

**MEETING OF QUEENS COLLEGE
ACADEMIC SENATE**

DATE: November 11, 2021

TIME: 3:35 P.M.

PLACE: Virtual Via Zoom

A G E N D A

1. Approval of Agenda
2. Approval of Academic Senate meeting minutes dated:
October 14, 2021
3. Announcements, Administrative Reports, and Memorials:

The Agenda for Academic Senate meeting on December 9, 2021 will be prepared at the Executive Committee meeting on Thursday, November 18, 2021. Any lengthy material to be considered by the Executive Committee on that date should be emailed to Kevin.Ferguson@qc.cuny.edu or Brenda.Salas@qc.cuny.edu by November 8, 2021.

4. Special Motions:
5. Committee Reports:
 - a. Undergraduate Curriculum Committee minutes dated October 14, 2021
 - b. Graduate Curriculum Committee minutes dated October 6, 2021
 - c. Nominating Committee Report dated November 2021
 - d. Elections Committee Report 2022
6. Old Business
 - a. Nominations to the Nominating Committee

Faculty – At-Large May 2023
Math & Natural Sciences May 2023
Social Sciences May 2022
Student – Education May 2023
At-Large May 2023
7. New Business
 - a. Charter Amendments – Divisions to Schools
 - b. Bylaw Amendments – Divisions to Schools
 - c. School of Business
 - d. School of Arts
 - e. Charter Amendment – Add one non faculty member of the Instructional Staff to Deans, Provost, Chief Lib. Search and review committees.
 - f. Bylaw Amendment- Change Ex Office member of Honors and Awards Committee from VP for Student Affairs to Assoc. Provost for Innovation & Student Success.
 - g. College Committee on Honors and Awards Proposal

MINUTES OF THE ACADEMIC SENATE OF QUEENS COLLEGE October 14, 2021

The meeting will come to order:

Chair Kevin L. Ferguson called the meeting to order at 3:39 p.m.

1. Approval of Agenda:

- i. MOTION: Duly made by Chair Ferguson:

“To approve the agenda”

Hearing no objection to the motion, the agenda was approved as distributed.

2. Approval of Minutes:

- i. MOTION: Duly made by Chair Ferguson:

“To approve the minutes dated September 9, 2021”

Hearing no objection to the motion the minutes were approved as distributed.

3. Announcements, Administrative Reports and Memorials:

1. Dave fields, Parliamentarian and Chair of the Special Committee on Governance announced that the committee will bring to the Senate meeting on November 11, 2021, amendments to the Charter to change divisions into schools, amendments to the bylaws to change divisions into schools, amendments to the charter to add one member of the instructional staff that is not a member of the faculty to the search committees, and an amendment to the bylaws which would change the ex officio membership of the Honors and Awards Committee.
2. Alicia Alvero, Associate Provost for Academic and Faculty Affairs announced that the Student Technology Fee Committee has been struggling to reach quorum over the last semesters and expressed the importance of student attendance and participation on the committee.
3. Zaire Couloute, Student Association President announced that she is in support of the CUNY Board of Trustees regarding refunding the students that were dropped tuition.
4. Dhanya Bell, Information Technology, announced on behalf of the Student Technology Fee Committee the importance of the Committee and asked for student nominations. Any inquiries or nominations should be sent to: Dbell@qc.cuny.edu

4. Special Motions: (None)

Academic Senate Minutes – October 14, 2021

5. Committee Reports:

a. Undergraduate Curriculum Committee

- i. MOTION: Duly made by Ken Lord, Chair of the UCC:
“To accept the UCC minutes of September 9, 2021 as distributed”
- ii. MOTION: Duly made by Ken Lord, Chair of the UCC:
“To withdraw Item #1, a. Change in title for AFST 101”
- iii. MOTION: Duly made by Ken Lord, Chair of the UCC:
“To accept the UCC minutes as amended”

Hearing no objection to the motion, the Chair moved unanimous consent.

A. General Education

Numbered proposals available for review at senate.qc.cuny.edu/Curriculum

1. General Education Matters
2. Mathematics and Quantitative Reasoning Advisory Committee
No report.
3. Writing Intensive Advisory Committee.
 - a. MUSIC 268W. The School Choral Program
 - b. MUSIC 269W. The School Instrumental Program
4. STEM variant courses.
None.

1. Withdrawn

2. BALA

- a. Addition to list of electives.

FNES 275. Institutional Management

3. Anthropology

a. New course.

Anthropology 271. Human Biology.

3 hr.; 3 cr. Prereq.: Anthropology 102 or any college biology course.

Investigation of the inner workings of human biology using a biocultural approach. Biocultural perspectives consider the evolutionary, social and biological factors that underpin our biology and shape health and disease. This course introduces the basic structures of the integumentary (i.e., skin), blood, skeletal, respiratory, endocrine, circulatory, and reproductive systems with interactive lab activities. We will move beyond simple mechanistic explanations and explore biocultural and evolutionary explanations for individual and population-level differences across these systems. This course employs the critical lens of health inequity/disparity literature to examine how risk of pathologies/disruptions to these systems are focused on marginalized populations both globally and within the United States. Case studies from anthropological research will be incorporated into discussion of a range of topics, including but not limited to sickle-cell anemia, osteoporosis, psychosocial stress and health, COVID-19, cardiovascular disease, and premature births.

b. Nominating Committee

i. MOTION: Duly made by Peishi Wang, Nominating Committee Chair:

“To accept the Nominating Committee Report dated October 14, 2021”

Hearing no objection to the motion, the Chair moved unanimous consent.

1) Elections Committee

The following students were elected by unanimous consent:

Tasnia Jennifer No major Yet through: December 2022
Abhinandan Gaba Mathematics & Natural Sciences through: December 2022

2) Committee on Honors and Awards

The following faculty was elected by unanimous consent:

Susan Rotenberg Mathematics & Natural Sciences through: April 2022

3) Graduate Curriculum Committee

The following faculty was elected by unanimous consent:

Lenwood Gibson Education through: December 2021

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4) Subcommittee on Honorary Degrees

The following student was re-elected by unanimous consent:

Elizabeth Ying Education through: September 2022

5) Undergraduate Curriculum Committee

The following faculty was elected by unanimous consent:

Esther Muehlbauer Mathematics & Natural Sciences (At-Large) through: December 2021

6) Special Committee on Governance

The following faculty members were re-elected by unanimous consent:

Ken Lord Mathematics & Natural Sciences through: April 2023

Chuxiang Yi Mathematics & Natural Sciences through: April 2023

7) Search Committee of Dean of School of Social Sciences

The following student was elected by unanimous consent:

Sammy Ali Social Sciences Until the Search is over

8) Search Committee of Dean of School of Education

The following student was elected by unanimous consent:

Ashley Salazar Education Until the Search is over

Deborah Tulloch Education Until the Search is over

6. Old Business

a. Nominations to the Nominating Committee:

Faculty – At-Large May 2023 (no nominees)

 Math and Natural Sciences May 2023 (no nominees)

 Social Sciences May 2022 (no nominees)

Student – Education May 2023 (no nominees)

 At-Large May 2023 (no nominees)

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7. New Business (None)

MOTION: Duly made by Kevin L. Ferguson:

“To Adjourn”

The meeting was adjourned at 3:52 pm. The next Academic Senate meeting will be on Thursday, November 11, 2021.

A. General Education

Numbered proposals available for review at senate.qc.cuny.edu/Curriculum

1. General Education Matters

FNES 147. Family Relations. (IS)

2. Mathematics and Quantitative Reasoning Advisory Committee

3. Writing Intensive Advisory Committee.

4. STEM variant courses.

None.

1. Media Studies

a. New course.

Media Studies 247. Introduction to Video Editing. 3 hours.; 3 credits.

Prerequisite: MEDST 243

The basic techniques of digital video editing. Emphasis placed upon methods and aesthetics of visual storytelling, both narrative and documentary, through continuity editing principles. Students will learn non-linear editing practices using editing software.

Justification:

Media Studies 247: Introduction to Editing is designed as a hands-on, creative course that will introduce students to the techniques used by both documentary and fictional narrative filmmakers. Students will learn about the editor's crucial role in shaping the draft and final forms of film and video productions. While movie fans may not recognize editing as the bedrock element of filmmaking, directors, producers, actors and other creatives involved in production recognize its crucial contribution to the architecture of narrative and the audience's response to a movie. This course will enable students to hone skills learned in Media Studies 243: Introduction to Filmmaking while they gain a sharper understanding of the role of the editor as an artist and technician. To achieve this, the class will examine the process and goals of post-production as students learn, through a series of creative exercises, Adobe Premiere, the preeminent software package utilized by contemporary editing professionals. Students will also learn how to manage the workflow of editing, from conception to final product. Introduction to Editing will also serve as a bridge between the department's introductory course in film production and upper level classes in the recently established Media Arts Certificate Program. Finally, the class will provide a broad overview of the historical elements of film editing by screening well-known sequences in popular cinema in order for students to learn how editing has evolved over the years in response to changes in filmmaking technology.

b. New Course.

Media Studies 248. Experimental Media. 3 hours.; 3 credits.

Prerequisite: MEDST 243

Examination of alternative approaches to the visual elements of storytelling by exploring graphic novels and short films that experiment with images and narrative technique. Students will create short films, utilizing stop-motion animation, and documentary-style graphic novels.

Justification:

MEDST 248. Experimental Media is designed as a hands-on, creative course that will introduce students to unconventional approaches to visual storytelling through intensive exploration of two unorthodox media forms: experimental animation and unconventional graphic novels. Experimental Media combines research and studio practice in the exploration of the complex relationship between narrative and images in two complementary, mutually illuminating and uniquely compelling artistic productions: realist, quotidian graphic novels and abstract, stop-motion animation. In both cases, students will explore how these media forms can convey challenging themes and personal experiences in a manner that more mainstream artistic media practices cannot. The course complements the department's existing offerings in the Media Arts Certificate Program, all of which focus upon learning and practicing the techniques and aesthetics of more conventional forms of media storytelling, whether fiction or documentary. This class offers students the opportunity to investigate alternatives to mainstream narrative and creative expression as they undertake two intensive projects: the writing and drawing of a graphic novel and the creation of a stop-motion animated

short film. Consequently, the course enables students to explore their creativity and artistic process while expanding their understanding and conception of media art and practice.

Experimental Media has been offered as Media Studies 281: Intermediate Studies in Media, a Variable Topics course, for four semesters and has proven to be quite successful and popular. This iteration of the class increases the number of screenings of animated films and readings from graphic novels in response to student demand and as a reflection of how both creative forms have grown in scholarly and popular acclaim in the past decades.

c. New Course.

Media Studies 266. Podcasting. 3 hours.; 3 credits.

Prerequisites: MEDST 100, MEDST 101 and MEDST 201W.

The popular, emerging and innovative new media form of Podcasting. Analyze critically the technical, narrative and aesthetic aspects of Podcasting. Students will learn sound design, recording and interview techniques, storytelling approaches to production of fictional and documentary audio stories and create their own Podcasts.

Justification:

One of the most new significant media forms to emerge in the past decades, Podcasting has transformed the broadcast landscape, affording creative and commercial opportunities to a diverse set of creative voices. With minimal technical knowledge and comparatively meager start up costs required to produce professional quality recordings, as well as the ease of distribution to prospective listeners, Podcasts have the potential to democratize media, providing heretofore unprecedented access to audiences and consumers by content producers historically marginalized by conventional media institutions. Media Creators are only now beginning to explore the aesthetic and communication possibilities of the form. Podcasting, due its accessibility and low bar for entry, has created a vibrant cultural and artistic interchange between producers and consumers. The class will explore how Podcasting has altered the distribution of media between producers, corporations, citizens and consumers of digital media. In addition to exploring how Podcasting has transformed the relationship between producers, consumers and media institutions, students will be asked to consider how Podcasting has altered, quite dramatically, the manner in which users and creatives receive, process and utilize narratives, information and entertainment.

2. Studio Art

DESN 321 Animation Production

Prerequisites: DESN 193 and at least three of the following: DESN 157, 192, 207, 210, 213, 215, 221, 279, 290, 370 or permission from the instructor.

Students with a strong background in animation practices will apply this skillset to create an animated short film. Over the course of the semester students will be responsible for every stage of the process from conception of the idea to completion of the film, concluding with a public screening of the work. Combining multiple animation techniques, integration of other disciplines and experimentation are encouraged.

Justification: "Animation Production" is an upper-level design class that gives students an opportunity to understand the creation of an animation from concept to the screen. This will be their opportunity to use all of the skills they have learned throughout their tenure at the college and apply them to one project. This short film is the potential calling card that students will use to transition

into the world of animation and production. The film will be an opportunity to use the technical skills that they have learned and begin to foster a personal vision for their craft.

3. Program Deregistrations – for information

- a. Studio Art- BA
- b. Music – BAMA
- c. Design- BS
- d. Audiology- BA

4. BALA

Addition to list of electives.

BALA 250. Principles of Marketing.

3 hr.; 3 cr. Prereq.: BALA 100.

Develop skills needed to position a brand, business, or product. Students will learn to think strategically about marketing in today's global environment. Not open to students who have received credit for MEDST 260.

Justification:

This course has been offered for many years in the BALA program previously listed as BALA 398.3. The course change from BALA 398.3 to BALA 250 was approved via the Academic University Report by the Chancellor's designee on June 7. The course description is not being changed.

5. School of Social Sciences - Resolution to Establish a School of Business at Queens College -Separate document.

6. Anthropology

Change in Course Title, Prerequisites, and Description:

From:

ANTH 262. ~~Introduction to Primates~~. 3 hr.; 3 cr.

Prereq.: ANTH 102 or permission of the ~~department~~. ~~A comprehensive overview of the Order Primates from both a biological and a behavioral/ecological focus, this course examines the similarities and differences between human and primate behavior and biology and their implications for human evolution.~~†

To Read:

ANTH 262. The Nonhuman Primates. 3 hr.; 3 cr.

Prereq.: ANTH 102 or permission of the instructor. A broad survey of natural history and diversity of our closest relatives, the living nonhuman primates – lemurs, lorises, galagos, tarsiers, monkeys, and apes – focusing on anatomical, ecological, and behavioral differences among primate taxonomic groups and implications of this variation for human biology, behavior, and evolution.

Justification:

The new course title and description better reflect the course content. The change to the prerequisites reflects our preference that the course instructor be the one to give permission to take the course without the prerequisite Anth 102.

7. **Latin American and Latino Studies**

a. Changes to the Latin American Area Studies Major to include one new elective from existing courses: ENGL 360 VT: Latino/Latina Literature

From:

Requirements for the Major in Latin American Area Studies (Major Code LAAST-BA)

Required: 30 credits from the area and language courses listed. The 30 credits must include HIST 105 or 106,
PSCI 239 or 259,
SPAN 312 or 377 or 378,
ECON 212,
ANTH 205,
LALS 381 or its equivalent.

Elective (12 credits):

AFST 201W or 232W or 300W or
ANTH 205 or 206 or 215 or 239 or 241 or 243 or 245 or 397 or
ARTH 280 or ARTH 282 or 284 or
DANCE 163 or
ECO 212 or
HIST 105 or 105W or 106 or 106W or 118 or 121 or 200 or 355 or HIST 356 or 392W or 393 or 394 or
LALS 202 or 203 or 204 or 208 or 220 or 294 or 380 or 391 or
LCD 1913 or
PORT 41 or
PSCI 209 or PSCI 230 or 233 or 239 or 244 or 246 or 247 or 249 or 259 or 291 or 292W or 293 or
SOC 211 or 238 or 239 or 240 or 274 or 392 or
SPAN 41 or 45 or 47 or 51 or 60 or 240 or 280 or 290 or 291 or 312 or 370 or 371 or 372 or 373 or 374 or 377 or 379 or 390.

To:

Requirements for the Major in Latin American Area Studies (Major Code LAAST-BA)

Required: 30 credits from the area and language courses listed. The 30 credits must include HIST 105 or 106,
PSCI 239 or 259,
SPAN 312 or 377 or 378,
ECON 212,
ANTH 205,
LALS 381 or its equivalent.

Elective (12 credits):

AFST 201W or 232W or 300W or
ANTH 205 or 206 or 215 or 239 or 241 or 243 or 245 or 397 or
ARTH 280 or ARTH 282 or 284 or
DANCE 163 or
ECO 212 or
ENGL 360 or

HIST 105 or 105W or 106 or 106W or 118 or 121 or 200 or 355 or HIST 356 or 392W or 393 or 394 or LALS 202 or 203 or 204 or 208 or 220 or 294 or 380 or 391 or LCD 1913 or PORT 41 or PSCI 209 or PSCI 230 or 233 or 239 or 244 or 246 or 247 or 249 or 259 or 291 or 292W or 293 or SOC 211 or 238 or 239 or 240 or 274 or 392 or SPAN 41 or 45 or 47 or 51 or 60 or 240 or 280 or 290 or 291 or 312 or 370 or 371 or 372 or 373 or 374 or 377 or 379 or 390.

Justification:

*The number of Latin American Area Studies Major electives offered at Queens College is limited because many of the courses are seldomly offered. Currently there are no English Electives in the LALS Major. **ENGL 360. VT: Latino/Latina Literature in English.** 3 hr.; 3 cr. Prereq.: ENGL 170W is an ideal elective for the Latin American Area Studies major. This English course focuses on literature written by and directed at those of Latinx descent. The course is now offered on a regular basis in the English Department, taught by Bill Orchard or Vanessa Perez. Literature covered includes classic and contemporary influential texts by such writers as Sandra Cisneros, Junot Diaz, Gloria Anzaldúa, and Julia Alvarez. Topics for investigation may include experiences of immigration, coming of age, sexuality, gender, race, identity, community, and language. Attached is a letter of support for making **ENGL 360** an elective in the Latin American Area Studies Major and Minor from Glenn Burger, Chair of the English Department.*

***ENGL 360** will expand the number and depth of electives available to Majors in Latin American Area Studies. It is regularly taught at Queens College thus increasing the likelihood that students will graduate on time. It also increases the interdisciplinary content of the LALS program making it easier for students with different interests to major in Latin American Area Studies.*

b. Changes to the Latin American Area Studies Minor to include one new electives from existing courses: ENGL 360 VT: Latino/Latina Literature

From:**for the Minor in Latin American Area Studies (Minor Code LALS-MIN)**

The minor consists of **18 credits**, which include the following required and elective courses:

Required (12 credits):

HIST 105 or 106,
PSCI 239 or 259,
ANTH 205 or 206,
SPAN 312 or 377 or 378.

Elective (6 credits): To be chosen from the wide variety of courses from the major or the Puerto rican and Latino Studies minor.

ARTH 282 or
ANTH 205 or 206 or
ECON 212 or
HIST 105 or 105W or 106 or 106W or HIST 356 or
LALS @
PSCI 239 or 259 or
PORT 41 or
SPAN 312 or 375 or 376

To:**for the Minor in Latin American Area Studies (Minor Code LALS-MIN)**

The minor consists of **18 credits**, which include the following required and elective courses:

Required (12 credits):

HIST 105 or 106,

PSCI 239 or 259,
 ANTH 205 or 206,
 SPAN 312 or 377 or 378.

Elective (6 credits): To be chosen from the wide variety of courses from the major or the Puerto Rican and Latino Studies minor.

ARTH 282 or
 ANTH 205 or 206 or
 ECON 212 or

ENGL 360 or

HIST 105 or 105W or 106 or 106W or HIST 356 or

LALS @

PSCI 239 or 259 or

PORT 41 or

SPAN 312 or 375 or 376

Justification:

The number of Latin American Area Studies Minor electives offered at Queens College is limited because many of the courses are seldomly offered. Currently there are no English Electives in the LALS Minor.

ENGL 360. VT: Latino/Latina Literature in English. 3 hr.; 3 cr. Prereq.: ENGL 170W is an ideal elective for the Latin American Area Studies minor. This English course focuses on literature written by and directed at those of Latinx descent. The course is now offered on a regular basis in the English Department, taught by Bill Orchard or Vanessa Perez. Literature covered includes classic and contemporary influential texts by such writers as Sandra Cisneros, Junot Diaz, Gloria Anzaldúa, and Julia Alvarez. Topics for investigation may include experiences of immigration, coming of age, sexuality, gender, race, identity, community, and language. Attached is a letter of support for making **ENGL 360** an elective in the Latin American Area Studies Major and Minor from Glenn Burger, Chair of the English Department.

ENGL 360 will expand the number and depth of electives available to Minors in Latin American Area Studies. It is regularly taught at Queens College thus increasing the likelihood that students will graduate on time. It also increases the interdisciplinary content of the LALS program making it easier for students with different interests to minor in Latin American Area Studies.

8. Art

a. Change in Art History Elective offerings:

From:

Plus one (1) course from: ARTH 200-299, MEDST 100, 101, 144, 146

To read:

Plus one (1) course from: ARTH 200-299, MEDST 100, 101, 144, 146, PHOTO 200

Justification: PHOTO 200 Imaging Resistance: Photographic Media and Socially Engaged Art was recently created for the Photography & Imaging major and is suitable to fulfill the Art History elective for the degree.

b. Change in Photography & Imaging Elective offerings:

From:

Photography & Imaging Elective Courses: Seven (7): 21 Choose from ARTS 150-199 or from ARTS 200-399 *Four (4) of the seven electives must be taken from: ARTS 200 or ARTS 300 level courses

To read:

Photography & Imaging Elective Courses: Seven (7): 21 Choose from DESN 150-399 or PHOTO 150-399 or from ARTS 150-399 *Four (4) of the seven electives must be taken from: ARTS 200 or ARTS 300 level courses, DESN 200 or DESN 300 level courses, PHOTO 200 or PHOTO 300 level courses

Justification: The addition of the new electives for the major reflects the recent prefix changes in the Design BFA prefix from ARTS to DESN and the Photography & Imaging BFA prefix from ARTS to PHOTO.

9. Resolution to Create a School of the Arts – Separate document.

GCC Minutes Dated October 6, 2021

A. ITEMS FOR UNIVERSITY REPORT

1. ACSM

a. Minor Change: Change in course description

2) Please list the course as previously passed by the Academic Senate. (Include the course number, title, hours, credits, prerequisites, corequisites and description.) Cross-out the material that you wish changed or eliminated.

FROM:

JAZZ 721, 722, 723. Jazz Lessons in Composition. 1 hr.; 4 cr. each. Prereq.: Admission to the jazz composition major. Weekly lessons in jazz composition. ~~With the permission of the chair of the School of Music, JAZZ 723 may be repeated for credit.~~

3) Please list the course as you wish it to read in the Graduate Bulletin, with number, hours, credits, *etc.* Eliminate whatever was crossed out above and underline new material you are substituting or adding.

TO:

JAZZ 721, 722, 723. Jazz Lessons in Composition. 1 hr.; 4 cr. each. Prereq.: Admission to the jazz composition major. Weekly lessons in jazz composition.

Justification: The private lesson requirement for the Jazz MM degree/composition track is three semesters of private lessons, namely JAZZ 721, JAZZ 722, and JAZZ 723. Repeating JAZZ 723 as an elective was possible in the past when there were fewer elective courses available for students to take but now would affect the program negatively by making it harder to populate these courses. We want students to take a broader range of elective courses.

2. ACSM

b. Minor Change: Change in course description

FROM:

JAZZ 724, 725, 726. Private Instruction in Jazz Performance. 1 hr.; 4 cr. Prereq.: Permission of Director of Jazz Studies. Weekly private lesson in major applied instrument. ~~With the permission of the chair of the School of Music, JAZZ 726 may be repeated for credit.~~

TO:

JAZZ 724, 725, 726. Private Instruction in Jazz Performance. 1 hr.; 4 cr. Prereq.: Permission of Director of Jazz Studies. Weekly private lesson in major applied instrument.

Justification: The private lesson requirement for the Jazz MM degree/performance track is three semesters of private lessons, namely, JAZZ 724, JAZZ 725, and JAZZ 726. Repeating JAZZ 726 as an elective was possible in the past when there were fewer elective courses available for students to take but now would affect the program negatively by making it harder to populate these courses. We want students to take a broader range of elective courses.

3. ACSM

c. **Minor Change: Change in prerequisite or corequisite and course description**

FROM:

MUSIC 759. Studies in Tonal Harmony and Counterpoint. 3 hr.; 2 cr. An intensive study of tonal harmony and counterpoint, including chord prolongation and long-range structure. Practical applications. Open to interested students, but required of those who fail the Theory Qualifying Examination.

TO:

MUSIC 759. Studies in Tonal Harmony and Counterpoint. 3 hr.; 2 cr. Prereq.: Permission of the department. An intensive study of tonal harmony and counterpoint, including chord prolongation and long-range structure. Practical applications. Open to interested students, but required of those who fail the written portion of the Theory Qualifying Examination.

A grade of B- or higher in MUSIC 759 will be regarded as equivalent to a passing grade on the written portion of the Theory Qualifying Examination.

Justification: The main function of MUSIC 759 is as a prerequisite for more advanced courses required in certain programs: for Master of Music students in classical performance, MUSIC 779 (Analysis for Performers); for Master of Arts students, MUSIC 742 (Proseminar in Analysis). MUSIC 759 is designed for students in these programs who fail the written portion of

the Theory Qualifying Exam upon entrance. In practice, students who pass the written portion of the exam are not permitted to take MUSIC 759, because the course is too easy for them. We wish to formalize this policy by requiring departmental permission as a prerequisite. We also wish to specify that only the written portion of the Theory Qualifying Exam is at issue, not the other parts of the exam.

Graduate students in other music programs do not take the Theory Qualifying Exam, but they may take MUSIC 759 if they wish. This almost never happens, but we wish to keep the option open, with departmental permission as a prerequisite.

The policy regarding grades of B- or higher is intended to match the policy already listed in the Graduate Bulletin for MUSIC 758, Musicianship for Graduate Students. We are proposing a similar policy for MUSIC 768, Western Music History Survey, which correlates with the qualifying exam in music history.

4. ACSM

d. Minor Change: Change in course description

FROM:

MUSIC 768. Western Music History Survey. 3 hr.; 2 cr. A survey of Western music covering the major periods through the 20th century. Assigned readings and listening, plus one individualized research project. Final exam on: (1) historical information, and (2) style recognition.

TO:

MUSIC 768. Western Music History Survey. 3 hr.; 2 cr. A survey of Western music covering the major periods through the 20th century. Assigned readings and listening, plus one individualized research project. Final exam on: (1) historical information, and (2) style recognition.

A grade of B- or higher in MUSIC 768 will be regarded as equivalent to a passing grade on the History Qualifying Examination.

Justification: The policy regarding grades of B- or higher is intended to match the policy already listed in the Graduate Bulletin for MUSIC 758, Musicianship for Graduate Students. We are proposing a similar change for MUSIC 759, Studies in Tonal Harmony and Counterpoint.

5. GSLIS

e. **Program Change: Change in requirements for degree/certificate**

HEGIS: 1699.00

FROM:

Core (required) courses:

LBSCI730: Archival Appraisal, Arrangement, and Access

LBSCI732: Introduction to Archival Studies

~~LBSCI733: Preservation of Cultural Heritage Materials~~

~~LBSCI752: Digital Preservation~~

LBSCI795: Internship

TO:

Core (required) courses:

LBSCI730: Archival Appraisal, Arrangement, and Access

LBSCI732: Introduction to Archival Studies

LBSCI795: Internship

Two additional Archival Studies electives (6 credits) as approved by Coordinator.

Justification: Based on a three-tiered assessment of the Archives Certificate, including an Advisory Board survey, a CUNY OLS-funded assessment of GSLIS Archival Studies curriculum, and a Task Force of early career professionals and Archives faculty to revise syllabi and propose new curriculum areas to meet the realities of the job market, we propose this program change.

The field of archival studies and archives is changing. Increased specialization, enhancement of emerging technologies, and a constantly evolving array of employment opportunities requires a more flexible curriculum in order to meet increasingly varied expectations from employers. The current nature of the Certificate has become too rigid to meet these demands. Changing the Certificate to be more flexible will offer students more opportunities to develop their own paths

of concentration within the field, and will enable instructors to develop new curriculum in order to ensure our students are prepared for an evolving job market.

Some examples of electives currently offered by GSLIS that are related to Archival Studies but do not count towards the Certificate:

- *LBSCI 717: Digital Humanities and Humanities Resources*
- *LBSCI 720: The Design and Evaluation of Visual Information for the Web*
- *LBSCI 729: Introduction to Metadata for the Cataloging and Classification of Internet Resources*
- *LBSCI 731: From Manuscripts to E-Books: Studies in Print Culture*
- *LBSCI 734: Art Librarianship & Visual Resources Curatorship*
- *LBSCI 736: Records Management*
- *LBSCI 757: Digitization of Cultural Materials*
- *LBSCI 790.3: Museum Collection Development*
- *LBSCI 790.3: Public History*
- *LBSCI 790.3: Memory Work*
- *LBSCI 790.3: Advanced Archival Practice*
- *LBSCI 791: Independent Study*

New areas of curriculum to develop include Audio/Visual Archives, Community Archives, Genealogy, Management of Archives.

Making this program change would empower our students and allow faculty to develop more innovative curriculum.

6. SEYS

f. Program Change: Change in requirements for degree/certificate

Advanced certification program in bilingual education (7-12 grades)
HEGIS: 0899.00

FROM:

Course Number	Title	Credits	Date Taken
SEYS 706	Global Education and Comparative Education (Fieldwork: 10 hours)	3	
SEYS 720	Education of Immigrant Students in the U.S. (Fieldwork: 10 hours)	3	
SEYS 744	Methods and Materials in Teaching English to Speakers of Other Languages in the Content Areas (Fieldwork: 10 hours)	3	

SEYS 745	Reading and Writing for Diverse Learners (Fieldwork: 10 hours)	3	
SEYS 715	Language Acquisition and Learning for Bilingual Students (Fieldwork: 10 hours)	3	
	Total number of credits	15	

TO:

Course Number	Title	Credits	Date Taken
<u>SEYS 716</u>	<u>Bilingual Education: Theories and Practices</u> (Fieldwork: 10 hours)	3	
SEYS 720	Education of Immigrant Students in the U.S. (Fieldwork: 10 hours)	3	
SEYS 744	Methods and Materials in Teaching English to Speakers of Other Languages in the Content Areas (Fieldwork: 10 hours)	3	
SEYS 745	Reading and Writing for Diverse Learners (Fieldwork: 10 hours)	3	
SEYS 715	Language Acquisition and Learning for Bilingual Students (Fieldwork: 10 hours)	3	
	Total number of credits	15	

Justification: We began offering SEYS 706: Globalization and Comparative Education in the fall of 2014 after our Secondary Bilingual Education Extension program had been approved by New York State. At the time, SEYS 706 filled a gap in our existing course offerings as we didn't have a course like this in the bulletin. Also, as a new program at the time we didn't have sufficient enrollment numbers to justify for a new course.

In the past six years our program has expanded to include two MSED programs: MSED Programs in Mathematics and Bilingual Education, and MSED Program in Science and Bilingual Education. In addition, we have been collaborating with the NYC DOE SBEP (subsidized bilingual education program). The NYC DOE has been collaborating with us by sending in-service teachers tour program. Thus, we have had a marked increase in enrollment. The proposed course will not impact the program nor change the sequence of the coursework. It will not require any additional faculty to teach as the existing faculty will teach this course once it's approved. Finally, the proposed course will not ask for any funding.

The SEYS 706 course is now removed from the Advanced Certification program in bilingual education. To replace SEYS 706, we have proposed SEYS 716 to better align with the NYS bilingual extension coursework requirement for

(i) theories of bilingual education and bilingualism

(ii) multicultural perspectives in education.

Projected Enrollment: 15 – 20 students

Projected Frequency: once per year

7. SEYS

g. Program Change: Change in requirements for degree/certificate

2) Please give HEGIS number if known to you:

MSED program in Mathematics and Bilingual Education (7-12 grades): **HEGIS: 0834.00**

FROM:

3) Please give the present requirements as previously passed by the Academic Senate. Cross – out the material that you wish changed or eliminated:

MSED program in mathematics and bilingual education (7-12 grades)

Graduate studies in Mathematics Education

Course Number	Title	Credits	Date Taken
SEYS 701-708 (Select one not 706)	Educational Foundations: Social, cultural, historical, and philosophical	3	
SEYS 709-710, 717-719, 768 (Select one)	Educational Psychology	3	
SEYS 751	Curriculum/Methods Course in Secondary Mathematics Education (Taken before SEYS 775)	3	(spring only)
SEYS 775 Prereq. SEYS 751	Research in Mathematics Education I	3	(fall only)
SEYS 776 Prereq. SEYS 775	Research in Mathematics Education II	3	(spring only)
	Total number of credits	15	

Graduate studies in Bilingual Education

Course Number	Title	Credits	Date Taken
SEYS 706	Global Education and Comparative Education (Fieldwork: 10 hours)	3	
SEYS 720	Education of Immigrant Students in the U.S. (Fieldwork: 10 hours)	3	
SEYS 744	Methods and Materials in Teaching English to Speakers of Other Languages in the Content Areas (Fieldwork: 10 hours)	3	
SEYS 745	Reading and Writing for Diverse Learners (Fieldwork: 10 hours)	3	
SEYS 715	Language Acquisition and Learning for Bilingual Students (Fieldwork: 10 hours)	3	

	Total number of credits	15	
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TO:

4) Please state the requirements as you wish them to read in the future. Eliminate whatever was crossed out above, and underline new material you are substituting or adding:

Graduate studies in Mathematics Education

Course Number	Title	Credits	Date Taken
SEYS 701-708 (Select one not 706)	Educational Foundations: Social, cultural, historical, and philosophical	3	
SEYS 709-710, 717-719, 768 (Select one)	Educational Psychology	3	
SEYS 751	Curriculum/Methods Course in Secondary Mathematics Education (Taken before SEYS 775)	3	(spring only)
SEYS 775 Prereq. SEYS 751	Research in Mathematics Education I	3	(fall only)
SEYS 776 Prereq. SEYS 775	Research in Mathematics Education II	3	(spring only)
	Total number of credits	15	

Graduate studies in Bilingual Education

Course Number	Title	Credits	Date Taken
<u>SEYS 716</u>	<u>Bilingual Education: Theories and Practices (Fieldwork: 10 hours)</u>	3	
SEYS 720	Education of Immigrant Students in the U.S. (Fieldwork: 10 hours)	3	
SEYS 744	Methods and Materials in Teaching English to Speakers of Other Languages in the Content Areas (Fieldwork: 10 hours)	3	
SEYS 745	Reading and Writing for Diverse Learners (Fieldwork: 10 hours)	3	
SEYS 715	Language Acquisition and Learning for Bilingual Students (Fieldwork: 10 hours)	3	
	Total number of credits	15	

Justification: We began offering SEYS 706: Globalization and Comparative Education in the fall of 2014 after our Secondary Bilingual Education Extension program had been approved by New York State. At the time, SEYS 706 filled a gap in our existing course offerings as we didn't have a course like this in the bulletin. Also, as a new program at the time we didn't have sufficient enrollment numbers to justify for a new course.

In the past six years our program has expanded to include two MSED programs: MSED Programs in Mathematics and Bilingual Education, and MSED Program in Science and Bilingual Education. In addition, we have been collaborating with the NYC DOE SBEP (subsidized bilingual education program). The NYC DOE has been collaborating with us by sending in-service teachers tour program. Thus, we have had a marked increase in enrollment.

The proposed course will not impact the program nor change the sequence of the coursework. It will not require any additional faculty to teach as the existing faculty will teach this course once it's approved. Finally, the proposed course will not ask for any funding.

The SEYS 706 course is removed from the Advanced Certification program in bilingual education. To replace SEYS 706, we have proposed SEYS 716 to better align with the NYS bilingual extension coursework requirement for

(i) theories of bilingual education and bilingualism

(ii) multicultural perspectives in education.

Projected Enrollment: 15 – 20 students

Projected Frequency: once per year

8. SEYS

h. Program Change: Change in requirements for degree/certificate

MSED program in Science and Bilingual Education (7-12 grades):

HEGIS: 0834.00

3) Please give the present requirements as **previously passed by the Academic Senate**. Cross - out the material that you wish changed or eliminated:

The MSED program in science and bilingual education was a new program approved by the state in March, so it doesn't have a previous concentration form. We only have a new concentration form.

4) Please state the requirements as you wish them to **read in the future**. Eliminate whatever was crossed out above, and underline new material you are substituting.

The concentration form for the MSED in science and bilingual education includes SEYS 716 see tables for present requirements and proposed requirements in yellow shade below)

Master of Science in Education (MSEd) in Science and Bilingual Education (7-12)*

Course Number	Title	Credits	Date Taken
SEYS 758	Cognition in Learning Science and Mathematics	3	
SEYS 753	Digital Applications in Science Education	3	

SEYS 754	Curriculum Innovations in Science Education	3	
SEYS 777	Seminar in Research in Science Education I	3	
SEYS 778	Seminar in Research in Science Education II	3	
GEOL 552	GLOBE® Program Environmental Research (Course to be determined with program advisor)	3	
<u>SEYS 716</u>	<u>Bilingual Education: Theories and Practices (Fieldwork: 10 hours)</u>	<u>3</u>	
SEYS 720	Education of Immigrant Students in the U.S. (Fieldwork: 10 hours)	3	
SEYS 744	Methods and Materials in Teaching English to Speakers of Other Languages in the Content Areas (Fieldwork: 10 hours)	3	
SEYS 715	Language Acquisition and Learning for Bilingual Students (Fieldwork: 10 hours)	3	
SEYS 745 (take after SEYS 744 & SEYS 715)	Reading and Writing for Diverse Learners in Content Areas (Fieldwork: 10 hours)	3	

* Master of Science in Education (MSEd) in Science and Bilingual Education (Grades 7-12) is a 33 credit program designed for students who have attained an initial certification in Biology, Chemistry, Earth Science, or Physics (grades 7-12) and are themselves proficient in a Language Other Than English (LOTE) who wish to gain professional certification as secondary science teachers as well as a bilingual extension. The program provides coursework in education, science education and bilingual education as well as guided field experiences to prepare these teachers for the special challenges of teaching science to English language learners who are bilinguals in mainstream as well as bilingual classrooms. The 33-credit course of study required leads to professional certification in either Biology, Chemistry, Earth Science, or Physics (grades 7-12) as well as the New York State Bilingual Extension (7-12). **A total of 50 hours of fieldwork experience is required.**

Justification: We began offering SEYS 706: Globalization and Comparative Education in the fall of 2014 after our Secondary Bilingual Education Extension program had been approved by New York State. At the time, SEYS 706 filled a gap in our existing course offerings as we didn't have a course like this in the bulletin. Also, as a new program at the time we didn't have sufficient enrollment numbers to justify for a new course.

In the past six years our program has expanded to include two MSED programs: MSED Programs in Mathematics and Bilingual Education, and MSED Program in Science and Bilingual Education. In addition, we have been collaborating with the NYC DOE SBEP (subsidized bilingual education program). The NYC DOE has been collaborating with us by sending in-service teachers tour program. Thus, we have had a marked increase in enrollment.

The proposed course will not impact the program nor change the sequence of the coursework. It will not require any additional faculty to teach as the existing faculty will teach this course once it's approved. Finally, the proposed course will not ask for any funding.

The SEYS 706 course is removed from the Advanced Certification program in bilingual education. To replace SEYS 706, we have proposed SEYS 716 to better align with the NYS bilingual extension coursework requirement for

(i) theories of bilingual education and bilingualism

(ii) multicultural perspectives in education.

Projected Enrollment: 15 – 20 students

Projected Frequency: once per year



ELECTIONS COMMITTEE

Friday, November 5, 2021

Committee Members		
Name	Dept	Email
Faculty		
Sayashmini Madhow - Chair	M&NS	Sayashmini.Madhow@qc.cuny.edu
Simone Yearwood	Library	Simone.Yearwood@qc.cuny.edu
Jose Sanchez	GSLI	Jose.sanchez2@qc.cuny.edu
Students		
Shaline Mahadeo	-	shaline.mahadeo82@gmail.cuny.edu
Abhinandan Gaba	-	abhinandan.gaba36@gmail.cuny.edu
Tasnia Jennifer	-	tasnia.jennifer84@gmail.cuny.edu

The Student & Faculty 2022 Elections dates are as follows:

Nominations 2022

- Beginning 12:01 a.m. on Sunday 2/13/22 – 2/26/22 Saturday at 11:59 p.m.
- Date of record: 2/18/22 Friday at 11:59 p.m.

Elections 2022

- Student Beginning 12:01 a.m. Sunday 4/10/22 – 4/16/22 Saturday at 11:59 p.m.
- Faculty Beginning 12:01 a.m. Sunday 4/10/22 – 4/16/22 Saturday at 11:59 p.m.

Report of the Special Committee on Governance

Proposed Amendments to the Queens College Academic Senate Charter

Changing Divisions to Schools

Be it Resolved;

The Academic Senate requests that the Board of Trustees amend the Charter of the Queens College Academic Senate to change the name of the structures that contains the academic departments, other units and programs from Divisions to Schools as stated in the revised Charter below:

Justification: These amendments to the Queens College Academic Senate Charter formalize the decision at Queens College to change the term of the major academic structures that contain the various academic college departments, other units and programs from Divisions to Schools.

The allocation of departments, units and programs within the four current Divisions will remain the same in the four new Schools. The Academic Senate is not recommending any changes in the allocation of votes or other representation at this time.

NB: All words to be deleted are in [brackets] and all words to be added are underlined.

QUEENS COLLEGE ACADEMIC SENATE CHARTER

SECTION I – Responsibilities of the Academic Senate

The Academic Senate shall be responsible, subject to the Board of Trustees of the City University of New York, for the formulation of policy relating to the admission and retention of students, curriculum, granting of degrees, Campus Life, and the nomination of Academic (full) Deans (as outlined in Section X). The Academic Senate shall also be responsible for and shall establish rules governing the use of the College name by organizations and clubs. It shall make its own bylaws consistent with the Bylaws of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty.

SECTION II – Membership of the Academic Senate

The Academic Senate shall be a representative body of 60 Senators and 60 Alternates elected by faculty and students, and of those ex officio nonvoting members designated in Section II, paragraph F of this Charter. For the purpose of this Charter, the faculty is defined as all full-time Queens College persons in the titles of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer; students are defined as all Queens College undergraduate and graduate students.

The 60 Senators shall be apportioned as follows:

A. Faculty - 40

1. Each academic department shall elect one (1) Senator.
2. The balance of the 40 faculty Senator seats shall be divided as follows:
 - a) One (1) faculty Senator elected at large from the [Division] School of the Arts.
 - b) One (1) faculty Senator elected at large from the [Division] School of the Social Sciences.
 - c) One (1) faculty Senator elected at large from the [Division] School of Mathematics and the Natural Sciences.

- d) One (1) faculty Senator elected at-large from the [Division] School of Education.
- e) The remaining faculty Senators shall be elected at large, College-wide with one seat open for a member of the adjunct faculty of Queens College. If no adjunct faculty member runs for the seat, it will be filled by a member of the full time faculty.

B. Students -20

Students seeking office are subject to academic standards and requirements as set by CUNY Board of Trustees.

1. Undergraduate – Ten (10)

- a. Three (3) undergraduate student Senators shall be elected by undergraduate students from each of the following groups:
 - i. Lower sophomore, upper freshman, and lower freshman classes;
 - ii. Lower junior and upper sophomore classes;
 - iii. Upper senior, lower senior, and upper junior classes.

- b. One (1) SEEK student Senator shall be elected at large by SEEK students.

2. At-Large Ten (10)

- a. Ten (10) student Senators shall be elected at large, College-wide, from [all divisions and] the 4 schools of the College.

C. Alternates may vote and be counted as part of the quorum when properly seated.

D. Faculty Senators and Alternates shall serve a term of two (2) years.

- a) Half of the faculty Senators and Alternates shall be elected each year.

E. Student Senators and Alternates shall serve a term of one (1) year.

F. 1. Ex officio nonvoting membership shall be extended to:

- a) chairpersons of Academic Senate committees, the Parliamentarian of the Academic Senate, and the Ombudsman;

- b) the College President, Provost, Vice-Presidents, Deans, Business Manager, and Registrar;
 - c) the President of the Student Association
 - d) the President of the Queens College Alumni Association;
 - e) the chairperson of the Queens College chapter of the Professional Staff Congress;
 - f) the Chief Librarian;
 - g) or a designee of any of the preceding.
2. These members shall have the privilege of the floor, the right to make motions, participate in debate, and all other privileges of membership in the Academic Senate, with the exception of voting or being an officer of the Academic Senate.

SECTION III – Election of Members

- A. Election of Senators and Alternates shall take place during the spring semester.
- B.
 - 1. All full-time faculty members of academic departments may vote in departmental elections to fill departmental Academic Senate seats.
 - 2. All full-time faculty within an academic [division] school may vote to fill their faculty [divisional] school wide Academic Senate seats.
 - 3. All full-time faculty of Queens College may vote to fill College-wide at large Academic Senate seats.
- C. The certification of class standing and faculty status shall be made by the Registrar and the Provost, respectively, or their designees.

- D. 1. A vote to recall a Senator may be initiated by a petition signed by persons to the Senator's constituency. The number of valid signatures on such a petition must be not less than one-fourth of the total number of ballots cast in the Senator's category in the election at which the Senator was elected.
- 2. If a majority of the ballots at the recall election are cast against the Senator, his/her seat shall be declared vacant, and a special election shall be held to fill the unexpired portion of his/her term.
- 3. The cost of a recall vote and special election shall be borne by those initiating the successful recall petition.
- 4. The Executive Committee shall be responsible for determining the validity of the petition, as well as resolving other questions relating to both elections.
- E. The Academic Senate may adopt bylaws regarding the removal from office of habitually absent Senators.

SECTION IV – Meetings of the Academic Senate

- A. The first meeting of a new Academic Senate shall take place no later than June 1st, if possible, at which time it succeeds the preceding Academic Senate.
- B. This first meeting shall be convened by the Holder of the Chair of the Elections Committee, who shall serve as Holder of the Chair pro tempore, until a permanent Holder of the Chair is elected.
- C. The Academic Senate shall meet regularly on the second Thursday of each month from October through May. The January meeting of the Academic Senate shall be optional at the discretion of the Academic Senate's Executive Committee.
- D. Regular meetings of the Academic Senate shall be open to all members of the Queens College community, and all shall have the right to speak on the floor.
- E. The Academic Senate may hold special meetings in accordance with its Bylaws.
- F. The Academic Senate shall be free to hold executive sessions, without any nonmembers present, save such as may be invited.

SECTION V – Rules of Order

- A. The business of the Academic Senate shall be conducted according to Robert's Rules of Order Revised (latest edition) unless, a quorum being present, a 2/3 majority of members present and voting deems otherwise.
- B. A quorum shall consist of one more than one-half of the voting membership.

SECTION VI – Officers and Executive Committee

- A. The Academic Senate shall elect annually from its elected voting membership its Holder of the Chair, Deputy Holder of the Chair, Secretary, and such other officers as it deems necessary. A Recording Secretary, not necessarily a member of the Academic Senate, may be appointed by the Holder of the Chair.
- B. There shall be a nine-member Executive Committee of the Academic Senate which will be responsible for preparing an agenda for all meetings and for carrying on the business of the Academic Senate between regular meetings. It shall have such other duties as will be assigned to it by the members of the Academic Senate. The officers of the Academic Senate shall be members of the Executive Committee, with the remainder of the positions filled by election by the Academic Senate so that there shall be three (3) student members.

SECTION VII – Term Limits for Officers

Officers of the Academic Senate may serve no more than four (4) consecutive years in any one (1) office.

SECTION VIII – Academic Senate Committees

The Academic Senate shall create such standing, ad hoc, and special committees as it shall deem necessary.

- A. Committee membership shall be open to all members of the instructional staff and to all students who have a cumulative index of at least 2.0 and are not on probation.
- B. All committee members shall be elected by the Academic Senate in accordance with its Bylaws.

- C. Committees normally shall be composed of an equal number of members of the instructional staff and students, except when otherwise considered appropriate because of the nature of the problem to which the committee will address itself. All committees shall report to the Academic Senate at least once each year.
- D. Each committee shall elect from among its membership a Holder of the Chair or Co-holders of the Chair.
- E. When feasible, appointments to all Senate committees shall be for a period of two years, on a rotating basis.
- F. A person may not serve as a voting member on more than two Academic Senate Committees, of which only one can be a standing committee.

SECTION IX – College-Wide Committees

The Academic Senate shall create such College-wide committees as it deems necessary.

SECTION X – Selection and Review of Academic Officers

- A. Academic [Divisional] School Deans shall be nominated in the following manner:
 - 1. The Academic Senate will elect a Search Committee consisting of four (4) full-time faculty members and four (4) students who are members of or majors in the departments or [divisions] schools to be included within the constituency for which the dean being sought will be responsible. Students elected to Academic Senate Search Committees as representatives from the [Division] School of Education may be either co-majors in Elementary and Early Childhood Education or majors in Secondary Education and Youth Services, or be matriculated in a graduate program in the [Division] School. The Provost may appoint one (1) additional member to the Search Committee.
 - 2. The Committee shall submit to the President a confidential list of three to five candidates from which the President shall nominate one to the Board of Trustees for approval. In the event the President rejects all the Search Committee's choices, the Committee will submit another list of names to the President for his or her consideration. This procedure shall be followed until a dean is selected.
 - 3. The Search Committee shall follow procedures consistent with Affirmative Action guidelines and shall hear nominations from any member of the campus community for the position of dean and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.

B. Review of Dean's qualifications:

1. As needed or upon request, a Committee (the composition of which shall correspond to (the composition of which shall correspond to the composition of the Search Committee) shall be elected by the Academic Senate to review the Dean's performance through confidential consultations with departmental chairpeople, program directors, and other persons who are in a position to comment knowledgeably on the Dean's performance. The Review Committee will then make a confidential report to the President including a recommendation for or against continued appointment. Investigations of the Review Committee shall be conducted with the strictest confidentiality. The findings of the Review Committee shall be reported to the President no later than 60 days after the appointment of the committee.
2. The term "Dean" in the above section refers to all Academic [Divisional] School Deans.

C. Provost Search:

1. The Academic Senate shall elect (4) faculty members, one from each [division] school, and four (4) students and transmit their names to the President for consideration as members of the Provost Search Committee. The President shall either choose at least two faculty and two students from the list submitted by the Senate or seek more nominations from the Senate which will be sent to the President by end of the next Senate Meeting. If no nominations are sent to the President by the Senate at its next meeting or the President declines to appoint any of the nominations that are sent, the President may fill the search committee without such nominations. The President shall determine the size and appoint the rest of the Provost Search Committee.
 2. The Committee shall submit to the President a confidential list of three to five candidates from which the President shall nominate one to the Board of Trustees for approval. In the event the President rejects all the Search Committee's choices the Committee will submit another list of names to the President for his or her consideration. This procedure shall be followed until a Provost is selected or the President selects a new Search Committee following the procedure set forth in paragraph 1 above.
1. The Search Committee shall follow procedures consistent with Affirmative Action guidelines and shall hear nominations from any member of the campus community for the position of Provost and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.

D. Review of the Provost's qualifications:

1. As needed or upon request, a Committee (the composition of which shall correspond to the composition of a Provost's Search Committee) shall be appointed as described in paragraph C above to review the Provost's performance through confidential consultations with departmental chairpeople, program directors, and other persons who are in a position to comment knowledgeably on the Provost's performance. The Review Committee will then make a confidential report to the President including a recommendation for or against continued appointment. Investigations of the Review Committee shall be conducted with the strictest confidentiality. The findings of the Review Committee shall be reported to the President no later than 60 days after the appointment of the committee.

E. Chief Librarian Search:

1. The Academic Senate shall elect four (4) full-time faculty, including two (2) librarians, one (1) Graduate School of Library and Information Studies member, one (1) other faculty member, and two (2) students to serve on the Search Committee. The President may appoint up to 5 additional members to the Committee.
2. The Committee shall submit to the President a confidential list of three to five candidates from which the President shall nominate one to the Board of Trustees for approval. In the event the President rejects all the Search Committee's choices, the Committee will submit another list of names to the President for his or her consideration. This procedure shall be followed until a Chief Librarian is selected or the President selects a new Search Committee following the procedure set forth in paragraph 1 above.
3. The Search Committee shall follow procedures consistent with Affirmative Action guidelines and shall hear nominations from any member of the campus community for the position of Chief Librarian and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.

F. Review of the Chief Librarian:

As needed or upon request, a Committee (the composition of which shall correspond to the composition of a Chief Librarian's Search Committee) shall be elected by the Academic Senate to review the Chief Librarian's performance through confidential consultations with departmental chairpeople, program directors, and other persons who are in a position to comment knowledgeably on the Chief Librarian's performance. The Review Committee will then make a confidential report to the President including a recommendation for or against continued appointment. Investigations of the Review

Committee shall be conducted with the strictest confidentiality. The findings of the Review Committee shall be reported to the President no later than 60 days after the appointment of the committee.

SECTION XI – Voting Rights of Lecturers, Promotion to Full Professor

- A. In addition to those faculty members authorized by the Bylaws of the City University of New York to vote in departmental elections for chair and for members of the departmental Personnel and Budget Committee, those lecturers who hold Certificates of Continuous Employment shall be entitled to vote.
- B. Nominations for promotion to Professor shall be forwarded to the College Committee on Personnel and Budget by the chairperson of the department together with the recommendation of the departmental Committee on Personnel and Budget.

SECTION XII – Presidential Search Committees

Representatives of the Queens College faculty on Presidential Search Committees shall be elected as follows:

Faculty representatives, of a number to be designated by the Board of Trustees, shall be nominated either by the College Personnel and Budget Committee or by advance, written nomination ballot. Election of the faculty members to the Search Committee shall be by majority vote of the faculty representatives of the Academic Senate. The students will have no vote on faculty representatives.

SECTION XIII – Amending the Academic Senate Charter

Proposed amendments to the Queens College Academic Senate Charter shall take the form of a resolution, directed to the Board of Trustees, requesting such amendment be enacted. The resolution shall be by a 2/3 majority vote, a quorum being present at a meeting no less than seven (7) calendar days following the written announcement of said proposed amendment.

Report of the Special Committee on Governance

Proposed Academic Senate Bylaw Amendments

Changing Divisions to Schools

Be it resolved;

1. The Academic Senate approve the following amendments to the Queens College Academic Senate Bylaws and Standing Rules that formalizes changing Divisions to Schools.
2. Implementation: These Bylaw amendments shall only take effect when and if the Board of Trustees approves the Charter Amendments changing the four academic Divisions of Queens College to Schools.

NB: All words to be deleted are in [brackets] and all words to be added are underlined.

ARTICLE I –NAME

Section 1. The name of this body shall be the Academic Senate of Queens College.

ARTICLE II – OBJECT

Section 1. The Academic Senate shall have the following responsibilities as provided in the Queens College Academic Senate Charter (Section I):

- a) the formulation of policy relating to admission and retention of students, curriculum, granting of degrees, and campus life;
- b) the establishment of rules governing the use of the college name by organizations and clubs; and
- c) conducting the educational affairs customarily cared for by a college faculty.

ARTICLE III – MEMBERSHIP

Section 1. Seats in the Senate shall be apportioned as provided in the Queens College Academic Senate Charter (Section II).

Section 2. Any person having knowledge of an irregularity or impropriety in the election of a candidate for the Academic Senate may, prior to the convening of the first meeting subsequent to the annual election, challenge the election of that candidate. Such challenge shall be in writing, specifying the grounds for the challenge, and shall be sent to the Holder of the Chair of the Elections Committee. The Committee on Elections shall then investigate the charge and present its findings in summary form, together with its recommendations, to the newly convened Academic Senate. In such cases, the Academic Senate shall make the final decision as to whether the candidate shall be seated. No candidate shall be deemed duly elected until all challenges presented prior to the first meeting following the annual election have been decided by the Senate. If in the event that a charge is made involving the Elections Committee itself, the Executive Committee of the Academic Senate shall appoint an ad hoc committee to investigate this.

Section 3. Members-elect assume their seats at the first meeting of the Academic Senate following the annual election. If, after this first meeting of the newly elected Senate, a challenge be made against the election of any member, the Committee on Elections shall investigate the charges, and report its findings, together with its recommendations, to the Academic Senate. The Senate may then make whatever disposition of the matter it deems proper, including the voiding of the election of the member in question. However, members once seated retain their membership until such time as his/her status is altered by action of the Academic Senate.

Section 4. No member or alternate member of the Academic Senate may also be a member of the Faculty-Student Disciplinary Committee, nor will simultaneous candidacies be permitted that could result in such simultaneous membership. Members of one group wishing to become candidates for membership in the other group must, prior to announcing such candidacy, resign from their present group; such resignation to take effect at the time they would, if elected, accede to their new membership.

ARTICLE IV – OFFICERS

- Section 1. The officers of the Academic Senate shall be a Holder of the Chair, Deputy Holder of the Chair, and Secretary.
- Section 2. All officers shall be elected for a term of one (1) year at the first meeting after the elections.
- Section 3. The method of nomination and election of the Holder of the Chair, Deputy Holder of the Chair, and Secretary shall be the same as that for members of standing committees with the exception that all nominations shall come from the floor.
- Section 4. The Holder of the Chair of the Senate shall also serve as Holder of the Chair of the Executive Committee.
- Section 5. The Holder of the Chair shall make all arrangements necessary to assure that Senate meetings are carried out in an orderly manner.
- Section 6. The Holder of the Chair shall act as the liaison between the Executive Committee and the Administration of the College.
- Section 7. The Holder of the Chair may appoint a Parliamentarian who does not necessarily have to be a member of the Senate.
- Section 8. The Holder of the Chair shall assume any other powers assigned to her/him by the Senate or the Executive Committee which are not in conflict with the Queens College Academic Senate Charter or these Bylaws.
- Section 9. The Deputy Holder of the Chair shall, at all meetings at which the Holder of the Chair is not present, or upon consultation and with the permission of the Holder of the Chair, chair the meetings of the Senate.
- Section 10. Upon the incapacity of the Holder of the Chair, or upon his resignation, the Deputy Holder of the Chair shall assume the position of Holder of the Chair with all powers and responsibilities thereof.
- Section 11. An election to fill the vacant office of Holder of the Chair shall be held at the next scheduled meeting of the Senate.
- Section 12. The Deputy Holder of the Chair of the Senate shall also serve as Deputy Holder of the Chair of the Executive Committee.
- Section 13. The Secretary shall keep a record of all proceedings of the Senate, and shall have the responsibility of communicating meeting times, minutes, reports, and any other documents which members of the Senate may need or request.
- Section 14. The Secretary, upon the election of new members to the Senate, shall immediately make a copy of these Bylaws available to each newly elected Senator.

ARTICLE V – MEETINGS

- Section 1. The Academic Senate shall meet regularly as prescribed in the Queens College Academic Senate Charter (Section IV.C.) In the event that the Executive Committee finds it impossible for the Senate to meet on the prescribed day, the Committee may schedule a meeting for another day, giving advance notice of said meeting three days before the meeting is to be held, to all Senators and alternates.
- Section 2. Special meetings held as prescribed in the Queens College Academic Senate Charter (Section IV.E.) may be initiated in the following ways:
- a) The Executive Committee may by a majority vote issue at any time a call for a special meeting, limited or unlimited. If such a meeting is requested by the President or acting President of the College, the Committee must meet with dispatch and act on the President's request.
 - b) The members of the Senate may at any time by a majority vote of the members present at a regular or special meeting require the Executive Committee to issue a call for a special meeting, limited or unlimited.
 - c) The members of the Senate may by a petition to the Executive Committee signed by one-third or more of the members require the Committee to call a special meeting, limited or unlimited.
- Section 3. A special meeting may be limited to a certain subject and/or in attendance to Executive Session, or it may be unlimited. In the case that the Executive Committee initiates the special meeting it shall decide by a majority vote whether to limit the meeting or not, and any limitation shall be published as part of the call for the meeting. If the membership initiates the meeting either at a previous meeting or by petition, the motion to initiate or the petition shall state the subjects to which the special meeting shall be limited or the limitation to Executive Session. A motion to suspend the rules to make a limited meeting unlimited shall not thereafter be in order. The Executive Committee shall notify the members of a special meeting not less than three days before the meeting is to be held. However, if two-thirds of the Executive Committee decides that a situation of great urgency exists which warrants an emergency meeting of the Academic Senate, it may reduce the normal three day notification period to one full day before the meeting is to be held.
- Section 4. Regular meetings of the Senate shall be open to all members of the Queens College Community as prescribed in the Queens College Academic Senate Charter (Section IV). Special meetings shall be open under this same provision unless it has been decided under the procedures described above to meet in Executive Session. The Senate may go into Executive Session at a regular meeting, or at a special meeting unlimited by a declaration in the call, or by a two-thirds majority vote of those present and voting.

ARTICLE V – Meetings (continued)

Section 5. The Executive Committee shall prepare a tentative agenda for each regular meeting and distribute the agenda at least one week before the meeting. The Executive Committee shall distribute an agenda for any special meeting along with the call for the special meeting.

- A. Every regular meeting shall begin with the adoption of an agenda by majority vote.
- B. The agenda for a regular meeting shall have the following form:
 - 1. Adoption of agenda.
 - 2. Approval of minutes of previous meetings.
 - 3. Announcements, Administrative Reports, and Memorials.
 - 4. Special Motions.
 - 5. Committee Reports:
 - a. If a committee report includes a motion which was not distributed with the tentative agenda, a majority vote of the Academic Senate is required for consideration of the motion.
 - 6. Unfinished Business:
 - a. A main motion on which the final vote was not taken at a previous meeting.
 - b. Items requiring Notice of Intent, for which notice was properly given during a previous meeting.
 - c. Items postponed to this meeting.
 - d. Items from a previous agenda which were not introduced.
 - 7. New Business – all other items.
- C. Prior to adoption, only the following agenda changes may be made by majority vote:
 - 1. Addition of a committee report to the section Committee Reports.
 - 2. Addition of an item to the section New Business.
 - 3. Change in the order of items listed within a section.
 - 4. Transfer an item listed in the section Special Motions to either the section New Business or the section Unfinished Business.
- D. Prior to adoption, only the following agenda change may be made by 2/3 vote:
 - 1. Addition of an item to the section Special Motions.
- E. An adopted agenda may be amended in any manner by 2/3 vote.

ARTICLE V – Meetings (continued)

- Section 6.* Alternates for Senators may vote, and will be counted as part of the quorum, only when their principals are not present. At the time of election, alternates will be ranked in order of the number of votes they received, the higher number of votes having the higher rank. In the absence of a principal the highest ranking alternate present will serve in that person's place. Alternates should not consider themselves bound to support the views of their principals. Upon resignation or termination of office of any delegate, the highest ranking alternate in that representative category shall fill the vacant seat until the next regular election. Upon the occurrence of an alternate vacant seat in a department, the department in question shall elect an alternate to fill that vacant seat. In all other cases, the delegates and alternates from the constituency in which the vacant seat occurs shall elect an alternate to fill the vacant seat until the next regular election. In the event a delegate vacant seat is created by a faculty member who chooses not to serve in the Senate while taking a sabbatical leave or a leave of absence, the alternate for that seat will become the delegate for the period of the leave. The alternate vacant seat will then be filled in accordance with the procedures described above in this section.
- Section 7. Voting shall be by show of hands. There shall be no secret ballot in any vote of the Senate except in the case of elections. Any member may move a roll-call vote. If one-third of the Senators present and voting signify themselves in favor of the motion for the roll-call vote, the motion for such vote shall be considered to have passed. Alternates shall signify in the roll call the name of the delegate for whom they are alternating. The vote of each member shall be recorded in the minutes.

*See Standing Rule XIII

ARTICLE VI – EXECUTIVE COMMITTEE

- Section 1. An Executive Committee shall be constituted as prescribed by the Queens College Academic Senate Charter (Section VI). The members of the Executive Committee other than the officers shall be elected each year at the same meeting that the officers are elected. Nominations shall be made from the floor. After nominations are closed, there shall be a vote by secret ballot. All committee members must be elected by an absolute majority of votes cast on a given ballot at the election meeting, a quorum being present. If no nominee receives an absolute majority of votes cast on the first ballot, then subsequent ballots shall be cast in the following manner: the names of those receiving votes shall be arranged in order of the number of votes received, the higher number preceding the lower; the next ballot shall then contain, counting from the head of the list, as many of the names of the nominees as may be necessary for their combined votes to equal or exceed an absolute majority of votes cast on the preceding ballot; if no nominee is elected by an absolute majority of votes cast on this ballot, then subsequent ballots shall be cast in the same manner until one nominee received an absolute majority of votes cast.
- Section 2. A vacancy on the Executive Committee shall be filled by election at the next meeting of the Senate by the same procedures outlined for electing the Holder of the Chair of the Senate.
- Section 3. The Executive Committee shall prepare a draft of the agenda for all meetings. (see Article V, Section 5.B)
- Section 4. The Executive Committee shall submit to the President an annual proposal for a Senate budget, and shall have the responsibility for administering said budget.
- Section 5. When the Committee is acting to carry on the business of the Senate during vacations, it shall receive reports of other committees, publish them when desirable, publish prior actions of the Senate, and authorize investigations of matters in which the Senate is involved. It shall publish minutes of all meetings where decisions are made. Though it is empowered to carry on all the business of the Senate during vacations, it shall submit all decisions to the body, as a whole, for review at the next regular meeting.

ARTICLE VII – COMMITTEES

- Section 1. The term "Academic Senate Committee" shall apply to all standing committees, college-wide committees, and special committees created by the Academic Senate. Faculty seats on these committees are open to Adjunct faculty who teach at Queens College.
- Section 2. Academic Senate Committees shall have the responsibilities specified in these Bylaws and such other responsibilities as they may be assigned by the Academic Senate.
- Section 3. When a matter falls within the purview of an existing standing committee, the Academic Senate may not refer that matter to another standing committee nor create an ad hoc committee to deal with it. The determination of challenges shall be left to the Executive Committee.
- Section 4. Voting members of Academic Senate Committees shall be duly elected by the Academic Senate, except where otherwise stipulated in these Bylaws. A person may not serve as a voting member on more than two Academic Senate Committees, of which only one can be a standing committee.
- Section 5. The Nominating Committee established by Section 8, paragraph B of the Academic Senate Charter may present, at its discretion, one or more nominees for each position to be filled.
- Section 6. Any member of the College community may recommend candidates for any committee by communicating the names of such persons to the Nominating Committee in writing. Such recommendations must contain the statement that those recommended know of the recommendation and are willing to serve if elected. The names of those so recommended and by whom shall be included when the nominations are presented for election. When a committee election is noted in call of the meeting, members of the Academic Senate may, at the time of the election to such committees, nominate from the floor only those candidates for whom an application form has been turned in at the Senate Office at least 7 days prior to the meeting. When the Nominating Committee presents candidates for committee elections that have not been announced in the call of the meeting, additional nominations may be made from the floor by members of the Academic Senate without regard to application forms.
- Section 7. The election of members to the Nominating Committee shall take place at the first meeting of the Academic Senate following the annual election, or at adjourned meeting thereof. An election shall be held as soon as practical to fill the balance of a term left vacant by resignation. All nominations for these positions shall be from the floor.
- Section 8. The election of members to standing committees shall take place at the regular December meeting of the Academic Senate, or at an adjourned meeting thereof. The election of members to college-wide and special committees shall take place at the regular April meeting of the Academic Senate, or at an adjourned meeting thereof. Elections to fill the balance of terms on Academic Senate Committees shall be held as vacancies occur.
- Section 9. Students elected to Academic Senate Committees must have a cumulative index of at least 2.0 and not be on probation at the time of their election.
- Section 10. a. The election of Academic Senate Committee members must be by secret ballot whenever there are more nominees than positions to be filled. Academic Senate Committee members must be elected by majority of votes cast on a given ballot at the election meeting.

ARTICLE VII – Committees (continued)

- b. In Academic Senate Committee elections where the number of candidates does not exceed the number of vacancies, the Secretary of the Academic Senate shall be empowered to cast one vote in the name of the full Academic Senate to elect those candidates.
- c. All Academic Senate Committee members must be elected by an absolute majority of votes cast on a given ballot at the election meeting, a quorum being present. If no nominee receives an absolute majority of votes cast on the first ballot, then subsequent ballots shall be cast in the following manner: the names of those receiving votes on the preceding ballot shall be arranged in order of number of votes received, the higher number preceding the lower; the next ballot shall then contain, counting from the head of the list, as many of the names of the nominees as may be necessary for their combined votes to equal or exceed an absolute majority of the votes cast on the preceding ballot; if no nominee is elected by an absolute majority of the votes cast on this ballot, then subsequent ballots shall be cast in the same manner until one nominee receives an absolute majority of the votes cast.
- d. Separate elections shall be held for those seats on a given Academic Senate Committee that are:
 - i. From designated [divisions] schools or units of the College, and
 - a) Students elected to Academic Senate Committees as representatives from the Education [Division] School may be either co-majors in Elementary and Early Childhood Education or minors in Secondary Education and Youth Services, or be matriculated in a graduate program in the Division.
 - ii. For terms of different lengths.
- e. Balloting for different Academic Senate Committees shall be held sequentially, unless by a vote of one-third of the members present the Academic Senate chooses to complete one election before the next one begins.

Section 11. The term of office of any Academic Senate Committee member continues until that member's re-election or until the election of a successor.

- Section 12.
- a. After the Committee elections, the Chairperson of the Academic Senate will appoint a convener from among the elected members of each committee, who will convene a meeting and may invite a member of the Executive Committee to attend. If the Chair invites a member of the Executive Committee to attend, this member of the Executive Committee will act as chairperson, pro tempore, for purposes of conducting the election of the committee chairperson, and following the election, shall leave the meeting. The Chair shall invite a member of the Executive Committee to act as chairperson pro tempore upon the written request of at least two members of the Committee.
 - b. In Academic Senate Committees, whenever the office of the Chairperson becomes vacant the Academic Senate Chairperson shall appoint a convener and shall instruct the convener of the date by which the next meeting must be called.
 - c. The convener shall be appointed in time to insure that the Committee will, where practicable, hold its next meeting not later than one month from the occurrence of the vacancy.

ARTICLE VII – Committees (continued)

- d. The convener's responsibility shall be to convene the Committee giving not less than one week's written notice to all Committee members, and to preside over the election of the regular Holder of the Chair for that Committee.

Section 13. All officers of Academic Senate Committees must be elected annually by a majority of the members present at a meeting called for the purposes of such an election, except where otherwise stipulated in these Bylaws. This election shall take place immediately after the December Academic Senate committee elections. No business may be transacted by a committee until the Holder of the Chair and all its officers have been duly elected. No officer may be regarded as elected until all challenges to his election have been resolved as provided for in the Bylaws.

Section 14. The normal term of office of Academic Senate Committee officers shall be one year. Academic Senate Committee officers shall remain in office until replaced or re-elected.

Section 15. a. The call for a meeting of an Academic Senate Committee shall be by written notice of the time and place of that meeting to all members at least one week in advance, unless another method of notification is agreed upon by all members at a meeting at which a quorum is present. A notice of all Academic Senate Committee meetings shall be sent to the Secretary of the Academic Senate.

- b. Two or more of the voting members of an Academic Senate Committee may petition the Holder of the Chair, in writing, to call a meeting, provided that a copy of the written petition is immediately forwarded to the Secretary of the Academic Senate. If the Holder of the Chair does not call a meeting within two weeks of receipt of the petition, the Executive Committee shall call a meeting of that Committee.

Section 16. All Academic Senate Committee meetings shall be conducted according to Robert's Rules of Order (latest edition) whenever possible except where these rules are in conflict with the Bylaws of Board of Trustees, the Queens College Academic Senate Charter, or these Bylaws.

Section 17. A quorum of an Academic Senate Committee shall be a majority of the voting members duly elected to that Committee, except where otherwise stipulated in these Bylaws. In the event of vacancies due to resignation or removal of voting members, a quorum shall be a majority of those voting members remaining.

Section 18. Upon determination by the Executive Committee that a student member of an Academic Senate Committee did not have a 2.0 cumulative index or was on probation at the time of election to the committee that member's seat shall be declared vacant in accordance with Section 9 of these Bylaws and the Nominating Committee shall be immediately notified of this vacancy.

Section 19. a. When a committee member misses two consecutive meetings, the Holder of the Chair of that committee or the Holder of the Chair of the Academic Senate may petition the Executive Committee, in writing, to declare that member's seat vacant.

- b. Before a faculty member of an Academic Senate Committee goes on leave, the member must give written notice to the Holder of the Chair of that committee and to the Executive Committee whether the member intends to continue to serve on that committee. In the absence of this written notice, if a faculty member of an Academic Senate Committee misses one meeting while on leave, the Holder of the Chair of that committee or the Holder of the Chair of the Academic Senate may petition the Executive Committee to declare that member's seat vacant.

ARTICLE VII – Committees (continued)

- c. The Secretary of the Academic Senate shall, upon receipt of the prescribed written petition to declare an Academic Senate committee member's seat vacant, immediately notify the committee member, in writing, that the committee seat is in jeopardy of being declared vacant.
- d. The committee member shall have the right to appear before the Executive Committee to explain the absence, subject to the time limitation set forth in paragraph e.
- e. The Executive Committee shall, no sooner than one week nor later than one month after the original notification from the Holder of the Chair of the committee or the Holder of the Chair of the Academic Senate, determine whether or not the seat should be declared vacant.
- f. If the Executive Committee votes to declare an Academic Senate Committee seat vacant, the committee member shall have the right to appeal this decision to the Academic Senate for final determination. The issue of the vacant seat shall be placed as a special motion on the next regular Senate agenda.

Section 20. The Holder of the Chair of each Academic Senate Committee shall submit to the Secretary of the Academic Senate, not later than one month following a meeting, provisional minutes to include the date and place of the meeting, the time of the call of the meeting, when it was called to order, members present and voting, and actions taken. Called meetings for which a quorum was not present shall also be reported. Provisional minutes shall also include amendments and approval of previous provisional minutes.

Section 21. Each Committee of the Academic Senate shall submit the minutes of its meetings to the Executive Committee. The minutes shall be sent to the Executive Committee as soon as they are adopted by the Senate Committee in question. Ad hoc committees shall submit minutes of their meetings in the same manner as Academic Senate Committees. The minutes of all Senate and ad hoc committees shall be available in the Academic Senate office for review by all members of the College community.

Section 22. Any member or group of members of an Academic Senate Committee may submit a Minority Report. The Secretary of the Academic Senate shall see that this report is presented along with the committee's Majority Report to the Academic Senate and that the Minority Report receives the same distribution and publication as the committee's Majority Report.

Section 23. A member who believes any action of an Academic Senate Committee or of any member of an Academic Senate Committee, either in connection with the election of its officers, the call or conduct of meetings, or any other function to be in conflict with the Bylaws of the Board of Trustees, the Queens College Academic Senate Charter, these Bylaws or Robert's Rules of Order (latest edition), may challenge that action. The member shall first make known this challenge to the Holder of the Chair of the committee. If the alleged irregularity constituting the basis for the challenge is not corrected to the member's satisfaction, the member may then present this challenge to the Executive Committee of the Academic Senate, which at its discretion may try to resolve the matter by informal consultation with the parties involved or by presenting the matter to the Academic Senate for final decision. In the former instance, the Executive Committee shall report the results of its efforts to the members presenting the challenge as soon as possible. If the Executive Committee fails to report to the members within a reasonable time or if the action is not acceptable to the committee member as a remedy, the member shall have the right to place this challenge on the agenda of the next regular meeting of the Academic Senate either through the Executive Committee or from the floor. The decision of the Academic Senate in such cases shall be final.

ARTICLE VII – Committees (continued)

Section 24. Duties and Composition of Standing Committees:

- A. Admissions and Re-entry Standards, Committee on Undergraduate
- B. Campus Affairs, Environment, and Graduation Advisory Committee
- C. Curriculum Committee - Graduate
- D. Curriculum Committee - Undergraduate
- E. Elections Committee
- F. International Student Affairs
- G. Nominating Committee
- H. Policy Board on Administration
- I. Scholastic Standards Committee - Graduate
- J. Scholastic Standards Committee - Undergraduate
- K. Committee on Teaching Excellence and Evaluation

A. Admissions and Re-entry Standards, Committee on Undergraduate

1. Duties:

- a) To maintain liaison with College and University personnel responsible for developing special programs which might affect admission and external course work policies.
- b) To maintain liaison with University personnel responsible for developing or changing admission, matriculation, and transfer credit criteria on a University-wide basis, and to report any proposals for such changes to the Academic Senate.
- c) To review and recommend to the Academic Senate College-wide policies for undergraduate admission procedures and requirements.
 - d) To review and recommend to the Academic Senate College-wide policies concerning the matriculation of non-degree students.
- e) To review and recommend to the Academic Senate College-wide policies on the acceptance of external course work towards a Queens College Baccalaureate Degree.
- f) In consultation with all appropriate parties, to hear and act only upon those student appeals which result from the College-wide Academic Senate policies set forth in the areas of paragraphs c, d, and e.
 - i. When a committee member fails to review two groups of appeals, the Holder of the Chair of the Committee or the Holder of the Chair of the Academic Senate may petition the Executive Committee, in writing, to declare that member's seat vacant in accordance with the procedures stated in Article VII Section 19 c-f.

ARTICLE VII – Section 24 – Admissions Committee (continued)

2. Administration:

- a) The responsibility for preparing and recording student appeals to College rulings on undergraduate admissions for matriculated and non-degree students, and on external course work evaluation is assigned to the Office of Undergraduate Admissions. Such preparation shall include:
 1. Collecting supporting material for student appeal cases.
 2. Presenting appeal cases to the Committee for decision.
 3. Reporting Committee decisions to students.
 4. Maintaining records of appeals and decisions, and preparing summary reports as required.
 5. Advising students of their right to appeal admissions and re-entry (including Fresh Start) decisions directly to the Committee. This appeal right is subject to the Committee's determination that such an appeal not be heard.
 - b) The Executive Director of Undergraduate and Graduate Admissions and Scholarship Services or her/his designees shall be responsible for the administrative services required by the Committee. Such responsibility shall include:
 1. Working with the Committee and its Chairperson to see that College policy is clear, appropriate in substance and form and applied fairly and equitably.
 2. Drafting new or revised proposed policies for the Committee's consideration as required.
 3. Carrying out other Committee directives, e.g., interviews as appropriate.
3. Membership: ten voting, six nonvoting.
- a) Faculty: one from each of four [divisions] schools, one at large
Students: one from each of four [divisions] schools, one at large
 - b) Ex officio nonvoting: Dean of Institutional Research and Effectiveness
Registrar
Vice President of Enrollment and Retention
Director of Academic Support Center and CESL

B. Campus Affairs, Environment, and Graduation Advisory Committee

1. Duties:
 - a) The committee shall review proposals to name campus buildings or parts of buildings and the creation of memorials and shall make its recommendations to the Academic Senate.
 - b) To foster and stimulate interactions with the community at large in such areas as student work-study programs, joint fund raisers, cultural programs. Committee shall endeavor to maintain open communication and exchanges among student, faculty, staff and administrators.

**ARTICLE VII – Section 24 – Campus Affairs, Environment and Graduation Advisory Committees
(continued)**

- c) To review, suggest and make recommendations on any aspect of life concerned with the campus grounds within the understanding that major reconstructions are an administrative duty. This is to include plantings, landscaping and renovations of buildings as (it pertains to external areas; entrance foyers and/or lobby (e.g. color scheme and accessories selection).
 - d) To develop policies related to non-instructional matters of campus life not already delegated to other committees.
 - e) To advise the College on all matters relating to the Graduation ceremony.
2. Membership: eight voting, eleven (10) nonvoting
- a) Four instructional staff – one from each [division] of the four schools at least two must be faculty
 - b) Four students – one from each of the four [divisions] schools
 - c) Ex officio nonvoting:
 - Vice President for Student Affairs
 - Vice President for Finance and Administration
 - Director of Facilities Planning, Management, and Construction
 - Director of Student Union
 - Designee of College President
 - Representative of Q.C. Women’s Club
 - Representative of Q. C. Retirees
 - Campus Horticulturist
 - 2 Graduation Coordinators designed by the College President

C. Curriculum Committee - Graduate

- 1. Duties: To make recommendation to the Academic Senate in all matters of graduate curriculum.
- 2. Membership: eight voting, three nonvoting
 - a) Faculty: one from each of the four [divisions] schools
Students: one graduate student from each of the four [divisions] schools
 - b) Ex officio nonvoting:
 - Provost or designee
 - Registrar

ARTICLE VII – Section 24 – Committees (continued)

D. Curriculum Committee - Undergraduate

1. Duties: To make recommendations to the Academic Senate in all matters of undergraduate curriculum.
2. Membership: ten voting, three nonvoting
 - a) Faculty: one from each of the four [divisions] schools; one at large
Students: one from each of the four [divisions] schools; one at large
 - b) Ex officio nonvoting: Provost or designee
Registrar
Director of Academic Advisement
3. Subcommittee for Honors “H” designation
 - i. Courses that are intended as Honors courses fulfilling the curricular needs of students in various CUNY, College, or [divisional] school wide Honors programs shall have course numbers with an added “H” designation.
 - ii. The Subcommittee for “H” designation shall have the following responsibilities:
 - a. Administer and maintain standards for assigning an “H” designation to courses.
 - b. Recommend courses to the UCC for approval by the Senate as having an “H” designation.
 - c. Propose a list of “H” courses in each semester which will be offered in the following semester.
 - iii. Membership shall consist of one faculty representative of each [divisional] school wide honors program and one Queens College representative of the CUNY Honors Program. The Director of Honors, the Director of Scholarships and a representative from the Provost’s Office shall be ex-officio non-voting members.

E. Elections Committee

1. Duties:
 - a) To establish procedures and supervise the election of the Academic Senate and Faculty Student Disciplinary Committee, subject to approval by the Academic Senate.
 - b) To present to the Academic Senate for approval and/or amendment, not later than the regular February meeting, a procedure for conducting elections and a schedule including the nominating and balloting periods.
 - c) To establish procedures for and supervise Academic Senate referenda, subject to approval by the Academic Senate.

ARTICLE VII – Section 24 – Elections Committees (continued)

d) Upon request and with appropriate compensation, to administer the elections and/or referenda of the student government. Procedures for conducting such elections shall be established in cooperation with the student government.

*2. Membership: eight voting, four faculty, four students, one nonvoting

a) Ex officio nonvoting: Vice President for Student Affairs

* No member of the Elections Committee may run for an election that is under Committee supervision. No one who is currently campaign manager, student government president or vice president or has held one of those titles within the prior two years from the record date of the next election may serve as a member of the Elections Committee.

N.B. See Standing Rule IV (Administration of Elections)

F. International Student Affairs Committee

1. Duties:

a) To review policies pertaining to foreign students in all areas of academic life, and to make recommendations for changes in these policies to the Academic Senate.

b) To advise the Vice President for Student Affairs, the Director of International Student Services Office, and other appropriate administrative officers of the College in matters pertaining to international students.

2. Membership: eight voting, five nonvoting.

a) Four faculty

Four students - at least three of whom shall be international (fee code 4) students.

b) Ex officio nonvoting: Director of CESL Program
Director of International Student Services Office
Registrar
Liaison for International Student Services
Provost or designee

G. Nominating Committee

1. Duties:

a) To submit nominations for committees to the Academic Senate.

b) To notify all members of Senate Committees, at least two months prior to the termination of their committee membership, so that committee members are given the opportunity to apply to the Nominating Committee for consideration for re-election.

ARTICLE VII – Section 24 –Nominating Committees (continued)

2. Membership: ten voting.
 - a) Faculty: one from each of the four [divisions] schools; one at large
Students: one from each of the four [divisions] schools; one at large

H. Policy Board on Administration

1. Duties:
 - a) To advise on all major policy decisions, monitor performance, and hear complaints.
 - b) The Board shall make a report of its findings to the President and the Senate at least twice a year.
 - c) The specific areas this Board will review include: Business Office, Buildings and Grounds, Data Processing, Records Management, Registrar, Security, Parking, Central Mail Services, Telephone, Office and Reprographic Services, Campus Planning, Space Management, Management Information Services, and the selection and allocation of office machines.
2. Membership: six voting, three faculty, three students, three nonvoting.
 - a) Ex officio nonvoting: Vice President for Finance and Administration or designee
Provost or designee
Assistant Vice President for Facilities Planning and Operation

I. Scholastic Standards Committee - Graduate

1. Duties:
 - a) To review policies and procedures of graduate programs and make recommendations to the Academic Senate.
 - b) To receive and act upon in consultation with the appropriate academic department or program, those matters referred to it by the Provost or designee and QC Scholastic Standards Executive Officer.
 - c) To receive and act upon, in consultation with the appropriate academic department or program, student appeals from the decisions relating to academic matters of the Provost or designee and QC Scholastic Standards Executive Officer.
2. Administration:
 - a. The QC Scholastic Standards executive Officer shall be a member of the instructional staff, preferably a member of the faculty and shall be elected by the Academic Senate for a term of two (2) years and until a new Executive Officer takes office. The term of the Executive Officer shall begin officially on the first day of classes in the spring semester of odd numbered years following the election. Appropriate release time shall be provided.

ARTICLE VII – Section 24 – Scholastic Standards Committee- Graduate (continued)

- b. The Committee shall have its own offices in the immediate proximity of the Office of Registrar.
 - c. The office of the Committee shall function out of the Office of the Provost. The Office of the Provost shall be responsible for supplying the Committee with adequate secretarial and supporting staff.
3. Membership: eight voting, three nonvoting.
- a) Faculty one from each of the four [divisions] schools
Students: one graduate student from each of the four [divisions] schools
 - b) Ex officio nonvoting: Provost or designee
Vice President of Enrollment and Retention or designee
QC Scholastic Standards Executive Officer

J. Scholastic Standards Committee - Undergraduate

1. Duties:
- a) To review policies and procedures concerning undergraduate scholastic standards, including grades and grading policy, and to make recommendations to the Academic Senate regarding policies and procedures.
 - b) To apply the academic standards of the College to individual students from time of admission until the granting of the Bachelor's Degree.
 - c) To receive and act upon in consultation with the appropriate academic department or program student appeals relating to academic matters.
 - d) To submit at least one nomination for Executive Officer at the November meeting of the Academic Senate in even-numbered years.
 - e) To supervise the **Permit Policy** as adopted by the Academic Senate.
2. Administration:
- a) The QC Scholastic Standards Executive Officer shall be a member of the instructional staff, preferably faculty, elected by the Academic Senate for a term of two (2) years, or until a new Executive Officer takes office. The term of the Executive Officer shall begin officially on the first day of classes in the spring semester of odd-numbered years following the election. Appropriate release time shall be provided.
 - b) The Committee shall have its own offices in the immediate proximity of the Office of the Registrar.
 - c) The office of the Committee shall function out of the Office of Provost. The Office of the Provost shall be responsible for supplying the Committee with adequate secretarial and supporting staff.

ARTICLE VII – Section 24 – Scholastic Standards Committee- Undergraduate (continued)

- d) The QC Scholastic Standards Executive Officer shall serve as an Ex officio (nonvoting) member of the Committee on Undergraduate Admissions and Re-entry Standards.
- 3. Membership: ten voting, seven nonvoting
 - a) Faculty: one from each [division] of the four schools; one at large
Students: five undergraduate students at large
 - b) Ex officio (nonvoting): QC Scholastic Standards Executive Officer
Registrar
Provost or designee
Vice President for Student Affairs
Chairperson of Committee on Undergraduate Admissions & Re-entry Standards
Chairperson of SEEK Committee on Scholastic Standing
Vice President of Enrollment and Retention or designee

K. Committee on Teaching Excellence and Evaluation

- 1. Duties: To meet by the end of October of each year and regularly thereafter to accomplish the following:
 - a) To revise or construct as necessary and to submit to the Academic Senate for approval or amendment before or during March a College-wide course and faculty evaluation questionnaire.
 - b) To propose at the same time to the Academic Senate the format and manner of tabulation of the results of the questionnaire.
 - *c) To supply this material to the provost in sufficient time so that the questionnaire may be administered every third semester, and subsequently published by the College.
 - d) To report to the Academic Senate, in sufficient time, the schedule of administration and publication anticipated by the Provost or his deputies.
 - e) To adjudicate cases where circumstances make the evaluation of individual instructors inappropriate.
 - f) To submit to the Academic Senate, for whatever action it deems appropriate, a list of faculty and courses not evaluated.
 - g) To submit to the Academic Senate recommendations that promote excellence in teaching, including but not limited to:
 - i. Creating videos, presentations and seminars giving examples of excellence in teaching;

*See Standing Rule VI

ARTICLE VII – Section 24- Committee on Teaching Excellence and Evaluation (continued)

- ii. Working with the College Administration to organize and operate programs, such as peer mentoring, to provide training in the best aspects of teaching;
 - iii. Ascertaining and recommending where further institutional support is essential for excellence in teaching;
 - iv. Ascertaining and recommending means of rewarding excellence in teaching.
- h) To provide oversight of the Center for Teaching and Learning Excellence.
2. Membership: eight voting, three nonvoting
- a) 4 Faculty (at large)
4 Students (at large)
 - b) Ex officio (nonvoting): Director of Institutional Research and Effectiveness
Provost or a designee
Director of the Center for Teaching and Learning

ARTICLE VII – Section 25

Section 25. Special Committees

A. Special Committee on Governance

1. Duties:
 - a) To review all materials pertaining to the Charter, Bylaws, and Standing Rules of the Academic Senate.
 - b) To submit to the Academic Senate for its consideration any proposed changes or additions to the Senate's Charter, Bylaws or Standing Rules.
2. Membership: eight voting, 4 faculty, 4 students

B. Committee on Academic Technology

1. Duties
 - a. To serve as the Academic Senate's liaison with the units at Queens College that support academic technology.
 - b. To review policies regarding access to and use of academic technology and advise the Senate as needed.
 - c. To advise appropriate College units in matters concerning the adoption and use of academic technologies as they pertain to the instruction and research including technologies for in-class and online instruction, technologies for internal and external communication, technologies for student data, and technologies for archiving academic and governance materials.
 - d. To provide input to the strategic plan for academic technology at Queens College.
 - e. To have its student and faculty members serve on the Queens College Technology Fee Committee.
2. Membership: six voting, consisting of four (4) faculty and two (2) students.
 - a) Faculty: one from each of the four [divisions] schools
Students: two students with at least one graduate and undergraduate student representative. If no graduate student member runs for a seat, it may be filled by an undergraduate student.
 - b) Ex officio nonvoting: Chief Librarian or designee
Assistant Vice President for the Office of Information Technology or designee
Vice President for Finance and Administration or designee
Director for Center for Teaching and Learning

ARTICLE VII – Section 25

C. Executive Committee

1. Duties: In accordance with Section VI, part B, of the Academic Senate Charter:
 - a) Shall be responsible for proposing agenda for all Senate meetings in accordance with Article V, Section 5, of the Senate Bylaws.
 - b) Shall act for the Academic Senate between regular meetings subject to review by the full Senate.
 - c) Shall be responsible for planning, obtaining, and allocating the Senate budget.
 - d) Shall have authority to declare vacancies on Senate Committees in accordance with Article VII, Sections 18 and 19 of the Senate Bylaws. When Article VII, Section 18 or 19 applies to a member of the Executive Committee, either the chairperson or deputy chairperson may initiate the petition.
 - e) Shall resolve challenges pertaining to Senate Committees in accordance with Article VII, Sections 13 and 23 of the Bylaws.
 - f) Shall review all committee reports prior to placing them on the agenda and shall return to committee such reports as it deems necessary.
 - g) Shall make such recommendations as it deems necessary to the Academic Senate.
2. Membership: nine voting, two nonvoting.

Voting membership shall be in accordance with Section VI of the Charter.

- a) Ex officio nonvoting:
 - Parliamentarian
 - P&B Executive Committee Chair

ARTICLE VII – Section 26

A. Committee on Athletic Policy (CAP)

Duties:

- a. To maintain academic, financial and compliance, integrity in the intercollegiate athletics department;
- b. To monitor the academic and compliance protocol of intercollegiate athletic program at Queens College;
- c. To serve as a resource for the Director of Athletics and/or the Sports Allocation Board (SAB) on matters of athletic policy and administration;
- d. To update the Academic Senate changes in athletic policies and new NCAA legislation;
- e. To monitor Title IX and strategic plan processes in the intercollegiate athletics office; and
- f. To participate in NCAA related campus visits and reviews, as deemed necessary.

2. Recruitment of Athletes:

- a. Recruitment of athletes shall fall within the guidelines of the CUNY Board of Trustees, and the NCAA. *Tax levy money may not be used for the recruitment of athletes.*

3. Subsidization of Athletes: (Grants in Aid)

- a. Coaches may recommend subsidization based upon availability of their budgets funds allocated to scholarships. The department's compliance representatives must ensure NCAA initial or continuing eligibility prior to seeking approval from Director of Athletics.
- b. Grant-in-Aid Awards shall be limited to tuition, fees, housing, books, and board as per NCAA bylaws. The Office of Financial Aid is required to approve, dispense, and monitor subsidization; moreover, adjust accordingly to prevent over awarding of Cost of Attendance.
- c. Students receiving subsidization must continuously maintain "normal progress" (as defined by the NCAA) each year of their subsidization. Failure to comply with this regulation may result in the loss of the student's eligibility and aid.
- d. Further criteria for subsidization of teams and athletes must adhere to NCAA, Queens College and CUNY guidelines.
- e. As per the NCAA, the Office of Financial Aid shall serve as the sole body of appeals for students who have been denied a renewal of their grants in aid.
- f. As per NCAA, students who lose academic eligibility may also lose eligibility for subsidization. Coaches are permitted to submit recommendations of non-renewal for reason other than academic ineligibility (school violations, falsification of information, voluntary relinquishment of aid, etc.) but a justification letter to present to the Office of Financial Aid.

ARTICLE VII – Section 26- Committee on Athletic Policy (CAP) (continued)

- g. Students who lose and then later regain academic eligibility must meet NCAA guidelines for restoration of subsidization. Restoration is not automatic, and will be recommended by the Head Coach and approved at the discretion of the Director of Athletics and/or compliance designee subject to both the availability of funds and to a re-evaluation of the student's qualifications.

4. Membership: 9 voting, 2 nonvoting

- a. Faculty Athletics Representative (FAR), Chair
- b. Director of Financial Aid
- c. Registrar
- d. Vice President of Enrollment Management
- e. Chairperson of SAB
- f. One faculty member nominated by the President and elected by the Academic Senate for a two-year term.
- g. A slate of three students nominated by the SAB, and ratified by the Academic Senate at the April Senate meeting, for a one-year term. This includes two student athletes (one male, one female). The Senate may ratify the nominations or return them in full or part. The SAB shall submit additional nominations for any seat the Senate does not fill, until all the seats are filled.
- h. Ex officio (nonvoting): Athletic Director (or designee); Vice President for Student Affairs (or designee).

B. College Committee on Honors and Awards

1. Duties:

- a) To select recipients for existing College-wide honors and awards.
- b) To recommend to the Academic Senate criteria including minimum grade-point averages for the award of College-wide honors.
- c) To evaluate all proposals for new College-wide awards honoring academic excellence, and in consultation with the appropriate persons and agencies, to make recommendations to the Academic Senate.
- d) To stimulate recognition and appreciation of high academic achievement at the College.
- e) To consider and pass upon waivers of requirements for graduation with an Honors degree.
- f) To work with the College administration and other appropriate individuals and agencies regarding the establishment, criteria and award of non College-wide honors and prizes.

2. Membership: eight voting, one nonvoting.

- a) Eight faculty, 2 from each [division] of the four schools, elected at the April Senate meeting as follows:
 - 1. Any member of the College community may recommend the nomination of any faculty member or themselves by submitting their name to the Nominating Committee of the

Academic Senate.

ARTICLE VII – Section 26 – College Committee on Honors & Awards (continued)

2. The Nominating Committee shall review all applications and nominations and shall recommend the appropriate number of candidates to the Academic Senate for its consideration.
3. The Academic Senate shall vote on candidates submitted by the Nominating Committee. No additional nominations shall be permitted on the floor of the Academic Senate.
 - b) Ex officio (nonvoting): Vice President for Student Affairs
3. Term of Service
 - a) The term of service shall be three years beginning on September 1, following the April election.
 - b) The Chair of the Honors and Awards Committee shall serve a one-year term and be elected by the members of the Committee at its September meeting.
4. **Subcommittee on Honorary Degrees**
 - a) Duties:

To recommend candidates for honorary degrees.
 - b) Membership: Eight (8) voting; one (1) nonvoting

Faculty: Four (4) committee members elected by the Honors and Awards Committee for a two-year term – one from each [Division] of the four schools.

Students: Four (4) students elected by the Nominating Committee for a two-year term – one from each [division] of the four schools.

Ex officio (nonvoting): Provost

Section 27. Delegation of Seat by Ex officio (nonvoting) Members.

Ex officio (nonvoting) members of Senate Committees may appoint a designee to serve in their place on the Committee. For such a designation to be effective, it must be in writing and be delivered to the Chair of the Committee in question.

ARTICLE VIII – SENATOR VACANCIES

Section 1. **Senator Vacancies**

Between regular annual elections, vacant Academic Senate seats for which there are no Alternates shall be filled for their unexpired term as follows:

Section 2. **Departmental Faculty Senators**

Departments shall hold special elections as required to fill vacant Senator seats. The department chairperson shall serve as Senator, pro tempore, with full rights, until the department fills the vacancy.

Section 3. **[Divisional] School wide At-Large Faculty Senators**

- a) Vacancies in the [divisional] four school at-large faculty category shall be filled by a vote of the [divisional] school and departmental faculty Senators from that [division] school at a meeting called for the purpose of such an election or by mail ballot if so ordered by the Executive Committee.
- b) The Chairperson of the Academic Senate shall designate a Senator from the [divisional] school wide at-large faculty category to serve as convener of the election meeting if the Executive Committee orders an election.
- c) If the Executive Committee orders an election, the convener shall call a meeting within ten class days after notification by the Chairperson of the Academic Senate and shall preside at the election meeting. The meeting shall be valid if a majority of those eligible to vote is present, or a majority of those not present concur in writing with the decision of those in attendance. The convener shall report the results of the meeting to the Chairperson of the Academic Senate.
- d) If the faculty Senators fail to act within one month of the Chairperson's call for the election meeting or mail ballot, the Executive Committee shall be empowered to fill the vacancy in the divisional at-large category.

Section 4. **College-wide At-Large Faculty Senators**

- a) Vacancies in the College-wide at-large faculty Senator category shall be filled by a vote of the remaining College-wide at-large faculty Senators at a meeting called for the purpose of such election or by mail ballot if so ordered by the Executive Committee.
- b) The Chairperson of the Academic Senate shall designate a Senator from the College-wide at-large faculty category to serve as convener of the election meeting if the Executive Committee orders an election.
- c) If the Executive Committee orders an election, the convener shall call a meeting within ten class days after notification by the Chairperson of the Academic Senate and shall preside at the election meeting. The meeting shall be valid if a majority of those eligible to vote is present or a majority of those not present concur in writing with the decision of those in attendance. The convener shall report the results of the meeting to the Chairperson of the Academic Senate.
- d) If the faculty Senators fail to act within one month of the Chairperson's call for the election meeting or mail ballot, the Executive Committee shall be empowered to fill the vacancy in the College-wide at-large faculty category.

ARTICLE VIII – Senator Vacancies (continued)

Section 5. Student Senators

- a) Vacancies in the Student Senator category shall be filled by a vote of the remaining Student Senators at a meeting called for the purpose of such election.
- b) The Chairperson of the Academic Senate shall designate a Student Senator to serve as convener of the election meeting.
- c) The convener shall call a meeting within ten class days after notification by the Chairperson of the Academic Senate and shall preside at the election meeting. The meeting shall be valid if a majority of those eligible to vote is present or a majority of those not present concur in writing with the decision of those in attendance. The convener shall report the results of the meeting to the Chairperson of the Academic Senate.

Section 6. Student Senator Vacancies when there are no Delegates or Alternates in that category

- a) Vacancies in a Student Senate category where there are no Student Senators or Alternates in that category shall be filled by a vote of the remaining student members of the Academic Senate at a meeting called for the purpose of such election.
- b) The Chair of the Student Senate shall serve as convener of the election meeting.
- c) The convener shall call a meeting within ten class days after notification by the Chairperson of the Academic Senate that such vacancies exist. The meeting shall be valid if a majority of those eligible to vote are present. The convener shall report the results of the meeting to the Chairperson of the Academic Senate.

Section 7. Removal of Habitually Absent Senators

- a) When an Academic Senator misses four consecutive meetings the Holder of the Chair of the Academic Senate or any member of the constituency represented by that Senator may petition the Executive Committee, in writing, to declare that member's Senate seat vacant.
- b) Before a faculty Senator goes on leave, the faculty Senator must give written notice to the Holder of the Chair of the Academic Senate as to whether the Senator intends to continue to serve. In the absence of this written notice, if the Senator misses two meetings while on leave, the Holder of the Chair of the Academic Senate or any member of the constituency represented by that Senator may petition the Executive Committee to declare that Senate seat vacant.
- c) The Secretary of the Academic Senate shall, upon receipt of the prescribed written petition to declare an Academic Senate seat vacant, immediately notify the Senator, in writing, that the Senate seat is in jeopardy of being declared vacant.
- d) The Senator shall have the right to appear before the Executive Committee to explain the absence, subject to the time limitation set forth in paragraph e.
- e) The Executive Committee shall, no sooner than one week nor later than one month after the original notification from the Holder of the Chair of the Academic Senate or a member of the constituency of the absent Senator, determine whether or not the seat should be declared vacant.

ARTICLE VIII – Removal of Habitually Absent Senators (continued)

- f) If the Executive Committee votes to declare an Academic Senate seat vacant, the Senator shall have the right to appeal this decision to the Academic Senate for final determination. The issue of the vacant seat shall be placed as a special motion on the next regular Academic Senate agenda.
- g) A Senator whose seat has been declared vacant by the Executive Committee may not vote on the appeal of the Executive Committee's decision when it goes to the full Senate.

ARTICLE IX

Selection of Representatives on Search Committee for a College President

- Section 1. Upon receipt of a request from the Board of Trustees, the Chair of the Academic Senate will proceed as follows:
- a) Coordinate the nomination procedure with the Chair of the Executive Committee of the College Personnel and Budget Committee (P and B). The P and B will be directed to select a minimum of two nominees from the faculty of each [division] of the four schools in time to have an election at the next meeting of the Academic Senate. The Chair of the P and B Executive Committee will forward the names to the Chair of the Academic Senate for inclusion on a formal ballot.
 - b) Prepare an individual nomination ballot which will have:
 - i. Place for printed name and signature of the nominee indicating willingness to serve if elected.
 - ii. Spaces for 25 signatures (no more than 12 of which can be from the nominee's own department).
 - iii. Statement of a deadline by which all ballots must be received in the Academic Senate office.
 - c) Distribute the nomination ballots to all members of the faculty.
 - d) Have the Nominations Committee review all ballots for compliance with 1-b above.
 - e) Prepare and distribute to all faculty members of the Academic Senate an alphabetical listing, divided by [division] school, of the names of all nominees. Those names designated by the P and B will be followed by the letter P. Those names derived by nomination ballot will be followed by the letter B.
 - f) Prepare and have ready for the Academic Senate meeting, a printed ballot containing names (and departments) of all nominees (divided into columns by divisions). No designation as to source of the nomination will be on the printed ballot.
 - g) Conduct an election at the next meeting of the Academic Senate using the printed ballots. There will be no nominations from the floor. Only faculty Senators may vote and a simple majority will elect.
 - h) Transmit the election results to the Chairperson of the Board of Trustees.

ARTICLE X – AMENDMENTS

- Section 1. Revisions of the Bylaws shall be by 2/3 majority vote, a quorum being present, according to the following procedures:
- a) Written Notice of Intent shall be given at least one week prior to formal introduction of the Bylaw revision.
 - b) Notice of Intent can be given either by:
 - i. Distributing the proposed Bylaw revision with the call of the meeting, or
 - ii. Distributing the proposed Bylaw revision at a meeting along with oral notification on the Senate floor.
 - c) Proposed Bylaw revisions may be amended on the Senate floor. Any proposed Bylaw revision so amended may not come up to a final vote for at least one week after the last amendment has been accepted.
 - d) A Bylaw revision on which debate has been closed without a final vote being taken shall be a special order as the first item of business at the following week's meeting. The proposed Bylaw revision can then be reopened for further amendment and/or debate by majority vote.
 - e) A proposed Bylaw revision that is not amended on the day it is formally introduced can be called to a final vote that day.

ARTICLE XI – REFERENDUM

- Section 1. Any action by the Academic Senate, or any proposition related to any matter acted on by the Academic Senate, may be presented to the constituencies of the Queens College Academic Senate in the form of a referendum. Such referendum may be initiated by an affirmative vote of one-third of the faculty members present and voting and one-third of the student members present and voting at any meeting, a quorum being present, or by petition of one-third of the duly elected faculty and one-third of the duly elected student members of the Academic Senate.
- Section 2. In order for the referendum to be regarded as binding, a simple majority of voting faculty and a simple majority of voting students must cast ballots in favor of the resolution, provided only that the number of faculty and students, counted separately, voting in the referendum must equal at least one-half of the number of ballots cast by faculty and students, counted separately, in the last annual election of the Academic Senate.
- Section 3. The results of said referendum shall be binding upon the Academic Senate and shall be regarded as a motion duly passed by it.
- Section 4. The Executive Committee shall nominate, to the Senate, the members of an ad hoc committee to conduct the referendum, taking care to include representation of all points of view in connection with the subject of the referendum. This shall not impair the right of Senators to nominate from the floor.
- Section 5. If no funds are available for such a referendum, those requesting it must defray its cost.

STANDING RULES

I. **Academic Senate Meetings**

1. There shall be no more than two Academic Senate meetings per month, the first which shall be the regular meeting, and the second, whenever possible, shall be two weeks later.
2. Regular (Special or Continuation) meetings of the Academic Senate will normally adjourn by 6:00 p.m. If any important items remain unfinished, the Senate will hold a continuation meeting to consider them.

II. **Special Rule of Order: Time Limit to Achieve Quorum**

The Holder of the Chair shall adjourn any called meeting of the Academic Senate that lacks a quorum one half hour after the announced time for the meeting.

III. **Review of Senate Committee Documents**

All documents such as forms and questionnaires prepared by a Senate Committee shall be reviewed by the Executive Committee, prior to distribution, as to style, grammar, and related technical problems, but not as to substance. Nothing in this rule shall be construed to permit the Executive Committee to veto or unduly delay or amend the substance of any document.

IV. **Administration of Elections:**

1. General:

- a) The Chairperson of the Elections Committee is authorized to draw up a candidate's pledge that asks each candidate to clean up his/her campaign material after the election.
- b) The Elections Committee has the right to withhold election results until candidates have cleaned up their campaign material from the campus.
- c) The Elections Committee has the right to remove candidates from the ballot if they seriously infringe upon the rights of other candidates.

2. Nominations:

- a) Nominating petitions, together with information regarding all necessary nominee qualifications and positions open for elections, and including all Senate standing rules pertaining to nominations, shall be made available for distribution at least two (2) weeks prior to the period designated by the Senate for acceptance of completed nominating petitions by the Elections Committee.
- b) The Elections Committee shall accept only those nominating petitions which contain all the information called for on the petition. Faculty and students may self-nominate.
- c) The Elections Committee shall accept only those nominating petitions delivered before the deadline established by the Senate for the end of the nominating period.
- d) Student status for the purpose of elections will be fixed as of the end of the first week of a two-week period.
- e) Nominating petitions declared invalid may be resubmitted in corrected form any time before the end of the nominating period; thereafter, they will not be accepted.

STANDING RULES (continued)

3. Ballots:

- a) The ballots for each constituency shall contain (i) balloting space for all elections permitted to that constituency and (ii) the names of all candidates verified by the Elections Committee as having filed proper nominating petitions for those elections.
- b) Space for write-ins shall be provided on all ballots, the number of spaces provided being equal to the number of positions open.
- c) Write-in nominees, in order to achieve the same electoral status as candidates who have been verified by the Elections Committee, must have their names written in on ten (10) ballots.
- d) Candidates wishing to have one or more party affiliation(s) placed on the ballot are limited to a maximum of three (3) letters (as an acronym) for each affiliation, the acronyms to be placed directly after the candidate's name.
- e)
 - i. No two clubs shall, for the purpose of elections, use the same acronym, nor any acronym containing the same two (2) consecutive letters.
 - ii. For the purpose of elections only, no party registering with the Office of Student Activities after February 19, 1976, shall be permitted to have the same name or any part of the same name as a previously registered party, unless the previously registered club has been defunct for at least three (3) years.
 - iii. Any conflicts arising from the previous two (2) sections shall be resolved in favor of the party with the earliest date of original registration with the Office of Student Activities.

iv. Absentee Ballots:

Homebound students and student interns in Albany may present absentee ballots for student elections, as follows:

The Academic Senate Elections Committee will send a Queens College Absentee Ballot Request form to homebound students through the Office of the Homebound and to Albany Intern Program students through the Political Science Department. By filling out and signing the form, students interested in participating in Spring elections will be mailed an absentee ballot. Only students registered with the Committee for the current semester will be allowed to vote.

As soon as the Committee has prepared the appropriate ballot, students in each program will be sent the ballot which should be returned in a sealed envelope that will be marked absentee ballot. Another envelope will be provided into which the student will sign his name and write his student I.D. number. The entire package must be mailed to the following address:

Academic Senate Elections Committee
c/o Queens College Office of Student Activities
65-30 Kissena Boulevard
Flushing, NY 11367-1597

STANDING RULES (continued)

V. Composition of Dean Search and Dean Review Committees

1. The membership may not include more than one faculty and one student member from any one department.
2. Undergraduate student members must have completed 45 credits of college work, at least 15 credits of which have been completed at Queens College. Graduate student members must have completed at least 6 credits at Queens College.
3. No person may simultaneously serve on a Dean Search or Review Committee and any other committee established to report on any facet of the person or office under search or review.

VI. Course and Faculty Evaluation Report

That copies of the most recent course and faculty evaluation reports shall be available for reference at each registration site and in student government offices, departmental offices and the College Library.

VII. Nominations from the Floor for Committee Membership

When nominations for membership on Academic Senate committees are made from the floor, the nominee or nominator shall indicate the nominee's department or major, class standing (if relevant) and shall provide a mailing address and phone number(s).

VIII. Nominations for Committee Membership for Non-matriculated (Non-degree) Students

1. All proposed nominations of non-matriculated students must first be reviewed by the Academic Senate Nominating Committee before they may be made on the floor of the Senate.
2. The Nominating Committee may only consider the proposed nomination of a non-matriculated student if a majority of the Committee membership passes a resolution asserting that consideration of that student is in the best interests of Queens College.
3. The Nominating Committee shall, when making a nomination on the floor of the Senate, advise the Senate that a proposed nominee is a non-matriculated student.
4. A non-matriculated student must have a minimum cumulative grade point average of 2.0 at the time of nomination.

STANDING RULES (continued)

IX. Eligibility for Academic Senate Committee Seats

1. Section VIII.A of the Academic Senate Charter shall be read to include Law School students and faculty and those graduate students who are registered at the CUNY Graduate Center if they are enrolled in or instruct any class at Queens College, or are conducting research under the guidance of a Queens College faculty member within the following limitations:
 - a) Students and faculty of the Law School are not eligible for Senate Committee seats that are limited to members of a particular Queens College [division] school. Law students are not eligible for Senate Committee seats that are limited to undergraduate students.
 - b) Graduate Center students who are enrolled in or instruct any class at Queens College are eligible for Senate Committee seats at large and in the [division] school in which the course they are enrolled in or instructing is offered. Graduate Center students are not eligible for Senate Committee seats that are limited to undergraduate students.
 - c) Graduate Center students who were elected while they were enrolled in or instructed any class at Queens College may complete their term of service on the Senate Committee that they were elected to even though they have completed the course or laboratory research in question, as long as:
 1. The student remains a graduate student at the Graduate Center (this includes doing dissertation work), and
 2. The student states, in writing to the Chair of the Committee, his/her continued interest in serving on the Senate Committee, and
 3. The student does not miss more than two consecutive meetings of the committee. If more than two meetings of the committee are missed, the Chair of the Committee may declare the seat vacant and ask the Executive Committee to request that the seat in question be filled in accordance with regular Senate procedures.

X. Interpretation of Section II.B.1 and 2 of the Charter regarding the eligibility of Freshmen and Graduate students to run for the Academic Senate:

- a) Section II.B.1 of the Academic Senate Charter shall be read to allow freshman or transfer students, who have not yet received any grades by the record date and therefore have no cumulative index at that time to run in the Senate elections for class or at-large seats, if they are not on probation.
- b) Section II.B.2 of the Academic Senate Charter shall be read to allow graduate students who have not yet received any grades by the record date and therefore have no cumulative index at that time to run in the Senate elections for graduate Senate seats, if they are not on probation.

XI. N.B. Article VIII, Section 5.a) Senator Vacancies:

"Vacancies in the Day Session Student Senator category shall be filled by a vote of the remaining Day Session Student Senators at a meeting called for the purpose of such election" -- shall henceforth be interpreted to mean that **ALL** Day Session Student Senators shall be eligible to vote to fill **ANY** vacancy in Day Session Student Senators.

XII. **Expanded Alternate Seating**

At each meeting of the Academic Senate, if the procedure of Article V, Section 6 does not result in the filling of a vacant seat by a voting Alternate Senator, the following order of ranking shall be followed for that meeting:

1. College-wide At Large - Faculty:
 - a. Alternates in rank order, as defined in Article V, Section 6, from the [Divisional] School wide At Large category of the Senator(s) not present.
 - b. Alternates from the Department(s) of the [Division] School of the Senator(s) not present chosen by lot by the Secretary at the start of the meeting and when there is a call for a quorum.
 - c. Alternates from the Departments of the other [Divisions] Schools chosen by lot by the Secretary at the start of the meeting and when there is a call for a quorum.

RESOLUTION TO

Establish a School of Business at Queens College

WHEREAS, In response to the projected workforce demand for business professionals in the Borough of Queens and New York City in general, Queens College (“QC”) is committed to preparing highly qualified practitioners and professionals in finance, business, and accounting who are culturally competent and have an understanding of the changing landscape of business; and

WHEREAS, QC has developed a suite of degree programs and career services in a variety of business fields, leading to careers in finance, accounting, actuarial studies, and other career paths in business; and

WHEREAS, QC currently offers six undergraduate business-related majors, including BBAs in Actuarial Studies, Finance, and International Business, a BS in Quantitative Economics, and BAs in Accounting and Economics, as well as MS programs in Accounting and Risk Management, currently housed in three different academic units: the Economics Department, the Accounting Department, and Interdisciplinary Programs unit; and

WHEREAS, The consolidation of these degree programs into one school will strengthen connections among existing programs and give students a comprehensive experience, including advising, co-curricular and extracurricular activities, networking, internships, and other career opportunities, creating a culture of support, development, and innovation; and

WHEREAS, QC is uniquely qualified to foster on-campus collaborations in the field of business, due to the presence of the Tech Incubator at Queens College, a Small Business Development Center on campus, as well as the Blackstone LaunchPad, a student entrepreneurship training program that was recently created, and its documented role as an economic engine for the borough, city, and state; and

WHEREAS, Housing the faculty members and career advisors who deliver these programs in one academic school will stimulate better cooperation in curriculum development and other endeavors, to develop an integrated strategic plan with a goal of exploring The Association to Advance Collegiate Schools of Business accreditation (AACSB) of QC Business programs; and

WHEREAS, For the purpose of facilitating collaboration among business-related programs at QC, streamlining advisement and career pathways for students in business careers, providing synergy with internship coordination and grant applications, enhancing non-credit to credit transitions, and positioning QC to enhance current programs and develop new ones.

NOW, THEREFORE, BE IT

RESOLVED, That the School of Business at Queens College be established effective January 28, 2022.

EXPLANATION: The proposed School of Business will better serve their students and the community by integrating these programs and career advising services in one school to be named the QC School of Business, housed within the School of Social Sciences, which will include the already existing Accounting and Economics Departments as well as the Risk Management program. Creating the QC School of Business will facilitate curriculum planning and development, fundraising activities, and student advising and career services, streamline budgeting for these programs, and promote faculty collaboration towards developing a

strategic plan and exploring an AACSB accreditation of QC business programs. A resolution to create QC School of Business is being presented to the September QC Academic Senate meeting of faculty and students.

Board of Trustees of the City University of New York**RESOLUTION TO
Establish a School of Arts at Queens College****[insert date of BOT meeting]**

WHEREAS, In response to the projected workforce demand for artists and arts professionals in the Borough of Queens and New York City in general, Queens College (“QC”) is committed to preparing highly qualified practitioners and professionals in all genres of the visual and performing arts who are culturally competent and have an understanding of the changing landscape of the arts; and

WHEREAS, QC has developed a suite of degree programs and career services in the arts, leading to careers in music, design, studio, photography, drama and theater, dance, creative writing and translation, entertainment, museum professionals, arts education and as working artists; and

WHEREAS, the QC School of Arts and Humanities currently includes the Department of Art, the Department of Drama, Theater & Dance, and the Aaron Copland School of Music, offering nine undergraduate majors, seven graduate degrees, and a dozen minors and certificates. The undergraduate degrees include the BA in Art Education, Art History, Studio Art, Drama, Dance, (General) Music; the BFA in Design and Photography & Imaging; and the BMus in Music Education and Performance. Graduate programs include the MA in Art History and (General) Music; the MFA in Studio Art and Creative Writing & Literary Translation; the MMus in Classical Performance and Jazz Studies; and the MEd in Music Education; and

WHEREAS, The consolidation of these degree programs into one school will strengthen connections among existing programs and give students a comprehensive experience, including advising, co-curricular and extracurricular activities, networking, internships, and other artistic and career opportunities, creating a culture of support, development, and innovation; and

WHEREAS, QC is uniquely qualified to foster on- and off-campus collaborations in the arts, due to the presence of the Kupferberg Center for the Arts which includes the Colden Center, the Godwin Ternbach Museum, and the Louis Armstrong House Museum as well as existing links with Flushing Town Hall, Jamaica Center for Arts and Learning, and the Queens Museum; and

WHEREAS, Housing the faculty members and career advisors who deliver these programs in one academic school will stimulate better cooperation in curriculum development and other endeavors, to develop an integrated strategic plan with a goal of creating the most comprehensive arts curriculum in CUNY and in the Borough of Queens, including and developing accredited programs where appropriate (the Aaron Copland School is accredited by the National Association of Schools of Music); and

WHEREAS, For the purpose of facilitating collaboration among arts related programs at QC, streamlining advisement and career pathways for students in arts, providing synergy with internship coordination and grant applications, enhancing non-credit to credit transitions, and positioning QC to enhance current programs and develop new ones.

NOW, THEREFORE, BE IT RESOLVED, That the Queens College School of Arts be established effective January 28, 2022.

EXPLANATION: The proposed School of Arts will better serve their students and the community by integrating these programs and career advising services into one school to be named the Queens

College School of Arts (QCArts), housed within the existing School of Arts and Humanities. Creating QCArts will facilitate curriculum planning and development, fundraising activities, and student advising and career services, streamline budgeting for these programs, and promote faculty collaboration towards developing a strategic plan, and developing accredited programs where appropriate. A resolution to create QCArts is being presented to the September QC Academic Senate meeting of faculty and students.

**Proposed Amendment to the
Queens College Academic Senate
Charter**

**Add one non-faculty member of the Instructional Staff to Search
and Review Committees**

Be it Resolved;

The Academic Senate requests that the Board of Trustees amend the Charter of the Queens College Academic Senate to allow for the addition of one non-faculty member of the Instructional Staff on College Search and Review Committees for Deans, the Provost and the Chief Librarian by adding a new part G to Section X of the Academic Senate Charter as follows:

SECTION X – Selection and Review of Academic Officers

G. The Academic Senate shall add one member of the non-teaching Instructional Staff to each search and review committee established under this Section.

Justification: The Academic Senate is seeking to include one non-teaching member of the Instructional Staff on College Search and Review Committees for Deans, the Provost and the Chief Librarian in recognition of the knowledge and expertise they would add to such searches and reviews.

Proposed Academic Senate Bylaw Amendments

Change Ex Officio (nonvoting) member

On Honors and Awards Committee

Be it resolved;

1. The Academic Senate approve the following amendment to the Queens College Academic Senate Bylaws Article VII Section 26 B 2 b as follows:

NB: All words to be deleted are in [brackets] and all words to be added are underlined.

B. College Committee on Honors and Awards

2. Membership: Eight voting, one nonvoting.

b) Ex officio (nonvoting): [Vice President for Student Affairs]
Associate Provost for Innovation & Student Success

College Committee on Honors and Awards

Contact: Dan Lee

Email: dan.lee@qc.cuny.edu

Date Approved by Committee: 4/27/21

Proposal:

The College Committee on Honors and Awards is proposing to change the criteria for granting general college honors. The Undergraduate Bulletin entry on General College Honors would change as follows:

Current version:

General college honors—*summa cum laude*, *magna cum laude*, and *cum laude*—are conferred on graduating seniors who meet standards approved by the Academic Senate. Students who have taken at least 45 credits with letter grades (A, B, C, D, F) at Queens College may be given honors if their grade-point average—on the basis of work done only at Queens College—meets the requirements as well as their cumulative grade-point average, which includes work done at previous institutions. The cumulative academic averages required for honors degrees are 3.9 for *summa cum laude*, 3.75 for *magna cum laude*, and 3.5 for *cum laude*.

Proposed version:

General college honors are conferred on graduates who meet standards approved by the Academic Senate: To be eligible for honors, a student must attempt at least 55 credits whose grades contribute to the calculation of the student's Queens College grade-point average (GPA). For eligible students, the honors designation is determined solely by the student's cumulative Queens College GPA upon graduation, as follows:

- *summa cum laude* for a GPA of 3.900 or higher,
- *magna cum laude* for a GPA of 3.750 to 3.899,
- *cum laude* for a GPA of 3.500 to 3.749.

Reason for change:

The current rule was put in place in order to open up honors eligibility to more transfer students while maintaining high standards. Unfortunately, the rule has proved unwieldy and impractical to implement, because the college's recordkeeping on work done at previous institutions is inconsistent. There are also reasonable arguments that a Queens College honors designation should be based on work done at Queens College, and that comparing grades from diverse prior institutions is an arbitrary practice anyway. Finally, the current rule, as written, technically applies to all students who did *any* work at other institutions, even if they have 100+ QC credits. This was not the intention behind the current rule and should be fixed as soon as possible.

In light of these observations, we believe that the only practical solution is to determine general college honors based solely on QC grades and QC credits. This change would also bring our rule in line with what is practiced by most other CUNY senior colleges.

The Committee recommends a cutoff of 55 credits in order to maintain the college's high standards. While this number is larger than 45, based on our analysis of the data, we expect this change to *slightly increase* the total number of honors graduates, since prior institution grades are preventing many students from qualifying for honors under the current rule.

FACULTY SENATE ROSTER 2020-2022

Attendance – October 14, 2021

<i>DEPARTMENT</i>	<i>DELEGATE</i>	<i>Yr (S)</i>	<i>Present</i>	<i>ALTERNATE</i>	<i>Yr (S)</i>	<i>Present</i>
Accounting & Information Systems	Renee Weis	1		Jeffrey Satenstein	1	P
Anthropology	Thomas Plummer	1		Omri Elisha	1	P
Art	Sin-ying Ho	2	P	Michael Nelson	2	
Biology	Karl Fath	1	P	John Waldman	1	
Chemistry & Biochemistry	Cherice Evans	1		Junyong Choi	1	
Classical, Middle Eastern & Asian Languages and Cultures	Namhee Han	1	P	Ji Young Kim	1	
Comparative Literature	Ali Jimale Ahmed	2		Christopher Winks	2	
Computer Science	Kenneth Lord	1	P	Robert Goldberg	1	
Drama, Theatre & Dance	Jeffrey Greenberg	1		Claudia Feldstein	1	
Earth & Environmental Sciences, School of	Jacqueline Bracco	2	P	Jeffrey Bird	2	
Economics	Jennifer Roff	1		Mathew Bradbury	1	
Elementary and Early Childhood Education	Sunghee Shin	2	P	Ashraf Shady	2	
Secondary Education and Youth Services	Jay Shuttleworth	1	P	Salvatore Garofalo	1	
Educational & Community Programs	YungChi Chen	1	P	Sun A. Kim	1	
English	Kevin Ferguson	2	P	Christopher Williams	2	P
European Languages & Literatures	Morena Corradi	1	P	Karen Sullivan	1	
Family, Nutrition & Exercise Sciences	YaChing Hung	2	P	Jihee Choi	1	P
Graduate School of Library & Information Studies	James Lowry	2	P	Ping Li	2	
Hispanic Languages & Literatures	Monica Casco	2	P	Brais Outes-Leon	2	
History	Elissa Bemporad	1	P	Kara Schlichting	1	
Library	Robin Naughton	2	P	Annie Tummino	2	P

FACULTY SENATE ROSTER 2020-2022

Attendance – October 14, 2021

<i>DEPARTMENT</i>	<i>DELEGATE</i>	<i>Yr (S)</i>	<i>Present</i>	<i>ALTERNATE</i>	<i>Yr (S)</i>	<i>Present</i>
Linguistics & Communication Disorders	Elizabeth Ijalba	2		Lauren Heffernan	2	
Mathematics	Joe Pastore	2		Adam Kapelner	2	
Media Studies	SinJoung Yeo	1	P	Richard Maxwell	1	
Music, Aaron Copland School of	Jeff Nichols	2		Mark Powell	2	
Philosophy	Stephen Grover	2	P	OPEN	2	
Physics	Timothy Benseman	1	P	Euclides Almeida	1	
Political Science	Alexander Reichl	2	P	John Bowman	2	
Psychology	Claudia Brumbaugh	1	P	Patricia D'Ateno	1	P
Sociology	Hongwei Xu	2		Anna Maria Bounds	2	
Urban Studies	James Vacca	1	P	OPEN	1	
<i>DIVISIONAL AT LARGE</i>						
Arts & Humanities	Dustin Grella	1	P	Vanessa Perez-Rosario	1	P
Social Sciences	Rosemary Twomey	1	P	Elizabeth Hendrey	1	
Education	OPEN	2		OPEN	2	
Mathematics & Natural Sciences	Concettina Pagao	2	P	Nicholas Vlamis	2	P
<i>COLLEGE-WIDE AT LARGE</i>						
	Yinxian Zhang	2	P	OPEN	2	
	Barbara Moore	1	P	Alicia Alvero	1	P
	James T. Mellone	1	P	Veronica J. Hinton	1	
	OPEN	1		OPEN	1	
<i>COLLEGE WIDE AT LARGE - ADJUNCT</i>						
	Jennifer Valad	2		Lisa Clark	2	P

Queens College
of The City University of New York
ACADEMIC SENATE STUDENT MEMBERS
2020-2021

Attendance –October 14, 2021

	<i>Delegates</i>	<i>Present</i>	<i>Alternates</i>	<i>Present</i>
	At Large			
1.	Gabriel Kesten	P	Hannah Okner	
2.	Fatima Bhutta		Thomas Olsen	
3.	Zainab Farooqi		Yudesh Sohan	
4.	Nariah Greene	P		
5.	Muslimah Abdul			
5.	Devonte Rowe			
7.	Rida Zaidi			
8.	Rasheed Robinson			
9.	Marie James			
10.	Leslie Jarret			
	Undergraduate Upper Junior - Senior			
1.	Emma Richter	P		
2.	Saskia Van Horn	P		
3.	Shompa Islam			
	Undergraduate Upper Sophomore - Lower Junior			
1.	Reveena Ramotar	P		
2.	Rita Igbinoba			
3.	OPEN			
	Undergraduate Freshman - Lower Sophomore			
1.	Melton Thorpe	P	Holden Velasco	
2.	Carmela Miller	P		
3.	Jamal Mark	P		
	SEEK			
1.	Gurleen Boparai	P		

**QUEENS COLLEGE
ACADEMIC SENATE
2021-2022**

Attendance –October 14, 2021

<u>EXOFFICIO (NON-VOTING) MEMBERS</u>	<i>Present</i>
Dr. Frank H. Wu, President	P
Sandy A. Curko, General Counsel	
Meghan Moore-Wilk Chief of Staff	
Vacant, Assistant VP for Enrollment and Student Retention	
Dr. Elizabeth Hendrey, Provost	P
Dr. Simone L. Yearwood, Interim Associate Dean and Chief Librarian	
Jay Hershenson, VP for Communications and Marketing and Senior Advisor to the President	P
Dr. Jennifer Jarvis, Vice President for Student Affairs	
Dr. Alicia Alvero, Associate Provost for Academic and Faculty Affairs	P
Dr. Nathalia Holtzman, Interim Associate Provost for Innovation and Student Success	P
Mr. vacant, VP for Finance and Administration	
Dr. William McClure, Dean for Division of Arts and Humanities	
Dr. Ekaterina Pechenkina, Interim Dean for the Division of Social Science	
Dr. Daniel C. Weinstein, Dean for Division of Math & Natural Sciences	P
Dr. Dana Fusco, Interim Dean for Division of Education	
James Curry, Office of Registrar	
Ms. Zaire Couloute, President Student Association	P
Dave Fields, Esq., Parliamentarian	P
Vacant, Executive Director of Enrollment and Admissions	
Dr. John Andrejack, Executive Director of the Student Union	
Dr. Richard P. Alvarez, VP of Enrollment and Retention	
Dr. Rachel Fester, Interim Dean of Institutional Effectiveness	
<u>CHAIRPEOPLE OF STANDING COMMITTEES</u>	
Peishi Wang, Nominating Committee	P
Ping Li, Graduate Curriculum Committee	P
Ken Lord, Undergraduate Curriculum Committee	P
<u>GUESTS</u>	
Mitchell Proux (Field Placement)	P
Mohammad Ashraf (Academic Advising Center)	P
Alla Rozovskaya (Computer Science)	P
Cayla Kempf (Student Association Vice President)	P
Dennis Torres (Veteran Support Services)	P
Dhanya Bell (Information Technology Services)	P
Elizabeth Ijalba (Linguistics and Communication Disorders)	P
Natanya Duncan (History)	P