



Borough of Manhattan Community College
The City University of New York
Academic Senate

Minutes
April 22nd, 2020
Via Zoom

- I. CALL TO ORDER: 3.02 pm
- II. ATTENDANCE: A quorum was achieved. The following senators were absent: Hussein Abdulla I D, James Blake, Sharon Brickman, Irons Burgos, Melissa Butler, Arthur Cain, Anson Cheng, Anthony Creaco, Mariama Faye, Erik Freas, Deborah Gambs, Benjamin Haas, Quintasia Harris, Joel Hernandez, Jun Liang Rice, Irving Mitchell, Claire Pamplin, Jessica Roman, Rifat Salam, Achraf Seyam, Josh Wolfson
- III. APPROVAL OF MEETING MINUTES: Minutes from 3.25.2020 were unanimously approved.
- IV. STANDING COMMITTEE REPORTS FROM REPRESENTATIVES:
 - a. CURRICULUM COMMITTEE: The following items were unanimously approved by the Academic Senate:
 - i. **Curriculum Revision:** Music
Description: A new track in Jazz and Popular Music is being added to the curriculum along with five new courses and 17 course revisions. The track and courses provide more senior college options and expand career path options. The course revisions bring classes in line with senior college classes and ease the path to completion for advanced students.
 - ii. **New Course:** MUS 138 Jazz and Popular Music Aural Skills I
Description: This course is the first level of jazz and popular music aural skills. It is required in the Jazz and Popular Music specialization of the Music degree.
 - iii. **New Course:** MUS 238 Jazz and Popular Music Aural Skills II
Description: This course is the second level of jazz and popular music aural skills. It is an elective in the Jazz and Popular Music specialization of the Music degree.
 - iv. **New Course:** MUS 137 Jazz and Popular Music Theory I
Description: This course is the first level of jazz and popular music theory. It is required in the Jazz and Popular Music specialization of the Music degree.

- v. **New Course:** MUS 237 Jazz and Popular Music Theory II
Description: This course is the second level of jazz and popular music theory. It is an elective in the Jazz and Popular Music specialization of the Music degree.
- vi. **New Course:** MUS 114 Music Business
Description: This course is an introduction to the modern-day music industry. It is required in the Jazz and Popular Music specialization of the Music degree.
- vii. **Course Revision:** MUS 118 Aural Skills I
Description: This revision updates the course description to more accurately reflect the Music requirements.
- viii. **Course Revision:** MUS 218 Aural Skills II
Description: This revision updates the course description to more accurately reflect the Music requirements.
- ix. **Course Revision:** MUS 318 Aural Skills III
Description: This revision updates the course description to more accurately reflect the Music requirements.
- x. **Course Revision:** MUS 418 Aural Skills IV
Description: This revision updates the course description to more accurately reflect the Music requirements.
- xi. **Course Revision:** MUS 234 Music Notation Software
Description: This revision changes the course number from MUS 234 to MUS 124 to clarify to students that this is an introductory-level course and changes the course credits from 1 to 2.
- xii. **Course Revision:** MUS 235 Digital Music and Recording
Description: Currently MUS 235 Digital Music and Recording. This revision changes the course number from MUS 235 to MUS 123, the title to Basics of Digital Music Production, the course hours from 2 to 3, the course credit from 1 to 3, removes the pre-requisites and changes the course description. These changes are to better align with senior colleges and fit into the Music major.
- xiii. **Course Revision:** MUS 119 Keyboard Workshop I
Description: This revision updates the course description to more accurately reflect the Music requirements.
- xiv. **Course Revision:** MUS 219 Keyboard Workshop II
Description: This revision updates the course description to more accurately reflect the Music requirements.
- xv. **Course Revision:** MUS 319 Keyboard Workshop III
Description: This revision updates the course description to more accurately reflect the Music requirements.
- xvi. **Course Revision:** MUS 419 Keyboard Workshop IV

Description: This revision updates the course description to more accurately reflect the Music requirements.

- xvii. **Course Revision:** MUS 117
Description: This revision changes the hours from 4 to 3 and credits from 4 to 3 to better align with equivalent courses at the senior colleges. It also updates the course description to more accurately reflect the Music requirements.
- xviii. **Course Revision:** MUS 217
Description: This revision changes the hours from 4 to 3 and credits from 4 to 3 to better align with equivalent courses at the senior colleges. It also updates the course description to more accurately reflect the Music requirements.
- xix. **Course Revision:** MUS 317
Description: This revision changes the hours from 4 to 3 and credits from 4 to 3 to better align with equivalent courses at the senior colleges. It also updates the course description to more accurately reflect the Music requirements.
- xx. **Credit for Life Experience:** MUS 160 Voice I
Description: This updates the course to add a credit for life experience option.
- xxi. **Credit for Life Experience:** MUS 170 Voice II
Description: This updates the course to add a credit for life experience option.
- xxii. **Credit for Life Experience:** MUS 180 Guitar I
Description: This updates the course to add a credit for life experience option.
- xxiii. **Credit for Life Experience:** MUS 190 Guitar II
Description: This updates the course to add a credit for life experience option.
- xxiv. **Curriculum Revision:** Sociology
Description: This proposal adds AFN 128 Black Women in the Americas and Caribbean to the Sociology electives.
- xxv. **Course Revision:** SOC 230: Race and Ethnicity
Description: This proposal changes the title from *Ethnic Groups in American Life* to *Race and Ethnicity* and also changes the course description to better reflect the way the course is taught and align with Sociology programs at senior colleges.
- xxvi. **Course Revision:** BUS 476: Social Entrepreneurship in Emerging Economies
Description: This proposal changes the course title from Social Entrepreneurship in India to Social Entrepreneurship in Emerging Economies. It is done to correct the title of the course and offer faculty the option of exposing students to different emerging economies.
- xxvii. **Course Revision:** MAR 220: Essentials of Advertising
Description: This proposal changes the pre-requisites from BUS 104 to ENG 101, MAR 100. MAR 100 provides adequate academic background and ENG 101 ensures students have requisite English skills.

- xxviii. **Course Revision:** MAR 330: Market Research and Analytics
Description: This proposal changes the pre-requisites from ENG 101, MAT 150, BUS 104, MAR 100 to ENG 101, MAT 150 and (MAR 100 or PSY 100). Either MAR 100 or PSY 100 provide the required background.

- xxix. **Course Revision:** MAR 230: Essentials of Public Relations
Description: This proposal changes the pre-requisites from BUS 104, MAR 100, ENG 101 to MAR 100, ENG 101. MAR 100 provides adequate academic background without BUS 104.

- xxx. **New Pilot Course:** BUS 320 Business Decision Making & Analytics
Description: This pilot course develops students' quantitative reasoning skills including data analysis, statistical thinking, and modeling business decisions using a wide range of case studies.

- xxxi. **New Course:** MMP 270 Introduction to Video Game Design
Description: This course introduces students to game design principles and video game production practices.

- xxxii. **New Course:** ANI 360 2D Animation Projects
Description: This course follows MMP 260 and teaches students the production pipeline techniques for creating animation for broadcast, film and effects.

- xxxiii. **Course Revision:** MMP/ANI 260 Introduction to 2D Animation
Description: This revision changes the course number to ANI 260 to make it clearer to Animation majors that this course is part of their requirements and make the sequence with ANI 360 clearer.

- xxxiv. **Course Revision:** VAT/ANI 301 Introduction to Video Graphics
Description: This revision changes the course number to ANI 301 to make it clearer to Animation majors that this course is part of their program electives.

- xxxv. **Curriculum Revision:** Animation and Motion Graphics
Description: This revision adds new course ANI 360 to the major and adjusts the required courses accordingly. It also adds a course to the program electives and notes the additional listings of ANI 260 and ANI 301.

- xxxvi. **Curriculum Revision:** Multimedia Programming and Design
Description: This proposal updates the requirements to note the additional listings of ANI 260 and ANI 301.

- xxxvii. **Curriculum Revision:** Video Arts and Technology
Description: This proposal adds MMP 270 as an Advised Elective and notes the additional listings of ANI 260 and ANI 301.

b. COMMITTEE ON STUDENT AFFAIRS

- i. Putting together a series of guidelines for faculty on how to deal with crises such as the current pandemic with students.
 - ii. Continuing review of Starfish language
 - c. FACULTY DEVELOPMENT COMMITTEE
 - i. Grant review process is complete, and recommendations have been sent to Dean J. Berg's office.
 - d. INSTRUCTION COMMITTEE
 - i. Committee is investigating trauma informed pedagogy. Currently gathering resources and working with faculty who have experience in this field. Will put together some resources that will be made available online. Looking into possibly holding a workshop or webinar.
 - ii. Online instruction in Fall 2020: Departmental chairs previously agreed that classes previously taught in person should be taught synchronously in the event that they go online. Committee requested further clarity on this issue.
 - iii. Faculty wishing to pilot updated student evaluations should contact committee chair (A. Colapinto).
 - iv. Proposed guidelines for observation of online classes (below): Senate voted to accept guidelines as presented. One opposed.
 - e. ACADEMIC STANDING COMMITTEE
 - i. Committee voted unanimously to approve the process of reading appeals online.
 - ii. Resolution by board of Trustees – no students can be dismissed based on spring semester.
 - iii. Financial appeals – office will not look at degree progress but will look at GPA. Committee will suspend its usual requirements regarding documentation.
 - iv. Chair thanked counseling department for frontline work during this crisis.
 - f. ADMISSIONS COMMITTEE
 - i. There is a link for new admissions on the website, found under COVID19 updates tab: <https://www.bmcc.cuny.edu/enrollment-management/-admissions>
 - ii. Suggest possibly creating vignettes of faculty highlighting unique and compelling ways they have transitioned their classes online to help students.
 - g. ACADEMIC FREEDOM COMMITTEE
 - i. Finalizing report on issue of recording classes.
 - ii. Presented two recommendations (below). Senate voted unanimously to table these for future discussion.
- V. CHAIR'S REPORT
 - a. Elections for 2020-2021 Academic Senate will be held at the organizational meeting in May via Zoom.
- VI. NEW BUSINESS
 - a. UFS report – two resolutions:
 - i. Resolution from the Committee on the Status of the Faculty: Faculty to be protected from retaliation for political beliefs. Approved.
 - ii. Shared Governance as Uniform Principle. UFS voiced concerns about the Chancellor's actions without consulting the Faculty. Approved.

VII. OLD BUSINESS

VIII. ADJOURNMENT: 3.59pm

Proposed Guidelines for Observation of Online Classes Instruction Committee of the Academic Senate, BMCC

The newest PSC-CUNY contract now includes language concerning peer observation of online courses. (See Article 18.2 (b) in the [Memorandum of Agreement](#).) The intent is to “replicate as closely as possible the longstanding teaching observation practices” that have existed in previous contracts. The Instruction Committee at BMCC had been independently developing its own guidelines and finalized them just as the contract was approved. Some of these repeat what is now in the contract, but some are new.

Below are the Instruction Committee’s proposed guidelines. Those recommendations that repeat what is contractually required are listed first, followed by those which go beyond the contract language.

Note that the contract has additional guidelines which are not included here, particularly those concerning hybrid courses, and whether they should be observed online or in person.

Both the Observer and Observee should be made aware of these guidelines.

Proposed BMCC E-Learning Observation Guidelines

Contractually required guidelines (Not exhaustive: see [MOA](#) for complete guidelines)

1. Online course observations should be as close as possible in structure to in-class observations.
2. As per contractual obligations, (i) the Observer will be allocated a 48-hour (maximum) window of time to observe the lesson, and (ii) should not observe course activity that occurred more than 7 days prior to the observation.
3. As per contractual obligations, the Observer must be enrolled in student/guest access. The Observer’s access to the class will be closed (unenrolled) by the Observee after the mutually decided upon 48-hour (maximum) window.
4. The observee should inform the students enrolled in the online class of the observer’s presence in the class prior to the observation.

Additional recommendations of the Instruction Committee

5. The same reporting form departments use for in-class peer observations should also be used for online class evaluations.
6. Absent specific instructions from a chairperson, program coordinator, or other designee, the Observer and the Observee should mutually agree on (i) which type of class should be observed, traditional face-to-face course OR online course, and (ii) should agree on the time of observation. If the observation is of an online class, the Observer must be trained in online teaching.
7. The Observer’s primary responsibility is to provide feedback regarding teaching and learning for a particular lesson, rather than overall course design.
8. In the case that significant interactions between the Observee and students are not visible to the Observer through student/guest access, the Observee may choose to make this activity available to the Observer in some other way. This could mean meeting in person to review the material, emailing PDFs or screenshots, etc.

Academic Freedom Committee Recommendations

The Academic Freedom Committee recommends that **when a student needs a classroom recorded for accessibility issues, that the Office of Accessibility assign the student a recorder, just as they would assign a student a note-taker, who is responsible for recording only the relevant parts of the lecture/discussion and ensures that no students are recorded.**

The College or University has the right to make policy regarding students recording of the classroom. The Academic Freedom Committee recommends that BMCC do so and that faculty are central in creating this policy, as advised by the AAUP.