

Faculty Executive Committee Meeting
September 26, 2017
3:00 pm-3:50 pm in RFK 202¹
Minutes

Members Present: Philip Pecorino (Chair), Edmund Clingan, Margot Edlin, Marvin Gayle, Ted Rosen, Alicia Sinclair and Cheryl Spencer.

The Chair called the meeting to order at 3:05 pm.

1. Proposed Agenda

The proposed agenda was approved.

2. The minutes of the Faculty Executive Committee (“the Committee”) meeting of August 29, 2017 were approved by a vote of 6 to 0, with Cheryl Spencer abstaining.

3. The Treasurer Margot Edlin reported that the current balance in the FEC account is \$4,123.38. The Treasurer also reported that progress is being made in establishing an account for the FEC in a local bank and in obtaining an Employer Identification Number for that purpose. The Treasurer further advised that it was determined that a checking account for the FEC could not be opened in a credit union.

4. Chairperson’s Report

The Chairperson presented his report as follows:

Invitations have been sent out by President Diane Call for the Celebration of Service to Queensborough reception on October 19th. The Chairperson stated that he was pleased that the invitation to the reception indicated that both the President and the Faculty Executive Committee were extending the invitation to the reception as it had been for a number of years in the past and he expressed gratitude to the President for including the Faculty Executive Committee on the invitation. The Chairperson stated that 20 year adjuncts and Multiple Decade Adjuncts were among those to be honored and that he was pleased that the latter category was added and that it included adjuncts who may have had breaks in their years of service and as a result might not have been previously recognized for their years of service to Queensborough.

The Request of the Provost to Present What Issues Are Raised for the Administration by QCC Coache Survey Results - There still has been no reply to date to this request which was previously sent.

Remediation Changes Requests for Support for Faculty in ENG 101, MA 214 and MA 219 - The Chairperson reported that no additional hours have been added to these courses.

The Request for Restoration of Email Lists for Faculty Use - The Chair reported that there has been no change in the policy of the College and that this item was on the agenda for the FEC meeting with the President scheduled for 4 pm that day.

Change in Semester Structure - The Chair reported that at the present time, the Administration does not appear to be interested in pursuing a change in the semester structure from two semesters of 15 weeks to three semesters of 12, 12 and 6 weeks, respectively.

¹ During the meeting, because of a fire alarm in the RFK building, the location of the meeting was moved to M 403.

Improving the “Guidelines for Creating and Posting all Queensborough Community College Flyers” - The issue of improving the “Guidelines for Creating and Posting Queensborough Community College Flyers “was discussed. The Chair reported that Professor Julian Stark had met with Vice-President Stephen Di Dio who had indicated that he would consult with others in the Administration and get back to Professor Stark about possible changes, if any.

Pressing Items:

Five Year Rule The Chair reported that the issue of whether there is such a rule is a topic in which many faculty are interested. The Committee will continue to press for clarification of this.

Predatory Journals - The issue of predatory journals will be the subject of a panel discussion at the upcoming October 25th faculty meeting

Criteria for Fellowship Leaves – Fellowship Leave Guidelines have now been issued. The Chairperson stated that all faculty who do not have reassigned time coming up in the future should be eligible, whether or not they had such reassigned time in the past.

Independence of the ARC - The independence of the ARC will be investigated. The Chairperson stated that Ted Rosen will be examining whether or not current ARC procedures comply with due process.

5. Faculty Survey Fall 2017

Marvin Gayle sent out the FEC Faculty Survey for the Fall 2017 semester to the faculty. Some of the responses to questions were reviewed.

6. FEC actions re Parking

There was discussion of the parking problem. Vice-President William Faulkner will meet with us concerning the proposal to have cars waiting to enter the rear lots line up on Enfield Place. Ted Rosen distributed copies of his proposed letter to Vice-President Faulkner asking him to call a special meeting of the Great Neck Auxiliary Enterprises Association, Inc. to authorize the retention of a traffic engineering firm to study the parking facilities on campus and to recommend possible improvements. Ted Rosen will send the members of the Committee the letter electronically.

7. FEC Open Meetings starting October 2017

The FEC meetings will be open meetings starting in October 2017. There was discussion of the manner in which the meetings will be conducted.

8. September 12, 2017 Meeting with Department Chairpersons

There was some discussion of the September 12, 2017 meeting between the FEC and the Committee of Department Chairpersons. Having open FEC meetings will increase the transparency of the manner in which the FEC conducts business.

9. Report of Technology Fee Committee

This item was incorrectly placed on the agenda. There is nothing new to report.

10. Report on Technology Plan Committee

This item was incorrectly placed on the agenda. There is nothing new to report.

11. Report on FEC Website

Marvin Gayle is in the process of taking over control of the FEC website.

12. Report on Community (Institution) Building Committee

There is no FEC member on the Community (Institution) Building Committee.

13. October 25, 2017 Faculty Meeting

At the October 25, 2017 faculty meeting, there will be a panel discussion of predatory journals. The members of the panel will be Dr. Joseph Culkin, Chairperson of the Social Sciences Department, Dean of Faculty Sandra Palmer and Daniel McCloskey, CUNY Director of Research.

14. Food Pantry Day

Food Pantry Day will be observed on October 25th at the time of the faculty meeting. Faculty will be invited to bring food to donate to the food pantry. The Chairperson will be going to Iavarone Market on Thursday, September 29th to purchase the food he is donating to the food pantry.

15. Old Business

Requests for Academic Senate Committee to report on Parking - This was discussed.

16. Recess

The meeting recessed at 3:50 pm to allow members of the Committee to go to the President's Office for the second part of the meeting which was to meet with the President at 4:00 pm in the President's Conference Room on the fourth floor of the Administration Building.

**Faculty Executive Committee Meeting
With President Diane Call
September 26, 2017
4:00 pm-5:15 pm in
the President's Conference Room,
Fourth Floor Administration Building
Minutes**

Members Present: Philip Pecorino (Chair), Edmund Clingan, Margot Edlin, Marvin Gayle, Ted Rosen, Alicia Sinclair and Cheryl Spencer.

Administration Officials Present: President Diane Call, Vice-President Sherri Newcomb, Vice President Timothy Lynch.

The meeting of the FEC reconvened at 4:05 pm.

Items of the President

1. An educational effort for faculty to better understand the FEC: its structure, how it works, and how it serves the faculty-

President Diane Call opened this part of the meeting by thanking those present for attending. The President noted that it was important to have strong government groups such as the FEC, the Academic Senate and the Steering Committee of the Academic Senate and that it was important to keep the focus on shared Governance. The President noted it was important to publish the agendas and minutes of the FEC meetings to help educate everyone, which serves to strengthen the process and improve transparency.

The Chairperson reported on what the FEC did, is doing and will do. The Chairperson noted the FEC has been publishing its minutes on the FEC website. The Chairperson stated the FEC will now open its meetings and that all faculty will be invited to the meetings and will have the opportunity to speak. The Chairperson reported that the FEC has conducted a survey of the faculty. The Chairperson reported that the handbook for new faculty contains a section on governance which lists all the committee of the College and of the Academic Senate. He reported that the FEC met with the Committee of Department Chairpersons and requested that they be more transparent and that they asked us to communicate with them directly.

The President stated that the FEC and the CODC should be on the same page and that while the two groups may not always agree, they can eliminate misunderstandings and strive for accuracy in their communications. The President asked who represents the FEC and whether the Chair represents the FEC.

The Chairperson replied that emails sent out on behalf of the FEC were sent out on behalf of all of the FEC and that the FEC speaks for itself.

Items of the FEC

2. Thank You from the FEC

The Chairperson thanked the President for:

- The College's Action on water testing;
- Revision of Guidelines for Grant Proposal Submissions;
- Guidelines for Promotion to Full Professor; and
- Criteria for PSC CUNY Fellowship Leaves.

3. Update on Establishing an FEC Bank Account Separate from the QCC Fund

The Chairperson reported that the FEC is setting up a bank account that will not be associated with the College. There was discussion by the President, Vice-President Newcomb and the Chairperson as to the prior agreement through which the QCC faculty fund had been maintained by the Office of Institutional Advancement, the prior practice of faculty funds being used to purchase a half page ad in the fundraising journal published in connection with the College's Partners for Progress Gala and whether the FEC had been previously consulted about the purchase of such ad. Going forward, the faculty funds will be transferred to a separate bank account not maintained by the Office of Institutional Advancement. The Chairperson stated that the FEC can donate a half page ad in the fundraising journal. Vice-President Newcomb stated she will ascertain and confirm the precise nature of the account agreement by which the faculty funds are currently being maintained by the Office of Institutional Advancement.

4. FEC Open Meetings Starting October 2017

The Chairperson reiterated that beginning in October, 2017, the meetings of the FEC will be conducted as open meetings.

5. Request to Expand Criteria for Presidential Fellowships to all Associate Professors Without Reassigned Time During the Period of the Fellowship

The Chairperson requested that all Associate Professors be eligible for Presidential Fellowships if they did not have reassigned time in the future, whether or not they previously had reassigned time. The Chairperson indicated that many such Associate Professors previously had reassigned time in the past. The President stated that she will discuss the matter with Vice-President Lynch.

6. Remediation Changes Requests for Support for Faculty in ENG 101, MA 214 and MA 219

The Chairperson requested that remediation changes be implemented for ENG 101, MA 214 and MA 219. He requested that an hour be added to each of these courses and stated that changes would be revenue neutral. The President stated that there was a need to reassess the outcomes of such courses and that there may be a need for pedagogical changes. Vice-President Lynch stated that there were changes in developmental education and there were ongoing discussions how one could better support students including expansion of the ALP Model, reducing class sizes for students who do not qualify for remediation.

7. Update on Topics for the Fall Faculty Meeting to Be Held on October 25, 2017

There was a discussion of the topics to be discussed at the upcoming Fall Faculty meeting which will be held on October 25, 2017. There will be a panel discussion on faculty publication in non-peer reviewed journals (a term preferred by some to refer to what at times are called "predatory journals"). The Chairperson stated that the members of the panel will be Dr. Joseph Culkin, Dean Sandra Palmer and Daniel McCloskey, CUNY Director of Research, and that the audience will be able to submit questions.

The Chairperson also reported that Professor Alex Tarasco will report on the CUNY Faculty Academic Affairs Advisory Board.

The Chairperson also stated that outside the meeting, the Senate Committee on Food Insecurity will have a table set up to receive donations of food for the food pantry at the College.

8. Proposal Regarding Email – a moderated faculty list with all faculty on it and opt out feature, with one warning and then permanent removal with second violation of the protocol with postings reviewed by a panel of two administrators and two members of the FEC

Ted Rosen discussed changing the current College policy regarding email use. He spoke of the importance and need for faculty at the College to be able to communicate with one another. He noted that the present system of dialogue forums did not provide faculty with an effective means of communication with each other because of the low number of participants. He noted that while there had been problems with community dialogue in the past, those problems could be resolved through creation of new forums which would include all faculty and staff who would have the opportunity to opt out, which feature would satisfy policy requirements of the CUNY Board of Trustees and that the forums would be monitored by faculty and administrators to ensure that participants complied with the rules of the forums. Mr. Rosen stated that if such a proposal was not something that could be agreed to, a small committee of faculty and administrators should be formed to work to create a new email forum system that would be acceptable. The President discussed the problems that had existed in the past with inappropriate use of community dialogue by some and the number of complaints that had been received as a result. The President stated that many people have not expressed concerns about the present dialogue forums and that many faculty have indicated that are pleased with the current system. The Chairperson raised the issue that current departmental email lists were not maintained up to date. There was further discussion by the President and Vice-President Newcomb as to whether these departmental lists were accurate. The Vice-President indicated that such lists were maintained by the individual departments and not centrally.

9. Clarification of Support for Faculty Making Videos For Class Presentations – Previous Support Discontinued –

The Chairperson indicated that previous support for faculty making class videos has been discontinued and that he had not been able to get an answer from Vice-President Di Dio as to what the current policy is. The President responded that the College has not provided formal service for class video production. The President indicated that the College will be building a studio which could be used for such video production by faculty and that the project is awaiting funding from the Dormitory Authority. The President indicated that the FEC would be advised of further progress with respect to the studio. There was further discussion concerning the video recording capabilities inside the classrooms of the College. Margo Edlin stated that in the classrooms there is the capacity to view videos, but not to record them. Vice- President Lynch stated that at the previous university at which he was employed there was lecture capture capability, which we do not have.

10. Problems with the Update to the “GUIDELINES FOR CREATING AND POSTING ALL QUEENSBOROUGH COMMUNITY COLLEGE FLYERS” -

The Chairperson reported that when the “GUIDELINES FOR CREATING AND POSTING ALL QUEENSBOROUGH COMMUNITY COLLEGE FLYERS” had been issued, the Academic Freedom Committee had given comments with respect to the guidelines and had requested revisions and that had been one year ago, but the Committee had not received a response to its comments. The President stated that a meeting had taken place the week before between Professor Julian Stark and Vice- President Stephen Di Dio and that as a result, changes to the guidelines are being worked on. The Chairperson stated that faculty are not comfortable with possible violations if they put flyers on bulletin boards. The President stated that Professor Stark’s suggestions were helpful and that Vice-President Di Dio will be reviewing them.

11. Review of Governance Plan and Faculty By-Laws – related to MSCHE Review –

The Chairperson stated that the FEC will be reviewing the Governance Plan and the By-Laws and that the FEC will contact the appropriate Middle States working group.

12. Celebration of Service to Queensborough Reception on October 19th -

The Chairperson thanked the President for the invitations to the Celebration of Service to Queensborough reception on October 19th, for adding the Multiple Decade Adjuncts category and for recognizing the service of those adjuncts within that category.

The meeting adjourned at 5:15 pm.

Respectfully submitted,

Ted Rosen,

Secretary