**Steering Committee Report to Academic Senate –May 10, 2005**

**1. Meetings of the Academic Senate**

A) We welcome the new and returning members of the Senate. We thank them for their willingness to serve the college through participation in the Senate. We wish those Senators who are now leaving our service well: Dina Dahbany-Miraglia, Hamid Namdar, Raji Subramanian, Stephen Beltzer and Norton Reid. We note that the last two have had long terms of service for which we are grateful.

B) This is the fourth Senate meeting for which there will be only an electronic distribution via email and a few copies in print form available in the room. For this meeting we have distributed by email the Agenda and all attachments as a single WORD file for easier printing to all members of the Senate along with a small note within the email drawing attention to some of the more significant items on the Agenda and informed the entire community about the website location of the agenda and all attachments where the entire Agenda and each attachment may be obtained and printed out individually.

C) This marks the last regularly scheduled meeting of the Academic Senate organized by the current Steering Committee. We hope that there has been some improvement in the manner of dissemination and in the manner of presentation in the meeting space. In the future further improvements may be made as the information technologies advance and become available to us at the College.

D) The Steering Committee thanks those all those who have who supported us in our work over the last academic year. There has been progress on some matters and much work yet to be done on others, if not by the current members, then by our successors who we will assist as best we can.

**2. Collegial Governance**

The Committee of Academic Senate Committee Chairpersons next meeting will be a meeting with the President and his cabinet and representatives on the committees on May 11, 2005 in M-136 at 1pm. There will be a review of the work of this last year and some discussion of what we might expect for next year. After reports received from the committees and discussions with the College Administration we are working out more of the details for the model of collegial governance that would best serve QCC at this time. We expect that during the next academic year all parties involved will have a clearer picture of what is expected.

**3. Support for Acdemic Senate Work**

In response to a request for support for the Academic Senate for 2005-2006, President Marti has made known that there will continue to be released time (3 hrs each) for the work of three committees: Committee on Committees, Curriculum, and Course and Standing. In addition there will be released time to support the work of the Steering Committee (9 hrs) to be allocated amongst committee members as needed to support the work. We are grateful for this assistance.

**4. College Planning and the Advisor on Planning to the Steering Committee**

In the QCC Governance Plan is the following describing the College Advisory Planning Committee*:*

***“The purpose of the College Advisory Planning Committee shall be to act as the primary planning body for Queensborough Community College. In this capacity, it is envisioned that the leadership of the various constituencies on campus will meet and discuss items concerning the state of the College and ways the College can best achieve its stated mission, goals and objectives.*“**

The Academic Senate is one of the constituencies and is represented at the College Advisory Planning Committee by the Steering Committee. The Steering Committee will be working on how to improve upon the efficacy of its representation of the Senate in the planning process.

Dr. Clara Wajngurt, (Professor, Mathematics) has been serving as Planning Advisor to the Academic Senate Steering Committee on Planning. She has been working quite diligently on researching and preparing a report

for the Steering Committee. Several members of the administration have assisted her in answering questions and providing her with pertinent documents. We thank them for doing so. Her work has now been concluded and the Steering Committee will make recommendations on this matter to the Senate with regard to the involvement of the Senate in planning (see below). The Committee thanks her for her support and her service.

**5. Standing Committees**

**Committees for 2005-2006**

With the report of the Committee on Committees on the current agenda the staffing of all Standing Committees has been completed.  As was the case last year the Steering Committee will appoint as its liaisons to the Standing Committees faculty who volunteered for service but were not nominated or elected. Should any liaisons listed below not serve as such the Steering Committee will seek alternates from that list.

**Liaisons to the Standing Committees for 2005-2006**

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|  | **Committee** | **STEERING COMMITTEE LIAISON** |
| 1 | **Academic Development / Elective Academic Programs** |  Elyn Feldman |
| 2 | **Admissions** | Sharon Reeves |
| 3 | **Awards and Scholarships** | Pat Spradley |
| 4 | **Bylaws** | Sharon Lall-Ramnarine |
| 5 | **Ceremonial Occasions** | Eladia Raya |
| 6 | **Environment, Quality of Life and Disability Issues** | Charles Neuman |
| 7 | **Committee on Committees** | Kathleen Villani |
| 8 | **Computer Resources** | Wendy Ford |
| 9 | **Continuing Education** | Lana Zinger |
| 10 | **Course and Standing** | David Sarno |
| 11 |  ***Sub-Committee:*** **CPE Review** | Manette Berlinger |
| 12 | **Curriculum** | Philip Pecorino |
| 13 | **Distance Education** | Anissa Mack |
| 14 | **Gallery and Performing Arts** | Barbara Bonous-Smith |
| 15 | **Library** | Jose Osorio |
| 16 | **Publications** | Laura Freedgood |
| 17 | **Student Activities** | Cheryl Spencer |
| 18 | **Vendor Services** | Marty Jacobs |
| 19 | **WID WAC** | Rosemary Iconis |

**Changes in Committee Charges for 2005-2006**

The bylaws charges for several committees are under review and most likely there will be changes proposed during the next academic year. As there is no Cultural Coordinator at the College references to that position will need to be removed or rephrased. Charges to committees that have them making decisions that are more properly the prerogatives of the faculty will be examined as will bylaw charges that have committees taking on administrative activities.

**6. Senate Service**

While there will continue to be placement of those faculty who volunteered or ran for a position on the Senate or on one of its Standing Committees, we do note that there were very few who wished to serve in some capacity that have not now been placed in some manner. The Steering Committee hopes to work with the Faculty Executive Committee and some senior faculty on a program to encourage faculty participation in governance. We thank all those who have already made themselves available for college service.

**7. College Planning and the Advisor on Planning to the Steering Committee**

This is for the information of the Senate the following was sent to the College Advisory Planning Committee.

Date: May 3, 2005

To: College Advisory Planning Committee

From: Steering Committee of the Academic Senate

Subject: Proposals concerning the Strategic Planning Process

The Steering Committee of the Academic Senate requests that College Advisory Planning Committee not begin the Strategic Planning Process each year with an initial draft of the Strategic Plan that dos not involve all major constituencies in the preparation of that draft. It is clear that the initial draft includes items from University Performance Goals and Targets and from the University Master Plan and from the previous strategic plan of the College. What is not clear is how or why any other item would be included or excluded from the initial draft. Since the initial draft is a definite part of the process of planning the constituencies of the College Advisory Planning Committee should be present and participating if they choose to do so.

If the Steering Committee were permitted to be present at the initial drafting of the Strategic Plan that would afford it the opportunity to propose the inclusion of significant items concerning the state of the College and ways the College can best achieve its stated mission, goals and objectives that have been addressed at the meetings of the Senate or in the reports of the Committees of the Academic Senate.

1. Proposed:

That the initial drafting of the Strategic Plan for the College involve all constituencies of the College Advisory Planning Committee

2. Proposed:

That all planning at the college be coordinated and that each major plan developed by any office or unit of the college be related to the Master Plan of the University and/or the Strategic Plans of the College either before or after the fact of the plan being created. No part of planning should be occurring without reference to the central planning process. This would include the College Master Plan that involves facilities.

The functioning of the committee is set out in the Governance Plan as follows:

**Article VI COLLEGE ADVISORY COMMITTEE**

The purpose of the College Advisory Planning Committee shall be to act as the primary planning body for Queensborough Community College. In this capacity, it is envisioned that the leadership of the various constituencies on campus will meet and discuss items concerning the state of the College and ways the College can best achieve its stated mission, goals and objectives. Committee agenda items may be suggested to the committee by any other constituency covered in the Governance Plan. The powers of this committee shall not infringe upon the powers and authority of any of the constituencies, organizations or committees operating under either the Governance Plan of Queensborough Community College or the Bylaws of the Board of Trustees.