

1 **Queensborough Community College**

2 The City University of New York

3
4 **MINUTES**
5 **of the February 19, 2013**

6 **Academic Senate**

7
8 Interim President Diane Call called the fifth regularly scheduled meeting of the Academic Senate
9 to order at 3:15 p.m.

10
11 **I. Attendance:**

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13 The complete Senate roster is available at
14 <http://www.qcc.cuny.edu/governance/academicSenate/roster.html>

15
16 As determined from the attendance taken by the i-clickers at the meeting, there were fourteen
17 absentees.

18
19 Harris, Eugene Visoni, Gilmar Reilly, Margaret
20 McGill, Georgia Lizzul, Isabella Nguyen, Andrew
21 Edlin, Margot Dunkelblau, Helene Yao, Haishen
22 Urciuoli, Jannette Volchok, Edward Yuster, Richard
23 SG VP Evening Students SG Treasurer

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26 **II. Consideration of minutes of the December 11, 2012:**

- 27
28 • A **motion** was **made, seconded**, and unanimously **approved** to approve the December 11,
29 2012 minutes (*Attachment A of the February 19, 2013 Agenda*).

30

31 **III. Communications from:**

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33 **Interim President Call:** Interim President Call referred to her written report (*Attachment B of the*
34 *Feb 19, 2012 Agenda*)

35 • President Call stated that following approval of a number of courses by the Academic Senate
36 at its November 2013 meeting, and in consultation with the Academic Senate Steering
37 Committee and the Faculty Executive Committee, the College will forward to the University
38 those courses approved. It was recommended by governance leaders that some courses be
39 submitted for inclusion in the Chancellor's Report with a notation they were approved by
40 governance, but would not be offered---as this approach would uphold the vote of the
41 Academic Senate and preserve the College's option to decline implementation.

42

43 • President Call reported that several pathways committees completed their course revisions
44 and our college appreciates their support, feedback and their strong voice.

45

46 • President Call thanked the Department Chairs, who worked diligently to preserve the
47 courses and tried to preserve the offerings of all departments in the revised curricula.
48 President Call also thanked governance leaders. President Call stated that is has been a very
49 hard year and she appreciates all the efforts by so many faculty and staff to solicit
50 everyone's suggestions and opinions.

51

52 • President Call reported that compared to last year, enrollment is down for the Fall semester
53 and also this Spring term. While the decline in Fall 12 enrollment was by design, as required
54 by the University, enrollments in Summer 12, Winter 13 and Spring 13 were not as high as
55 anticipated. This will impact the budget, both this year and next year. In the current year,
56 tuition and fee revenues will be down substantially. This equates to a loss of 2 million
57 dollars.

58

59 • President Call reminded the senate that many visiting students will be here this summer so
60 she hopes many faculty will be eager to teach. We also have a lot of new faculty starting in
61 the Fall as many searches are going on now.

62

63 • President Call reminded all faculty to electronically record verification of enrollment on
64 Commencement of Attendance (COA) roster on CUNYfirst. If student attendance is not
65 verified, their student aid will be reduced. Last semester the College scaled up the Early
66 Alert system, using the E roster system many faculty members use to create attendance
67 sheets for their classes. There were multiple opportunities for faculty to send alert
68 messages. As a result of faculty participation in this initiative, over 5,000 students were
69 flagged in the system and contacted by advisors through emails, phone calls or letters.

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- President Call congratulated nine QCC student interns in the Kupferberg Holocaust Resource Center *Asian Social Justice Internship Project*, who participated in a historic event. They became the first US college students to interview Korean Comfort Women survivors of WWII. In cooperation with the Korean American Civic Empowerment (KACE), a live video connection was arranged with the House of Sharing in Seoul, Korea.
 - President Call reported that the Kupferberg Holocaust Resource Center and Archives is seeking 12 students to participate in the *Asian Social Justice Internship* project during the spring 2013 semester. Interested students should send their resume, letter of interest, and copy of their schedule for the current semester to Dr. Arthur Flug, Executive Director at AFlug@qcc.cuny.edu.
 - President Call reported that the University Student Senate has announced the 2012-2013 USS Scholarship Competition winners. Of the 25 Ernesto Malave Merit Scholarships and Donald & Mary Ellen Passantino Scholarships awarded CUNY-wide, QCC students received five.
 - President Call expressed a special thank you to the QCC Academic Senate Awards and Scholarship Committee members in selecting 68 students to receive the Spring 2013 Academic Merit Scholarships. These new recipients are in addition to some 70 new and continuing award winners selected for the Fall 2012 semester.
 - The Office of the Vice President for Student Affairs is still accepting applications for the 2013 Who's Who Among Students in American Universities and Colleges Award. The deadline to submit nominations to the Office of Student Affairs is Thursday, February 28th.
 - President Call reminded faculty and staff to remind students about valuable and free financial services through the *Single Stop Program*. Free legal assistance, financial coaching, and benefit screening are just some of the services provided by the office. The Single Stop office is in the Library Building, room 432a.
 - President Call thanked Dr. Barbara Blake-Campbell (Dept. of Nursing) and Dr. Federica Goldoni (Dept. of Foreign Languages and Literature) for agreeing to accompany sixteen QCC students to attend this year's Salzburg Global Seminar Study Abroad trip in Salzburg, Austria, scheduled for March 24th – March 31st, 2013.
 - President Call announced that the Office of Career Services will be hosting "*Etiquette in Action: A Business Dining Experience*" event for QCC students on Thursday, April 18, 2013 at 4:00 p.m. – 6:45 p.m. in the Oakland Dining Room. Please encourage our students to sign up for this worthwhile event by visiting the Office of Career Services located in the Library Building, Room 429. Seating is limited to 50 students.
 - President Call thanked Dr. Paris Svoronos and Dr. Emily Tai for their tireless work with QCC's Lambda Sigma Chapter of the Phi Theta Kappa International Honor Society, which has

114 increased its membership by 25% during the past year, earning the College five Pinnacle Award
115 Member Scholarships.

116 • President Call and the Office of Academic Affairs invite QCC faculty (full time and adjuncts) to
117 apply for the *2013-2014 Online Course Development Initiative*.

118
119 • President Call announced that this spring, a panel of faculty and HEO staff will partner with Ms.
120 Mavis Hall, our Chief Diversity Officer, to develop a strategic plan to recruit and retain a
121 diverse faculty. This effort is part of a CUNY initiative to promote and support campus efforts
122 for diversity among the faculty.

123 • President Call congratulated Dr. Margot Edlin, Ms. Patricia Lannes, and Professor Kitty
124 Bateman for the Winter 2013 edition of: *Diversity and Democracy*, a publication of the
125 Association of American Colleges and Universities.

126 • President Call mentioned the Community College Collaborative Incentive Research Grants
127 (C3IRG) Program, which supports the collaborative research efforts of faculty at CUNY
128 Community Colleges. The primary programmatic goal is to seed research that will form the
129 basis for externally funded grant proposals.

130 • President Call welcomed QCC's new Enrollment Director, Ms. Laura Bruno, to the Office of
131 Admissions and Enrollment. Laura is an experienced enrollment professional having served in
132 similar positions at York College (CUNY), Eugene Lang College of the New School and CUNY's
133 Office of Admission Services.

134

135 • **President Call ended her report by inviting everyone to attend these upcoming events:**

136 • Seventh annual **GRANTS RECOGNITION RECEPTION** to honor those faculty and staff who
137 received or pursued grant funding in 2012-2013 on Thursday, February 21, 2013 from 5:00 –
138 6:30 p.m. in the Student Union.

139
140 • From February 22 through May 17 the QCC Gallery will host a groundbreaking exhibition:
141 ***Shangaa; Art of Tanzania***. Over 150 Tanzanian cultural objects will be presented as a
142 scholarly collection for the first time in the United States.

143 Preston Baker, President of QCC Student Government and the SGA Executive Board read his
144 message to everyone:

145 During the past several weeks, many students, faculty and staff have told us how
146 challenging the events experienced during the Fall 2012 semester have been for themselves,
147 their families, our region and our college community. There have been many stories of
148 hardship, hurt, and sadness, of anger and isolation.

149 In acknowledgement of the strength of our college community, QCC's Student Government
150 and the Office of the Vice President for Student Affairs have launched an important
151 initiative: *Acts of Kindness*. Throughout the day, each of us experiences acts of kindness –
152 holding an elevator door open, waiting patiently for a parking space, sharing notes with a
153 class mate, helping a new student find the right classroom, caring for an elderly or ill
154 relative, offering a seat on the bus, a smile to a busy salesperson, making time to be a friend
155 who listens.

156 Take time to reflect on how easily you might make a difference in someone's day. Small acts
157 might be as powerful as larger ones. Show concern, respect, humor – acts that can become
158 antidotes to frustration and worry.

159 We invite you to join in recognizing and celebrating Acts of Kindness. Let us know of
160 experiences, large and small, that you have experienced. An extra "thank you" to a
161 colleague, a word of appreciation to a teacher or staff member does go a long way.

162 Wishing you a terrific spring semester, and looking forward to sharing Acts of Kindness
163 with you!

164

- 165 • President Call acknowledged the loss of two colleagues in the last month: Dr. Alan Rauchway
166 was a Professor of Psychology in the Department of Social Sciences. Alan began at the College in
167 1972, and served with distinction and grace on our faculty, and also as campus coordinator of
168 the CUNY BA Program. Mr. Joe Iorio, a CLT since 1987 in the Department of Chemistry, was
169 known for his skill, kindness, and generosity of spirit. Both will be missed by the campus
170 community and many colleagues and friends outside of QCC. Our thoughts are with their
171 families.
- 172
- 173 • Senator Clingan asked President Call if policies will be adjusted to increase enrollment?
174 President Call reported that this semester Queensborough was more lenient in the number of
175 days students were allowed to apply for admissions or transfer. She reported that retention was
176 holding steady and we are working to have a vigorous outreach, which includes aggressive
177 advertising and work with high schools. She reported that we are reaching out early to students
178 so they can hit the ground running once they are here. In the summer there will be an increase
179 in the freshman summer program to get students ready for the fall semester and freshman
180 coordinators will reach out very early.

- 181 • VP Hartigan contributed the point that students are being encouraged to choose
182 Queensborough. A few semesters ago, direct admissions were closed but now it was opened up
183 to increase enrollment.

184

185 **Senate Steering Committee:** Chair Tai referred to her written report:

186

(Attachment C of the Feb 19, 2013 Agenda)

- 187 • Chair Tai reported that last year, the Committee on Writing In the Disciplines and Across the
188 Curriculum noted discrepancies between their committee's charges, and the charges in the
189 Bylaws of the Academic Senate. These discrepancies were troubling, but productive, as they
190 occasioned substantive discussion of the WID/WAC Committee's charge, which has been
191 modified as Writing Intensive courses have become a widely accepted "high impact" activity for
192 students on our campus, as well as a two-course requirement. Members of the WID/WAC and
193 Bylaws Committee are meeting to review bylaws language concerning the Committee's charge,
194 with the intention of offering modifications for the review of the Academic Senate later this
195 spring.

196

- 197 • Chair Tai reported that the Steering Committee continues to be deeply distressed over the
198 limitations the "Pathways Curriculum" has imposed upon the time-honored design of
199 Queensborough's courses and degree programs, but we are very grateful that President Call has
200 chosen to uphold the governance plan and send courses for submission.

- 201 • Chair Tai gave out Programs brochures from the National Endowment for the Humanities,
202 concerning Summer Seminars for School and College Educators.

- 203 • Chair Tai called for a formal vote for the Parliamentarian of the Academic Senate--**ELECTION**

- 204 • A **motion** was **made, seconded,** and **approved** by majority vote to accept Dr. Paul Weiss as
205 Parliamentarian.

206

207 Monthly Reports of Standing Committees of the Academic Senate

- 208 • December 2012 Report of the Committee on Curriculum (*Attachment G of the Feb*
209 *19, 2013 agenda*)

- 210 • Philip A. Pecorino, Chairperson, Committee on Curriculum reported the
211 following recommendation to the Academic Senate.

212

213 **1. NEW COURSES**

214

215 **DEPARTMENT of ENGINEERING TECHNOLOGY**

216 **EE 205 Linear Systems Analysis** 3 Credits 3 hours of lecture/week

217 Prerequisites: EE-204

218 Description: This course is designed to introduce students to Laplace Transforms and Applications, Bode
219 Plots, and Fourier Transforms and Analysis.

220

221 **Rationale:** EE204 (Circuits 1) articulation was established with CCNY a long time ago. Electrical
222 engineering majors need to take EE205 (Circuits 2) as well. This course will be offered every semester as
223 engineering student enrollment has increased. The expected enrollment for this course will be about 20
224 students per semester.

225

226 **ET-725 Computer Network Security** 3 Credits 3 hours of lecture / week

227 Prerequisite ET_704 or Department Permission

228 Description: This course covers computer network security design and vulnerabilities Topics include:
229 Cryptography and encryption, denial-of-service attacks, firewalls and intrusion prevention systems,
230 software and operating system [OS] security, legal and ethical aspects of cybercrime and computer crime.

231

232 **Rationale:** The Internet was to be a computer network designed for open and free interchange of ideas
233 and information. The rapid increase in the exchange of computer data over the internet for businesses,
234 education and government institutions raised some security concerns that were not covered in the original
235 internet TCP / IP protocol. Two areas that highlight this need are the increase in internet banking and an
236 increase in internet retail transactions. Securing and safeguarding private data has become very
237 important with an increase in e-commerce, and internet traffic expectations to continue to grow. In 2010
238 the Census Bureau reported that e-commerce sales accounted for \$170 billion and that upward trend is
239 expected to continue. The need to protect the data centers and corporate network for knowledge and
240 training in computer security is expected to trend upward as well.

241

242 After, ET-504 Computer Operating Systems, ET-704, Computers Networking, is taught in the third
243 semester, this additional course is would cover network security issues. Students need to be exposed to
244 and understand the basic network security concepts covered in these courses and how they apply to real
245 world applications. ET-725 will address this need.

246

247 This course will give students a practical insight into network and other computer security issues. This
248 practical knowledge will empower students to deal with the growing threat to a network infrastructure and
249 what can be done to make computer systems and networks more secure.

- 250 • A **motion** was **made, seconded**, and **unanimously approved** to approve the
251 new courses in the Department of Engineering Technology (*Attachment G of the*
252 *Feb 19, 2013 Agenda*).

253

254 **CHANGES IN COURSES**

255

256 **DEPARTMENT of FOREIGN LANGUAGES and LITERATURE**

257 **FREN 401 French and Francophone Culture and Society** 3 credits 3 hours

258 Prerequisites: BE122 (or 226) and BE-112 (or 205), or satisfactory score on the CUNY/ACT Assessment
259 Test. Not credited toward the foreign language requirement in Liberal Arts or Criminal Justice.

260

261 Description: Culture in relation to social issues of contemporary France and selected French-
262 speaking societies will be examined through readings, films, museum visits and/or attendance at
263 cultural events in New York City. Topics will be chosen from: art & architecture, music, literature,
264 cinema, photography, cuisine, fashion, sports. Students are guided to do research on their chosen
265 topic. This is a writing intensive course in English.

266 **Rationale:** This course, given in English and offered fully or partially online, gives students the
267 opportunity to explore aspects of French and Francophone culture and society above and beyond the
268 topics covered in language class. Students will investigate one or two topics more thoroughly, thus
269 developing research, organizational and expository writing skills. Projected enrollment is 25 per semester.

- 270 • Senator Clingan said this course was approved in the pathways special
271 committee on culture.

- 272 • A **motion** was **made, seconded**, and **approved** with one abstention from Eileen
273 White to approve the course revision in the Dept of Foreign Languages and
274 Literature. (*Attachment G of the Feb 19, 2013 Agenda*).

275

276 **DEPARTMENT OF HEALTH, PHYSICAL EDUCATION and DANCE**

277

278 **To: HE-200 Emergency Medical Technician**** 6 class hours [4] laboratory hours [8] credits

279 7.5 class hours 4.5 laboratory hours 9.5 credits

280

281 Prerequisite: A valid CPR (Cardio-Pulmonary Resuscitation) Certificate, HE-110, or the equivalent; and a
282 valid SFA (Standard First Aid) Certificate, HE-106, or the equivalent.

283

284 This course prepares the student for EMT (Emergency Medical Technician) certification. The content and
285 sequence of the course material are mandated by the State of New York Department of Health, Bureau of
286 Emergency Health Services. Meets national educational guidelines for Emergency Medical
287 Technician Educational standards

288

289 **Rationale:** The additional hours are necessary to address key changes that will be implemented to the
290 New York State Department of Health Emergency Medical technician curriculum. The new program
291 requirements will be implemented for courses ending after December 2012. The new curriculum has
292 added 31.6 hours of essential material.

293 In accordance with the new educational standards there will be more material added to the EMT
294 curriculum. Subjects such as pathophysiology, lifespan development, research and development,
295 incident command, and critical thinking skills will all be added to the new curriculum. In addition material
296 will be added to existing lessons. All of these changes will be reflected on the upcoming certification
297 examination. In addition to new didactic material there will be new psychomotor lab skills added to the
298 program. Separate pediatric skills, additional oxygen and airway skills, and introduction to rescue will also
299 be added to the curriculum.

300 In response to these upcoming changes we are requesting to add 1.5 credits equating to an additional 30
301 hours of instruction to this program. Within this request includes a request for an additional eight hours of
302 laboratory skills time. Please see the enclosed an attachment with a proposed schedule for the EMT
303 class that reflects the time requirements for the upcoming curriculum. We respectfully request that these
304 changes take effect for the spring 2012 semester.

305

- A **motion** was **made, seconded**, and **unanimously approved** to approve the

306 course revision in the Department of Health, Physical Education and Dance
307 (*Attachment G of the Feb 19, 2013 Agenda*).
308

309 DEPARTMENT of SOCIAL SCIENCES

310 **Prerequisite changes**

311

312 **PSYC225 Psychology of Personal Adjustment**

313 From: Prerequisite PSYC101

314 To: Prerequisite BE122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test

315

316 **Rationale:** After a review of the PSYC225 prerequisite by full-time psychology faculty it was decided that
317 due to the predominant focus of the course on practical applications pertaining to self-management and
318 personal mental health issues the introductory psychology prerequisite is not necessary.

319

320 **SS390 Sociology of Health and Medicine**

321 From: Prerequisite SS310

322 To: Prerequisite BE122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test

323

324 **Rationale:** After a review of the SS310 prerequisite by full-time sociology faculty it was decided that due
325 to the special focus of the course on issues relevant to the

326 Health Sciences degree programs it was not necessary to require introductory sociology. This change
327 will enable Health Sciences students to take the course to satisfy their Social Sciences, History, or
328 Humanities elective in the HS1 program without having first to complete the SOCY101 pre-requisite.

329

330 **Course Number changes**

331

332 **From: PSYC225 Psychology of Personal Adjustment**

333 To: PSYC125

334 **Rationale:** To indicate that it is a 100-level course with no introductory psychology prerequisite.

335

336 **From: SS390 Sociology of Health and Medicine**

337 To: SOCY190 Sociology of Health and Medicine

338 **Rationale:** To bring it into conformity with the new course prefix system approved last Spring for other
339 sociology courses, and to indicate that it is a 100-level course with no introductory sociology prerequisite.

340 • A **motion** was **made, seconded,** and **approved** with one **negative vote** from
341 Aithne Bialo- Padin to approve the course revisions in the Dept of Social
342 Sciences. (*Attachment G of the Feb 19, 2013 Agenda*).
343 .

344

345 • Committee on Curriculum (*Attachment F of the Feb 19, 2013 Agenda*)

346 Philip A. Pecorino, Chairperson, Committee on Curriculum recommended to
347 the Academic Senate the following changes:

348

349 **NEW COURSES**

350

351 **DEPARTMENT OF SOCIAL SCIENCES**

352

353 **ANTH 160 Anthropology of Health and Healing** 3 Class Hours; 3 Credits

354 Prerequisites: (and/or) co-requisites: BE122 OR BE226

355

356 **Description:** This course offers an overview of cross-cultural health, illness and healing practices.
357 Topics covered include cultural interpretations of health and illness, varieties of healing practices,
358 and global health concerns. Students will become acquainted with medical anthropology methods
359 and theories and will learn anthropological approaches to health-related problems, including an
360 examination of the ways social status, cultural meanings and economic inequalities influence health
361 and illness across the globe. The course draws primarily on work from the fields of medical
362 anthropology, but will also turn to more exploratory modes such as memoirs and expressive
363 writing to gain a deeper, more personal understanding of the meaning and experience of health and
364 illness in individual lives.

365

366 **Rationale:**

367 Health related careers are an area of consistent growth, and this trend is reflected in the enrollment
368 numbers in the Health Sciences at Queensborough, which rose by 19.4% between 2006 and 2011
369 (to 1107). In addition to Health Sciences, this course will fulfill requirements in the Liberal Arts and

370 Sciences, another major field that has shown a consistent pattern of increased enrollments, with a
371 14.1% increase (to 5323) for the A.A. degree and a 17.9% increase (to 1099) for the A.S. degree.
372 The variety of anthropology courses currently offered is severely limited, and this course will help
373 fulfill the needs of our students.

374

375

376 **ANTH 170 Sex and Gender in Cross-Cultural Context** 3 Class Hours; 3 Credits

377 Prerequisites: (and/or) co-requisites: BE122 OR BE226

378

379 **Description:** This course focuses on the construction of gender and sexuality across a wide range of
380 cultures, exploring the role of kinship, religion, politics, and economics in the construction of
381 gender roles, sexual practices, family arrangements, as well as gender and sexual identities and
382 desires. This course confronts commonly-held assumptions about gender and sexuality, as it
383 explores the diversity of gender and sexuality across cultures and historical eras, paying particular
384 attention to the social conditions, ideologies and power-structures that inform people's lives across
385 cultures and societies.

386

387 **Rationale:** Recent legislation has improved the legal situation for individuals in parts of the globe,
388 yet discrimination and violence based on gender, gender diversity and sexual preference continue
389 to threaten the well-being of large portions of the population in the U.S. and globally. This is a topic
390 that students have specifically approached me about and asked me to teach. Members of the LGBT
391 community have expressed to me a need for more coursework geared specifically to issues of
392 concern to them, and several students requested information about the course in order (entirely on
393 their own initiative) to start a petition to demonstrate the need and interest in such a course.
394 Anthropology provides a unique perspective on gender and sexuality as it explores the wide
395 diversity of practices and norms that exist and have existed across the globe. Informed by the
396 complex socio-economic contexts which compound gender and sexual stratification, this cross-
397 cultural approach helps students understand the full diversity of the human experience and helps
398 them identify key social and economic issues for research and policy investigation and analysis.
399 This course will fulfill requirements in the Liberal Arts and Sciences, a major field that has shown a
400 consistent pattern of increased enrollments, with a 14.1% increase (to 5323) for the A.A. degree
401 and a 17.9% increase (to 1099) for the A.S. degree. The variety of anthropology courses currently
402 offered is severely limited, and this course will help fulfill the needs of our students.

- 403 • A **motion was made, seconded, and unanimously approved** to approve the
404 new courses in the Department of Social Sciences
405 (Attachment *F* of the Feb 19, 2013 Agenda).
406

407

408 **CHANGES IN COURSES**

409

410 5.) **DEPARTMENT OF HEALTH, PHYSICAL EDUCATION and DANCE**

411 **PE-543 Swimnastics** 1 credit, 2 hours

412 Change in Course Title:

413 **From:** Swimnastics

414 **To:** **Swim for Fitness**

415

416 Change in Course Description

417 **From:** Water resistant exercises to increase cardiovascular endurance, muscular strength, and
418 flexibility. A low impact aerobic workout for complete body conditioning and fitness.

419 **To:** **Improvement of overall physical conditioning through swimming. Introduction to the**
420 **fundamental principles of physical conditioning and their application to swimming. Uner the**
421 **instructor's direction and utilizing both traditional and novel aquatic activities, individualized**
422 **programs of conditioning will be set up to meet the student's personal needs. Restricted to**
423 **intermediate and advanced swimmers.**

424 Change in Prerequisites

425 **From:** none

426 **To:** **Must be able to swim 25yards/freestyle without stopping.**

427

428 **Rationale:**

429 **The purpose of this course is to help students develop a knowledge base about fitness**
430 **concepts as they relate to swimming. This course also allows students to put the fitness**

431 **concepts into practice as they develop individual workouts. It will also be designed as a**
432 **complementary course to PE- 520/ Beginning Swimming and PE-521 Intermediate**
433 **Swimming.**

- 434 • Dr. Pecorino announced that the Department of HPED decided to remove this course
435 revision until further notice.

436

437 **8.) DEPARTMENT OF SPEECH and THEATRE**

438

439 **SP-211 Speech Communication**

440

441 **Change in hours and credits**

442 **From:** [4] class hours, 3 credits.

443 **To:** 3class hours, 3 credits

444

445 **Change in prerequisites**

446 **From:** Prerequisite: Satisfactory completion of Speech Placement Test or successful
447 completion of SP 020, 005 and/or 006.

448 Study of oral communication and its role in contemporary society. Emphasis on listening,
449 interpersonal communication, small group decision making, and public speaking, informative
450 and persuasive speaking.

451 **To:** Prerequisite: Exemption from Speech Testing or satisfactory completion of Speech
452 Placement Test or successful completion of SP 020, 005 and/or 006.

453

454 **Change in description:**

455 **From:** Study of oral communication and its role in contemporary society. Emphasis on
456 listening, interpersonal communication, small group decision making, and public speaking,
457 informative and persuasive speaking.

458 **To:** Study of oral communication and its role in contemporary society. Emphasis on listening,
459 interpersonal communication, small group decision making, and public speaking, informative
460 and persuasive speaking. This course introduces students to the principles and practices
461 of contemporary forms of public speaking in the United States. Selecting topics from
462 current U.S. society and or American history, students will perform research and gather
463 credible evidence from both primary and secondary U.S. sources to create both
464 informative and persuasive speeches. Students are also asked to employ methods
465 taught in this course to analyze both historical and contemporary U.S. rhetoric for
466 authenticity, organizational structure, target audiences and effectiveness as a means of
467 persuasion or communication.

468 Enrollment limited to 22 students.

469

470 **Rationale:** Reducing the contact hours from four to three hours and capping course
471 enrollment at 22 will better align this course with similar courses offered at other institutions,
472 easing transferability. Change in prerequisite incorporates new CUNY FIRST screening.
473 Change in course description more exactly relates course content.

- 474
- Senator Bales reported that this course was passed by the Pathways special
475 committee.
 - A **motion** was **made, seconded,** and **approved** with two **negative votes** from
476 Aithne Bialo- Padin and Julian Stark to approve the course revisions in the Dept
477 of Speech and Theatre. (*Attachment F of the Feb 19, 2013 Agenda*).
- 478
479 .

480

481

482 **SP 471 American Film History I**

483

484 **Prerequisites:** BE-112 (or 205) and BE-122 (or 226), or satisfactory score on the CUNY/ACT
485 Assessment Test

486 **Change in description:**

487 **From:** An historical study of the nature and development of the cinema as an art form in the
488 United States from its beginnings until present time. Technological, economic, industrial, legal,

489 social and cultural factors which played an important role in shaping film genres are examined
490 decade by decade. Significant foreign influences are also cited along with hundreds of
491 illustrative clips and a classic feature film each session

492 **To:** An historical study of the nature and development of the cinema as an art form in the
493 United States from its beginnings until present time. Technological, economic, industrial, legal,
494 social and cultural factors which played an important role in shaping film genres are examined
495 decade by decade. Significant foreign influences are also cited along with hundreds of
496 illustrative clips and a classic feature film each session. Enrollment will be limited to 30 students.

497

498 **Change in hours and credits**

499 **From:** 3 Class Hours, [2 Screening Laboratory hours], 3 Credits

500 **To:** 3 class hours, 1 recitation hour, 3 credits

501

502 **Rationale:** The change in the course is to offer the class as a hybrid class where the students will
503 use the recitation hour to meet individually with faculty or view an on-line lecture to augment the
504 in-class screening lecture online. Students will complete various assessment modules that
505 incorporate the in-class and online lectures. The change in hours reflects equivalency with similar
506 classes at other four-year institutions in CUNY. The course will be offered each fall and enrollment
507 will be capped at 30.

508

509 **SP 472 American Film History II**

510 **Prerequisites:** BE-112 (or 205) and BE-122 (or 226), or satisfactory score on the CUNY/ACT
511 Assessment Test

512

513 **Change in hours and credits**

514 **From:** 3 Class Hours, [2 Screening Laboratory hours], 3 Credits

515 **To:** 3 class hours, 1 recitation hour, 3 credits

516 **Change in description:**

517 **From:** This course introduces basic concepts of cinematic communication and presents them
518 as “languages” which filmmakers use to create predictable emotional responses in audiences.
519 Photography, framing, shots, angles, movement both within the frame and of the camera,
520 sound, editing, story narrative, acting and ideology are some of the components of film structure
521 which directors use to create a visual style. Viewings and discussions are positioned to provide
522 an active film vocabulary and achieve critical perspectives of modern American history and
523 cinema.

524

525

526 **To:** This course introduces basic concepts of cinematic communication and presents them as
527 “languages” which filmmakers use to create predictable emotional responses in audiences
528 through historically significant American films and their makers. Films will be examined and
529 discussed in relation to American culture and society. Photography, framing, shots, angles,
530 movement both within the frame and of the camera, sound, editing, story narrative, acting and
531 ideology are some of the components of film structure which directors use to create a visual
532 style. Viewings and discussions are positioned to provide an active film vocabulary and achieve
533 critical perspectives of modern American history and cinema. Enrollment is limited to 30
534 students.

535

536 **Rationale:** The change in course hour allows for the course to be offered as a hybrid class
537 where the students will use the recitation hour to meet individually with faculty or view an on-line
538 lecture to augment the in-class screening lecture online. Students will complete various
539 assessment modules that incorporate the in-class and online lectures. The change in hours also
540 reflects equivalency with similar classes at other four-year institutions in CUNY and will allow
541 the course to be included in Pathways. The course will be offered each spring and enrollment
542 will be capped at 30.

- 543 • Senator Clingan asked the body to consider an editorial change- “A” historical not “An”
544 historical.
- 545 • Senator Pincus asked whether it was intended if omitted that SP 472, American Film History
546 II, have SP 471, American Film History I, as a pre-requisite course. VP Steele answered that it
547 does not.
- 548 • Senator Bales said it was already suggested by the Pathways special committee.

- 549 • A **motion** was **made, seconded**, and **approved** with two **negative votes** from
550 Aithne Bialo- Padin and Julian Stark to approve the course revisions in SP 471
551 and SP472 in the Dept of Speech and Theatre. (*Attachment F of the Feb 19,*
552 *2013 Agenda*).
553 .

554 Senator Pecorino, chairperson of the Committee on Curriculum, said that, when courses are returned by the CUNY
555 Common Core Review Committees (CCRC), they don't come back to the Academic Senate Committee on
556 Curriculum if they are being returned for revisions involving only changes in syllabi or outlines. However, if they
557 are being revised as to their hours or credits or Common Core category to a different category, then they should
558 be sent back to the Academic Senate Committee on Curriculum in which case the matters will proceed again to the
559 Senate if approved by the Committee. In addition the Academic Senate approved the new AA degree with 12
560 concentrations and changes in several AS programs. These have been returned for changes in the manner of
561 phrasing and formatting. There are no changes in substance. They are being revised by the academic departments
562 and QCC Office of Academic Affairs and the final form in which they are sent forward to the CUNY will be reported
563 to the Academic Senate

564

565

566

567 **CHANGES IN PROGRAMS**

568

569 **DEPARTMENT of BUSINESS**

570

571 Revision in Certificate program **Office Administration Assistant Certificate**

572 **FROM:** Microsoft Office Applications Proficiency Preparation Certificate

573 School Secretary Certificate; Accounting/Office Administration Technology Certificate

574 **TO:** Office Administration Assistant Certificate

575

576 **Rationale:** At the present time, students interested in earning a 30-credit certificate for the purpose of
577 entering or climbing career ladders as an office administrative assistant are required to enroll in one of
578 the three certificates listed under **From** above. Students in our present certificate programs often do
579 not know if they will work as an office administrative assistant in a private corporation, professional

580 office, civil service or government office. Therefore, one certificate—the Office Administration Assistant
581 Certificate—will replace three certificates (Microsoft Office Applications Proficiency Preparation, School
582 Secretary, Accounting/Office Administration Technology). This Office Administration Assistant
583 Certificate incorporates flexibility and choices that allow students to use their business elective credits
584 to select the courses that will best serve their particular interests and meet the ever-changing demands
585 and requirements of the job market.

586

587 Four optional concentrations in office administration (Corporate, Education, Accounting, Healthcare)
588 are available for those wishing to become an administrative assistant in a particular area or field.
589 Neither the courses listed in the Office Administration Assistant Certificate nor the courses listed in the
590 optional concentrations are new. These courses are presently part of the Business Department’s course
591 offerings. In addition, the past policy of allowing students—with keyboarding and basic word
592 processing skills to take a test for the purpose of receiving credit or for being excused from BU-801
593 (Typewriting/Keyboarding I)—is unchanged.

594 The curriculum in the Office Administration Certificate incorporates the following general education
595 objectives¹ within its 30 credits:

596

- 597 1. communicate effectively through reading, writing, listening and speaking
598 4. use information management and technology skills effectively for academic research and
599 lifelong learning
600 5. integrate knowledge and skills in their program of study

601 **From:**

602

603 **[Microsoft Office Applications Proficiency Preparation**

604

605 **General Education Core Requirements**

Credits

¹ CUNY Queensborough Community College Catalog, 2012-2013, page 9.

EN-101	English Composition I or	3
EN-103	Writing for the New Media	

606

607 **Requirements for the Major**

BU-500	Introduction to Microcomputer Applications (Microsoft Office)	3
BU-850	Fundamentals of Microsoft Windows	1
BU-906	Advanced Microsoft Office	3
BU-907	Word/Information Processing using Microsoft Word	3
BU-920	Graph Presentations Development Using Microsoft PowerPoint	3
BU-804	Administrative Office Procedures	3
BU-921	Advanced Project Development in Preparation for MOUS Certification	3
BU-909	Cooperative Education in Business	3
One course selected from the following (dependent on typing ability)*		2
BU-801	Typewriting/Keyboarding I	
BU802		
BU-812	Typewriting/Keyboarding II	
	Transcription and Dictation of Business Documents	
Electives		
Advised Business Electives		3
	Total	30

608

609 **Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or BU-812*
 610 *(Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.*

611

612

613

School Secretary

614

615 **General Education Core Requirements**

Credits

EN-101	English Composition I	3
--------	-----------------------	---

616

617 **Requirements for the Major**

BU-804	Administrative Office Procedures	3
BU-900	School Records and Accounts	2
BU-901	Educational Problems of the School Secretary I	2

BU-902	Educational Problems of the School Secretary II	2
One course selected from the following (dependent on typing ability)*		4
BU-801	Typewriting/Keyboarding I	
BU-802	Typewriting/Keyboarding II	
BU-812	Transcription and Dictation of Business Documents	
BU-907	Word/Information Processing using Microsoft Word	3
Two courses from the following:		6
BU-805	Shorthand I**	
BU-806	Shorthand II**	
BU-909	Cooperative Education in Business	
HE-106	First Aid and Safety Education	
Electives		
	Liberal Arts and Sciences electives	2-3
	Business electives	2-3
	Total	30

618

619 *Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-812
620 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

621 EN-102 is strongly recommended.

622 **Available by exam

623

624

625 **Accounting/Office Administration Technology**

626

627 **General Education Core Requirements** **Credits**

EN-101	English Composition	3
MA-321	Mathematics in Contemporary Society	3

628

629 **Requirements for the Major**

BU-101	Principles of Accounting I	4
--------	----------------------------	---

BU-111*	Computer Applications in Accounting	3
BU-500	Introduction to Microcomputer Applications (Microsoft Office)	3
BU-801**	Typewriting/Keyboarding I	2
BU-804	Administrative Office Procedures	3
BU-906	Advanced Microsoft Office	3
BU-909	Cooperative Education in Business	3
Electives		
BU-	Advised Business Electives	3-4
Select one of the following:		
BU-102	Principles of Accounting II	
BU-201	Business Organization and Management	
BU-530	Spreadsheet Applications	
Total		30

630

631 *Students may take BU-111 upon completion of BU-101 with a grade of C or better. A pre-requisite waiver will be granted to students
 632 enrolled in the Accounting/Office Administration Technology Certificate Program.

633

634 **Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or BU-812
 635 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

636 +Students should seek advisement from the Business Department prior to the selection of a business elective.]

637

638

639 **To: Office Administration Assistant Certificate**

640

641 **Core Requirements Credits**

EN-101	English Composition I or	
EN-103	Writing for the New Media	3
BU-500	Introduction to Microcomputer Applications (Microsoft Office)	3
BU-801*	Typewriting/Keyboarding I*	2
BU-804	Administrative Office Procedures	3
BU-906	Advanced Microsoft Office	3
Total		14

642

643 **Optional Concentration (Corporate Office Administration Assistant)**

BU-907	Word/Information Processing using Microsoft Word	3
BU-909	Cooperative Education in Business	3
Select two courses from:		6
BU-903	Medical Office Procedures	
BU-810	Legal Office Procedures	
BU-920	Graph Presentations Development Using Microsoft PowerPoint	
BU-859	Desktop Publishing	
BU-XXX	Advised Business Electives	4
	Total	16

644

645 **Optional Concentration (Education Office Administration Assistant)**

BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word/Information Processing using Microsoft Word	3
BU-900	School Records and Accounts	2
BU-901/902	Educational Problems of the School Secretary I/II	4
BU-909	Cooperative Education in Business	3
One course selected from any:		3
BU-8XX or BU-9XX course		
OR		
HE-106	First Aid and Safety Education	
	Total	16

646

647 **Optional Concentration (Accounting/Office Administration Assistant)**

MA-321	Mathematics in Contemporary Society	3
BU-101	Principles of Accounting I	4
BU-111**	Computer Applications in Accounting	3
BU-912	Cooperative Education in Business: Accounting/Office Administration Technology	3
BU-XXX	Advised Business Electives	3-4
Select one of the following:		
BU-102	Principles of Accounting II	

BU-201	Business Organization and Management	
BU-530	Spreadsheet Applications	
	Total	16-17

648

649 **Optional Concentration (Healthcare Office Administration Assistant)**

BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing using Microsoft Word	3
BU-909	Cooperative Education in Business	3
BU-916	Medical Coding I	3
BU-917	Healthcare Information Management	3
	Total	16

650

	Total Credits for Office Administrative Assistant Certificate	30
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651

652

653 **Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be*
 654 *excused from BU-801, the keyboarding/typewriting course that was taken at another institution must be evaluated and*
 655 *approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition,*
 656 *students requesting to be excused from BU-801 must pass an exam which consists of the following:*

657

- 658 • *The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors*
- 659 • *The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a*
- 660 *professional level*

661

OR

662

663 *Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing **Credit by***
 664 ***Exam** which consists of the following:*

665

- 666 • *The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors*
- 667 • *The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a*
- 668 *professional level*

669

670 *Those taking **Credit by Exam** must register and pay for the course. An additional fee is charged for those taking **Credit by***
 671 ***Exam**. Those students who pass **Credit by Exam** are given credit for BU-801 and receive a grade of P. Those students who do*
 672 *not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take **Credit by***
 673 ***Exam** within the first two weeks of the semester.*

674

675

676
677

***Students may take BU-111 upon completion of BU-101 with a grade of C or better. A pre-requisite waiver will be granted to students enrolled in the Accounting/Office Administration Technology Certificate Program.*

678
679
680
681

- A **motion** was **made, seconded, and unanimously approved** to approve the changes in programs in the Department of Business (Attachment G of the Feb 19, 2013 Agenda).

682 **DEPARTMENT of ENGINEERING TECHNOLOGY**

683

684 **Curriculum Revision Proposal: New Media Technology Program**

685

686 The following changes were approved on November 28, 2013 by the Engineering Technology Department for
687 the New Media Technology Program:

688 **From:** [New Media] Technology – A.A.S. Degree Program

689 **To:** Internet Technology – A.A.S. Degree Program

690 **Rationale:** The title Internet Technology is more easily recognized by students and better describes the curriculum.

691 **From:**

692

693 **REQUIREMENTS FOR THE MAJOR**

694 ET-504§ Operating Systems and System Deployment2

695 ET-704 Networking Fundamentals I4

696 ET-710§ Web Technology I: Building

697 and Maintaining Web Sites4

698 ET-712 Web Client Programming: JavaScript 3

699 AR-121 Two Dimensional Design 3

700 AR-473 Electronic Imaging.....2

701 [ME-200 Digital Audio for New Media 3]

702 Sub-total 21

703 **SUGGESTED SEQUENCE OF COURSES**

704 **Semester 3**

705 [ME-200 Digital Audio Arts for New Media 3]

706 EN-102 English Composition II: Intro. to Literature 3

707 ——— New Media Technology elective4

708 ——— Laboratory Science4

709 Sub-total 14

710 **To:**

711

712 **REQUIREMENTS FOR THE MAJOR**

713 ET-504§ Operating Systems and System Deployment2

714 ET-704 Networking Fundamentals I4

715 ET-710§ Web Technology I: Building

716 and Maintaining Web Sites4

717 ET-712 Web Client Programming: JavaScript 3

718 ET-718 Database Technology 3

719 AR-121 Two Dimensional Design 3

720 AR-473 Electronic Imaging.....2

721 Sub-total 21

722 **SUGGESTED SEQUENCE OF COURSES**

723 **Semester 3**

724 ET-718 Database Technology..... 3
725 EN-102 English Composition II: Intro. to Literature 3
726 ——— New Media Technology elective4
727 ——— Laboratory Science4

728 Sub-total 14

729 **Rationale:** The music department no longer offers ME-200 Digital Audio for New Media. A replacement course MP-210
730 is appropriate for recording technicians but not New Media (Internet Technology) students. Database technology has
731 become an increasingly important course for students in the field. We therefore propose to replace ME-200 (3 credits)
732 with ET-718 (3 credits) in the requirements for the major. Both the Engineering Technology and the Music Department
733 agree to this change.

734 **From:**

735

736 **ELECTIVES****

737 Select 17 credits from the following:

738 ET-375 Introduction to Robotics4
739 ET-481 Personal Computer Technology, Architecture,
740 and Troubleshooting2
741 ET-505 Introduction to ‘C++’ Object Oriented
742 Programming4
743 ET-506 Introduction to UNIX (LINUX)4
744 ET-507 Advanced ‘C++’ Object Oriented Programming4
745 ET-705 Networking Fundamentals II4
746 ET-706 Network Configuration I (Cisco CCNA 3)4
747 ET-707 Network Configuration II (Cisco CCNA 4)4

748 ET-714 Web Technologies II: Building Database-
749 Driven Web Sites4
750 ET-716 Java Programming Technology4
751 [ET-718 Database Technology 3]
752 ET-720 Advanced Web and Multimedia
753 Programming Applications1
754 ET-728 Web Tech: XML4
755 ET-991 Cooperative Education1
756 ET-992 Cooperative Education1
757 AR-642§ Web Animation 3
758 Sub-total 17

759

760 *** The following New Media Technology electives are highly*
761 *recommended: AR-642, [ET-714,] ET-716[.] ET-718, ET-720, ET-991, 992*

762 **To:**

763

764 **ELECTIVES****

765 Select 17 credits from the following:

766 ET-375 Introduction to Robotics4
767 ET-481 Personal Computer Technology, Architecture,
768 and Troubleshooting2
769 ET-505 Introduction to ‘C++’ Object Oriented
770 Programming4

771 ET-506 Introduction to UNIX (LINUX)4
772 ET-507 Advanced ‘C++’ Object Oriented Programming4
773 ET-510 Introduction to Digital Electronics.....4
774 ET-705 Networking Fundamentals II4
775 ET-706 Network Configuration I (Cisco CCNA 3)4
776 ET-707 Network Configuration II (Cisco CCNA 4)4
777 ET-714 Web Technologies II: Building Database-
778 Driven Web Sites4
779 ET-716 Java Programming Technology4
780 ET-720 Advanced Web and Multimedia
781 Programming Applications1
782 ET-728 Web Tech: XML4
783 ET-991 Cooperative Education1
784 ET-992 Cooperative Education1
785 AR-642§ Web Animation 3

786 Sub-total 17

787

788 *** The following New Media Technology electives are highly*

789 *recommended: AR-642, ET-716, ET-720, ET-991, 992*

790 **Rationale:** By making ET-718 a required course, it can no longer be listed as an elective. Additionally we propose to add
791 ET-510 Introduction to Digital Electronics as an elective in the program because it is a prerequisite course for the elective
792 ET-375 Introduction to Robotics. The period after ET-716 is a typographical error and is changed to a comma.

- 793 • A **motion** was **made, seconded,** and **unanimously approved** to approve the
794 changes in programs in the Department of Engineering Technology.
795 (Attachment G of the Feb 19, 2013 Agenda).

796

797 New Business

798 • Chair Tai reminded all members of faculty should be in receipt of a notice from the
799 Committee on Committees, inviting them to stand for election to the Academic Senate. We
800 sincerely hope that many of our colleagues will seriously consider standing for election as
801 Senators-at-Large, and supporting, by petition signature, the nomination of all faculty who
802 may wish to do so.

803 • Senator Tarasko reminded all faculty to attend the Spring Faculty Meeting, March 13th
804 club hours, 1-3 pm in room M-136.

805 • President Call reminded everyone that student government elections are also coming
806 up.

807

808 **The meeting was adjourned at 4:20 PM**

809 **Respectfully Submitted,**

810 **Dr. Lana Zinger (Secretary)**

811 **Steering Committee of the Academic Senate**

