Minutes of the December 22, 2009 Meeting

Present: Dr. Phil Pecorino (Chair), Dr. Marjorie Deutsch (Secretary); Dr. David Klarberg, Dean Karen Steele (Ex-Officio), Professor Craig Weber; Professor Dolores Weber, Dr. Richard Yuster
Absent: Dr. Moni Chauhan, Sin Ying Lam (Student), Chi Kwan Wong (Student)

1. The meeting was called to order at 2:00 pm.

2. The minutes of the November 17, 2009 meeting were accepted and approved.

3. The Certificate Program in Accounting/Office Administration Technology proposed by the Business Department, was unanimously approved. This includes the addition of BU-912 (Cooperative Education in Business: Accounting/Office Administration Technology). This includes the following course changes in BU-909, BU-910, BU-911 and BU-111.

- **FROM:**
  
  
  [BU-909 Cooperative Education in Business: Office Administration and Technology]
  [BU-910 Cooperative Education in Business: Management]
  [BU-911 Cooperative Education in Business: Computer Information Systems]

  Hours to be arranged. 3 credits

  Prerequisites:

  **BU-909:** Open only to matriculated students who have an index of 2.5 or more in their major field of study, have completed at least 30 credits in the Office Administration and Technology program, and are recommended by the Department chairperson and the Cooperative Education coordinator. Also available to students who have completed 15 credits in the Word Processing and Medical Office Assistant certificate programs.

  **BU-910:** Open only to matriculated students who have an index of 2.5 or more in their major field of study, have completed at least 30 credits in the Management program, and are recommended by the Department chairperson and the Cooperative Education Coordinator.

  **BU-911:** Open only to matriculated students who have an index of 2.5 or more in their major field of study, have completed at least 30 credits in the Computer Information Systems program, and are recommended by the Department chairperson and the Cooperative Education Coordinator. Students must contact the Department chairperson during the semester prior to enrollment to make necessary arrangements. Students are selected by a Departmental screening committee which makes its judgment on the basis of the student's academic preparation and suitability for the job experience, as well as the availability of cooperative job positions. The cooperative education experience in business includes employment in a field experience or
internship which supplements classroom theory and laboratory instruction with related on-the-job professional training. Students are placed with selected cooperative employers for a specified number of hours (minimum 135 hours). Students participate in seminars and submit a term paper or report related to the work experience. A written evaluation by the employer is also required. Students receive a grade of Pass or Fail.

TO:

BU-909  Cooperative Education in Business:  Office Administration and Technology
BU-910  Cooperative Education in Business:  Management
BU-911  Cooperative Education in Business:  Computer Information Systems
BU-912  Cooperative Education in Business:  Accounting/Office Administration Technology

3 credits, Hours to be arranged

Rationale
A new cooperative education course (BU 912) has been created for the proposed Accounting/Office Administration Technology Certificate Program. The revisions in the existing cooperative education courses (BU 909, 910, and 911) create a uniform set of criteria for those students interested in registering for internships in business.

The 2.5 GPA requirement for BU 909, 910, and 911 has been eliminated in favor of two recommendations from instructors. Students may graduate from the College with a 2.0 cumulative average. Eliminating the 2.5 GPA requirement will allow a greater number of students to complete their respective programs and include a cooperative education course as part of their college experience.

- **Prerequisite Change for BU-111 (Computer Applications in Accounting)**

  **FROM:**  Prerequisite: BU-500, 102, both with the minimum grade of C.

  **TO:**  Prerequisite: BU-500, 102, both with the minimum grade of C. The prerequisite of BU-102 may be waived for students in the Certificate Program Accounting/Office Administration Technology who have earned a minimum grade of C in BU-101.

  **Rationale:**

  Students enrolled in the Certificate Program in Accounting/Office Administration Technology are not required to take BU-102 as part of the 30 credits required for the Certificate. A minimum grade of C in BU-101 will sufficiently prepare these students for BU-111. The rationale supporting BU-102 as a requirement for BU-111 for all
other students, is based primarily on limited laboratory classroom space.

4. The committee suggests that the Business Department make sure students as well as prospective students are aware of the above-mentioned Certificate Program in Accounting/Office Administration Technology as an option. Also, the committee requests figures across four semester showing the effect of this program on retention rates.

5. The committee also suggests that the faculty of the Business Department consider modifying the course names of BU-500 (Introduction to Microcomputer Applications) and BU-532 (Microcomputer Operating Systems) by replacing the word ‘microcomputer’ with ‘Personal Computer’, The personal computer has been considered the most common type of microcomputer, but microcomputer systems are commonly found embedded in ‘smart machines’ and appliances. This could reflect the more current usage of the term ‘microcomputer’ as processors embedded in appliances and other devices as opposed to devices with operating systems and applications controlled by the operator of the device.

6. The QCC/YC Dual/Joint Degree Program: A.S. in Science For Pharmaceuticals (QCC) leading to the B.S. in Pharmaceutical Sciences (York College, proposed by the Chemistry Department of QCC in partnership with the Chemistry Department of York College, has been unanimously approved.

7. The committee advises that revision of BI-115 (Introduction to Biology for Science Majors) proposed by the Biology Department, be submitted to the WID/WAC committee, as it is intended as a writing intensive course. Also, as an experimental course, it can only be offered no more than two semesters. Moreover, how would it be determined which students would most benefit from taking BI-115, rather than taking BI-201 directly?

8. The committee respectfully requests that the Biology Department submit a Course Objective form and sample syllabus for BI-115, BI-350 (Genetics), BI-355 (Bioinformatics).

9. The meeting adjourned at 3:50 pm.

Respectfully submitted,
Dr. Marjorie Deutsch
Secretary of the Curriculum Committee