

Queensborough Community College
The City University of New York

MINUTES
**of the February 9, 2010 meeting of the
Academic Senate**

President Eduardo J. Martí called the fifth regularly scheduled meeting of the Academic Senate to order at 3:10 p.m.

I. Attendance:

The complete Senate roster is available at
http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_roster.asp

As determined from the attendance taken by the iclickers at the meeting, there were eighteen absentees.

Colalillo, Georgina	Feliciano, Leen	Gillespie, Sheena	Hersh, Brenda
Juca, Gladys	Martiny, Nico	McKay, Devin	Montero, Kate
Mumu, Sadia	Reilly, Margaret	Sandson, Stephanie	Scal, Roland
Shemanski, Thomas	Stanley, Linda	Svoronos, Paris	Thompson, Channel
Tullio, Ann	Visoni, Gilmar		

II. Consideration of minutes of the December 8, 2009 meeting:

A **motion** was **made, seconded**, and **approved** to approve the December minutes with the following change: J. Culkin was present. (*Attachment A of the February 9, 2010 Agenda*). The motion was passed unanimously.

III. Communications from:

President Marti:

President Marti welcomed everyone to the fifth regularly scheduled meeting of the Academic Senate and urged everyone to review the minutes of the Board of Trustees, particularly to note the actions on policy items. He then referred to his written report (*Attachment B of the February, 9, 2010 Agenda*).

- President Marti indicated that he met with persons involved in the Freshman Academies, and remarked that there was a sense of unified purpose and enthusiasm, and that he recognized that some modification will be necessary in some areas. One of the challenges that the college faces is the ability to accurately determine the drop-out rates between the fall and spring semesters. What was certain was that the drop out rate from fall to spring is usually higher than the drop-out from spring to fall. The challenge facing the college will be how to estimate these numbers and act to lower them.
- President Marti indicated the a comparison of Fall 2006 and fall 2009 will be conducted to identify the predictor of success, and that there is a need to examine whether the Freshman Academies have had any significant impact, and if not, to investigate the reason.
- President Marti announced several appointments, the first of which was Dr. Diane Call's position of Provost and Senior Vice President for Academic affairs. President Marti expressed his delight at the

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appointment, and that he expected that the college can look forward to an “era of creativity and stability.” The other announcements were:

- The temporary position Acting Dean of Finance, Facilities and Information Technology which was accepted by Sherri Newcomb, J.D.
 - The temporary position of Associate Dean of Administration which was accepted by Bill Faulkner who will report directly to President Marti.
 - The appointment of Dean Denise Ward who has been named Dean of Continuing Education
- President Marti opened the discussions on the importance of reaching a resolution about the College’s Assessment process. President Marti referred everyone to the website link noted in his report on Assessment, and implored everyone to engage in vibrant discussions about the Assessment of Student learning and the Assessment of Institutional Effectiveness. President Marti indicated that it is imperative that faculty become invested in the process and not leave it to the administration and that the vote in March will be consequential.
 - President Marti once again shared his concern about the State and City Executive Budget proposals, suggesting that stringent measures will be required. President Marti conveyed that the appointment of Acting Dean, Sherri Newcomb was very timely, and that her expertise with strategic planning will assure the College some buoyancy.
 - President Marti heartily thanked everyone who worked hard to keep enrollment at 10,529, and in particular Vice-President Ellen Hartigan who led the efforts and who kept the President’s office informed. The President indicated that keeping the headcount at 15,000 underscores the College’s commitment to maintaining the same number of students for fall 2010 as it was for fall 2009. Additionally, by maintaining these numbers, the college is able to maintain the quality of educational services for those students. Currently, the institution is at maximum capacity. In spite of the fiscal climate, the college is in a position to start conducting a search to hire 35 (thirty-five) additional faculty lines. President Marti also indicated that the college is moving forward cautiously with the searches for 36 Administrative positions which are slated as support positions to address the over enrollment. President Marti stated that the enrollment pattern ensures that funding will be available, but he is still in discussions with the Central office.
 - President Marti reported that his trip to Washington with VP Zins to lobby for portions of the Federal money as part of the American Graduation Initiative was thwarted by inclement weather conditions.
 - President Marti announced that the date set for the Annual Partners for Progress Gala is scheduled for April 29, 2010, and he reiterated that the goal is to achieve a sum total of \$1, 000, 000. President Marti also indicated that several smaller fundraising events have been scheduled to precede the Gala, and that the Partners for Progress Gala will be a

109 celebration of the culmination of the annual fund campaign. President
110 Marti expressed the hope that the funds will ensure two distinct tracks:

- 111
112 a) Student Support:
- 113 • Scholarships
 - 114 • Bookstore vouchers
 - 115 • Student travel expenses for presentations
- 116 b) Margin of Excellence:
- 117 • Faculty development
 - 118 • Faculty travel expenses
 - 119 • Tutoring
- 120

121 President Marti informed the Senate of the opening of new exhibits on
122 display at the Art Gallery by a major artist, and encouraged everyone to
123 visit with their students.
124

125 **IV. Senate Steering Committee:** Chair Tai referred to her written report (*Attachment C of the February*
126 *9, 2010 Agenda*).

- 127
- 128 • Chair Tai wished everyone a “Happy New Year” and began by
129 apologizing for the absence of the UFS from the Agenda, noting that
130 the UFS met on the day that the Academic Senate materials were due to
131 be distributed. However, Chair Tai reminded the Senate that one of the
132 main function of the UFS is to make our voices heard in Albany, and
133 Chair Tai proceeded to make a plea to everyone to log on to
134 ‘SupportCUNY.org.’ Chair Tai expressed the hope that by doing so,
135 State legislators will become aware of our concern about the Budget
136 cuts. Chair Tai also urged everyone to encourage as many students as
137 possible to get involved using the attached links to the pertinent public
138 officials.
139
 - 140 • Chair Tai reported that the Steering Committee has been coordinating
141 with the UFS general initiatives, that there were several matters coming
142 down from the UFS Executive Committee in which the Steering
143 Committee has been involved. Chair Tai indicated that several reports
144 have been forwarded to the Enrollment Committee and to the
145 Admissions Committee for their evaluation. Additionally, a Risk
146 Management memo was forwarded for evaluation to the Senate’s
147 Committee on Environment, Quality of Life and Disabilities Issues.
148
 - 149 • Chair Tai also referred to the formation of a sub-committee by the
150 Committee on Environment, Quality of Life, and Disability Issues to
151 prepare members of the campus community for the partial Smoking ban
152 on campus with a six-month Educational campaign.
153
 - 154 • Chair Tai announced that the UFS has formed a Task Force to help
155 educate individuals who have recently been released from prison. The
156 QCC community will receive more information on this initiative as it
157 becomes available, and Chair Tai expressed hope that there will be
158 some representation from our campus.
159
 - 160 • Chair Tai invited Parliamentarian Pecorino to report on the UFS Faculty
161 Experience Survey of Spring, 2009. Dr. Pecorino was pleased to inform
162 the Senate that a preliminary report revealed that our faculty under the
163 leadership of President Marti was given special commendation. Dr

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Pecorino indicated that University -wide full-time faculty responded at a rate of 38%, on the questionnaire, but Queensborough Faculty reported at a rate of 48.2 %. Mr. Pecorino also informed the Senate that a full report will be available in March, and that he hoped that the faculty Leadership and Administration will review the data to compare the findings with the survey that was conducted four years prior to note how faculty feels about various aspects of their experiences on this campus.

- Chair Tai then directed everyone's attention to the Assessment Resolution. Chair Tai began by making a disclaimer regarding her position in presenting the facts and opinions of the College's Assessment Agenda. Chair Tai stressed that she believed that faculty remain the best judges of what students should learn, and whether they have learned, and therefore that is imperative that faculty continue to be the force that drives Assessment.
- Chair Tai invited comments for or against the proposed Assessment proposal, and a lively discussion ensued. One comment from the floor was that of Dr. Joseph Culkin who queried the language in the alternatives on page 8 of the Assessment proposal:
- [alternatively:
- **"Whereas** a comprehensive, integrated and sustained process for assessing student learning outcomes must systematically plan for and implement assessment of courses and academic programs offered by the college and approved by the Academic Senate, **it neither mandates how a faculty member engage in assessment nor dictates how that faculty member engage in such assessment]**"
- Dr. Arthur Corradetti responded to Dr. Culkin's query by explaining that his purpose for restating the paragraph was to ensure that nothing was misconstrued in the preceding paragraph:
- **"Whereas** a comprehensive, integrated and sustained process for assessing student learning outcomes must systematically plan for and implement assessment of courses and academic programs offered by the college and approved by the Academic Senate, it neither mandates or dictates how a faculty member engages in such assessment."
- Dr. Joseph Culkin's second query concerned clarification of the role of the Senate Committee of whether or not the Committee would be responsible to conduct a *comprehensive overview* of all Assessment activities or conduct a *comprehensive review* of all Assessment activities.
- Dr. Corradetti stated that it is not yet clear to him as to the role of the Senate Committee in regards to Overview vs Review of the activities.
- Dr. Sheena Gillespie, Chair of the Faculty Executive Committee, recognized Chair Tai's efforts to submit the current resolution for the review of the Faculty Executive Committee.
- Professor Alex Tarasko expressed concern that the college already had an Assessment Committee, and that she was not clear as to what the

- 219 charges of the Assessment Committee of the Senate and the College
220 Assessment Committee would entail.
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- 223 • Dr. Tai responded by speaking to the limited life of the College's
224 Assessment Committee which is really a Task Force. Chair Tai reiterated
225 that she believed a standing committee of the Academic Senate would
226 better facilitate a faculty-driven Assessment process in the context of
227 shared governance.
 - 228 • Dr. Pecorino commented that we do not yet have the language from the
229 Committee on Bylaws, which will be necessary to give a general sense
230 of the reason why the Committee is warranted by the Senate.
231 Additionally, Dr. Pecorino indicated that the Committee that is going to
232 be created would not conduct direct Assessment, but would conduct
233 META- Assessment which would look at the Assessments that are being
234 conducted and identify where further Assessments are needed.
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 - 236 • President Marti concurred with Dr. Pecorino, and further stated that the
237 problem that the College is now faced with as identified with the Middle
238 States visit and the Self-Study, is that the College did not demonstrate
239 how Assessment was done at this campus. In addition, the College could
240 not demonstrate that Assessment was comprehensive, sustained and
241 integrated.
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 - 243 • President Marti indicated that it is now necessary for faculty to discuss
244 how to meet the goals of the Strategic Plan for Assessment or how the
245 standards of each Department will be met to measure/assess student
246 learning. President Marti proposed that by having an Assessment
247 Committee, a report could be presented to our peers that at
248 Queensborough Community College, an Assessment process does exist
249 in every department for every course and in every Administrative
250 department, and that annually we plan to review it as a body.
251
 - 252 • President Marti indicated that the College is on the right track. However,
253 President Marti stated that we should be mindful that the Middle States
254 Commission is not interested in plans for Assessment. They are
255 interested in seeing evidence that Assessment is being done.
256 Furthermore, considering the time constraints it was imperative that we
257 begin to compile the information of what we have achieved so far and
258 construct it in a format that can be understood by someone other than
259 ourselves.
260
 - 261 • Dr. Pecorino agreed that a clearly stated Assessment process is
262 necessary, and should an Assessment Committee be formed, it could
263 then turn approach the Administration and say "Where are your
264 Assessments?"
265
 - 266 • President Marti indicated that should this occur, he may consider sharing
267 the process of how individuals are evaluated, and how the Academic
268 Affairs Office meets the goals of the strategic plan.
 - 269
 - 270 • Dean Karen Steele added that the focus of Assessment is on Student
271 Learning Outcomes; how students are learning in their courses and
272 programs, and not about the student's evaluation of faculty. Indeed,
273 Dean Steele stressed that this distinction should be made clear.

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- Chair Tai concluded the discussions by inviting feedback from everyone to support the Steering Committee in the crafting of a document that reflects the ideas and opinions of the entire body, and to decide who would be the individuals best suited for this Committee.
- President Marti applauded the Steering Committee for introducing the discussions on Assessment, and suggested that Dr. Corradetti collaborate with the Task Force and the Steering Committee in crafting a resolution. President Marti reiterated that the College is on the right track, and expressed that it was his wish that Queensborough Community College would emerge as a model of how Assessment can be done.
- President Marti announced that due to the impending snow-emergency alert, a University-wide action would be taken by 6:00PM regarding closing of the College.

V. Committee on Curriculum (*Attachment E of the February 9, 2010 Agenda*)--**RESOLUTION**

I. Course Changes

A. Department of Business

1. 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

328 of hours (minimum 135 hours). Students participate in seminars and submit a term paper or report
329 related to the work experience. A written evaluation by the employer is also required.
330 Students receive a grade of Pass or Fail.

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332 **TO:**

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334 BU-909 Cooperative Education in Business: Office
335 Administration and Technology
336 BU-910 Cooperative Education in Business: Management
337 BU-911 Cooperative Education in Business: Computer
338 Information Systems
339 BU-912 Cooperative Education in Business: Accounting/Office
340 Administration Technology
341 3 credits, Hours to be arranged

342 **Prerequisites:** _

343 Open to matriculated business majors in certificate or degree programs in Office
344 Administration and Technology, Management, Computer Information Systems, Health
345 Care Office Administration, Microsoft Office Applications Proficiency Preparation, and
346 Accounting/Office Administration Technology. Students should have completed half or
347 more of the required credits for their program, and be able to obtain recommendations
348 from two of their instructors. Students planning to register for the internship should
349 contact the business faculty coordinator in their area in the semester prior to registering.
350

351 The cooperative education experience in business includes employment in a field experience or
352 internship which supplements classroom theory and laboratory instruction with related on-the-job
353 professional training. Students are placed with selected cooperative employers for a specified number of
354 hours (minimum 135 hours). Students participate in seminars and submit a term paper or report related to
355 the work experience. A written evaluation by the employer is also required. Students receive a grade of
356 Pass or Fail.

357
358 **Rationale**

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

363
364 The 2.5 GPA requirement for BU 909, 910, and 911 has been eliminated in favor of two
365 recommendations from instructors. Students may graduate from the College with a 2.0 cumulative
366 average. Eliminating the 2.5 GPA requirement will allow a greater number of students to complete their
367 respective programs and include a cooperative education course as part of their college experience.

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

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

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

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378 **Rationale:**

379 Students enrolled in the Certificate Program in Accounting/Office Administration Technology are not
380 required to take BU-102 as part of the 30 credits required for the Certificate. A minimum grade of C in

381 BU-101 will sufficiently prepare these students for BU-111. The rationale supporting BU-102 as a
382 requirement for BU-111 for all other students, is based primarily on limited laboratory classroom space.
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- 385 • A motion was **made, seconded, and approved** to approve the changes
386 (*Attachment E of the February 9, 2010 Agenda*). There was one negative vote and
387 no abstentions.
388

389 **B. Department of Biological Sciences and Geology**

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392 **BI-453 Biotechnology**

393

394 FROM:

395

396 **BI-453 Biotechnology**

397 **[2]** hours Lecture 4 hours laboratory - **[4]** credits.

398 Prerequisite: BI-201

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400 **Course description:** A course in molecular biology that introduces recombinant DNA techniques
401 and methods of genome analysis that are currently employed in industry. Topics covered include
402 gel electrophoresis, plasmid transformation, restriction mapping, Polymerase Chain Reaction,
403 Southern Blotting, Western analysis and forensic DNA fingerprinting.
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406 TO:

407 **BI-453 Biotechnology**

408 **3** hours Lecture 4 hours laboratory - **5** credits.

409 Prerequisite: BI-201

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411 **Course description:** A course in molecular biology that introduces recombinant DNA techniques
412 and methods of genome analysis that are currently employed in industry. Topics covered include
413 gel electrophoresis, plasmid transformation, restriction mapping, Polymerase Chain Reaction,
414 Southern Blotting, Western analysis and forensic DNA fingerprinting, protein synthesis, ways to
415 control protein synthesis, protein extraction, protein tags, DNA chips, microarray technology and
416 bioinformatics. The course will be offered as Writing Intensive.

417

418 **Rationale**

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420 This course is being revised to allow for appropriate coverage of new material necessary for a
421 solid introduction to the field of biotechnology and also to articulate with the lecture and
422 laboratory courses in Biotechnology at York College (BTECH 203 Introduction to
423 Biotechnology 2 credits and BTECH 241 Instrumental Analysis in Biotech 3 credits) The revised
424 course will be required in the proposed dual/joint A.S./B.S. degree program in Biotechnology
425 with York College. The Biotechnology field is a rapidly changing field and it is important to
426 teach not only the classic experiments leading to new techniques but also current applications in
427 the field. New topics include protein synthesis, ways to control protein synthesis, protein
428 extraction, protein tags, DNA chips, microarray technology and bioinformatics. The added hour
429 will ensure that all the topics are discussed in detail.

430 Since it is a Writing Intensive course, students will learn to go through critical thinking steps
 431 required to understand the theory behind their lab results and the implications in real life settings
 432 before they write their lab reports. Students will be taught how to interpret their data/results and
 433 to incorporate this into their lab report discussion. This experience will prepare them for classes
 434 at senior colleges where students will be expected to use these skills.
 435

436 Having taught the course as is for two semesters the instructor has experienced that most
 437 students needed the extra discussion time. The extra hour will help ensure that all students are
 438 given an opportunity to learn the topics under discussion in detail, how to incorporate critical
 439 thinking into writing good discussions in lab reports; valuable skills that will be transferable
 440 throughout their careers.

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- 442 • A motion was **made, seconded, and approved** to accept the changes
 443 (*Attachment E of the February 9, 2010 Agenda*). There were no negative votes
 444 and no abstentions.
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447 **II. Changes in Program**

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449 **A. Department of Nursing**

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451 **Nursing Program Course Repeat Policy Change**

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NU 101 Repeat Policy (old policy)	NU 101 Repeat Policy (new policy)
Students may repeat only one nursing course (NU-101, NU-102, NU-201 or NU-202) in the Clinical Program, one time only, on a space available basis. This includes students who withdrew from a course after the first day for any reason and students who completed the course with a grade below C.	Students may repeat only one nursing course (NU-101, NU-102, NU-201 or NU-202) in the Clinical Program, one time only, on a space available basis. <u>However, a repeat of NU-101 will require an approval from the Nursing Department Appeals Committee.</u> This includes students who withdrew from a course after the first day, for any reason, and students who completed the course with a grade below C.

453

454 Rationale: The Nursing Department recently studied 5 cohorts of NU 101 failures during the
 455 period between
 456 Fall 2005 and Spring 2007. Our findings are noted below:
 457

- 458 • A total of 43 students failed NU101
- 459 • Of the 43, 17 (40%) chose not to repeat NU101
- 460 • 18 (42%) failed subsequent Nursing courses
- 461 • 2 are currently in the program, one of which was granted an appeal to repeat
- 462 • 6 have graduated
- 463 • 3 have received licensure
- 464

465 Currently, students who fail NU-101 are eligible to re-enroll once without special review. The
466 Department believes that review by the Appeals Committee is needed to prevent this pattern of
467 failure.

- 468 • A motion was **made, seconded, and approved** to approve the changes
469 (*Attachment E of the February 9, 2010 Agenda*). There were no negative votes
470 and no abstentions.
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473 **B. Department of Electrical and Computer Engineering Technology**

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475 **NEXT STEP Program Changes**

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477 **Rationale:**

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479 The Next Step Program has significantly revised the course content of six Next Step curriculum
480 courses. These changes require us to create new courses as we can no longer use our existing
481 electronics and telecommunications courses to fulfill program requirements.

482

483 **Background:**

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485 Verizon has requested that the Next Step Program revise its curriculum in support of its new
486 initiative to install fiber optic cable to every home and business in the United States within
487 the next five years. As part of this initiative, Verizon will be offering voice, Internet, and
488 video service to all of its subscribers. Verizon would like to see a greater emphasis on PC
489 related skills as well as some topical changes in the electronics and telecommunications
490 courses.

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492 The 26 member Colleges of the Next Step Program have been meeting with Verizon for the
493 past year to discuss and recommend changes to the Next Step Curriculum. On June 10, 2009
494 the Next Step consortium of colleges approved changes in the two Electronics courses and a
495 number of revisions to the course outlines of the four courses in the Telecommunications
496 sequence.

497

498 The Next Step Program Faculty Team has significantly changed the content of its Electronics
499 and Telecommunications Courses in the state registered Telecommunications Technology
500 A.A.S. Degree which encompasses 26 campuses. State approval is currently being
501 processed.

502

503 These courses are being changed to reflect changes in the theoretical and troubleshooting
504 requirements for technicians as they no longer merely install phone instruments, but install
505 and troubleshoot TV, Computer links and networks in homes and businesses.

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507 The following changes which have been agreed to by the 26 Next Step Program member
508 colleges, the Next Step program administration, and Verizon are proposed for the QCC
509 Verizon Next Step Telecommunications Technology Program:

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511 From:

**TELECOMMUNICATIONS TECHNOLOGY: VERIZON
A.A.S. Degree Program**

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516 **REQUIREMENTS FOR THE A.A.S. DEGREE**

517 **GENERAL EDUCATION CORE REQUIREMENTS** Credits

519	EN-101, 102	English Composition I, II.....	6
520	MA-114	College Algebra and Trigonometry for Technical Students.....	4
521	MA-127	Technical Mathematics II: Verizon.....	4
522	PH-201	General Physics I.....	4
523	SS-250	Labor and Management.....	3
524		Sub-total	21

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528 **REQUIREMENTS FOR THE MAJOR**
529 **ELECTRICAL/ELECTRONICS CORE**

530	ET-125	Electrical Circuits.....	4
531	[ET-210, 220	Electronics I, II.....	8]
532	ET-531	PC Essentials I.....	4
533	ET-532	PC Essentials II.....	4
534		Sub-total	20

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538 **TELECOMMUNICATIONS CORE**

539	ET-508	Computer Applications for Telecommunications.....	3
540	[ET-230	Telecommunications I.....	4]
541	[ET-231	Telecommunications II.....	4]
542	[ET-704	Networking Fundamentals I.....	4]
543	[ET-705	Networking Fundamentals II.....	4]
544		Sub-total	19

550	Total Credits	
551	Required.....	60

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559 To:

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561 **TELECOMMUNICATIONS TECHNOLOGY: VERIZON**
 562 **A.A.S. Degree Program**

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565 **REQUIREMENTS FOR THE A.A.S. DEGREE**

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567 **GENERAL EDUCATION CORE REQUIREMENTS** Credits

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569 EN-101, 102 English Composition I, II.....6

570 MA-114 College Algebra and Trigonometry

571 for Technical Students.....4

572 MA-127 Technical Mathematics II: Verizon.....4

573 PH-201 General Physics I.....4

574 SS-250 Labor and Management.....3

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576 Sub-total 21

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578 **REQUIREMENTS FOR THE MAJOR**

579 **ELECTRICAL/ELECTRONICS CORE**

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581 ET-125 Electrical Circuits.....4

582 ET-270 Introduction to Electronics4

583 ET-275 Electronic Communications4

584 ET-531 PC Essentials I.....4

585 ET-532 PC Essentials II.....4

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587 Sub-total 20

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589 **TELECOMMUNICATIONS CORE**

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591 ET-508 Computer Applications for Telecommunications.....3

592 ET-741 Telecommunications Technology I.....4

593 ET-742 Telecommunications Technology II.....4

594 ET-743 Telecommunications Technology III.....4

595 ET-744 Telecommunications Technology IV.....4

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597 Sub-total 19

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602 **Total Credits**
 603 **Required.....60**

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- A motion was **made, seconded, and approved** to approve the changes (*Attachment E of the February 9, 2010 Agenda*). There were no negative votes and no abstentions.

III. New Courses

A. Department of Electrical and Computer Engineering Technology

ET 270 Introduction to Electronics

3-Hours Lecture, 3-Hours Laboratory, 4-Credits

Prerequisite: ET-125, Electric Circuits, PH-201, Physics

This course covers the characteristics and applications of amplifiers using op-amps with respect to amplification, dB, frequency response, and input and output impedance. Troubleshooting and analysis by computer simulation software is stressed throughout.

ET 275 Electronic Communications

3-Hours Lecture, 3-Hours Laboratory, 4-Credits

Prerequisite: ET-270, Introduction to Electronics

This course covers the analysis and application of advanced electronic circuits as applied to the telecommunications industry. Topics include frequency response of active filters, oscillators, amplitude modulation, frequency modulation, phase locked loops, pulse modulation concepts, and an introduction to television.

ET 741 Telecommunications Technology 1

3-Hours Lecture, 3-Hours Laboratory, 4-Credits

Prerequisite: ET-125, Electrical Circuits, ET-532, PC Essentials II

Co-requisite: ET-270, Introduction to Electronics

This course is designed to train students in the organization, architecture, setup, maintenance, hardware and software aspects of local area networks. Topics include: introduction to networks; types and characteristics of different network architectures and network topologies; intra and inter-network devices; network operating systems; peer-to-peer and client/server environments; LAN setup and maintenance, network printing; internal web server.

ET 742 Telecommunications Technology 2

3-Hours Lecture, 3-Hours Laboratory, 4-Credits

Prerequisite: ET-741, Telecommunications Technology 1, ET-532, PC Essentials 2

654 This course will cover the basics of Voice over Internet Protocol (VoIP) systems. Topics include:
655 an overview of TCP/IP networks with a focus on VoIP; an introduction to VoIP; Quality of
656 Service (QoS); VoIP system components; VoIP protocols and VoIP protocol analysis, VoIP
657 architecture and VoIP codecs.

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660 **ET 743 Telecommunications Technology 3**
661 3-Hours Lecture, 3-Hours Laboratory, 4-Credits

662

663 Prerequisite: ET-742, Telecommunications Technology 2

664

665 This course is designed to train students in the organization, architecture, setup, hardware and
666 software aspects networked video delivery systems Topics include: Video transport;
667 compression; packet transport; multicasting; Content Ownership and Security; Transport
668 security; IPTV-IP Video to the Home; Video File Transfer; VPN's and Home -Office video links.

669

670

671 **ET 744 Telecommunications Technology 4**
672 3-Hours Lecture, 3-Hours Laboratory, 4-Credits

673 Prerequisite: ET-743, Telecommunications Technology 3

674

675 A survey of current and emerging technologies in Telecommunications will be presented.

676 Lectures, interactive learning, demonstrations, and hands-on work will be employed.

677

678

- 679 • A motion was **made, seconded, and approved** to accept the new courses in the
680 Department of Electrical and Computer Engineering Technology (*Attachment E of*
681 *the February 9, 2010 Agenda*). There were no negative votes and no abstentions.

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683

684 **B. Department of Biological Sciences and Geology**

685

686 **BI 350 Principles of Genetics**

687 4 class hours and 4 credits

688 Prerequisites and/or co-requisites: BI-201 with a C or better

689

690 Molecular and general genetics. DNA structure, function, replication, mutations, recombinant
691 DNA technology, RFLPs, cloning strategy and application. Gene structure, regulation, genetic
692 code in prokaryotic and eukaryotic systems. Mendelian genetics and its application to population
693 genetics.

694

695 **Rationale:**

696 This course is a required course for nearly all Biology majors who transfer to four year
697 colleges for their BS degree. This course is also a required course for a newly proposed A.S/B.S
698 Dual Degree Program in Biotechnology between QCC and York College.

699

700 According to a recent survey done by biology department, the majority of the students
701 responded that, if offered, they would prefer taking the Genetics course on campus. We project
702 that students successfully completing General Biology BI-201 will be eligible to take this course.
703 The course will be offered once a year in the fall semester initially and upon demand can also be
704 offered both semesters on regular basis.

705
706 The goal is to enhance student retention and success as they transfer to senior colleges to
707 pursue their four-year degrees.

708
709
710 **BI 355 Bioinformatics/Computational Biology**

711 3 class hours and 3 credits

712 Prerequisites and/or co-requisites: BI-201 and BI-453 with a grade of C or better

713
714 Scientific concepts and computational methods of bioinformatics. Topics include sequence
715 alignments, searching for homologous sequences, building phylogenetic trees and protein
716 modeling. Current applications of computational biology in biotechnology and biochemistry.
717 Use of bioinformatics as a tool for research in various biological fields.

718
719
720 **Rationale:**

721 This course is a required course for all Biotechnology majors for a newly proposed A.S/B.S
722 Dual Degree Program in Biotechnology between QCC and York College.

723
724 According to a recent survey done by biology department, majority of the students
725 responded that, if offered, they would prefer taking this course as part of the Biotechnology
726 major. We project that students successfully completing the general biology BI-201 and
727 Biotechnology BI-453, will be eligible to take this course. The course will be offered once a
728 year.

729
730 The goal is to enhance student retention and success as they transfer to senior colleges to
731 pursue their four-year degrees.

- 732
733
 - 734 • A motion was **made, seconded, and approved** to accept the new courses in the
735 Department of Biological Sciences and Geology (*Attachment E of the February 9,
2010 Agenda*). There was one negative vote and no abstentions.

736
737
738 **C. Department of Business**

739
740 **BU 912 Cooperative Education in Business: Accounting/Office Administration Technology**

741 3 credits, Hours to be arranged

742 *Prerequisites: Open to matriculated business majors in the certificate program in*
743 *Accounting/Office Administration Technology. Students should have completed half or more of*
744 *the required credits for their program, and be able to obtain recommendations from two of their*
745 *instructors. Students planning to register for the internship should contact the business faculty*
746 *coordinator in their area in the semester prior to registering.*

747
748 The cooperative education experience in business includes employment in a field
749 experience or internship which supplements classroom theory. Students are placed with
750 cooperative employers for a specified number of hours (minimum 135 hours). Students
751 participate in seminars and submit a final paper related to the work experience. A written
752 evaluation from the employer may be required. Students receive a grade of pass or fail.

753
754 **Rationale:**

755
756 This is a fourth Cooperative Education course for students in Business curricula, designed for
757 students in the proposed new Certificate Program in Accounting/Office Administration
758 Technology. It will be listed in the catalog along with the other cooperative education courses.
759 See the revised course descriptions for BU-909, 910, and 911.

- 760
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762
 - A motion was **made, seconded, and approved** to accept the new course in the
763 Department of Business (*Attachment E of the February 9, 2010 Agenda*). There
764 was one negative vote and no abstentions.

765
766
767 **IV. New Courses –formerly Experimental**

768
769 **BI 115 Introduction to Biology for Science Majors**

770 3 class hours and 3 credits

771 Prerequisites and/or co-requisites: BE 112(or 205) and 122(or 126) or satisfactory score on the
772 CUNY/ACT Assessment test.

773
774 The major concepts of biology including biochemistry, cell biology, genetics, and
775 evolution are presented with an emphasis on their relevance to human biology. The
776 course provides a foundation in hypothesis testing, experimental design, data
777 interpretation and scientific communication needed for success in major's Biology.

778
779 **Rationale:**

780 The need for a preparatory biology course for science majors is evident from the poor
781 academic performance and high dropout rate (70% D,F,W) in the gateway course (BI 201-
782 General Biology).

783 For a decade, the department has advised entering students to take Fundamentals of Life Science
784 (BI-110), a 3 credit course with no prerequisites, in preparation for college level-Biology. But
785 this course has little to no impact on student retention or achievement in BI-201. Of the 738
786 students who took BI -110 over three semesters, only 12 (1%) took follow-up general biology
787 and of these 6 received A, B, or C.

788 A study was conducted of student characteristics and performance in BI-201 over six
789 semesters. The following variables were analyzed as potential predictors of success: 1) college
790 math MA-120, 2) college chemistry CH-127/CH-151, HS regents biology, 4) total college
791 credits, 5) GPA, 6) age. Statistical analysis revealed that none of these characteristics are related
792 to achievement in BI-201. In fall 2008, TIPS (Test of Integrated Process Skills) was administered
793 to assess the science process skills of entering BI-201 students. A significant positive correlation

794 (P<0.01) was found between TIPS score and BI-201 grades. Dirks *et al.* (2006) reported that
 795 increasing science process skills (reading graphs, analyzing data, and designing experiments) can
 796 boost performance in general biology.

797 The course aims to teach science process skills along with basic biological concepts. It
 798 will also reinforce transferable academic skills such as time management, note taking, attitudes
 799 and study skills.

800 Currently there is no pre-requisite other than basic skills for the gateway course (BI-201)
 801 and many students experience difficulties comprehending the 14.0-grade level textbook. BI-
 802 115 course will teach specific reading strategies using the BI-201/202 textbook.

803 The goal is to enhance student retention and success in the gateway course, BI-201, and
 804 other college level biology courses to follow.

- 805
 806
 807
 - A motion was **made, seconded, and approved** to accept the new courses
 808 **[formerly experimental]** in the Department of Biology (*Attachment E of the*
 809 *February 9, 2010 Agenda*). There were no negative votes and no abstentions.

810
 811
 812 V. Certificate Program

813
 814 **A. Department of Business**

815
 816 **Accounting/Office Administration Technology-Certificate Program**

817
 818 Full text available at: Business Certificate Program Accounting-Office-Administration-
 819 Technology-Expedited-Application -
 820 <http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/Docs/BCP-Accounting-OAT-Expedited-Application.pdf>
 821

822
 823 The certificate program in Accounting/Office Administration Technology will offer students the
 824 opportunity to enroll in a unique one-year skills-oriented business track, leading to employment in
 825 today’s fast paced technology driven business environment. The curriculum will serve to develop
 826 students’ technical and communication skills, ability to use word processing, electronic spreadsheets,
 827 integrated accounting and data based management to solve business problems. This one-year college
 828 program, which is offered in both the day and evening sessions, provides the essential combination
 829 of education and training for those seeking employment in a highly competitive job market.

830 **GENERAL EDUCATION CORE REQUIREMENTS** **Credits**

831	EN-101	English Composition I	3
832	MA-321	Mathematics in Contemporary Society	<u>3</u>
833			Sub-total.... 6

834 **REQUIREMENTS FOR THE MAJOR**

835	BU-101	Principles of Accounting I.....	4
836	BU-111*	Computer Applications in Accounting	3
837	BU-500	Introduction to Microcomputer Applications	3

838	BU-801**	Typewriting/Keyboarding I.....	2
839	BU-804	Personal Information Management/Electronic Messaging	
840		Using Microsoft Outlook.	3
841	BU-906	Advanced Microsoft Office	3
842	BU-912	Cooperative Education in Business:	
843		Accounting/Office Administration Technology	3
844			
845		Sub-total	21

846 **ELECTIVES**

847	BU-+	Advised Business Elective.....	3-4
848		Recommended electives:	
849		BU-102 Principles of Accounting II(4)	
850		BU-201 Business Org. and Mgmt. (3)	
851		BU-530 Spreadsheet Applications (3)	

852

853 **Total Credits Required30-31**

854

855 *Students may take BU-111 upon completion of BU-101. A pre-requisite waiver will be granted to students enrolled in the

856 Accounting/Office Administration Technology Certificate Program.

857

858 **Students who have had previous training in typewriting/keyboarding may take BU802 (Typewriting/Keyboarding II) or BU 803

859 (Advanced Typewriting/Keyboarding). Students should seek advisement from the Department of Business.

860

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

- 862
- 863
- 864 • A motion was **made, seconded, and approved** to accept the Certificate Program
- 865 in the Department of Business (*Attachment E of the February 9, 2010 Agenda*).
- 866 There were no negative votes and no abstentions.
- 867

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870 VI. New Degree Programs

871

872 **A. Department of Chemistry**

873

874 Queensborough Community College /York College Dual/ Joint Degree Program: A.S. in

875 Science For Pharmaceuticals

876

877 Full text available at : QCC-York Dual Joint Pharmaceuticals - Letter of Intent -

878 [http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/Docs/QCC-YORK-DJ-](http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/Docs/QCC-YORK-DJ-Pharmaceuticals-LOI.pdf)

879 [Pharmaceuticals-LOI.pdf](http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/Docs/QCC-YORK-DJ-Pharmaceuticals-LOI.pdf)

880

881 An outline of curricular requirements for the proposed A.S. in Science for Pharmaceuticals

882 follows; all of the courses are already active courses at Queensborough:

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Proposed Requirements for the QCC/YC DUAL/JOINT DEGREE PROGRAM: A.S. IN SCIENCE FOR PHARMACEUTICALS (QCC) LEADING TO THE B.S. IN PHARMACEUTICAL SCIENCES (YORK COLLEGE)		Credits
General Education Core Requirements (35.5 – 36.5 credits)		
Course	Description	Cr
EN-101, 102	English Composition I, II	6
SP-211	Speech Communication	3
SS-100, 200, 300, 400, 500 series	Anthropology, Economics, Sociology, Political Science, <i>or</i> Psychology	3
HI-110 or HI-111 or HI-112	Ancient Civilization <i>or</i> Medieval and Early Modern Western Civilization, <i>or</i> Modern Western Civilization	3
SS, HI, or Humanities elective	Anthropology, Criminal Justice, Economics, History, Sociology, Political Science, Psychology, Geography, Urban Studies, Art, Dance or Speech Communication and Theatre Arts	3
Foreign Languages and/or Liberal Arts and Sciences		3-4
HE-102	Critical Issues in Health Education	2
CH-151	General Chemistry I	4.5
MA-441, 442	Analytic Geometry and Calculus I, II	8
General Education Core Requirements Sub-total		35.5-36.5¹
Concentration Requirements (22.5 credits)		
Course	Description	Cr
BI-201, 202	General Biology I, II	8
CH-152	General Chemistry II	4.5
CH-251	Organic Chemistry I	5
CH-252	Organic Chemistry II	5
Concentration Requirements Sub-total		22.5
Free Electives (1-2 credits)		
Course	Description	Cr
CH-902, 903, 904, or 905 recommended	Cooperative Education in Chemical Instrumental Analysis II, III	1-2 ¹
Free Elective Sub-Total		1-2¹
Total Credits Required for the A.S. in Liberal Arts and Sciences		60

887 ¹ Students who take 36.5 credits in the General Education Core will need to apply the 2 credits of free electives to the required concentration courses.

888

889 Note: Students must complete two Writing Intensive courses to graduate. Sections of the following courses are
890 currently offered as Writing Intensive: HE-102; SS-211, 212, 310, 410, 510; HI-110, 111, 112; LS-402.

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**YORK COLLEGE UPPER DIVISION COURSES REMAINING FOR BACCALAUREATE
DEGREE**

1. REMAINING FOUNDATION COURSES (10 CREDITS)		
Course	Description	Cr
PHYS 151	University Physics I	5
PHYS 152	University Physics II	5
Sub-total		10
2. PHARMACEUTICAL SCIENCES REQUIREMENTS (27 CREDITS)		
Course	Description	Cr
BIO 265	Clinical Microbiology	3
CHEM 310	Inorganic Chemistry	3
CHEM 341	Instrumental Methods of Analysis I	3
CHEM 342	Instrumental Methods of Analysis II	3
CHEM 321	Physical Chemistry I	3
CHEM 322	Physical Chemistry II	3
PHS 301	Pharmaceutics	3
PHS 350	Pharmaceutical Manufacturing	3
PHS 401	Pharmacology	3
Sub-total		27
3. PHARMACEUTICAL SCIENCES ELECTIVE COURSES TO BE COMPLETED AT YORK (6 CREDITS)		
Course	Description	Cr
Choose one among the following:		
PHS 480	Research in Pharmaceutical Science (3 credits)	3
PHS 490	Internships in Pharmaceutical Science (3 credits)	
Choose one among the following:		
CHEM 330	Structure and Mech. in Biochemistry (3 credits)	3
CHEM 412	Biochemistry (3 credits)	
Sub-total		6
4. ADDITIONAL COURSES TO BE COMPLETED AT YORK		
Course	Description	Cr
General Education requirements	Writing 301, 302 or 303	3
	PE 150 Fitness for Living	2
	Free electives	12
Sub-total		17
SUMMARY OF 60 CREDITS TO BE TAKEN AT YORK:		
Foundational courses		10
Pharmaceutical Sciences requirements		27
Pharmaceutical Sciences electives		6
General Education requirements and Free electives		17
Total credits at York		60
Total credits for the B.S. in Pharmaceutical Sciences		120

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- A motion was **made, seconded, and approved** to accept the new Dual/Joint Degree Program in the Department of Chemistry (*Attachment E of the February 9, 2010 Agenda*). There were negative votes and no abstentions.

Department of Biological Sciences and Geology

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QCC/YC DUAL/JOINT DEGREE PROGRAM: A.S. IN BIOTECHNOLOGY (QCC) LEADING TO THE B.S. IN BIOTECHNOLOGY (YORK COLLEGE)

Full text available at URL - http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/Docs/QCC-York-DJ-AS_Degree--Biotechnology.pdf

An outline of curricular requirements for the proposed A.S. in Biotechnology follows; all of the courses are already active courses at Queensborough:

Proposed Requirements for the QCC/YC DUAL/JOINT DEGREE PROGRAM: A.S. IN BIOTECHNOLOGY (QCC) LEADING TO THE B.S. IN BIOTECHNOLOGY (YORK COLLEGE)		Credits
General Education Core Requirements (29 credits)		
Course	Description	Cr
EN-101, 102	English Composition I, II	6
SP-211	Speech Communication	3
SS-100, 200, 300, 400, 500 series	Anthropology, Economics, Sociology, Political Science, <i>or</i> Psychology	3
HI-110 or HI-111 or HI-112	Ancient Civilization <i>or</i> Medieval and Early Modern Western Civilization, <i>or</i> Modern Western Civilization	3
SS, HI, or Humanities elective	Anthropology, Criminal Justice, Economics, History, Sociology, Political Science, Psychology, Geography, Urban Studies, Art, Dance <i>or</i> Speech Communication and Theatre Arts	3
Foreign Languages and/or Liberal Arts and Sciences		4
HE-102 or Phys Ed	Critical Issues in Health Education	2-3
MA-441	Analytic Geometry and Calculus I	4
General Education Core Requirements Sub-total		28-29
Concentration Requirements (31 credits)		
Course	Description	Cr
BI-201, 202	General Biology I, II	8
CH-151, CH-152	General Chemistry I, II	9
BI-453	Biotechnology	5
BI-350	Genetics	4
BI-355 or BI-461	Computational Biology/Bioinformatics <i>or</i> General Microbiology	3 <i>or</i> 4
Concentration Requirements Sub-total		29 or 30
Free Electives (2 credits)		
Course	Description	Cr
BI-554	Internship	2
Free Elective Sub-Total		2
Total Credits Required for the A.S. in Liberal Arts and Sciences		60

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Note: Students must complete two Writing Intensive courses to graduate. Sections of the following courses are currently offered as Writing Intensive: HE-102; SS-211, 212, 310, 410, 510; HI-110, 111, 112; LS-402; BI-453

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931**YORK COLLEGE UPPER DIVISION COURSES REMAINING FOR BACCALAUREATE DEGREE**

1. REMAINING FOUNDATION COURSES (18 CREDITS)		
Course	Description	Cr
CHEM 231	Organic Chemistry I	3
CHEM 232	Techniques in Organic Chemistry I	2
CHEM 233	Organic Chemistry II	3
PHYS 151	University Physics I	5
PHYS 152	University Physics II	5
Sub-total		18
2. BIOTECHNOLOGY REQUIREMENTS (10 CREDITS)		
Course	Description	Cr
BIO 343	Laboratory Exercises in Genetics	2
BIO 412	Biochemistry	3
BTECH 480	Theory & Experimentation in Biotechnology	5
Sub-total		10
4. BIOTECHNOLOGY OPTIONS COURSES TO BE COMPLETED AT YORK: CHOOSE FROM A OR B (7-9 CR)		
Course	Description	Cr
A. Cell and Molecular Biotechnology (8.5 – 9):		
Bio 320	Cell Biology	4.5
Bio 415	Experimental Biochemistry and Molecular Biology	2
Bio 465	Microbiology	4.5
Bio 466	Immunology	4.5
Chem 234	Techniques of Organic Chemistry II	2
Chem 321	Physical Chemistry I	3
B. Bioinformatics and Computational Biotechnology (7 – 9):		
Bio 307	Biostatistics	3
Biotech 350	Computational Biology and Molecular Design	3
Bio 307	Biostatistics	3
Computer 172	Introduction to computing	4
Sub-total		7 - 9
4. ADDITIONAL COURSES TO BE COMPLETED AT YORK		
Course	Description	Cr
General Education requirements	Writing 301, 302 or 303	3
	PE 150 Fitness for Living	2
	Free electives	17-19
Sub-total		22-25
SUMMARY OF 60 CREDITS TO BE TAKEN AT YORK:		
Foundational courses		18
Biotechnology Requirement Courses		10
Biotechnology options		7 - 9
General Education requirements and Free electives		22-25
Total credits		60
Total credits required for the B.S. in Biotechnology		120

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- A motion was **made, seconded, and approved** to accept the new Dual/Joint Degree Program in the Department of Chemistry (*Attachment E of the February 9, 2010 Agenda*). There were negative votes and no abstentions.
- Dr. Pecorino thanked all the Committee members for a job well done in bringing forward the matters of the Curriculum.

VI. Committee on Environment, Quality of Life, and Disability Issues (Attachment E) - Report accepted.

VII. Old Business

- **Reaffirmation on Academic Freedom (Attachment F) – RESOLUTION**

- A motion was **made, seconded, and approved** to approve the Reaffirmation on Academic Freedom (*Attachment F of the February 9, 2010 Agenda*). There were no negative votes and no abstentions.

Respectfully Submitted,
Barbara Blake- Campbell,
Secretary,
Steering Committee of the Academic Senate.