

The Governance of Interdisciplinary Programs, Centers and Institutes

Changes to P&B Committee on Centers and Institutes

The Committee on Centers and Institutes has been renamed the Committee on Interdisciplinary Programs, Centers and Institutes. Additional responsibilities will include reviewing nominations for center, institute and program directors, reviewing recommended curriculum changes, and review of program, center and institute self-studies.

Queens College Rules for Interdisciplinary Programs:

Faculty Advisory Committee:

All interdisciplinary programs that support a curriculum, major, or minor, will have a faculty advisory committee consisting of four Queens College faculty members plus the program director. At least one faculty member from each discipline represented in the program should serve on the committee. The advisory committee shall be elected by faculty members teaching in the program. Members of the Faculty Advisory Committee shall be elected for a term not to exceed three years, but may be reappointed. Programs are encouraged to develop external advisory boards or to involve alumni and community members as appropriate.

Committees should review curricular and policy matters. Recommended major changes should be forwarded to the Committee on Interdisciplinary Programs, Centers and Institutes which will make a recommendation to the appropriate Senate curriculum committee. Minor curricular changes will be forwarded to the committee for informational purposes at the same time as they are sent to the curriculum committee. Curricular and policy changes that appear in the Bulletin should be forwarded to the dean or administrator overseeing the program at the same time it is forwarded to the Senate.

Terms for Program Directors:

Directors of all interdisciplinary programs that support a curriculum, major, or minor shall have a 3-year renewable term. The Office of the Provost will solicit nominations, including self-nominations, in early spring of the last year of the term. The Faculty Advisory Committee as well as the Committee on Interdisciplinary Programs, Centers and Institutes will review the nominations and make a recommendation to the provost. The current director must recuse him/herself, and the recommendation to the provost will be strictly confidential. The provost will select the director in consultation with the President. In the event a director is no longer able to serve, the provost will solicit advice from the aforementioned bodies and, in consultation with the President, appoint an acting director to serve the remainder of the academic year. The nomination process for a new director, to complete the remainder of the term, will commence in the spring as above.

Program Reporting and Self-Assessment:

Programs are expected to conduct ongoing assessment of student learning. Annual meetings of stakeholders (advisory committee, other affiliated faculty and external advisory board if applicable) should be held to evaluate the results and to discuss the status of the program and any changes. The director will report annually to the dean or administrator overseeing the program

about the state of the program, enrollments, budget, etc., as well as results of assessment activities and actions taken on the basis of the assessment findings.

All programs will prepare self-studies on the same cycle (approximately 6 years) as academic departments. The self-study should be submitted in the fall of the last year of the director's current term. The Committee on Interdisciplinary Programs, Centers, and Institutes will place all programs on the college's schedule of self-studies. If a program is wholly contained or managed by another unit that also prepares a self-study, then only one self-study is required covering both entities. However, the self-study must separately evaluate both entities.

Self-studies for Interdisciplinary Programs should address mission, curricula, types and numbers of students, budgets, assessment activities and findings. As with other academic self-studies, a dean or other administrator selected by the provost shall oversee and participate in the external review process. The self-study will be reviewed by the College P&B Committee on Interdisciplinary Programs, Centers, and Institutes. A member of the faculty advisory committee will participate in the meeting with the external reviewers. The committee will review the reviewers' report and proposed action plan, and will submit their recommendations to the provost and president.

Queens College Rules for Centers and Institutes:

Center and Institute Directors

Directors of all academic centers and institutes with associated academic programs shall have a 3 year term coincident with the term for the program director; all other directorships shall be for a term of 6 years. The Office of the Provost will solicit nominations, including self-nominations, in early spring. The Committee on Interdisciplinary Programs, Centers, and Institutes will review the nominations and make a confidential recommendation to the provost. The provost will select the director in consultation with the president. In the event a director is no longer able to serve, the provost will solicit advice from the aforementioned bodies and, in consultation with the president, appoint an acting director to serve the remainder of the academic year. The nomination process for a new director, to complete the remainder of the term, will commence in the spring as above. It is strongly recommended that Centers have advisory boards, composed of faculty, alumni and community members, or seek to involve those individuals in the activities of the Center or Institute.

Center and Institute Reporting and Self-Assessment:

Centers and institutes will submit annual reports to the dean or administrator overseeing the center or institute, with a copy to The Committee on Interdisciplinary Programs, Centers, and Institutes. The reports should address Center activities, costs and revenues.

All centers and institutes will prepare self-studies on the same cycle (approximately 6 years) as academic departments. The Committee on Interdisciplinary Programs, Centers, and Institutes will place all centers and institutes on the college's schedule of self-studies. The self-study should be submitted in the fall of the last year of the director's current term. As with other academic self-studies, a dean or other administrator selected by the provost shall oversee and participate in the external review process. The self-study will be reviewed by the College P&B

Committee on Interdisciplinary Programs, Centers, and Institutes. Self-studies should address the way in which the center continues to carry out its mission as originally defined, and how it meets the CUNY rules on centers, as well as any relevant portions of the Guidelines for Self-studies now used by academic departments.

CUNY Rules on Centers:

Organized research, training and instruction, and service units, are expected to operate with substantial external support to advance the mission of the University beyond what is possible to accomplish through the basic institutional budget. While tax-levy support for Centers is not prohibited, it should be viewed as an aid to developing external support and never as a guarantee. Tax-levy support may be provided by either a college or by the University as outlined in this policy. Historically, tax-levy support from the University has been provided from organized research funds. Tax-levy support from the University is usually, but not always, limited in duration and extent. (BT- 1995-02-27, AI-005-B)

Centers carry out their diverse missions in a multitude of ways. Funding comes from the federal, State, and City governments, and from private foundations. Detailed and rigorous rules applicable to all centers are not feasible. (BT-1995-02-27, AI-005-B)

Recognizing that the term 'center' is used by many inside and outside the University to denote a variety of entities, this policy distinguishes between the title by which an entity is known and its designation by the Board of Trustees for the purposes of this policy. For the purposes of this policy a center is a single campus entity. (BT-1995-02-27, AI-005-B)