The Curriculum Committee will meet at 2:00 PM on Tuesday, 3-16-04 in H345.

**Agenda**

1. Consideration of Minutes of March 2, 2004 meeting
2. Chair’s Report
3. Seldom offered classes
4. QCC Class Prefix codes
5. Prerequisite change to ED110
6. PH120 and PH121 Revisions?
7. Curriculum Committee Proactive Position issues
8. New Business
3. Seldom offered classes

Students are misled if they see classes listed in college documents that are not offered at regular intervals. The college should devise a scheme wherein the listings of the seldom offered classes are removed from public viewing and yet maintained in a manner in both print and electronic forms that are available to OAA and academic departments and the Curriculum Committee and other college agencies. These classes are not to be removed form the College altogether but may be reintroduced and made public again when decisions are made that lead to them being activated and offered as part of the schedule of classes.

The Curriculum Committee recommends that the Office of Academic Affairs should work with the Academic Departments on a method to bring this about.

4. QCC Class Listings

The City University of New York is working to achieve a more integrated university. Both CUNY central and the individual colleges are providing for more services by means of websites and electronic media. Nearly all students are currently gaining information about available classes and are registering by means of website applications. The courses offered by QCC and each CUNY unit are entered into the database associated with web based services by means of their prefix codes.

The database have the classes entered using the prefix codes which at QCC are the department codes in most instances. The problem is that 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 and Dance: 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 by means of the website applications and services. Further and more important is that the central CUNY site and its applications can not list them when a student searches by means of the discipline name. One way to remedy the situation is to enter them into the database in a manner so that the listings in TIPPS and SIMS and in other university listings will display all the classes and under the headings that students are most likely to be seeking for them and in a manner that search applications will be able to list and display all classes at QCC in a more discrete manner. To accomplish this requires changing the prefix letters - which can go to 3 letters not only 2 - 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 e.g., DAN
- SP: would add e.g., THE
- SS: would add e.g., ANT, ECO, SOC, PSY, POL, PHI, GEY, REL, UBS

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 change the prefix letters to make its classes more readily accessible via the websites and the online registration and e-permit process used by CUNY. The College should consider using three prefix letters to designate the discipline and suffix letters as well on the transcripts for honors contract sections, WI, and DE sections as well.

The Curriculum Committee recommends that the Office of Academic Affairs work with the Academic Departments and the registrar 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 database used by QCC and CUNY to enable all students to access information about them.

5. Prerequisite change to ED110

From: ED-110 Contemporary Education: Principles and Practices
4 hours 4 credits {Co requisite EN-101}

To: ED-110 Contemporary Education: Principles and Practices
4 hours 4 credits Prerequisite BE-122 (or BE-226) or satisfactory score on the CUNY/ACT Assessment Test

Rationale: No other introductory course in the Department of Social Sciences has EN-101 as a co requisite, and no sound academic justification is available for maintaining it as a co requisite for ED-110. Furthermore, the co requisite unnecessarily restricts registration for the class; students who have completed their remedial Reading and Study Skills (BE-122) class, but have not registered for EN-101 are currently ineligible for ED-110, but are eligible to take all other introductory classes in the department.

6. PH120 and PH121 Revisions
I will send these courses in the right format as soon as I get them. (See E-mail)

-----Original Message-----
From: Lieberman, David H.
Sent: Wednesday, March 10, 2004 9:31 PM
To: Ellis, Lorena
Subject: RE: Ph120 and PH121 Changes

Lorena,
We will send it to you in the form you want. The reason for sending them in on the course templates is that we have added the material about objectives and assessment that you would not get if we only sent in the course revision.
7. Possible issues in 2003-2004 for the Curriculum Committee that would have the committee take a proactive position or role.

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<tr>
<th>Item</th>
<th>Status</th>
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<tr>
<td>1. Academic Planning Process at QCC</td>
<td>to be addressed at March 9, 2004 meeting</td>
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<tr>
<td>2. Monitoring of the progress of the WI classes and the WID WAC program and the 2005 degree requirements</td>
<td>to be addressed at March 9, 2004 meeting</td>
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<tr>
<td>3. The seat limits for WI classes and Learning Communities</td>
<td>to be addressed at March 9, 2004 meeting</td>
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<tr>
<td>4. The manner in which curriculum planning/ approval will take place for DE at QCC</td>
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<td>5. The effectiveness of the remediation program in relation to QCC classes</td>
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<td>6. Do BE classes prepare people well enough to enter EN 101 and other classes that have BE as a pre or co requisite?</td>
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<td>7. Possible faculty survey of those who teach classes with a BE pre or co requisite or have EN 101 as co requisite</td>
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Philip A. Pecorino, Ph.D.
Professor, Philosophy
Social Sciences Department

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<tr>
<td>1. Review of the CUNY inquiry into general education and how it relates to all curricula.</td>
<td>to be addressed 2004-2005</td>
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<td>2. Review of the WID WAC Program, Learning Communities and Outcomes Assessment, in accordance with the general education inquiry, to coordinate common goals.</td>
<td>to be addressed at March 9, 2004 meeting</td>
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<td>3. Review of curricula for course overlap both intra-department and inter-department.</td>
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<td>4. Review of feasibility of requiring a basic technology course across the curriculum.</td>
<td>to be addressed 2004-2005</td>
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<td>5. Review of transferability of QCC courses to other CUNYS.</td>
<td>currently being addressed by 80th Street</td>
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<td>6. Review of &quot;infusing technology into existing courses&quot; (from p.6 of the Technology Plan, 2001.</td>
<td>to be addressed 2004-2005</td>
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<td>7. Review of content in ST100/ST101 to include, but not limited to,:</td>
<td>issues that fall within charge of Curriculum Committee</td>
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<tr>
<td>a. Academic Integrity</td>
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<td>b. Student email</td>
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<td>c. Blackboard</td>
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<td>d. Writing Intensive courses (requirements for graduation and how to identify WI courses when registering).</td>
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<td>e. CPE requirements.</td>
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<td>f. Learning Communities.</td>
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<td>g. Library research/internet research</td>
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Kathy Villani
Business