The Curriculum Committee will meet at 2:00 PM on Tuesday, 2-10-04 in Humanities room 345.

A g e n d a (revised)

1. Consideration of Minutes of December 9, 2003 meeting
2. Chair’s Report
3. Final revision of “Rules for submission to the Curriculum Committee” (enclosed)
4. QCC Class Prefix codes (enclosed)
5. Curriculum Committee Proactive Position issues (enclosed)
6. New Business
Guidelines for submission to the Curriculum Committee

1. All submissions are to be electronic in borderless tables in 10-point arial type.

2. New Programs – Submit proposals electronically. Proposals should follow the guidelines in the REVISED FACULTY HANDBOOK FOR THE PREPARATION OF NEW ACADEMIC PROGRAMS as closely as possible (copy enclosed). Consultation with the Office of Academic Affairs is advised prior to submission.

3. New Courses - complete the new course proposal template. (enclosed). If a new course affects a program, be sure to include a request for program change (see 5. below). If the new course affects other courses, include outlines of the pertinent courses.

4. Course Revisions - Submit in the following format below a copy of the current course number, title, hours, credits, prerequisites/corequisites and course description as they appear in the catalog, along with the new course information as they will appear in the catalog. {an example would be useful}
   From: xx-### Title
e tc.[deletion]
   To: xx-### Title
e tc.change
   Rationale: {an example of a good rationale would help}

   Enclose all deletions in the current version in brackets. Underline all the changes in the revised version. The rationale for the changes must be included along with copies of the current and new syllabi.

5. Program revisions - Submit changes in the form of “From” and “To” similar to the format for course revisions. Include enough detail so it is clear what is being changed. The rationale for the changes must be included. {again, an example would help}

6. Timing - The Curriculum Committee needs to send the Monthly Report to the Steering Committee two (2) weeks prior to the Academic Senate meeting. However, since the Curriculum Committee meets on a Tuesday, Tuesdays and the Steering Committee needs the Monthly Report on a Monday, one extra week is needed. In summary, at least 5 weeks are needed to get submissions to the Academic Senate, provided there are no major revisions and it is approved by the Curriculum Committee without delay.

After the QCC Senate approves the proposals, they are sent to CAPPR, which is a subcommittee of the Board of Trustees which considers all curricular matters for recommendation to the full Board. This is the official body of the Board that recommends that the Board vote for approval or not. This committee CAPPR meets each very month during the semester, and limits its agenda to a few program proposals. Colleges (represented by the President, VP for Academic Affairs, and relevant department chair) present their new program proposals to CAPPR. Once the new program is recommended by CAPPR and approved by the full Board, the Central CUNY Office of Academic Affairs sends the program to the State Education Department. Programs with NYS licensures require additional approval from the NYS licensing agency. It is after the State Education Department’s formal approval that the program receives its official HEGIS code. The interim of time from Board approval to SED approval may be as long as several months.

The curriculum Committee meets on Tuesday at 2 pm, whenever there are proposals to be examined and approved.
We have a problem at QCC with the manner in which classes are listed in the databases used by QCC and by CUNY. The database have the classes entered using the prefix codes which at QCC are the department codes in most instances. There are several departments that have more disciplines than prefix codes; e.g.,

- SS 9 disciplines: two codes SS ED
- SP 2 disciplines: one code SP
- HE, PE 3 disciplines: 2 codes HE PE
- AR 3 disciplines: one code AR

This results in making it very difficult for students to find the classes they are interested in taking by looking for them by discipline.

Further and more important is that the central CUNY site and its applications can not list them when a student searches.

After several conversations with Ann Tulio over several months there appears to be only one way to remedy the situation so that the listings in TIPPS and SIMMS and the university listings and search applications will be able to list and display all classes at QCC: Change the prefix letters so that they do indicate the disciplines and not merely the departments.

Examples include:
- MA and CS OK as is
- BI and GE OK as is
- But in these cases new prefix codes are needed
- HE and PE would add DA
- SP would add TH
- SS would add AN, EC, SO, PS, PY, PI, RE, US

If you click on the QCC website for "Classes listed by disciplines" you get this:
http://www.qcc.cuny.edu/courseschedule/DepartmentListing.asp
Which is actually a listing by departments and not disciplines and actually it is a listing by prefix codes and not even departments.

If you click on the QCC website for "Classes listed by areas of interest" you get this:
http://www.qcc.cuny.edu/courseschedule/AreaofInterestDescriptionform.asp
You get areas of interest or disciplines and other academic program areas.

If you click on the QCC website for class schedule by department you get this:
http://www.qcc.cuny.edu/CourseSchedule/CourseScheduleFormInit.asp
Which is actually a listing by prefix letters and not by departments.

If you click on the QCC website for class schedule by area of interest you get this:
http://www.qcc.cuny.edu/courseschedule/AreaofInterestform.asp
There is no listing of class schedules by disciplines.

At the CUNY website if you look for classes for QCC you get this:
http://student.cuny.edu/cgi-bin/CourseCatalog/CCatColleges.pl
At the CUNY website if you look at the current schedule of classes you get this:
http://student.cuny.edu/cgi-bin/SectionMeeting/SectMeetColleges.pl
And then looking at QCC option you get a listing of the prefix letters only.
This is also true if you look for classes for the e-permits.

Therefore, as difficult and time consuming as it may be, QCC will need to add the needed prefix letters to make its classes more readily accessible via the websites and the online registration and e-permit process used by CUNY.

No one at CUNY is ordering this but QCC is losing out if it does not act to correct a situation in which classes that are being offered are not appearing for prospective students.

I propose that the Curriculum Committee meet with the Registrar and the department chairpersons involved in order to devise the new set of prefix codes for classes to insure that all disciplines are distinguished and can be entered into the databases used by QCC and CUNY to enable all students to access information about them.

Philip A. Pecorino, Ph.D.
Professor, Philosophy
Social Sciences Department
Possible issues in 2003-2004 for the Curriculum Committee that would have the committee take a proactive position or role.

1. Academic Planning Process at QCC
2. Monitoring of the progress of the WI classes and the WID WAC program and the 2005 degree requirements
3. The seat limits for WI classes and Learning Communities
4. The manner in which curriculum planning/ approval will take place for DE at QCC
5. The effectiveness of the remediation program in relation to QCC classes
   Do BE classes prepare people well enough to enter EN 101 and other classes that have BE as a pre or co requisite?
   Possible faculty survey of those who teach classes with a BE pre or co requisite or have EN 101 as co requisite

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1. Review of the CUNY inquiry into general education and how it relates to all curricula.
2. Review of the WID WAC Program, Learning Communities and Outcomes Assessment, in accordance with the general education inquiry, to coordinate common goals.
3. Review of curricula for course overlap both intra-department and inter-department.
4. Review of feasibility of requiring a basic technology course across the curriculum.
5. Review of transferability of QCC courses to other CUNYS.
6. Review of "infusing technology into existing courses" (from p.6 of the Technology Plan, 2001.
7. Review of content in ST100/ST101 to include, but not limited to,
   a. Academic Integrity
   b. Student email
   c. Blackboard
   d. Writing Intensive courses (requirements for graduation and how to identify WI courses when registering).
   e. CPE requirements.
   f. Learning Communities.
   g. Library research/internet research

Kathy Villani
Business