

Candidate Statement for Faculty Senate Secretary-Donna Burke, Counselor, Counseling and Advising Center

I would be honored to serve as Secretary for the Faculty Senate. I have worked at Monroe Community College (MCC) since 1995. During my tenure at MCC, I have served on a number of college wide committees including the Strategic Planning Committee (2000), Banner Management Committee (2003-2009), and the Installation Sub Committee of the Presidential Inauguration Committee (2000 and 2010). Recently, I served on the Installation Sub Committee for the Inauguration of Dr. Kress. My duties included recording the minutes for all committee meetings, a skill that is required for the position I am seeking. I have also presented at a number of regional, state and national conferences on topics related to high school graduation requirements, document imaging, and automating the admissions process.

In my role as Assistant to the Vice President, Academic Services, I served for two years in an ex-officio capacity on the Academic Policies Committee (APC) and the ad hoc committee to review Leaves for Professional Advancement for the Benefit of the College and the nomination committee for the SUNY Distinguished Teaching Award. In addition, I oversaw the administration of the Student Opinion of Course and Faculty Survey for the Faculty Senate. This included developing a new report based on feedback from Faculty Senate and coordinating the production and distribution of the survey and the results. These opportunities have allowed me to work very closely with the Senate and to see the significant role it plays in guiding policy and curriculum development at the College.

I look forward to increasing my involvement and making a positive contribution to the important work of the Faculty Senate. Thank you for your consideration.