instruction during lab periods. Thus, the three-hour lab periods can be very successfully shortened to two-hour lab periods: lab instruction with the most recent software can now be accomplished in a shorter time period.

BUSINESS DEPARTMENT

CIS-101 Introduction to Microcomputer Applications (title change)

Departmental approval date: 2-28-2018

From	To
CIS-101	CIS-101
Introduction to Microcomputer Applications	Introduction to <u>Computers and</u> Applications
2 Class Hours 2 Lab Hours 3 Credits	2 Class Hours 2 Lab Hours 3 Credits
Pre-requisite: none	Pre-requisite: none
Co-requisite: none	Co-requisite: none
Course Description: Introduction to the fundamentals of computer use in business, including concepts of computer hardware, operating system and application software, elements of problem-solving. The course is designed to provide hands-on experience with the personal computer. Solutions to practical business problems are explored through the use of word processing, spreadsheet, and presentation software.	Course Description: Introduction to the fundamentals of computer use in business, including concepts of computer hardware, operating system and application software, elements of problem-solving. The course is designed to provide hands-on experience with the personal computer. Solutions to practical business problems are explored through the use of word processing, spreadsheet, and presentation software.

Rationale:

The new course title uses more current terminology which reflects the course content.

CIS-205 Introduction to Information Systems Management (title change)

Departmental approval date: 2-28-2018

From	To
CIS-205	CIS-205
Introduction to Information Systems Management	Introduction to Information Systems <u>and Technologies</u>
2 Class Hours 2 Lab Hours 3 Credits	2 Class Hours 2 Lab Hours 3 Credits
Pre-requisite: none	Pre-requisite: none
Co-requisite: none	Co-requisite: none
Course Description: Introduction to how today's businesses use ever-changing technology to operate, compete, and do business. Students will learn the differences between the major types of hardware, software, and network solutions that meet business needs. Students will learn why familiarity with today's information systems has become indispensable for tomorrow's business leaders due to the rapid	Course Description: Introduction to how today's businesses use ever-changing technology to operate, compete, and do business. Students will learn the differences between the major types of hardware, software, and network solutions that meet business needs. Students will learn why familiarity with today's information systems has become indispensable for tomorrow's business leaders due to the rapid developments in Information Technology (IT).

developments in Information Technology (IT).	
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Rationale:

The new course title more accurately reflects the course content.

CIS-208 Data Base Management Systems (Course description)

Departmental approval date: 2-28-2018

From	To
CIS-208	CIS-208
Data Base Management Systems	Database Management Systems
2 Class Hours 2 Lab Hours 3 Credits	2 Class Hours 2 Lab Hours 3 Credits
Pre-requisite: CIS-101	Pre-requisite: CIS-101
Co-requisite: none	Co-requisite: none
Course Description: An overview of data base issues and the evolution of the data base concept. The three fundamental data base structures; hierarchical, relational, and network. Visual and physical representations of data base architectures. Applications and advantages of each approach. Comprehensive review of representative commercial products on today's market and extensive laboratory experience with commercial systems. The duties and responsibilities of the data base administrator.	Course Description: <u>In this course, students will learn database management system concepts, apply them to practical business situations and develop solutions using database software. Emphasis is on relational database design and implementation. Topics include creation of database objects for data storage, retrieval and analysis, table structures and relationships using primary and foreign keys, object dependencies, and importing and exporting of data. Additional topics to be discussed are the formation of complex queries using SQL (Structured Query Language), joins, indexing, as well as automating repetitive procedures with the use of macros.</u>

Rationale:

The new course description more accurately describes the course content.

BU-401 Elements of Marketing (Course description)

Departmental approval date: 2-28-2018

From	To
BU 401	BU 401
Elements of Marketing	Elements of Marketing
3 class hours, 3 credits	3 class hours, 3 credits
Pre-requisite: BU 201	Pre-requisite: BU 201
Co-requisite: None	Co-requisite: None
Course Description: Basic course in merchandising distribution; methods, policies, and institutions involved in distribution of goods from producer to consumer;	Course Description: <u>This course is designed to introduce students to the fundamental concepts and principles of marketing. It focuses on the methods, policies and institutions involved in</u>

<p>the manufacturer, the wholesaler, and the retailer—their marketing activities and methods.</p>	<p><u>the flow of goods and services from the producer to the consumer. Students will consider the processes by which businesses build and maintain vibrant brands with various dynamic social, economic, technological, regulatory and competitive environments.</u></p>
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Rationale:

The new course description reflects the changing landscape of the field of marketing.

BU-402 Marketing Research (Course description)

Departmental approval date: 2-28-2018

From	To
BU 402	BU 402
Marketing Research	Marketing Research
3 class hours, 3 credits	3 class hours, 3 credits
Pre-requisite: BU 401	Pre-requisite: BU 401
Co-requisite: one	Co-requisite: None
<p>Course Description: Survey of basic techniques; formulating research design; data collection; sampling; questionnaire design; interpretation of data; report design; marketing problems.</p>	<p>Course Description: <u>This course is a survey of basic marketing research techniques. Students will explore ethical issues faced by marketers, marketing researchers, and people who participate in marketing research; the use of secondary and primary data; formulating research design; data collection; sampling; questionnaire design; interpretation of data; report design; and enhancing the quality of marketing decisions.</u></p>

Rationale:

The new course description better reflects the contents of the course.

BU-404 Elements of Advertising (title + course description revision)

Departmental approval: October 4, 2017

From	To
BU 404	BU 404
Elements of Advertising	<u>Integrated Marketing Communications</u>
3 class hours, 3 credits	3 class hours, 3 credits
Pre-requisite: BU 401	Pre-requisite: BU 401
Co-requisite: None	Co-requisite: None
<p>Course Description: Survey of basic advertising and related fields; product identification, layout and copy, research, space and time buying, radio and TV production, employment.</p>	<p>Course Description: <u>The objective of this course is to provide students with an overview of the components and considerations involved in the development, coordination, and execution of Integrated Marketing Communications (IMC) strategies involving a coordinate set of communication tools:</u></p>

	<u>advertising, sales promotion, direct marketing, personal selling, publicity and public relations, and digital interactive media, social media and internet marketing.</u>
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Rationale:

This is not a new course. The course content has been updated to reflect trends in marketing communications. The growing importance of Integrated Marketing Communications (IMC) is a major trend in the 21st century marketing. Thanks to the Internet, social media, and enhanced access to databases, marketers can engage consumers one-on-one. Marketers are no longer focused solely on directing finely tuned messages to their target audiences. Today marketers increasingly seek to establish a collaborative dialogue with members of their target audiences. Advertising is the use of paid announcements from a known sponsor in media: Broadcast, print, and out-of-home. Advertising was once the hub of the marketing communications wheel. Over the last thirty years, however, other promotional tools—consumer and trade promotions, marketing public relations, direct response, and interactive online tools—have received a greater share of marketers’ communications budgets. Advertising is now just another spoke on the marketing communications wheel. Today the chief concern of marketing executives is the integration of messages sent through all the communications vehicles so compelling brands and collaborative relations can be built with the brand’s stakeholders. In recognition of the evolving nature of marketing communications, we propose changing the name of Elements of Advertising to Integrated Marketing Communications.

BU-859 Desktop Publishing (title + course description change)

Departmental approval date: 2-28-2018

From	To
BU859	BU859
Desktop Publishing	<u>Corresponding in the Digital World</u>
2 class hours	2 class hours
2 lab hours	2 lab hours
3 credits	3 credits
offered in Fall	offered in Fall
Pre-requisite: None	Pre-requisite: None
Co-requisite: None	Co-requisite: None
Course Description: Intended to develop an understanding of and ability to use desktop publishing software on personal computers, this course offers a full semester of hands-on training so that students gain a knowledge of techniques needed to produce camera-ready publications incorporating text, scanned pictures, diagrams, and graphics.	Course Description: <u>This course is designed to enhance the software and communication skills of students whose objective is to enter the business environment. This professional business computerized correspondence course will focus on the communication skills that are necessary to compete in the highly digitized world of contemporary business. This course will provide the skills in information literacy, independent research, effective business writing, grammar mechanics, and composing text in traditional formats and new media digital platforms.</u>

Rationale:

This is not a new course. The course content has been updated to reflect current technological advances. The digital world or new media platform explores the crossroads of computers, business, science, humanities, and much more. The main factor in defining the digital world is the role the Internet plays. The digital world is spreading instantly, and done so through different means of software and browser modes in which it is occupied by devices connected to the Internet.

Corresponding in the digital world by using new media platforms is an area which examines how relationships with various channels of communication has changed with the onset of global connectivity and the popularity of digital and user generated content. Thus, the student needs to become familiar with the various programs used and how to communicate in an effective and professional manner.

2. NEW COURSES

BUSINESS DEPARTMENT

Departmental approval date: 2-28-2018

BU-860 Professional Business Career Development and the Virtual Office

2 class hours, 2 lab hours, 3 credits

Pre-requisite: None

Co-requisite: None

Course Description for college catalog:

This course is designed to prepare students for the transition to a professional and business environment. Topics include assisting students in the decision-making process, their business career skills, and employability. Students will gain knowledge and valuable skills that will help them to market themselves to potential employers and to prepare themselves to enter the business and virtual environment.

Rationale:

Professional business development is a key component for students when transitioning from college to the workplace. Career development is being conducted at every level of learning—colleges, community learning centers, libraries, alumni services, etc. This course is designed to assist the entry-level, returning, and veteran worker to prepare for employment, and once employed, how to be a productive, professional individual. Specific topics will allow students to understand the various areas of communication and multimodal methods used in the business environment.

With such a diverse population in the workplace, people are not accustomed to the appropriate business and communication techniques relating to employee recruitment consideration, professional workplace advancement, and/or company-related professionalism.

Participation in this class will allow students to develop in the work-related environment, while, at the same time, advance into acceptable, impressive, qualified, professional individuals.

REVISION OF EXPERIMENTAL COURSE – **(FOR INFORMATION ONLY)**

ENGLISH DEPARTMENT

Departmental approval: March 14, 2018

BE102 - Developing Competence in College Reading, Writing, and Study Skills

From	To
BE 102 (experimental)	BE 102 (experimental)
Developing Competence in College Reading, Writing, and Study Skills	Developing Competence in College Reading, Writing, and Study Skills
6 -class hours, 6 equated credits	<u>4</u> class hours, <u>0</u> credits
Pre-requisite: Students who have passed both BE 111 and BE 121	Pre-requisite: Students who have passed both BE 111 and BE 121

or those that have scored a 48-55 on the CATW and a 58-69 on the ACT or 40-54 on Accuplacer are eligible for the course	or those that have scored a 48-55 on the CATW and a 58-69 on the ACT or 40-54 on Accuplacer are eligible for the course
Co-requisite: none	Co-requisite: <u>ENGL 101</u>
<p>Course Description: For students who need intensified instruction in both reading and writing, as determined by a standard skills assessment or placement test and screening results. Emphasis is on the link between the concurrent development of reading and writing skills, with special attention paid to the use of critical thinking to analyze a range of written texts and the production of organized, well-developed essays and reports. Computer-integrated pedagogy, theme-based curriculum, and in-class tutor support are important aspects of the course.</p>	<p>Course Description: For students who need intensified instruction in both reading and writing, as determined by a standard skills assessment or placement test and screening results. Emphasis is on the link between the concurrent development of reading and writing skills, with special attention paid to the use of critical thinking to analyze a range of written texts and the production of organized, well-developed essays and reports. Computer-integrated pedagogy, theme-based curriculum, and in-class tutor support are important aspects of the course.</p>

Rationale:

The elimination of exit tests from remediation, as well as the success of ALP (taking English 101 with upper-level remediation), suggests we may want to reduce the hours for students who take a combined reading/writing class, especially if those students are taking BE 102 with ENGL 101, and thus receiving 8-hours a week of reading and writing instruction.

Queensborough Community College, CUNY

Academic Senate

To: John Talbird, Secretary, Steering Committee of the Academic Senate

From: Emily S. Tai, Chair, Committee on Food Insecurity

Subject: Monthly Report of the Committee on Food Insecurity

Date: Tuesday, April 3, 2018

- The Lucille A. Bova Food Pantry has been operating since February 1, 2018, with the following hours:

Mondays, 11-Noon

Mondays, 5-6 P.M.

Wednesdays, 3-4 P.M.

Wednesdays, 4-5 P.M.

Thursdays, 9-10 A.M.

Thursdays, 4-5 P.M.

- *Appointments may be scheduled at other times by emailing Emily S. Tai, Chair, Committee on Food Insecurity, etai@gcc.cuny.edu*

Committee Activities

- Last semester, the FEC created a “Faculty Association” bank account, which has been holding money from faculty who prefer to donate by check to the Lucille A. Bova Food Pantry. As of this writing, this money has been used to reimburse Amazon/Cosco orders to the pantry, upon the presentation of receipts approved and recorded in meeting minutes by the Committee on Food Insecurity. FEC Treasurer Margot Edlin has both received checks from generous donors, and disbursed reimbursement funds to Dr. Susan Jacobowitz, and to herself, as the Food Pantry was stocked, in December, January, and, more recently in March, by three separate trips to Cosco.

While the FEC has indicated that they plan to terminate financial bank account support for the Lucille A Bova Food Pantry at the close of the calendar year 2018, the FEC will be encouraging donations to the Pantry at the Faculty Meeting, now rescheduled (after an initial cancellation due to weather conditions), for **Wednesday, April 18th 2018**. In kind donations to the Pantry will be received at the entrance to Medical Arts 136 on that day, and transported by members of the Food Insecurity Committee, as well as volunteer students from Queensborough’s Lambda Sigma Chapter of Phi Theta Kappa and other co-sponsoring clubs.

- As per the notice above, the FEC and members of the Food Insecurity Committee have called for the establishment of the Lucille A. Bova Food Pantry as a separate, non-profit entity, as soon as possible, as members of the FEC have expressed reservation regarding possible liabilities to the FEC. This process is now underway. As of this writing, members of the Committee on Food Insecurity, working in tandem with members of the FEC, are reviewing the following possible names for the Food Pantry:
- Oakland Food Pantry Association
- Bayside Food Pantry Association
- Northeast Queens Food Pantry Association
- Bayside College Food Pantry Association
- Bayside Campus Hunger Coalition (or Alliance).

The last, as of this writing, has strong support. The Chair of the Committee has also been consulting with attorneys and experienced laymen (Dr. Sharon Masrour, Director of the Nassau Community College Food Pantry; Professor Beena Ahmed, of the CUNY Law School and Books Through Bars) regarding the crafting of bylaws language. A meeting with President Call and Vice-President Newcomb, in which progress around this project will be reviewed and discussed, is scheduled, as of this writing, for Wednesday, April 11 at 3 P.M. Representatives from the Student Government Association; the Faculty Executive Committee; the Steering Committee; and the Committee on Food Insecurity will attend.

- The Committee on Food Insecurity is happy to report that partnership with the *Love Through Food* campaign, a New York based Outreach Program dedicated to addressing Food Insecurity among college students (<https://www.classy.org/team/156671>) **raised \$452.00 from Queensborough Faculty. Special thanks go to Mr. Jonathan Chin** (*Love Through Food's* organizer); **Dr. Lana Zinger, Dr. Jonathan Cornick; and Dr. Stephen Henriquez.** Thanks also to Drs. Susan Jacobowitz and Peter Bales, who will be helping to transport the packed meals purchased through *LoveThroughFood* to the Lucille A Bova Food Pantry some time between the packing event (schedule for Monday, April 2), and Wednesday, April 11. This activity will yield 1500 packed meals for students, which will be held in the food pantry.
- Professor Tai has also been in contact with Father Edward Doran, the new director of the Newman Center. Father Edward has indicated that the Newman Center will continue to partner with the Committee on Food Insecurity, by offering students who visit the Newman Center fresh fruits. In support of this partnership, the Newman Center, in

concert with the Chemistry Club and the Lambda Sigma Chapter of Phi Theta Kappa, will be sponsoring a “Fruit, Snacks and Study” Afternoon, from noon to 2 PM, at the Newman Center on Wednesday, April 18th.

- Professor Tai has also been working with Queensborough’s NYPIRG Chapter, which collected feminine hygiene products during the month of March and donated them to the Lucille A. Bova Food Pantry.
- In closing, the members of the Committee on Food Insecurity would like to thank *every* member of Queensborough’s faculty and staff who may have contributed or helped manage the Food Pantry and whose name may inadvertently have been omitted from the list of monthly donors given below. We thank everyone for their time and trouble, and invite any donors who wish to be recognized to contact the committee chair at etai@qcc.cuny.edu:

President Diane Call

Vice-President Michel Hodge

Vice-President Rosemary Zins

Vice-President Stephen Di Dio

Vice-President Timothy Lynch

Dean Sandra Palmer

Chair Joseph Culkin

Ms. Gisela Rivera

Mr. Raymond Volel

Dr. Lorena Ellis, Professor Indra Avens, and Faculty and Staff of the Department of Foreign Languages in memory of Susana Alaiz Losada (died February 28, 2017)

Chair Kathleen Villani, Professor Sebastian Murolo, and the faculty and staff of the Department of Business

Dr. Maan Lin and members of the Foreign Language Club, the Asian Club, and the Liberal Arts Academy

Faculty of the Department of Health, Physical Education, and Dance

Ms. Gail Patterson and the Faculty and Staff of the Health-Related Sciences Academy

The Faculty and Staff of the STEM Academy

Mrs. Sandra Williams Strauss, Career Advisement

Ms. Lampeto Efthymiou

Ms. Cathy Brandt and the Staff of the Office of Financial Services

Ms. Lourdes December and the Staff of the Title IX Office

Dr. Lana Zinger

Mr. Jonathan Chin

Dr. Alicia Sinclair

Professor Aviva Geismar

Chair Nidhi Gadura, Dr. Sharon Ellerton and the faculty and staff of the Biology Club (Biology Department)

Chair David Humphries, Dr. Susan Jacobowitz, Dr. Margot Edlin, and the faculty of the Department of English

Chair Joseph Culkin and members of the faculty of the Department of Social Sciences

Director Jeannie Galvin and the Faculty of Schmeller Library

Chair Mercedes Franco and the Department of Mathematics and Computer Science

Dr. Mangala Tawde and the members of the Environmental Sustainability Club

Ms. Marie-Francesca Berrouet and members of the Haitian Club

The Single Stop Office:

Ms. Amawati P. Gonesh

Ms. Emily December

Ms. Michele McLoughlin

Dr. Paris Svoronos, members of the Lambda Sigma Chapter of Phi Theta Kappa, and members

The Korean Student Association

Dr. Romel Robertson and the Members of the Psychology Club

The Ally LGBTQ club

Father Edward Doran, Ms. Virginia Villadiego and the members of the Newman Club

Mr. Colin Hughes, Director of NYPIRG, and the NYPIRG student volunteers

Ms. Isabel Huguet and the members of the Health Club

Chair Mercedes Franco, Dr. Monica Trujillo and the SACNAS QCC Chapter

Dr. Kimberly Riegel, Dr. Anuradha Srivastava, and Rezan Akpinar and the members of the Women in Science Club

The STEM Research Club

The Stock Market Club

Drs. Benjamin Miller, Jed Shahar, and the student members of the Creative Writing Club

Ms. Victoria O’Shea and the members of the ASAP Club

Dr. Trikartikaningsih Byas and the members of the Muslim Student Association

Professor Susan Wengler, Schmeller Library

Ms. Arthurine DeSola, Ms. Cynthia Puca, and the members of the College Discovery Club

Dr. Wilma Fletcher-Anthony; Dr. Dorith Brodbar, and the Members of the Counseling Faculty

Mr. Colin Hughes and Queensborough’s NYPIRG Chapter

A special thanks, as always, to the members of the Food Insecurity Committee: Dr. Susan Jacobowitz (Secretary); Professor Sebastian Murolo; Dr. Chukwudi Ikwueze; Dr. Peter Bales; Professor Elizabeth Di Giorgio; Professor Nataliya Khomyak, Nataliya; Professor Ashlie Klepper; Dr. Lana Zinger; SGA President Mabely Salvador and SGA Vice-President Sara Aguirre; and Vice-President Sherri Newcomb. We would also like to thank the members of the Faculty Executive Committee, especially Dr. Philip Pecorino and Dr. Margot Edlin, and Professor Ted Rosen and Professor Christine Mooney.

Respectfully submitted,

Emily S. Tai

Chair, Committee on Food Insecurity