



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

Meeting Minutes
November 2, 2016 at 2:00pm in MC-N767

I. CALL TO ORDER

Meeting was called to order at 2:05pm

In attendance: Lesley Rennis, Janice Walters, Ken Levinson, Fred Peskoff, Mohammad Alam, Joyce Harte, Sangeeta Bishop, Maria Enrico, Howard Meltzer, Everett Flannery, Josh Wolfson, Eva Kolbusz-Kijne, Mahatapa Palit, Erwin Wong, Carei Thomas, Toby Ginsberg, Chris Stein

II. APPROVAL OF THE CURRICULUM COMMITTEE MINUTES of October 5, 2016

The minutes were approved by unanimous acclaim.

III. CURRICULUM PROPOSALS & REVISIONS

III.A. PRESENTATIONS

III.A.1. Course Revision: **MAT 150 – Introduction to Statistics**

- **Presenters:** Jean Richard, Daniela Bardac-Vlada, Susan Licwinko
- **Vote:** Motion to approve the course revision passed 12-0-0.

III.A.2. New Course: **MAT 150.5 – Statistics with Algebra Workshop**

- **Presenters:** Jean Richard, Daniela Bardac-Vlada, Susan Licwinko
- **Vote:** Motion to approve the new course passed 13-0-0.

III.A.3. New Course: **ENG 300 – Fundamentals of Journalism**

- **Presenters:** Andrew Levy, Claire Pamplin, Keridiana Chez
- **Vote:** Motion to approve the new course passed 13-0-0 pending requested changes.

- **Requested Changes:**
 - **Syllabus:** In the Course Requirements – Participation, Presentation and Class Attendance section, edit requirement 5 to remove “**use of personal communication devices in the classroom for any other reason will result in expulsion from the course.**”
 - **Syllabus:** in the third Student Learning Outcome remove the word **numerous.**
 - **Syllabus:** add a sample grading breakdown with percentages
 - **Syllabus:** In the Course Requirements – Assignments and Evaluation section, remove the first sentence of the last paragraph “**In this course you will be graded holistically; this means that I am most concerned with improvement across the semester in the quality of your thinking and your writing.** “

III.A.4. Curriculum Revision: **Health Information Technology**

- **Presenters:** Lynda Carlson, Cheryl Christopher
- **Vote:** Motion to approve the curriculum revision passed 13-0-0 pending requested changes.
- **Requested Changes:**
 - Add a two column chart to the presentation showing the old curriculum requirements in the left column and the new curriculum requirements in the right column. Removed courses should be formatted in strike-through on the left and added courses highlighted in the new curriculum requirements.
 - **Cover Sheets** (multiple): in section 4 Prerequisites, remove the text “Remedial Requirements” or “All remedial course requirements” from the new course proposals: HIT 110, 111, 112

III.A.5. Course Revision: **BUS 121 – Personal Finance**

- **Presenter:** Shirley Zaragoza
- **Vote:** Motion to approve the course revision passed 13-0-0 pending requested changes.
- **Requested Changes:**
 - **Cover Sheet:** Edit the **to** section of **Change basic skills** requirements to add MAT 12 so it reads **MAT 12 or MAT 51**
 - **Course Syllabus:** Submit a new course syllabus with the correct basic skills listed.

III.A.6. Curriculum Revision: **Science**

- **Presenters:** Lalitha Jayant
- **Vote:** The proposal was not passed. A Motion to table the curriculum revision passed 12-0-1
- **Requested Changes:**
 - The Committee noted that the Department Minutes submitted with the proposal do not indicate that a department vote actually took place. Science is asked to provide documentation that the department voted on and approved the curriculum revision and resubmit the proposal.

III.B. VOTE AND TALLY

The Committee voted by paper ballot and the tallies were counted and reported as listed above. All vote totals are listed in the following order: yes-no-abstain.

IV. OLD BUSINESS

V. NEW BUSINESS

- V.A. Revisions to the proposal submission process. It was agreed that the secretary, Chris Stein, will meet with the Director of Academic Advisement and Transfer Center, Carei Thomas, to discuss changes to the proposal formatting that will help ensure information is consistent throughout the process.
- V.B. The Committee discussed changes to its Procedures Manual to clarify how information should be submitted to the Committee. The Chair will draft and circulate changes in advance of the upcoming meeting.

VI. ADJOURNMENT at 3:35pm