

**Borough of Manhattan Community College  
The City University of New York**

**CURRICULUM COMMITTEE OF THE ACADEMIC  
SENATE**

**Procedures Manual**

Revised: May, 2013

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## **1. PURPOSE OF THE MANUAL**

1. It is assumed that meetings of the Curriculum Committee will be conducted in accordance with the Faculty Governance Plan and By-laws and with Robert's Rules of Order. The purpose of this manual is to provide written documentation of recommended procedures developed by members of this Committee to facilitate the work of the Committee.

## **2. MAINTENANCE OF THE MANUAL**

1. At the beginning of each academic year all members of the Curriculum Committee of the Academic Senate shall access a copy of this manual containing procedures governing Curriculum Committee activities. An electronic copy of the manual is located at <http://www.bmcc.cuny.edu/academicsenate/committees.jsp>. A URL of the manual address will be sent to all members at the beginning of the academic year for web access.
2. As changes and additions to the procedures are made, it will be the responsibility of the Secretary of the Committee to assure that they are all noted in the minutes and included in an updated version of the manual by the end of the academic year.
3. At the end of each academic year, the Secretary of the Curriculum Committee will present a copy of the updated manual to the Dean for Academic Programs and Instruction, the Chair of the Academic Senate, and to the College Archivist.

## **3. AMENDMENTS & CHANGES TO PROCEDURES**

1. Additions and changes to the procedures are made by a majority vote of the members of the Curriculum Committee present at the meeting.

## **4. ORGANIZATION OF COMMITTEE**

1. The Committee on Committees will assign members of the Academic Senate to serve on the Curriculum Committee.

## **5. CHARGE OF THE COMMITTEE**

1. According to the current BMCC Governance Plan: "The Curriculum Committee formulates and evaluates current requirements for degrees. The Committee maintains a continuing review of the operation of the college curriculum and of pertinent developments in this field. Its function includes the evaluation and review of proposals for the modification of curricula."  
*(Governance Plan, Article I Section V, paragraph C3)*

## **6. ELECTIONS**

1. At the first meeting of the Curriculum Committee for the academic year, a Secretary, a Chairperson, and a Representative to the Executive Committee of the Academic Senate will each be elected by a majority vote of the Committee members present.

## **7. DUTIES OF THE CHAIRPERSON**

1. Become familiar with pertinent curricula issues.
2. Establish calendar for the year, including dates, time, and location of each meeting.
3. Advise Departmental Chairpersons of procedures for submitting proposals.
4. Review proposals submitted to determine if procedures have been followed and if they are substantively complete. If not, contact Chairperson or faculty member for any additional information needed, incomplete or missing forms, missing signatures, etc.
5. Prepare realistic working agenda for Curriculum Committee meeting and send to all members a minimum of one (1) week before the next scheduled meeting. Include copies of all proposals to be presented. Proposals should be listed on the agenda in the order in which they are received by the Chairperson of the Curriculum Committee. Any proposals not presented, discussed and voted on, during previous meetings should be listed prior to any new proposals.
6. Notify the Department Chairperson of the Committee's decisions on the proposal presentation as soon as possible following the meeting. If the proposal was not approved, a brief explanation will be provided to the academic Department Chairperson by the Curriculum Committee Chair.
7. Assure that the Secretary of the Curriculum Committee has presented all the actions of the Committee to the Curriculum Committee Representative to the Executive Committee and to the Secretary of the Academic Senate.
8. Contact the Secretary of the Academic Senate to verify that items to be included on the Academic Senate meeting agenda have been received.
9. Attend the Academic Senate meeting to present the curriculum proposals listed on the agenda. (Members of the Departments whose proposals are being presented should also be present to answer any questions raised by those attending the meeting.)
10. At the end of the academic year (Spring semester) the Chair will sign off on all Faculty Senate approved courses and send a synopsis of said courses to the office of Academic Affairs. A print copy of all completed submissions approved by both the

Curriculum Committee and Faculty Senate will be put into a binder by the secretary of the curriculum committee.

## **8. DUTIES OF THE SECRETARY**

1. Prepare minutes of the Committee meetings and distribute those minutes to the members of the Committee, and to the Faculty generally, before the next scheduled meeting.
2. Provide, collect, and tally ballots during all votes by the Committee.
3. Provide the Curriculum Committee Representative to the Executive Committee with copies of all materials that are to be submitted to the Executive Committee for consideration for inclusion in the next Academic Senate agenda.
4. Assemble a complete, chronologically organized set of the Agendas, Minutes and Appended Documents generated by the Committee during the entire Academic year, and present it to the Chair of the Academic Senate, the incoming Secretary of the Curriculum Committee and to the College Archivist.
5. Update the Curriculum Committee Procedures Manual at the end of the Academic Year to reflect any additions or changes made during the year. Present a copy of the Manual to the appropriate officer of Academic Affairs, the Chair of the Academic Senate, the incoming Secretary of the Curriculum Committee, and the College Archivist.

## **9. SUBMISSION OF CURRICULUM PROPOSALS & CHANGES**

1. The deadline for submitting curriculum proposals or changes to be considered during the current academic year shall be the Friday following the second Wednesday in March. All proposals submitted by this date shall be considered during that academic year. Proposals submitted after the deadline may be considered at the discretion of the Curriculum Committee Chair.
2. Any proposals to be submitted must have been approved by the sponsoring academic department. Copies of the department minutes must be submitted with the proposal. If more than one department is approving the proposal, minutes for each department must accompany the proposal.
3. All proposals submitted to the Curriculum Committee that impact significantly on any other Department must be communicated to the departmental Curriculum Committee (if not formed, the departmental P & B) of the affected Department and occurrence of that meeting must be reflected in writing by the affected Departmental Chair(s).
4. The required Curriculum and Course Change forms (Appendices) may be obtained online. The College forms for a Course Outline (Appendices) must be attached if a new course is being presented. In addition, syllabi accompanying new course

proposals will indicate specific student learning outcomes for the course being proposed (*revised 2/2004*).

5. The proposal must be signed by the Chair of the Academic Department. The signatures of the Dean of Academic Affairs and the Scheduling Officer simply attest to their having received a copy of the proposal and to having advised the Chair of said Academic Department as to matters of format and course code, respectively.

The signature of the Chair of the Academic Department along with attestations of the Dean of Academic Affairs and the Scheduling Officer are required for submission of the application to the Chairperson of the Curriculum Committee. The Chairperson of the Curriculum Committee signs the proposal following the approval of the Curriculum Committee and after approval by the Faculty Senate.

6. A completed electronic PDF file containing all relevant documents must be delivered to the Chair of the Curriculum Committee at least two weeks prior to the Curriculum meeting at which the proposal will be presented in order to give all members adequate time to review the proposals and to request additional information if needed. Note that all supporting documents for curriculum proposals and changes must not contain any personal data including but not limited to social security numbers, addresses, dates of birth, and phone numbers. Such information must be omitted or redacted from any documents, forms, or communications submitted to the Academic Senate Curriculum Committee for consideration.
7. If articulation agreements with other colleges are applicable, confirmation of the agreements must be provided in writing.
8. Representatives from the Academic Department will be invited to attend the Curriculum Committee meeting when the proposal is being discussed.
9. New course and program goals as well as course and program changes should reflect the goals for all curricula passed by Faculty Council in May, 1988 which are:
  - a. Students should be able to communicate their thoughts in an organized, coherent manner both orally and in writing.
  - b. Students should be able to analyze problems, identify probable causes and suggest possible solutions.
  - c. Students should acquire knowledge of the past and demonstrate an understanding of its relationship to the present and future.
  - d. Students should be able to transfer previous learning to new situations and demonstrate faculty for acquiring new knowledge.
10. New course and program goals as well as course and program changes should reflect the General Education goals for all curricula passed by Academic Senate in May, 2006 which are:

- a. **Communication Skills Outcome Assessment:** Students will write, read, listen and speak critically and effectively. **Outcome Objectives:** Students will express ideas clearly in written form, employ critical reading skills to analyze written material, exhibit active listening skills, and give an effective oral presentation.
- b. **Quantitative Skills Outcome Assessment:** Students will use quantitative skills and the concepts and methods of mathematics to solve problems. **Outcome Objectives:** Students will use quantitative skills to solve problems, interpret quantitative information, and translate problem situations into their symbolic representations.
- c. **Scientific Reasoning Outcome Assessment:** Students will understand and apply the concepts and methods of the natural sciences. **Outcome Objectives:** Students will demonstrate scientific literacy; and apply the scientific method in a lab setting.
- d. **Social and Behavioral Sciences Outcome Assessment:** Students will understand and apply the concepts and methods of the social sciences. **Outcome Objectives:** Students will demonstrate an understanding of the unique theories and methods of a social or behavioral science and analyze and interpret a social, economic, political, cultural, philosophical or historical issue.
- e. **Arts and Humanities Outcome Assessment:** Students will develop knowledge and understanding of the arts and literature. **Outcome Objectives:** Students will critique a particular work of art or literature.
- f. **Information and Technology Literacy Outcome Assessment:** Students will collect, evaluate, and interpret information and effectively use information technologies. **Outcome Objectives:** Students will conduct research using appropriate research strategies and make effective use of technology.
- g. **Values Outcome Assessment:** Students will make informed choices based on an understanding of personal values, multicultural awareness and social responsibility. **Outcome Objectives:** Students will demonstrate awareness of one's own values and beliefs while showing respect for the ideas, values and beliefs of others, demonstrate an appreciation of social and cultural diversity, appreciate personal and social responsibilities, and demonstrate commitment to lifelong learning.

## **10. PRESENTATION OF CURRICULUM PROPOSALS AND CHANGES**

1. The Department requesting the Curriculum or Course change will be invited to make a presentation to the members of the Committee. The presenter for the Department will identify himself or herself to the Chairperson of the Curriculum Committee.
2. Members of the presenting Department may participate in the presentation.

3. In order to preserve impartiality and objectivity in the deliberations, the presentation of the proposal will be done by a member of the presenting Department other than a current member of the Curriculum Committee.
4. Representatives from each Department believing that their Department will be affected by the changes may also be present.
5. A majority of the members of the Curriculum Committee present at the meeting may request that a discussion take place with any affected Department before any action is taken by the Committee.
6. After all presentations scheduled for the day have been completed, the Committee will meet in closed session to further discuss the changes and cast their votes.

## **11. VOTING**

1. All voting will be by secret ballot. Ballots will be counted and recorded by the Secretary. No proxy votes shall be cast. A simple majority of votes is needed and is defined as more than half of the votes cast by a majority of members present (see Robert's Rules of Order and Faculty Senate Parliamentarian).

## **12. AFTER THE COMMITTEE HAS VOTED ON A PROPOSAL**

1. The presenter and the Academic Department Chairperson will be notified as soon as possible by the Curriculum Committee Chairperson when the Committee has voted on the proposal. If the proposal was not approved, a brief explanation will be provided to the Academic Department Chairperson. If the proposal is approved, the chairperson will sign off on all documentation regarding any new course or curriculum proposal with the intention to be presented to Academic Senate.
2. The approved proposal signed by the Curriculum Committee chair will be forwarded to the Academic Senate Secretary for inclusion in the agenda for the next Executive Committee meeting.
3. The elected Curriculum Committee representative to the Executive Committee will present the proposal for inclusion in the agenda of the next Academic Senate meeting.
4. The actions taken by the Curriculum Committee and the Executive will be included in the agenda for the next Academic Senate meeting at which time the membership will vote on the proposed curriculum change.
5. If the proposal is approved by the Academic Senate, it will be forwarded to the College Office of Academic Affairs, which will submit it for approval via the *Chancellor's Report*.



# **APPENDICES**

# APPENDIX A: NEW CURRICULUM FORM

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
The City University of New York

## Curriculum Proposal *NEW CURRICULUM*

Attach a copy of the new curriculum to this sheet as well as any new course or course revisions required as part of this new curriculum.

1. Name of Department(s): \_\_\_\_\_

2. Name of new curriculum: \_\_\_\_\_

3. Degree to be granted: \_\_\_\_\_

4. Estimated enrollment in curriculum (number of students estimated to begin this curriculum per academic year): \_\_\_\_\_

5. Will this curriculum require special materials, equipment or space?

\_\_\_\_ Yes    \_\_\_\_ No    If yes, attach an explanation.

6. Are any old curricula being dropped?    \_\_\_\_ Yes    \_\_\_\_ No.    If yes, please list.

7. Date effective: \_\_\_\_\_

8. Attach articulation agreement(s) with senior colleges.

9. Attach justification that the curriculum revision reflects the goals for all curricula passed by Faculty Council in May, 1988

10. Attach justification that the curriculum revision reflects the General Education goals for all curricula passed by Faculty Council in May, 2006

11. Attach department(s) minutes approving this proposal

.....  
Signatures

- 1A. \_\_\_\_\_  
 Department Chairperson or Program Director                      Date
- 1B. \_\_\_\_\_  
 Department Chairperson or Program Director                      Date
- 1C. \_\_\_\_\_  
 Department Chairperson or Program Director                      Date
2. \_\_\_\_\_  
 Scheduling Officer (Advised as to Course Code)                      Date
3. \_\_\_\_\_  
 Dean of Academic Affairs (Advised as to format)                      Date
4. \_\_\_\_\_  
 Chairperson of Curriculum Committee                      Date  
 (After the approval of the Curriculum Committee)

## APPENDIX B: CURRICULUM REVISION FORM

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
 The City University of New York

### Curriculum Proposal *CURRICULUM REVISION*

Attach a copy of the new and old curricula to this sheet as well as any new course or course revisions required as part of this curriculum revision. Use a two column format comparing the old and new curricula.

1. Name of Department(s): \_\_\_\_\_
2. Name of old curriculum: \_\_\_\_\_
3. \_\_\_\_\_ This course is being withdrawn. (Go to 7)
4. Name of new curriculum: \_\_\_\_\_
5. Reason for Name Change and/or Curriculum Change \_\_\_\_\_
6. Degree to be granted: \_\_\_\_\_
7. Estimated enrollment in curriculum (number of students estimated to begin this curriculum per academic year):  
 \_\_\_\_\_
8. Semester curriculum revision will first be effective: \_\_\_\_\_
9. Will this curriculum revision require special materials, equipment or space that were not required for the old curriculum?  
 \_\_\_\_ Yes \_\_\_\_ No If yes, attach an explanation.
10. Number of courses added: \_\_\_\_\_
11. Number of courses dropped: \_\_\_\_\_
12. Number of course revisions required as part of this revision: \_\_\_\_\_
13. Attach justification that the curriculum revision reflects the goals for all curricula passed by Faculty Council in May 1988
14. Attach justification that the curriculum revision reflects the General Education goals for all curricula passed by Faculty Council in May, 2006
15. Attach department(s) minutes approving this proposal

Signatures





# APPENDIX D: COURSE REVISION FORM

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
The City University of New York

## Curriculum Proposal ***COURSE REVISION***

1. Name of Department: \_\_\_\_\_

2. Name and Number of course: \_\_\_\_\_

3. \_\_\_\_\_ This course is being withdrawn. (Go to 5)

4. \_\_\_\_\_ Course revised. Check appropriate items.

\_\_\_\_\_ Change course number from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change course title from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change course hours from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change course credit from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change basic skills requirements from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change prerequisites from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change corequisites from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Change course description. Attach a copy of old and new description.

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

5. Reason(s) for change(s): \_\_\_\_\_

6. Date effective: \_\_\_\_\_

7. Attach justification that the course revision reflects the goals for all curricula passed by Faculty Council in May, 1988

8. Attach justification that the course revision reflects the General Education goals for all curricula passed by Faculty Council in May, 2006.

9. Attach department(s) minutes approving this proposal.

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Signatures

1. \_\_\_\_\_  
Department Chairperson or Program Director                      Date

2. \_\_\_\_\_  
Scheduling Officer (Advised as to Course Code)                      Date

3. \_\_\_\_\_  
Dean of Academic Affairs (Advised as to format)                      Date

4. \_\_\_\_\_  
Chairperson of Curriculum Committee                      Date  
(After the approval of the Curriculum Committee)

# APPENDIX E: COURSE SYLLABUS TEMPLATE

## BOROUGH OF MANHATTAN COMMUNITY COLLEGE

The City University of New York

Department of \_\_\_\_\_

Title of Course \_\_\_\_\_ Class Hours \_\_\_\_\_

XXX \_\_\_\_\_ Laboratory Hours per Week \_\_\_\_\_

Semester \_\_\_\_\_

Instructor Information (Phone#, Office#, email) \_\_\_\_\_

Credits \_\_\_\_\_

Course Description \_\_\_\_\_

Basic Skills \_\_\_\_\_

Prerequisites \_\_\_\_\_

Co requisites \_\_\_\_\_

Student Learning Outcomes (e.g. "Students will be able to.....") \_\_\_\_\_

Required Text \_\_\_\_\_

Other Resources \_\_\_\_\_

Use of Technology (If Applicable) \_\_\_\_\_

### Evaluation and Requirements of Students

#### College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

#### Academic Adjustments for Students with Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities. BMCC is committed to providing equal access to all programs and curricula to all students.

#### BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's website, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).