

Faculty Executive Committee Meeting
October 22, 2019
3:05 pm - 4:14 pm in S 316
Minutes

Faculty Executive Committee (“the Committee”) Members Present: Philip Pecorino (hereafter referred to “the Chair” or “the Chairperson”) Edmund Clingan, Margot Edlin, Ted Rosen and Cheryl Spencer

Members Absent: Marvin Gayle and Alicia Sinclair

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

1. Proposed Agenda
2. The proposed agenda was approved.
3. The minutes from the Committee’s meeting of September 24, 2019 were approved by a vote of 4 to 0 with Cheryl Spencer abstaining.
4. Treasurer’s Report - The Treasurer, Margot Edlin, presented the Treasurer’s Report, a copy of which is attached hereto and made a part hereof as Attachment A. The Treasurer also reported that the invoice for the food order for the upcoming October 23, 2019 faculty meeting had been paid. The Treasurer discussed various ways in which the faculty could pay their annual faculty dues.
5. Faculty Website: Status Report – The Chairperson reported that he had been advised by the Committee’s webmaster, Marvin Gayle, that the website is a little behind, but will be up to date shortly.
6. Chairperson’s Report –
7. The Chairperson presented the Chairperson’s Report as follows:

Updates:

- Email to all students encouraging them to register for the Spring 2020 semester now - The Chairperson stated that the faculty are to be encouraged to send out an email to all students in their classes encouraging them to register now or the spring 2020 semester and not wait until January.
- Religious Observances and Class Schedules – The Chairperson reported that the Senate had adopted the proposal on this matter on October 15, 2019. Faculty should put the policy in their course syllabus and place a link to the policy in Blackboard
- Email restoration proposal - The Chairperson reported that as of November 1, 2019 all faculty are to have access to department email lists and that these lists are to be kept accurate by the Administration. In addition, as of November 1st, all faculty are to have access to an opt-out list to contact all faculty and CLT’s. Governance leaders will also be able to contact their constituents by email. There will be a six month trial period with respect to the restoration of the faculty opt-out list. If a member of the faculty or a CLT violates CUNY guidelines for the use of emails, the person violating such guideline will be notified by a member of the Committee. If the person who violated the guidelines did it again, the person would be removed from the faculty opt-out list. The trial period for the restoration of the opt-out faculty list will be

until the April 2020 meeting of the Academic Senate at which time there will be a discussion of any complaints that were received.

- Academic master planning process - The Chairperson reported on the development of the Academic Mast Plan ("AMP") that will serve the needs of the College's community. A Steering Group for the development of the AMP has been constituted. Working groups to work on aspects of the AMP will be formed. The Chair of each Working Group will be a member of the Steering Committee.
 - B-Tech – current status report requested – The Chairperson reported that Dean Michael Pullin, Associate Dean for Academics, will present a report on the B Tech program in response to the request by the Committee and also the President. There was some discussion concerning the results of the B Tech program.
 - WI recertification – role of Senate committee and role of department chairpersons and governance – report requested - The Chairperson reported that he sent a request to the Chair of the Academic Senate WID-WAC Committee for information as to what that committee will be doing. Further action will be held off until such information is obtained.
 - QCC Faculty Governance Leaders Events Tentative Calendar for 2019-2020- The revised QCC Faculty Governance Leaders Events Tentative Calendar for 2019-2020 was attached to the agenda to the meeting and was reviewed.
 - Criteria for Tenure and Promotion and Online Degrees – The Chairperson stated that he will request up to date guidelines for tenure and promotion and online degrees from the Office of Academic Affairs.
 - Middle States Team Report: Recommendations and Suggestions - The Chairperson reported that the President has not asked for people to move on this separate and apart from the development of the AMP that is being lead by Dean Arthur Coradetti.
 - Assessment of Governance – The Chairperson reported that there was nothing happening with respect to assessment of governance that he knows of. It was stated that assessment of governance should also include assessment of the cabinet.
8. Faculty Meeting - Planning for the Fall Faculty Meeting which will be held on October 23, 2019 - There was discussion of the Fall 2019 Faculty Meeting. There was discussion of the arrangements for obtaining the necessary chairs, tables, microphones and podium for the meeting. The food is to be delivered by 11:30 a.m. Kosher sandwiches has been ordered from the College's catering service. There was discussion of the panel discussion to be had during the meeting. Dean Michael Pullin from OAA, Chair Jennifer Maloy of the English Department and Chair Mercedes Franco of the Mathematics and Computer Sciences Department will each be allotted 10 minutes for their presentations, following which there will be a question and answer period for thirty (300 minutes). The Chairperson will chair the meeting.
9. Review of Faculty Survey – CUNY Safety and IT services for faculty - The Fall 2019 faculty survey has been conducted and the Committee's webmaster, Marvin Gayle, has received the results. A question has been sent out to the QCC Public Safety and IT Departments. The Chairperson will ask the directors of the Public Safety and IT Departments if either of them want to run other questions.

10. Faculty voting run by the FEC for Fall 2019 - QCC Faculty By-laws Changes – There is an open seat for the University Faculty Senate. The Committee’s Election Officer, Cheryl Spence, will run the election on behalf of the Committee. The list of current eligible voters is being obtained from Human Resources. The election for a change in the Faculty By-Laws also will be conducted this semester.

11. Possible Academic senate Actions:

- Efforts to bring about a restoration of academic department lists access and opt-out dialogue lists for Faculty and Community - The Academic Senate adopted the proposal on October 15, 2019. As discussed above, faculty department lists and opt-out faculty dialogue list to be made available as of November 1, 2019.
- Religious observances and class schedule – As discussed above, the Academic Senate adopted the proposal on this matter on October 15, 2019.
- Ombudsman – no action has been taken on this matter.
- Anti-Bullying – no action has been taken on this matter.

12. Old Business:

13. The Chairperson will draft letters on behalf of the Committee thanking members of the faculty who served as committee chairpersons.

14. New Business:

- Issues related to departmental governance were discussed.

The meeting adjourned at 4:14 pm.

Respectfully submitted,

Ted Rosen, Secretary