TO: F. Cotty, P. Pecorino, R. Rusinek, N. Tully, K. Villani, R. Yuster,
Dean K. Steele (ex-officio) M. Edlin (liaison), Rafick Khan (student rep.)

FROM: Lorena B. Ellis
x6259 Voicemail 281-5444 Fax: 631-6261

DATE: May 10, 2005

RE: Curriculum Committee meeting: May 10, 2005, at 2PM H345

The Curriculum Committee will meet at 2:00 AM on Tuesday, 5-3-05 in H345.

Agenda

2. Chair’s report
3. Election of new chair and secretary
4. Committee on Curriculum Power Point orientation and overview of the year.
5. New Business
3: A.A.S. Medical Office Assistant: Letter of Intent

From: Ellis, Lorena  
Sent: Wednesday, April 20, 2005 8:12 PM  
To: Gorelick, Melvin  
Cc: Steele, Karen B.; Subramaniam, Raji; Sehmi, Simran; Aida Martinez; Yuster, Richard; Cotty, Francis; Edlin, Margot; Pecorino, Philip; Rafick Kahn; Rusinek, Roza; Tully, Nora M.; Villani, Kathleen  
Subject: A.A.S. Medical Office Assistant: Letter of Intent

Thank you for the modifications.  
Regarding your submission, this is to inform you that the members of the Committee on Curriculum did not vote on the proposed A.A.S. degree program in Medical Office Assistant: Letter of Intent on April 19, 2005. The Committee thought more information was needed, in particular to address the questions below:

1. Since the current certificate program has been losing enrollment, what evidence is there that a degree program would actually increase enrollment?  
2. Have potential employers been surveyed to determine if the proposed degree program would fill their needs, and to determine if they are expecting to hire candidates who would have these capabilities?  
3. How many students were actually surveyed, and what was the response rate (the proposal mentions 12% positive response)?  
4. How would the program assess student achievement of the College’s General Education objectives and the other objectives of the program? Also, the program does not exactly follow the distribution requirement for an A.A.S. degree program, since philosophy courses are humanities and do not fulfill the Social Sciences requirement.  
5. How does this program compare to other programs in CUNY or in the metropolitan area?  
The Committee thought it might be helpful if a representative (or representatives) of the Biology Department, Academic Affairs and a few members of the Curriculum Committee were to meet in the near future to discuss these issues. Therefore, please give us three alternative days and times at your earliest convenience so we can set up this meeting.

Lorena Ellis

From: Gorelick, Melvin  
Sent: Monday, April 18, 2005 5:49 PM  
To: Ellis, Lorena  
Cc: Steele, Karen B.; Subramaniam, Raji; Sehmi, Simran  
Subject: Revised Med Off

Here are the first 18 pages which contain modifications

Mel

4: Change in a Degree Program:  
New members please print out attachment: MET-Change in Degree Program

MECHANICAL ENGINEERING TECHNOLOGY  
A.A.S Degree Program  
A TAC/ABET ACCREDITED ENGINEERING TECHNOLOGY CURRICULUM

From: Ellis, Lorena  
Sent: Wednesday, April 20, 2005 8:20 PM  
To: Libasci, Vincenza A.  
Cc: Yuster, Richard; Cotty, Francis; Edlin, Margot; Pecorino, Philip; Rafick Kahn; Rusinek, Roza; Tully, Nora M.; Villani, Kathleen  
Subject: RE: Change of the MT Curriculum

Dear Vincenza,
Please inform Dr. Valentino about the following. The curriculum committee did not vote on the proposal on a change in the A.A.S. Degree Program in Mechanical Engineering Technology on April 19, 2005. Basically, the Committee would like some more information. Therefore, we would like to invite you to send a representative of your department to discuss it on May 3, at 2pm in H345. The committee would like to know more details on MT-900: the projects, the employers, and evaluations. More specifically, please send us a sample of an assignment, and since the course is going to be mandatory, please also give us a projection of enrollment.

Thank you,
Lorena Ellis

From: Libasci, Vincenza A.
Sent: Monday, April 11, 2005 11:09 AM
To: Ellis, Lorena
Subject: Change of the MT Curriculum

Please see the attached changes to the MT Curriculum for the approval of the Curriculum Committee.
Thanks.

5. Computer Literacy criteria update:

1) Dr. Pecorino’s report of the discussion with Dr. M. McColloch
2) See background information:

Queensborough Community College
Academic Senate
Committee on Curriculum
Interim Report on Computer Literacy Elective in the A.A. Program
(prepared by K. Villani)

Below is a document that was used by the Committee on Curriculum some 20 years ago to report on what the “Computer Science”, and later the “Computer Literacy” requirement, was about in the A.A. degree program. The criteria for such classes as would satisfy that requirement are in need of revision. Much has changed since 1983 and students coming to QCC now have different experiences with computers. There is now a growing concern for both “Computer Literacy” and “Information Literacy”. In fact there is now emerging discussion about “Technology Literacy” as well. The general need for all students at QCC to be able to acquire and organize information and knowledge is one of the Educational Objectives for all degree programs. The University and the University Faculty Senate have recommended that these basic literacies become part of general education and part of all undergraduate degree programs. How to best go about insuring that all QCC graduates will have the desired “literacies” is a matter of concern. The Library has proposed a single class offered for a single credit as a vehicle for developing such information competencies. Using a single class as the device to deliver this instruction or insure the development of the competencies was deemed as insufficient and impractical to insure all QCC Associate Degree students would acquire the needed competencies. The single elective in the A.A. degree program is similarly situated as being obviously insufficient as it is in only one degree program. It is impractical as well because there are too few resources available to deliver the needed instruction to all students by means of a single class or even through some small set of classes.

A current request to have another class considered as satisfying the “Computer Literacy” requirement has led to the realization that there is a need to revisit the intent behind the current requirement and the criteria used to screen course candidates. It has also been learned that classes previously thought to have met the criteria for a “Computer Literacy” may no longer be meeting those criteria as the course content has been changed in some of the departments.

The Committee on Curriculum might proceed with the following:

1. review and revise the original document (below)
2. develop a revision of the current requirement in the A.A. degree program based on the revised document
3. extend the revised document to encompass a broader set of possible approaches for insuring that the competencies or literacies are achieved by all associate degree students

As an interim measure, the Committee on Curriculum might review all classes offered by the College to determine which would satisfy the new criteria for “Computer Literacy”. Such a review process would involve enunciating the revised criteria and having all departments present courses they believe satisfy the new criteria, and then presenting
the revised criteria and the courses believed to satisfy those criteria to the Academic Senate as a revision of the single elective in the single associate in arts degree program. This would not be the solution or even “a” solution to the more general and basic task of insuring that the competencies or literacies are achieved by all associate degree students. (prepared by K. Villani)


6. Committee on Curriculum Power Point

    New members: see separate attachment (CC Ppt)