

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

Annual Report 2017-2018: COMMITTEE ON CURRICULUM of the Academic Senate

To: Joel Kuszai, Academic Senate Steering Committee
From: Lorena B. Ellis, Chairperson, Committee on Curriculum
Date: June 11, 2018 (Revised 11/28/2018)
Subject: Annual Report 2017-2018
CC: C. Williams, College Archives

Committee Members

Tina Bayer, Nursing (2015-2021)
Lorena Ellis, Foreign Languages & Literatures (2015-2018) – Chairperson
Todd Holden, Physics (2016-2019)
Jean Murley, English Department (2017-2020)
James Nichols, History Department (2017-2020)
Joan Petersen, Biological Sciences & Geology (2016-2019)
Edward Volchok, Business (2015-2021)
Patrick Wallach, Mathematics & Computer Science (2015-2021) – Secretary
Richard Yuster, Engineering Technology (2015-2019)

Student Representatives

Xinghui Qiu
Evens Esperance

Liaisons

Richard Yuster, Engineering Technology, COC Liaison
Richard Mako, Library, Steering Committee Designee
Emily Tai, History, Steering Committee Liaison
Timothy Lynch, Provost, Office of Academic Affairs, President's Liaison
Linda Reesman, Faculty Fellow for Academic Affairs, Liaison from OAA

Acknowledgements:

The Committee wishes to thank President, Dr. Diane Bova Call, and the President's Liaison, Vice President Dr. Timothy Lynch, the Office of Academic Affairs for a number of ways in which they have supported the work of the Committee on Curriculum this year, including matters regarding reassigned time for the Chair of the Committee. Special gratitude is due to Arthur Corradetti, Dean for Accreditation, Assessment and Institutional Effectiveness, to Sandra Palmer, Dean of Faculty, Ann Tullio, ex-Registrar, Patricia Canale, Registrar, but especially Linda Reesman, Faculty Fellow and Office of Academic Affairs' Liaison of the Committee on Curriculum who provided resources and valuable professional guidance during all the meetings and feedback on pertinent administrative issues including orientation and feedback in all curriculum matters particularly regarding the Committee on Curriculum Guide.

The continuous guidance of Philip Pecorino, Professor of Philosophy ex-Chair of the Committee on Curriculum, and current Chair of the Faculty Executive Committee, is greatly appreciated. The Chairperson of the Committee thanks the Committee members listed above, for their dedication and hard work during this academic year and for their useful critiques and constructive recommendations in the revision and updating of the Committee on Curriculum Guide ("Guide"). Especial gratitude goes to Edward Volchok for his valuable support on this project by designing the forms and editing the Guide.

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

Assistance in the revision of the Committee on Curriculum Guide also provided by members of Communications and Marketing, especially the Interim Vice President, Stephen Di Dio, and the Director of Web Services, David Moretti, for his suggestions in redesigning the Committee on Curriculum website and for his constant help in updating it. Special thank you for Patrick Wallach, who served as the secretary of the Committee on Curriculum for the last three years and has been a reliable colleague. Finally, special gratitude is due to Richard Yuster, who serve with me at the Committee on Curriculum 13 years ago and whose vigilant eye and experience as an ex-chair of the Committee facilitated my work again as chair during these last three years.

Lorena Balensifer Ellis

Chair, Committee on Curriculum

Meetings:

The Committee on Curriculum met on Tuesday afternoons, from 2:10 to 4:00 P.M. in H205. The committee met 15 times during the 2017-2018 academic year. Meetings in 2017 took place on September 5 and 26; October 17; November 7 and 28; December 5. Meetings in 2018 took place in January 30; February 6 and 27; March 6, 20 and 27; April 17 and 24; May 1 and 15. Due to time restraints, two online elections were conducted: one after the September 26 meeting, and the second after the meeting of February 6, 2018.

Recommendations:

To avoid unnecessary delays or misunderstandings, members of the Committee on Curriculum recommend that proposing departments consult and discuss with other department chair(s) prior to submitting new courses with similar interests. Representatives of the proposing departments should also be available to attend meetings to clarify questions of the Committee on Curriculum members when their submissions are being discussed. Curriculum revisions are updated to CUNY-first twice a year, two weeks prior to the start of the fall and spring registration periods, following the posting of Chancellor's Reports. It is important, therefore, that the departments plan curricular changes in advance of the semester to allow sufficient time for updates to CUNY-first.

All new programs and significant changes to a program's degree requirements will become effective in the fall semester of an academic calendar year. If there is a change in course number or prefix, or assignment of a new course number or prefix, before submitting the proposal to the Committee on Curriculum, departments should confirm with the Registrar's office that the number and/or prefix is available for use.

The Committee on Curriculum members recommended in June 2017 that the Chairperson of the committee receive 4 hours of release time in the spring and 4 hours of release time in the fall, starting with the Fall-2017 semester. The chair of the Steering committee forwarded this recommendation to the Office of Academic Affairs. As a result, the release time to compensate for the work of the Committee on Curriculum Chairperson was increased from 3 credits a year to 3 credits release time a semester starting Fall 2017. The members of the Committee on Curriculum find the current reassigned load (3 credits per semester, 6 credits per year) adequate to support the Chairperson in her/his extensive committee duties . They strongly recommend that this reassigned load should continue to be granted to the Chairperson of the Committee on Curriculum.

Pending issues

At the May 2018 senate an item on the agenda was tabled. I was a course deletion from the Business Department, BU-802 Typewriting/Keyboarding. The reason for it was to allow more time for students to

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

complete the course before it was deleted. This item is included in the Committee on Curriculum May 2018 Monthly Report together with a course revision from the Biological Sciences and Geology, BI-110 Fundamentals of Life Science. The latter item was approved at the Committee on Curriculum May 15 meeting. Both items are include in this Committee on Curriculum 2017-2018 annual report.

Committee Members for the Academic Year 2018-2019

Tina Bayer, Nursing (2015-2021)
Todd Holden, Physics (2016-2019)
Isabella Lizzul, Health, Physical Education & Dance (2018-2021)
Jean Murley, English Department (2017-2020)
James Nichols, History Department (2017-2020)
Joan Petersen, Biological Sciences & Geology (2016-2019)
Edward Volchok, Business (2015-2021)
Patrick Wallach, Mathematics & Computer Science (2015-2021) – Secretary
Richard Yuster, Engineering Technology (2015-2019)

Actions of the Committee

The committee took the following actions during the 2017-2018 academic year.

- 15 Course revisions + 1 experimental course
- 13 Program revisions
- 8 New Courses + 2 experimental courses
- 2 New Programs
- 1 Deletion

COURSES REVISIONS

Biological Sciences and Geology Department and the Health, Physical Education and Dance Department

BI503 General Epidemiology

Biological Sciences and Geology Department

BI110 Fundamentals of Life Science

Department: Speech Communication and Theatre Arts

SP211 Speech Communication

Music Department

MP-103 Recording Techniques I

Business Department

- CIS-101 Introduction to Microcomputer Applications
- CIS-152 Computer Programming for Business I
- CIS-205 Introduction to Information Systems Management
- CIS-208 Data Base Management Systems
- BU-401 Elements of Marketing
- BU-402 Marketing Research

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

BU-404 Elements of Advertising
BU-404 Elements of Advertising
BU-801 Typewriting/Keyboarding
BU-859 Desktop Publishing

REVISION OF EXPERIMENTAL COURSE – (FOR INFORMATION ONLY)

English Department

BE102 - Developing Competence in College Reading, Writing, and Study Skills

Office of Academic Affairs and General Education Task Force

Proposal for Revised General Education Outcomes

PROGRAM REVISIONS (13 program revisions)

Department of Physics

A.S. in Engineering Science

In addition to the current 3 semester sequence, we are adding the option of a 2 semester sequence for calculus physics to improve transferability within CUNY. CCNY, York, Queens, Hunter, Brooklyn, John Jay, NYC Tech, KBCC, and BMCC currently all use a two semester calculus physics sequence

Department of Chemistry

A.S. in Science for Forensics

In addition to the current 3 semester sequence, we are adding an option of a 2 semester sequence for calculus physics to improve transferability within CUNY. CCNY, York, Queens, Hunter, Brooklyn, John Jay, NYC Tech, KBCC, and BMCC currently all use a two semester calculus physics sequence. The minor change to the course note makes the meaning clearer to the students.

The wording about flexible core 2A to 2D was reworded to indicate the students are required to take three classes rather than just one.

Math + Physics Department

Addition of CS-204 to the LS-AS program (Math)

Addition of PH-401 and PH-402 to the LS-AS program (Physics)

Physics Department:

In addition to the current 3 semester sequence, the Physics Department is adding the option of a 2 semester sequence for calculus physics to improve transferability within CUNY. CCNY, York, Queens, Hunter, Brooklyn, John Jay, NYC Tech, KBCC, and BMCC currently all use a two semester calculus physics sequence.

Math Department

Addition of CS 204 to the A.S. Liberal Arts & Sciences (Mathematics & Science) program: CS 204 is a new course established under a collaboration with Queens College aim to facilitate transfer of QCC students into their Computer Science program. CS 204 can be an alternative to CS 203 but if the LS degree allows, it can be taken in addition to CS 203, which is the preferred prerequisite background for transfer students at Queens College.

Addition of a program note, reflecting the original intention of the above revision: Students must take at least one two-course sequence in each of two different disciplines (i.e., BI 201, 202; CH 151, 152; PH 301, 302; CS 101, 201 or 203 or 204; MA 441, 442).

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

Addition of a program note that was in the original program but which was inadvertently omitted in the previous revision: **With permission of the Department of Mathematics and Computer Science students in the TIMEQCC secondary mathematics program may count credits for EDUC-101 and INTE-221 toward the concentration.

Department of Engineering Technology

Revisions of the Internet and Information Technology – A.A.S. Degree Program)

- 1) Include the course ET232 as an elective;
- 2) Remove ET-728 from the list of highly recommended electives

**Department of Biological Sciences and Geology and Health, Physical Education and Dance
Department**

BI 461 General Microbiology has been replaced with BI 521 Public Health Biology as the major's requirement to better align with the Public Health Degree Program outcomes and timely completion of the degree program.

BI 521 Public Health Biology is equivalent to Hunter College's COMHE 32800, Public Health Biology and will count towards COMHE-BS majors required courses. This replacement is important for students enrolled in the program, as the new course sequence is highly recommended and enables students to be complete their degree in a timely fashion.

BI 202, General Biology 2 is the second part of a two-semester sequence of General Biology. Inclusion of this course as an elective provides students with the opportunity to complete the two semester sequence as part of the degree program.

Business Department (8 program revisions)

AAS – Accounting

Rationale for all the changes

1. Add MA-440 as an additional Math choice in Common Core I B

Many accounting students transfer to other colleges that have a calculus requirement. In recent years, changes in the pre-requisites for MA-128 have resulted in many business students having difficulty in completing MA-128.

While MA-260 is a Pre-calculus course, the sequel to the course is MA-261 Applied Calculus for Business Students. As far as we know, only Baruch College accepts MA-260 and MA-261. Only a few students take MA-260, so MA-261 has not been offered in several years. If a student needs pre-calculus and calculus for the college they are transferring to, they are unable to complete with the sequence of MA-260 and MA-261 at Queensborough.

Offering students a choice of MA-440 will allow students to continue with MA-441 Analytic Geometry and Calculus if they choose to take it so they will have calculus when they transfer, or by completing MA-440 at Queensborough, they are eligible to continue with Calculus at their next college, since MA-440 and MA-441 are more traditional pre-calculus and calculus courses accepted by most colleges.

In addition, offering MA-440 as a mathematics Required Course 1B course aligns with the choices in the A.S. in Accounting for Forensic Accounting and the A.S. in Business Administration programs offered in the Business Department.

2. CIS-101 course title

The new course title uses more current terminology which reflects the course content.

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

AAS – Computer Information Systems (CIS)

Rationale:

CIS-205 Introduction to Information Systems Management is an introductory level technology course with no prerequisites. The elective courses in our program are intended to build on the foundation of our core courses, and to provide advanced students who have already taken the core courses with the opportunity to be exposed to a broader range of more rigorous topics. The CIS-205 course will still remain as part of the A.S. – Business Administration program. MA-114 College Algebra & Trigonometry for Technical Students gives the students additional math choices and transfer options.

CIS-101 revised course title uses current terminology which reflects the course content.

AAS – Management.

Rationale:

The change of course title for BU-404 and CIS-101 better reflects current business terminology. See Form 03 Course Revision for each of these courses for more information.

AAS – Office Administration and Technology.

Here is the information to include in a proposal to revise an existing degree or certificate program:
Rationale:

The office environment has been transformed by rapidly changing technology. The role of the administrative assistant requires proficiency in every aspect of the business and virtual office. Specifically, the administrative assistant is called upon to use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. Administrative assistants also use telecommunications and other multimodal mediums in their job duties and need to remain abreast of the latest digital technologies.

AS – Business Administration.

Rationale:

CIS-205 new course title more accurately reflects the course content.

AS – in Accounting for Forensic Accounting QCC/John Jay Dual/Joint Degree Program.

CIS-101 new course title uses more current terminology which reflects the course content.

Certificate Program – Computer Information Systems.

Rationale:

CIS-101 revised course title uses current terminology which reflects the course content.

Certificate Program – Office Administration Assistant.

Rationale:

The office environment has been transformed by rapidly changing technology. The role of the administrative assistant requires proficiency in every aspect of the business and virtual office. Specifically, the administrative assistant is called upon to use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. Administrative assistants also use telecommunications and other multimodal mediums in their job

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

duties and need to remain abreast of the latest digital technologies.

BU801 Revised course title

CIS101 Revised course title

BU859 Revised course title, Option A and Option B

BU920 Remove course, Option A and Option B

Biological Sciences and Geology/Business Departments

Medical Office Assistant A.A.S. Degree Program

Two major revisions are being proposed for the Medical Office Assistant A.A.S. Degree Program: a name change and the addition of one new course, which will require the removal of two elective credits.

Rationale:

The current title of the program, Medical Office Assistant, does not reflect the range of skills encompassed by the current curriculum. Students are trained in both clinical and administrative responsibilities. Based on the courses offered, the more appropriate term for this program is Medical Assistant, which is the title used more frequently by medical offices and hospitals for assistants who perform both clinical and administrative responsibilities. Thus, renaming the A.A.S. degree to Medical Assistant would better reflect the range of skills taught in this program, as well as the needs of the health care industry.

The current curriculum lacks any coursework that prepares students to cater to the needs of patients and help patients navigate through the complex healthcare system. These are critical skills for students training to become assistants in health care facilities. Accordingly, creation of a new course called Patient Care Coordination is imperative in preparing students for jobs in healthcare and for ensuring that patients' needs are prioritized in the healthcare system. Two credits will be reallocated from Elective Credits to Major Requirements to accommodate this new course into the degree program.

An additional minor revision is to add BI 510 Pharmacology as an Advised Elective. Many Medical Assistants are expected to assist with drug prescriptions and dispensing. Additionally, as electronic prescriptions have become the norm in places like NY, students are advised to have some basic exposure to pharmacology.

NEW COURSES (8 new courses and 2 experimental courses)

Physics Department

PH-401 General Calculus Physics A

PH-402 General Calculus Physics B

Department of Social Sciences

PSYC-201 Research Methods in Psychology.

Business Department

BU-860 Professional Business Career Development and the Virtual Office

Biological Sciences and Geology

BI-260 Patient Care Coordination

Mathematics and Computer Science

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

MA 010 ALP Elementary Algebra
MA-71 Quantitative Reasoning
MA-321 ALP Mathematics in Contemporary Society

EXPERIMENTAL COURSES – FOR INFORMATION ONLY

Mathematics and Computer Science

MA-021 Quantitative Reasoning
MA-321 **ALP** Mathematics in Contemporary Society

NEW PROGRAM

Department of Social Sciences

Degree proposal for an A.S. in Psychology.

Department and the Health, Physical Education and Dance Department (Course revision?)

Revised State Application for Creating a Dual-Degree Program from an Existing Registered Program – QCC/York A.S./ B.S. Public Health.

COURSE DELETION

(This course deletion was tabled at the May 2018 senate. It is included in the May 2018 Committee on Curriculum Monthly Report for the September 2018.)

Business Department

BU-802 Typewriting/Keyboarding II

For Information Only:

The Committee on Curriculum revised the submission forms (Form01, Form02, Form03, Form04, Form05) to reflect the revision of the General Education Outcomes*(see below) approved at the February 2018 senate to be implemented in Fall 2018. The updated forms as well as the updated Committee on Curriculum Guide are available at [the Committee on Curriculum website](#).

- Form01: New Course Proposal
- Form02: Program Revision proposal
- Form03: Course Revision proposal
- Form04: Syllabus
- Form05: Program Discontinuation / Course Deletion
- Committee on Curriculum Guide

***Proposal for Revised General Education Outcomes**

A robust general education is founded on the knowledge, concepts, methods and perspectives that students gain through the study of many academic disciplines. These disciplinary studies stimulate intellectual inquiry, global awareness, and cultural and artistic appreciation: they equip students to make informed judgments and remain engaged beyond the classroom. To that end, QCC promotes educational activities that allow students to demonstrate that they can:

1. Communicate effectively in various forms
2. Use analytical reasoning to identify issues or problems and evaluate evidence in order to make informed decisions.

**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK**

3. Reason quantitatively as required in various fields of interest and in everyday life
4. Apply information management and digital technology skills useful for academic research and lifelong learning

To support these institutional general education outcomes, the academic departments—through their programs—may also assess the ability of students to:

- A. Integrate knowledge and skills in the program of study
- B. Make ethical judgments while recognizing multiple perspectives, as appropriate in the program of study
- C. Work collaboratively to accomplish learning objectives

Note: A minority report was filed objecting to the removal of discipline-specific outcomes from our General Education Outcomes.