



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

Meeting Minutes
December 7, 2016 at 2:00pm in MC-N767

I. CALL TO ORDER

The meeting was called to order at 2:10pm

In attendance: Eva Kolbusz, Carei Thomas, Erwin Wong, Everett Flannery, Howard Meltzer, Janice Walters, Toby Ginsberg, Fred Peskoff, Ken Levinson, Lesley Rennis, Mahatapa Palit, Joel Hernandez, Josh Wolfson, Meghan Cook, Sangeeta Bishop, Joyce Harte

II. APPROVAL OF THE CURRICULUM COMMITTEE MINUTES of November 2, 2016

The minutes were approved by unanimous acclaim.

III. CURRICULUM PROPOSALS & REVISIONS

III.A. PRESENTATIONS

III.A.1. New Curriculum: **Music A.S. Degree**

- **Presenters:** Robert Reed and Eugenia Yan
- **Vote:** Motion to approve the new curriculum passed 13-0-1.

III.A.2. Curriculum Revision: **Science**

- **Note:** There were no presenters. The committee will vote on the amended proposal with full department minutes.
- **Vote:** Motion to approve the curriculum revision passed 14-0-0

III.A.3. Course Revision: **CIS 207 – Healthcare Information Technologies and Management Systems**

- **Presenters:** Don Wei, Mete Kok and Lynda Carlson
- **Vote:** The motion to approve the course revision passed 13-0-1

III.A.4. Course Revision: **HIS 275 – History Research and Writing Methods**

- **Presenters:** Jacob Kramer and Alex D'erizans
- **Vote:** Motion to approve the course revision passed 13-0-1 pending requested changes.
- **Requested Changes:**
 - In the course prerequisites change 30 credits to ENG 201 and HIS XXX or HIS XXX where the HIS XXX are a set of history courses the department deems applicable.

III.A.5. Pathways Submission: **PHI 100 – Introduction to Philosophy**

- **Note:** This was a change requested by CUNY. It was determined that the Committee did not need to vote on the changes so no vote was taken.

III.A.6. Curriculum Revision: **Human Services**

- **Presenters:** Andres Colapinto, Lisa Rose and Alize Lun
- **Vote:** Motion to approve the curriculum revision passed 14-0-0 pending requested changes.
- **Requested Changes:**
 - Create a two-column version of the degree requirements with the old requirements in the left column and the new requirements in the right column.

III.B. VOTE AND TALLY

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

IV. OLD BUSINESS

IV.A. Revisions to the proposal submission process: The following potential changes to the process were discussed:

- Submitting the files as Word documents (.doc not docx)
- Creating a checklist for submitters
- Creating a generic syllabus form

- Creating a calendar of meetings that shows the relationship between the Academic Senate Curriculum Committee meetings, Academic Senate Meetings and CUNY Board meetings.
- Requiring that department meeting minutes are signed.

Drafts of these changes will be created and presented to the Committee for approval at a future meeting.

V. NEW BUSINESS

VI. ADJOURNMENT

At 3:20pm

Respectfully submitted by Chris Stein