

Agenda
Academic Senate Meeting
Date: Tuesday, May 8, 2018
Time: 3:10 p.m.
Location: Room M-136

I. Attendance

II. Consideration of the minutes from April 10, 2018 meeting (Attachment A)

III. Communications from:

- [CUNY Board of Trustees](#)
- President Diane B. Call (Attachment B)
- Senate Steering Committee Report (Attachment C)

IV. Elections

- Steering Committee — ELECTION
- Parliamentarian — ELECTION
- Senate Technology Officer — ELECTION
- Committee on Committees — ELECTION
- Faculty Member at Large – ELECTION
- Adjunct Representative – ELECTION

V. List of Potential Graduates

- June 2018 (Attachment D) — RESOLUTION
- August 2018 (Attachment E) — RESOLUTION

VI. Monthly Reports of the Committees of the Academic Senate

- Committee on Bylaws – Monthly Report for April 2018 (Attachment F) – RESOLUTION
- Committee on Committees – Monthly Report for April 2018 (Attachment G)
- Committee on Curriculum – Monthly Report for April 2018 (Attachment H) — RESOLUTION
- Committee on E-Learning – Biannual Newsletter for April 2018 (Attachment I)
- Committee on Food Insecurity for April 2018 (Attachment J)

VII. Old Business

VIII. New Business

John Talbird, Secretary
Academic Senate Steering Committee

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Queensborough Community College
The City University of New York

MINUTES
of the April 10th, 2018
Academic Senate

President Diane Call called the seventh regularly scheduled meeting of the Academic Senate to order at **3:20 PM**

I. Attendance:

63 votes were recorded at the time attendance was taken; **68** members of the Academic Senate were present during the meeting.

Absentees: Hamid Namdar, Belle Birchfield, Franca Ferrari, Mi Seon Kim, Susan Jacobowitz, Julia Carroll, Barbara Blake-Campbell, Peter Irigoyen, David Salvador.

II. Consideration of minutes of the March 13, 2018 meeting of the Academic Senate:

A motion was made, seconded, and adopted **61-0-1** to approve the **March 13, 2018 minutes as presented** (see *Attachment A of the April 10, 2018 Agenda*). Abstained: Sibyl Xie. Did not vote: Anthony Kolios, Joanne Chang, Janet Urciuloi, Kareshma Khamraj, Jeremy Wahl.

III. Communications from:

1. President Call

President Call referred to her written report (*Attachment B of the April 10, 2018 Agenda*). To see the full report, visit the [Academic Senate website](#).

Dr. Clingan asked about a memo that was sent from VP Lynch to the department chairs. A conversation about the importance of submitting the VOE (Verification of Enrollment) in a timely fashion.

Dr. Pecorino asked about recent campus emails received regarding bomb threats and asked what the protocol was regarding emergencies.

Dr. Pecorino then asked that the minutes reflect the fine work that Dr. Ellis has expended in her role as chair of the Curriculum Committee ending this term.

2. Senate Steering Committee Report

Chair Dr. Joel Kuszai referred to his written report (*Attachment C of the April 10, 2018 Agenda*). For the full report, visit the [Academic Senate website](#).

IV. Monthly Reports of the Committees of the Academic Senate

1. Committee on Bylaws: The Academic Senate voted **65-1-0** to accept changes to the bylaws charges of the Committee on Assessment and Institutional Effectiveness (see Attachment D of the April 10, 2018 Agenda). Voted No: Josephine Pantaleo. Did not vote: Edmund Clingan, Patrick Wallach.

2. Committee on Committees: The Academic Senate received the Monthly Report for March 2018 and CoC chair Dr. Helmut Loeffler conducted an election of new members to standing committees of the Academic Senate.

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58 A **motion was made, seconded, and adopted 67-1-0** to **elect** the Committee on Committees
59 slate of proposed new members to Academic Senate Committees (see *Attachment E of the April*
60 *10, 2018 Agenda*). Voted No: Mangala Tawde.
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- 62 **3. Committee on Curriculum:** The Academic Senate received the Monthly Report for March 2018
63 (*Attachment F of the April 10, 2018 Agenda*) and acted on the following items:
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66 **1. Course Revisions**

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68 **MUSIC DEPARTMENT**

69 MP-103 Recording Techniques I
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71 A **motion was made, seconded, and adopted 68-0-0** to **approve** changes to MP-103 Recording
72 Techniques I in the Music Department. (*See Attachment F of the April 10, 2018 Agenda*).
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74 **BUSINESS DEPARTMENT**

75 CIS-101 Introduction to Microcomputer Applications
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77 A **motion was made, seconded, and adopted 68-0-0** to **approve** changes to CIS-101
78 Introduction to Microcomputer Applications in the Business Department. (*See Attachment F of the*
79 *April 10, 2018 Agenda*).
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81 CIS-205 Introduction to Information Systems Management
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83 A **motion was made, seconded, and adopted 66-1-0** to **approve** changes to CIS-205
84 Introduction to Information Systems Management (*See Attachment F of the April 10, 2018*
85 *Agenda*). Voted No: Jennice Chance. Did not vote: Julian Stark.
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87 CIS-208 Data Base Management Systems
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89 A **motion was made, seconded, and adopted 68-0-0** to **approve** changes to CIS-208 Data
90 Base Management Systems (*See Attachment F of the April 10, 2018 Agenda*).
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92 BU-401 Elements of Marketing
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94 A **motion was made, seconded, and adopted 68-0-0** to **approve** changes to BU-401 Elements
95 of Marketing (*See Attachment F of the April 10, 2018 Agenda*).
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97 BU-402 Marketing Research
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99 A **motion was made, seconded, and adopted 68-0-0** to **approve** changes to BU-402 Marketing
100 Research (*See Attachment F of the April 10, 2018 Agenda*).
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102 BU-404 Elements of Advertising
103

104 A **motion was made, seconded, and adopted 67-0-0** to **approve** changes to BU-404 Elements
105 of Advertising (*See Attachment F of the April 10, 2018 Agenda*). Did not vote: Laura Sabani.
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107 BU-859 Desktop Publishing
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109 A **motion was made, seconded, and adopted 67-0-0** to **approve** changes to BU-859 Desktop
110 Publishing (*See Attachment F of the April 10, 2018 Agenda*). Did not vote: Pedro Irigoyen.
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113 **2. New Courses**

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115 **BUSINESS DEPARTMENT**

116 BU-860 Professional Business Career Development and the Virtual Office

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118 A **motion** was **made**, **seconded**, and **adopted 68-0-0** to **approve** BU-860 Professional Business Career
119 Development and the Virtual Office (See Attachment F of the April 10, 2018 Agenda).

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121 **4. Committee on Food Insecurity:** The Academic Senate received the Monthly Report for March
122 2018 (*Attachment G of the April 10, 2018 Agenda*).

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125 **V. Old Business**

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None.

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129 **VI. New Business**

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131 Dr. Beth Counihan and Dr. Jeffrey Jankowski were nominated for the CUNY-wide Common Core Course
132 Review Committee. A **motion** was **made**, **seconded**, and **adopted 68-0-0** to approve this nomination.

133

134 Dr. Schwartz reminded faculty that they should not endorse students running for the Academic Senate
135 because those students can then be disqualified.

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137 The meeting was adjourned at 4:00 PM

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139 Respectfully Submitted,

140

John Talbird

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Secretary, Steering Committee of the Academic Senate



President's Report to the Academic Senate
May 8, 2018

ENROLLMENT MANAGEMENT UPDATE

- Admissions continues to focus on recruitment, which includes welcoming students via on-the-spot admission, attending college fairs, and scheduling private visits with schools in the Nassau and Queens area. Also, the Office of Admissions is working in collaboration with the Office of Financial Services to deliver a “one-stop shopping model” for recruitment where representatives from both areas visit schools in Nassau to provide prospective students with pertinent information efficiently. Members of Admissions have been in attendance at User Acceptance Testing, hosted by the University, to prepare for the roll out of Full Admissions slated for Spring 2019. Full Admissions will allow for immediate access to a student’s record via CUNY First which will result in a more seamless application process.
- New Student Advisement and Registration is underway across all Academies and in special programs such as ASAP and College Discovery. Registration-ready students are being invited to advisement through Hobsons. As of April 24th, we are pleased to report that with a one-month earlier start in Fall 2018 registration activity, we are currently well ahead with our total headcount of registered students, as well as continuing students.

ACADEMIC AFFAIRS

Middle States

- The self-study process continues. Led by the three executive co-chairs—Dr. Antonella Ansani, Dean Arthur Corradetti, and Prof. Kelly Ford—the seven working groups are each developing a chapter for the self-study report; final versions of the chapters from the working groups will be completed by June. A draft of the full self-study report will be developed during the summer and distributed to the campus for comment and suggestions throughout the fall 2018 semester. An evaluation team chair, Dr. Joann La Perla-Morales, president at Middlesex Community College, has been selected for the college’s site visit. Dr. La Perla-Morales will make a preliminary site visit in the fall and provide comment and suggestions for the draft self-study report. The completed self-study report is due to the Middle States Commission in February 2019. Dr. La Perla-

Morales will return with the full evaluation team in March 2019. At that time, the evaluation team will be on campus for two and a half days, providing a preliminary site visit report before they leave campus. The Middle States Commission will make a final decision on the college's reaccreditation in June 2019.

Academic Momentum Plan

- **STEM Waiver** - The balance of the FY 17/18 STEM Tuition Waiver Program funds, \$597,034, will be used for Summer Session 1 to help pay tuition for about 750 students. More than 850 courses have been approved. During Summer Session 1 students are funded for a STEM course, as well as a non-STEM course, should they opt for one. We have been informed that there will be additional STEM Tuition Waiver funding for FY 18/19, which includes Summer Session 2 of this year, Winter Session 2019 and Summer Session 1 2019. We do not yet know the total amount of funding.
- **Milestone Scholarship** - As of this writing, 53 Milestone Scholarships were already approved for the Summer 2018 session. These scholarships represent \$40,845 in tuition awarded. We will continue to review applications and help students to reach their “30-credit milestone.”

Starfish Early Alert

- The Starfish Early Alert progress surveys are sent out four times during the semester and faculty can also raise flags, kudos and referrals at any time. For spring 2018, as of March 27, 396 faculty in 897 course sections have participated in Starfish. This yielded 17,366 flags, kudos, and referrals for 6,405 individual students, or 45% of the 14,389 enrolled this term. Sixty percent of the alerts were flags (for attendance or academic performance); thirty percent were kudos (primarily “keep up the good work”), and 12% were referrals (primarily to the three learning centers: Math Center, Student Learning Center, and Campus Writing Center).

STUDENT RESOURCES

- The Carroll and Milton Petrie Foundation renewed QCC's three-year grant, of up to \$100,000 per year, for three years, to provide **one-time, emergency grants** to students in good standing with **short-term financial emergencies** to enable them to remain in school. Additional information can be found at www.qcc.cuny.edu/scholarships. Please refer students with short-term financial emergencies to Ms. O'Sullivan, Associate Director of Student Financial Services.
- Faculty and staff are asked to encourage students to avail themselves of the valuable and free resources through the **QCC Single Stop Program**, located in the Library Building - Room 432-A. Services provided include (but are not limited to) financial benefits

screening, financial counseling, legal assistance, tax preparation services, and more. For more information, please visit <http://www.qcc.cuny.edu/singlestop>.

- Currently enrolled students who missed the **2018-19 Free Application for Federal Student Aid (FAFSA)** priority filing deadline date are encouraged to complete the FAFSA immediately. Additional information are online at www.qcc.cuny.edu/financialaid.
- The **Freya Moskowitz Stern Scholarship and The Finch College Alumni Scholarship** worth \$5000, are awarded to second-year female community college students who will graduate from QCC at the end of Spring 2018 and transfer to a four-year university for Fall 2018. For additional information, visit <http://www.qcc.cuny.edu/scholarships/external.html>.
- The **Thomas Tam Scholarship** is accepting applications from qualified undergraduate students currently enrolled in a CUNY college who have demonstrated creativity in the communication of the concerns of the Asian American community in areas such as Health, Education, and Culture, media and advocacy. Full details can be found online at <http://www.qcc.cuny.edu/scholarships/at-cuny.html>.
- The application period for the **2018 University Student Senate (USS) Scholarships** is now open! Students can either apply for the Ernesto Malave Merit Scholarship or the Donald and Mary Ellen Passantino Scholarships (available to international students and students with disabilities only). Full details, including eligibility requirements and application deadline date, are online at www.usscuny.org.

PRE-COLLEGE, CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

BTech Update

- As seniors prepare to graduate High School in June, internships have begun. Two students are currently interning at Imagine Inc., an internet marketing company, while others are gearing up for spots at SAP and Bloomberg Philanthropies. This will be SAP's pilot Internship Program for High School students and will be held at their Hudson Yards location in NYC. Workplace Learning Seminars will proceed all internships. There will be additional SAP engagement visits for freshman and seniors in the coming months. January Johnson, Career and Job Development Liaison, will participate in a panel discussion at the Jobs for the Future conference in June. Also, three sophomores have been accepted into the Girls Who Code summer Immersion Program.

Grants Awarded 2/20/18 – 4/17/18

- CUNY Book Completion Award: \$5,000, Kathleen Alves Tamayo, Body Language: Medicine and the Eighteenth Century Comic Novel
- Conrad N. Hilton Foundation: \$14,797, Alexandra Pyak, Hilton Foundation Fellowship QCC

47 Professional Staff Congress-CUNY (PSC-CUNY Traditional A and B) earned Awards

1. \$2,460, Michael Altimari, Examining the effect of Valerian Root extracts on neurite outgrowth and differentiation of PC12 and SH-SH-SY5Y cells
2. \$4,530, Kathleen Alves, Body Language: Medicine and the Eighteenth Century Comic Novel
3. \$3,500, Aliza Atik, Lost World Stories and New World Rhetoric: Fantasy, Sexology, and the Politics of Empire
4. \$3,500, Jillian Bellovary, Gravitational Wave Signatures of Massive Black Holes in Dwarf Galaxies
5. \$3,456, Magdalena Bogacka-Rode, " 'A Single Plot in War': Martha Gellhorn and Gerda Taro's Spanish Civil War Documentaries"
6. \$3,460, Aranzazu Borrachero, Stolen Motherhoods: Traffic in Minors during the Francoist Dictatorship and the Spanish Democratic Transition
7. \$3,500, Andrew Bulawa, Maximal Hypersurface Foliations of Einstein-Rosen Waves
8. \$1,563, Allison Crutchfield, Only Yesterday: An Exploration of Mod Fashion and the emergence of the Modern Rock Star
9. \$3,500, Melissa Dennihy, Becoming Readers: Fostering Student Engagement and Agency in Community College Literature Classrooms
10. \$3,500, Noelia Diaz, "Invisible Maids: Reclaiming Agency in Lola Arias' Mucamas/Maids (2010-2011)"
11. \$3,460, Merlinda Drini, Power and Channel Aware Routing in Wireless Mobile Ad-Hoc Networks
12. \$3,500, Robin Ford, Critical Pedagogy and Common Read Programs
13. \$3,500, Daniel Garbin, Eisenstein series at marked points approaching a cusp. Bounds on coefficients of certain j-invariant analogs
14. \$3,500, Aviva Geismar, "Urge"
15. \$3,500, Tirandai Hemraj-Benny, Magnetic Fe₃O₄-Single Walled Carbon Nanotube Nanocatalysts for the Degradation of Azo Dye Pollutants
16. \$3,500, Heather Huggins, Bearing Witness: Listening as Radical Action
17. \$3,473, Mohammad Javdan, Permethrin and Alzheimer's Disease: Role of HMGB1 and toll-like receptors on Microglial dysfunction

18. \$3,500, Christopher Jimenez, Nico Was a Fashion Model - A Young Adult Novel
19. \$3,500, Tim Keogh, Suburbs in Black and White: How Jobs Created Inequality in Affluent America
20. \$3,500, Susan Lago, What We Inherit: A Collection of Linked Stories
21. \$3,500, Wei Lai, Needs analysis of a Mandarin course for healthcare professionals
22. \$3,500, Dr. Lall-Ramnarine, Dissecting the Mechanism by which Ether Side Chains Lower Ionic Liquid Viscosity
23. \$3,500, Mirna Lekic, Intercultural Concert Series: A Musical Exchange
24. \$3,500, Wenjian Liu, Spectral Methods and Ross Recovery
25. \$5,938, Azita Mayeli, Classification of Gabor Orthogonal Bases
26. \$3,500, Robert McAlear, Seeing and Not-Seeing: Burkean Rhetoric and Blindness in Native Son
27. \$3,499, Susan McLaughlin, Investigating the role of calcium-sensing receptors in Hydra
28. \$4,530, Vartan Messier, Errancies of Desire: Monstrous and Misguided Masculinities Across the Atlantic
29. \$5,900, Andrew Nguyen, Examining developmental and functional differences between male and female osteoclasts and their association with Stat3 signaling
30. \$3,500, James Nichols, "A Dollar's Worth of Exciting Amusement": The Fandango in the Age of the US-Mexico War
31. \$3,500, Angela Ridinger-Dotterman, "Spontaneous Utterances and Wordy Bombs: The Female Lecturer as Labor Reformer"
32. \$3,500, Julia Rothenberg, Repurposing Utopian Energy for the Urban Growth Machine
33. \$5,909, Maurizio Santoro, L2 Acquisition of English Anaphoric Pronouns by Adult Chinese Speakers
34. \$3,500, Ilse Schrynemakers & Cary Lane, Assessing College Readiness from Faculty Observations at Urban Community Colleges
35. \$3,500, Dugwon Seo, Estimation of the voltage from solar Photovoltaic power and utility grid in the grid-tied solar power system under the various solar radiation conditions
36. \$3,500, Vazgen Shekoyan, Critical thinking in a conceptual physics course: Identifying assumptions and multiple possibilities

37. \$3,419, Paul Sideris, Sol-gel Synthesis and Characterization of LiMPO₄ (M=Fe, Mn) Cathode Materials
38. \$3,500, Anuradha Srivastava, Epigenetic Modifications of Regulatory Genes Responsible for Brain Development in Fetuses Exposed to Intra-Uterine Tobacco Smoke
39. \$3,500, Elizabeth Toohey, 9/11 and the Collapse of the American Dream: Imbolo Mbue's "Behold the Dreamers"
40. \$3,500, Agnieszka Tuszynska, The Prisoner, The Man, The Writer: Unveiling the Enigma of Clarence Alexander Rea
41. \$3,500, Jodi VanDerHorn-Gibson, Expressionistic Protest Legacies in 21st Century Theatre; or, How I Learned to Stop Worrying and Love the Surreal
42. \$3,500, Biao Wang, Annulus type asymptotic Plateau problem in hyperbolic space of Dimension Three
43. \$3,499, Irvin Weathersby, Finding Crazy Horse: An Exploration of the Crazy Horse Memorial in Search of Self
44. \$3,500, Sujun Wei, Synthesis & Ultraviolet-Visible Spectroscopy Studies on Gating of Carbazole Molecules
45. \$3,419, Haishen Yao, A Mean Field Game Approach to the Optimization of Coupled Queues
46. \$3,500, Fei Ye, Geometric and Algebraic Properties of Adjoint Line Bundles
47. \$3,500, Tanya Zhelezcheva, Reinventing the Commentaries Genre: Thomas Traherne's Commentaries of Heaven and the Early Modern Science

UPCOMING EVENTS

Art Gallery

- *Recent Acquisitions* is currently on display in the QCC Art Gallery featuring a selection of African art sculptures from Central and West Africa, as well as Pre-Columbian ceramics newly donated to the Gallery's collection. The exhibition includes objects that range from ancestral figures to utilitarian objects. This exhibition will be on view through September, 2018.

Kupferberg Holocaust Center

- Currently on view at the KHC is *Conspiracy of Goodness: How French Protestants Rescued Thousands of Jews During WWII*. This display presents the story of how an isolated Huguenot community in the Haute-Loire region saved approximately 3,500 Jews from Nazi Germany and the soldiers of Vichy France. Villagers of Le Chambon-sur-Lignon

and the surrounding villages joined together to conceal, rescue and provide false documentation for Jews and French Resistance fighters at great risk to their own lives.

- The KHC is accepting applications for its 2nd annual *Dr. Sandra Delson Community Engagement Team* cohort of docents through **May 15, 2018**. KHC docents support the mission of the KHC and use the lessons of the Holocaust to educate current and future generations about the ramifications of unbridled prejudice, racism and stereotyping. Additionally, the docents provide exhibition tours and informational sessions to students, community groups and visitors to the Kupferberg Holocaust Center.

Student Leaders' Annual Recognition Dinner

- The *57th Annual Recognition Dinner* is planned for **Wednesday, May 30th** from 6:00 – 10:00 pm at “The Inn at New Hyde Park”. This by invitation only formal event honors the outstanding student leaders of the 2017-18 academic year. Students and organizations will be recognized for the activities during the awards ceremony, which will be followed by dinner and dancing.

Queensborough Commencement Ceremony, June 1, 2018

- Queensborough’s 57th Commencement Ceremony will be held on Friday morning, June 1, 2018. This year, our Grand Marshal is Professor David Lieberman. The academic procession will be led by Professor Allison Crutchfield (Faculty Marshal) and Ms. Gisela Rivera (HEO Marshal). Professor Chukwudi Ikweze will lead the Associate in Art candidates, Professor Anuradha Srivastava will lead the Associate in Science candidates, and Professor Christine Mooney will lead the Associate in Applied Science candidates. Faculty members and HEOs are encouraged to participate in this event, which is so very meaningful to our graduates and their families. Additional information can be found online at www.qcc.cuny.edu/commencement

Queensborough Performing Arts Center (QPAC)

- On **Sunday, July 29, 2018** and **Sunday, August 26, 2018**, join us for a **Summer Concert** at the **Hillcrest Jewish Center**. Free and open to public, but seats must be reserved through QPAC.

**Steering Committee Report
Academic Senate Steering Committee
Queensborough Community College
May 8, 2018**

At this, the final meeting of the 2017-2018 academic year, the Academic Senate has a number of agenda items of note, including reports from the Committee on Food Insecurity and the Committee on Committees, action items from Bylaws and Curriculum, and a newsletter from the Committee on E-Learning.

First, the Steering Committee would like to welcome the new members of the Senate, most of whom are beginning three-year terms:

Full-Time Faculty

- 1. Arthur Adair**
- 2. Leslie Francis**
- 3. Todd Holden**

CLTs

- 1. John Luby**
- 2. Laura Rachiele** (replacement for resigned CLT senator; term ends in 2019)

HEOs

- 1. David Moretti**
- 2. Renee Rhodd**

The new senators have been added to the Academic Senate email list by Senate Technology Officer Jeffrey Schwartz.

As we noted last month, Senator Lorena Ellis has resigned from her position on the Academic Senate. Because we have no eligible alternates from the regular 2018 senate elections conducted earlier this semester, we must elect a replacement. In addition, no adjunct members of the faculty submitted nominations for the regular election of the adjunct representative. So today we must hold elections to fill those open seats. As a reminder, STO Schwartz reports the following:

“According to Article I, Section 2 of the Senate Bylaws:

“In the event that there are vacancies in Faculty Member-At-Large positions or with the Adjunct members or CLT's or HEO's that cannot be filled by available Alternates, these positions are to be filled by a direct vote by the entire Senate at the next regular meeting of the Academic Senate following the occurrence of the vacancy. The elected replacement Senator will then serve for the length of the remaining term of that Senator who has left the college, or for the period that Senator is on leave”

STO Schwartz also points out that “This means that we will have to elect a new Adjunct to a three-year term (ending 2021) and we will also need to elect Lorena Ellis's replacement (term ending 2019). Lorena Ellis's replacement cannot be from any of the following departments:

1. Biological Science & Geology

2. Business
3. Engineering Technology
4. English
5. Nursing
6. Social Sciences”

The reason for this, of course, is that the six departments listed here have reached the maximum number of members allowed under the bylaws. Therefore, at this meeting we have to elect an at-large faculty member to complete Dr. Ellis's term. This should motivate us to encourage more people to run in the regular election. At the same time, we should consider the reasons why people would rather not participate in governance at QCC.

In addition to the election of a replacement senator to complete the term of Dr. Ellis, and an adjunct member of the faculty to serve a three-year term as the adjunct representative, today we have the election of the Steering Committee, the Parliamentarian and the Senate Technology Officer for the 2018-2019 academic year.

The May meeting of the Academic Senate is also when we elect three new members to the Committee on Committees for three-year terms. Nominations and an election will be held, but please note that there are some restrictions, since the protocol to be observed limits membership on the committee to one member per department. Departments with no current members on the CoC are eligible, as are those departments whose members serving on the CoC have terms expiring this month. If you have any questions, please contact Dr. Helmut Loeffler, chair of the Committee on Committees, or Joel Kuszai, chair of the Academic Senate Steering Committee.

Today, as per our responsibility under the Bylaws, we have to approve the list of potential graduates for June and August 2018. Thanks to College Registrar Pat Canale and the entire staff in the Registrar's Office who prepare the lists in time for us to fulfill our duty.

As we discussed months ago, the Committee on the Bylaws, under the leadership of chair Susan Jacobowitz, undertook to consider the policy and procedure implications of how we record minutes and how we comply with sunshine provisions of good governance measures, such as the Open Meetings Law and the Perez v. CUNY decision. We asked Bylaws to look into the concerns raised by SGA President Salvador with respect to student privacy. They did, taking in the guidance received from Vice Chancellor for Legal Affairs Loretta Martinez, as well as faculty, students, staff and administrators at QCC. Today, the resolution (Attachment F) comes before us and given that the proposal as written addresses many if not all of the concerns, especially those raised by chair of the FEC Phil Pecorino and others, we hope this proposal passes, even if it adds another task to the work of the Secretary of the Academic Senate Steering Committee.

By the time of the May senate meeting, the Steering Committee will have circulated to the senate the revised guidelines for posting flyers and posters on campus. The revisions are the result of meetings with Vice President Sherri Newcomb, Senator and chair of the Academic Freedom Committee Julian Stark and Joel Kuszai, chair of the Steering Committee. Chairs Stark and Kuszai thank VP Newcomb for her adherence to the commitment to consult with the Steering Committee and the Academic Freedom

Committee, a commitment she made in a Fall meeting of the FEC. The meetings were cordial and several of the issues raised by faculty were attended to quickly, while other issues may remain for future dialogue. Nothing is ever perfect, but in this instance the good practice of shared governance was on display, even if it took a little longer than some would have liked. If there are concerns going forward about this or any policy we will address them.

As we enter the final phase of the semester, the work for the Steering Committee remains: we will be attending to several issues, not the least of which is making sure the SC designees have been placed, that committee chairs are comfortable and ready for the submission of annual reports, and more. Obviously, for some ongoing issues too numerous to be raised here, some which have been raised only in the last few weeks, look for more detail in the Steering Committee Annual Report which will be completed by the start of the 2018-2019 academic year.

Academic Senate Steering Committee
(AcademicSenateSteeringCommittee@qcc.cuny.edu)

Dr. Joel Kuszai, Chair (jkuszai@qcc.cuny.edu)
Dr. Emily Tai, Vice-Chair (etai@qcc.cuny.edu)
Dr. John Talbird Secretary (italbird@qcc.cuny.edu)

Queensborough Community College

Candidates for Spring 2018 Graduation (1312)

First Name	Middle Name	Last Name	Suffix	Acad Plan
Rawan		Abdallah		HS-AS
Haseenah		Abduly		CJ-AS
Alia		Abid		LA-AA
Michael	A	Abrusci		LA-AA
John	J	Acevedo		ARC-AAS
Linda	Isabel	Aciego		LA-AA
Immanuel		Acosta		BT-AS
Evalyn		Adamson		HS-AS
Mary		Adelaja		LA-AA
Samuel	J	Adelson		BT-AS
Warren	X	Adote		BT-AS
Muhammad		Afzal		LS-AS
Daniel	J	Agapitos		BA-AAS
Antonio		Agro		LA-AA
Emily	J	Agudelo		LA-AA
Brian	A	Aguirre		CJ-AS
Sarah	Renee	Aguirre		HS-AS
Meena		Ahadi		BT-AS
Aqsa		Ahmad		HS-AS
Zarifa		Ahmadi		BT-AS
Mashfique		Ahmed		BT-AS
Sabia		Ahmed		LA-AA
Yeausra		Ahmed		BA-AAS
Rio	J	Aitbrayam		BT-AS
Farhana		Akter		DP-AAS
Kazi		Alam		LA-AA
Gianni		Albert		DA-AS
Chelsea		Alejandro		HS-AS
Sarah		Alexander		LA-AA
Hassan	S	Ali		LE-AA
Memona		Ali		HS-AS
Shazada	S	Ali		BT-AS
Simrah		Ali		ART-AS
Umer		Ali		BT-AS
Yusuf	Y	Ali		LA-AA
Stella		Aliyeva		LA-AA
Anna-Kay	A	Allen		LA-AA
Alana	B	Allen		HS-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Alexander	L	Almeida	BT-AS
Bienvenido	A	Almonte Cabrera	BA-AAS
Eileen	A	Altamar	CJ-AS
Ellysa	A	Alton	NS-AAS
Bill	J	Alvarez	BA-AAS
Robert	T	Alvarez Cano	LS-AS
Vanessa		Alverna	CJ-AS
Gamal		Amer	LA-AA
Abu	H	Amin	CJ-AS
Fazila		Amin	NPS-AAS
Shafika		Aminy	LA-AA
Danielle	T	Anderson	LS-AS
Joshuaun	K	Anderson	LA-AA
Jessica	R	Angel	LA-AA
Danaira	G	Anglin	LA-AA
Jean	A	Antoine	LA-AA
Rebecca		Antoine	LA-AA
Zaundra	D	Antoine	LA-AA
Anju		Antony	NS-AAS
Brian		Aragon	AF-AS
Ayesha		Arakhan	HS-AS
Mariana		Arango Vasco	LA-AA
Juliana		Arenas	LA-AA
Magdaline		Argyros	BS-AAS
Hanson		Arias	BT-AS
David	M	Arias	LS-AS
Alethea		Aristide	LA-AA
Fnu		Asadullah	LS-AS
Michael		Asamoah	ET-AAS
David		Ashtiani	THE-AS
Sobia		Asif	DP-AAS
Jeannine	V	Atanasoski	ART-AS
Michael	S	Atonal	LA-AA
Hillary		Aucacama	LA-AA
Su Lei Yee		Aung	LA-AA
Christian		Avila	LA-AA
Kevin		Aviles	ET-AAS
Josselyn		Ayala	CJ-AS
Matthew	E	Ayala	CJ-AS
Alicia	Y	Ayala Vera	LA-AA
Jeanette	M.	Aydinian	TM-AAS
Janet	K	Ayomoba	LA-AA
Sabrina		Azeez	LE-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Mehak		Azhar	LS-AS
Tahmina	R	Babamuradova	HS-AS
Jesse		Bachan	BT-AS
Blake	A	Backus	HS-AS
Ryan		Badripersaud	LA-AA
Brian		Baez	LA-AA
Amardip	S	Baidwan	BT-AS
Jeremy		Bainey	LA-AA
Beatina		Baker	LA-AA
Lisa		Balcacer	LA-AA
Bryan		Baldeo	LA-AA
Brandon		Balkaran	CT-AAS
Adebukola	G	Balogun	NS-AAS
Richard	A	Balram	BA-AAS
Berkay		Baltas	DP-AAS
Fanny		Bandhy	NS-AAS
Eleina	X	Baras	LS-AS
Jennifer	M	Baricevic	THE-AS
Shaina	E	Barrett	LA-AA
Yama		Basir	LS-AS
Shacoya		Baskett	LA-AA
Joshua	A	Bassoo	LA-AA
Adana	T	Bastien	CJ-AS
Nikkiya	J	Bastien	HS-AS
Jennifer		Bautista	LA-AA
Katty		Bauzile	LA-AA
Cynthia		Beasmoney	LA-AA
Sophia		Beaubrun	NH-AAS
Jahira		Begum	BT-AS
Karl		Belz III	EM-AAS
Ashley		Bencosme	LA-AA
Joshua	A	Bennett	HS-AS
Lee	O	Benons	LA-AA
Donah		Bent	LA-AA
Annie		Bercy	LA-AA
Elizabeth		Bergmann	TM-AAS
Eric		Bergmann	TM-AAS
Melanie	B	Bermejo	LA-AA
Oscar		Bermudes	BY-AS
Chiara	T	Bernardi	LA-AA
Roland		Beroog	LA-AA
Alveena		Bess	AF-AS
Melicia		Bharioo	LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Ali		Bhatti		HS-AS
Arafat	H	Bhuiyan		CJ-AS
Daniel		Binyaminov		LS-AS
Alvin		Bissoondyal		BT-AS
Venecia		Blackwood		LA-AA
Charlene	A	Boateng		ART-AS
Magdala		Boco		LA-AA
Giovanni	F	Bojaca	Sr	BT-AS
Lettsann	H	Boland		LA-AA
Maria		Bolanos		LS-AS
Gulbakhor		Boltaeva		LA-AA
Annmarie	R	Bondanza		LA-AA
Justine	A	Bonet		LA-AA
Roxanna		Bonitto		LA-AA
Tara	J	Bonnette		BT-AS
Tinamarie		Borrell		LA-AA
Robert		Borukhov		BT-AS
Destiny	B	Boston		HS-AS
Shenece	L	Boyce		LE-AA
Elena-Maria		Bran		LA-AA
Jennifer		Bravo		LA-AA
Yelitza		Bravo Cortes		BT-AS
Nyhbia	I	Breleur		CJ-AS
Steven	T	Brewton		LA-AA
Gisele		Brice		LE-AA
Nicole	J	Bridgemohan		LA-AA
Pooran	P	Bridglall		LS-AS
Otis		Brister		DA-AS
Dayna	C	Brito		BT-AS
Alexander		Brogna		EM-AAS
Patrick	M	Bros		LS-AS
Kylesha	D	Brounson		LA-AA
Cindy	A	Brown		LA-AA
Dominic	S	Brown		BT-AS
Christopher		Bruce		ME-AAS
Justin	X	Bruggemann		LA-AA
Dylan	M	Bugallo		LA-AA
David	J	Buitrago		LS-AS
Deidre	P	Bullen		LA-AA
Luxzoria		Burgess		LA-AA
Taylor	L	Burgess		DA-AS
Tyree	D	Burns		BT-AS
Bruno		Bursic		LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Kyira	E	Burwell	LE-AA
Andrea		Buzon	LA-AA
Rafael		Caceres	TM-AAS
Ashley		Cadet	LA-AA
Samantha	R	Cairo	LA-AA
Wayne		Caison	BT-AS
Stephanie		Cajamarca	CJ-AS
Jonathan		Cajas	NS-AAS
Christina		Calabrese	LA-AA
Joanne		Calas	TM-AAS
Laura	A	Calderon	LA-AA
Natalia		Calderon	BT-AS
Xavier		Calderon	LA-AA
Dharianny		Calderon Ogando	BT-AS
Cristian		Calleja	CJ-AS
John		Calma	EM-AAS
Brandon		Calvert	HS-AS
Duwayne		Campbell	LA-AA
Carmine		Camporese	CJ-AS
Alis	D	Canas Perez	BM-AAS
Justyn		Candelaria	LA-AA
Lorena	Y	Canela-Canela	BA-AAS
Jamie		Canton	TM-AAS
Barbara Lynn		Cantone	TM-AAS
Xuekai		Cao	LA-AA
Anthony		Caraballo	CJ-AS
Eddy	A	Carchi	CJ-AS
Jacqueline	P	Carchi	HS-AS
Larry		Cardenas	LA-AA
Giselle	Vannessa	Cardenas	LA-AA
Karla	M	Cardenas	LA-AA
Carlos		Cardona	THE-AS
Harrison		Cardona	LA-AA
Mercedes	G	Carlin	CJ-AS
Orquidea		Carmona	LE-AA
Johanna	N	Carpio-Velez	LS-AS
Yesica		Carrasco	MA-AAS
Miguel		Carrasco	LA-AA
Maryann	S	Carrillo	HS-AS
Audrin	D	Carter	LA-AA
Wilson	F	Casado	LA-AA
Paul Dennis	V	Castanarez	ET-AAS
Jocelyn	D	Castillo	LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Faride		Castro-Iturry	LA-AA
Jonathan		Cedat	DA-AS
Mehmed		Cekic	LA-AA
Abraham		Centeno	AM-AS
Marcus		Ceres	LA-AA
Christ Lyn		Cerezo	DA-AS
Komal		Chahal	CJ-AS
Hei Ting		Chan	DA-AS
Litan		Chan	LA-AA
Jennice	P	Chance	AF-AS
Kimberly		Chang	TM-AAS
Siyi		Chao	LE-AA
Xuhao		Chao	BT-AS
Nancy		Chapulín	LA-AA
Shawn		Charles	Jr LA-AA
Rebika		Chatterpaul	LE-AA
Carlos	E	Chauca	THE-AS
Arlin		Chavez	LA-AA
Mouad		Chemrah	CT-AAS
Winnie		Chen	ART-AS
Jinli		Chen	TM-AAS
Jintuo		Chen	CT-AAS
Ling		Chen	LA-AA
Qianying		Chen	BT-AS
Qin		Chen	LA-AA
Si Ting		Chen	LS-AS
Steven		Chen	NH-AAS
Xi		Chen	BT-AS
Zijun		Chen	LA-AA
Brian		Cheng	DP-AAS
Kevin		Cheng	BT-AS
Stephanie		Cheong	MUS-AS
Jing Yi		Chin	BT-AS
Daniel		Chopra	CJ-AS
Azmain	F	Chowdhury	LS-AS
Dillan	C	Chu	LE-AA
Jasmine	W	Chung	CJ-AS
Michael		Chung	LA-AA
Jamal	M	Clarke	MT-AAS
Andrew	J	Claros	LS-AS
Sergio		Clemente	LA-AA
Michelle	D	Coello	BT-AS
Kaydyann	K	Cole	CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Marie		Collado		NH-AAS
Kellyann	R	Collins		LA-AA
Elijah		Colon		CJ-AS
Silvana		Comori		LA-AA
Elias		Conde		DA-AS
Jessica	J	Constantinez		HS-AS
Kenneth	E	Contreras		CT-AAS
Marlon	F	Contreras		LA-AA
Miriam	Gael	Contreras Rivera		LA-AA
Brandon	F	Coppola		LA-AA
Anthony	M	Cordero		CJ-AS
Stephany	M	Cordova		LA-AA
Jessica	M	Cornejo		LA-AA
Sandra		Cornet		LA-AA
Angel		Cotto		CJ-AS
Khalil	R	Cox		LA-AA
Marc		Crisostomo		EM-AAS
Jose	J	Cruz	Jr	CT-AAS
John	M	Cruz	Jr	LA-AA
Stephanie		Cruz		LE-AA
Jasmine		Cuellar		LA-AA
Lian		Cui		LA-AA
Diana		Culetu		LA-AA
Crystal		Cumberbatch		LA-AA
Tamata		Dabo		CJ-AS
Mohammad		Dal		LA-AA
Destyny		Dalton		LA-AA
Stephanie		Damas		BS-AAS
Shivanie		Dandrade		LA-AA
Joyonto		Das		CJ-AS
Brittany	B	Dasent		CJ-AS
Billy D		Davis		LA-AA
Jerome	D	Davis		MT-AAS
Stoudamire	K	Davy		CJ-AS
Joshua		Davydov		LA-AA
Josefin		Dayoan		DAN-AS
Joana	M	De Almeida		ART-AS
Lyudmila		De La Rosa		LA-AA
Sherly		De Los Santos		LA-AA
Alondra	S	Deleon		BT-AS
Anthony		Delgado		LA-AA
Kadiatou	K	Dembele		LA-AA
Jamie		Demmett		TM-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Bowen		Deng	LA-AA
Brianna		Dennis	DA-AS
Alfred	J	Desilvestri	ART-AS
Joelle		Desrosiers	LA-AA
Elizabeth	A	Devivo	NS-AAS
Sindul		Dey	DP-AAS
Bharatie	L	Dhanraj	BA-AAS
Leonel	A	Diaz	LA-AA
Joshua	Y	Diaz	LS-AS
Stephany	P	Diaz	BS-AAS
William	A	Diaz	LA-AA
Ruaziaro	B	Dibella	LA-AA
Francesco		Dicaro	LA-AA
Linette		Dicent	LA-AA
Doreen	V	Dickerson	LA-AA
Rosemarie		Digioia	LA-AA
Kimberly	v	Diogene	CSS-AS
Abdirahman	O	Dirir	BT-AS
Brandon	L	Ditusa	CJ-AS
Alexander		Djogovic	LA-AA
Tashi		Dolma	LA-AA
Jorge		Dominguez	LS-AS
Sheila	T	Dominguez	LA-AA
Yangshuo		Dong	LA-AA
Timothy	D	Dono	LA-AA
Paul		Dorsey	LA-AA
Brea	V	Douglas	CJ-AS
Giovanni	S	Dowe	LA-AA
Pramatie		Downey	MA-AAS
Kresimir		Drazevic	DA-AS
Zhiyuan		Du	TM-AAS
Alan		Dubey	CT-AAS
Chrystine		Dugue	LA-AA
Lucia		Duran	HS-AS
Tahiri		Duran	NS-AAS
Maryna		Dzekanchuk	TM-AAS
Kristine	M	Earle	LA-AA
Elizabeth		Echeverry	LA-AA
Bryan	O	Edmondson	LA-AA
Pamela		Elayni	LA-AA
Zeederwan		Elliott	LA-AA
Evertonia		Ellis	BT-AS
Lisa		Encarnacion	TM-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Jeanette	L	Encinas		NPS-AAS
Edison	L	Enerio		EM-AAS
Derek		Eng		LA-AA
Elaina		Epifan		LS-AS
Ashley	G	Erazo		HS-AS
Camille		Erice		LA-AA
Eduardo	A	Escamilla		LS-AS
Roberto		Escobar		NPS-AAS
Roxana	E	Escobar		MA-AAS
Melvin		Espinoza		CJ-AS
Jose	B	Espinoza		HS-AS
Michael	V	Estinville		LE-AA
David	G	Estrada		BT-AS
Chris		Estriplet		BT-AS
Saphire		Etienne		BT-AS
Mary		Eugene		LA-AA
Juan	P	Eusse		ET-AAS
Tiasia		Ewell		LA-AA
Keanu		Ewen		DA-AS
Joseph	J	Fadde	III	LA-AA
Humaira		Faija		BT-AS
Oscar		Fajardo		LS-AS
Gabriela		Fajardo		LA-AA
Alissa		Falla		LA-AA
Abdulrahman		Fallatah		LS-AS
Ahmed		Farghaly		HS-AS
Maira		Farooq		LS-AS
Nazik	I	Farrag		LA-AA
Ronise		Felix		HS-AS
Glorinel	R	Feliz		LA-AA
Ladawn	Ciera	Fell		BT-AS
Samantha		Femia		CJ-AS
Xiaoqing		Feng		BA-AAS
Chloe	A	Fernandez		LA-AA
Allison		Fernandez		CJ-AS
Diosmaira		Fernandez		BT-AS
Janna		Fernandez		LA-AA
Jeovanie		Fernandez		DAN-AS
Jose	E	Fernandez		CJ-AS
Michael	J	Fernandez		BT-AS
Miguel		Fernandez		LS-AS
Julio	C	Fernandez Diaz		LA-AA
Jonathan	E	Fiallos		CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Joshua		Figueroa	LA-AA
Paige	J	Fili	LA-AA
Loukas		Filippou	BT-AS
Jessie	M	Fleishman	LA-AA
Kedesha		Fletcher	LA-AA
Tracy	M	Flores	LA-AA
Brian	H	Fong	LA-AA
Ayanna	Z	Fordham	LA-AA
Keniel	N	Francis	THE-AS
Star		Francis	HS-AS
Carolina	M	Freire	CJ-AS
Anjali		Gaba	PE-AS
Sharah		Gaffoor	HS-AS
Gina	M	Gagliardotto	BT-AS
Victor		Galan	BT-AS
Luz	M	Galeano Cardona	LA-AA
Alex		Galindo	BT-AS
Courtney		Gallagher	BM-AAS
Leidy		Gallo	LA-AA
Maria	L	Galvez	BM-AAS
Kashuni	U	Gama Ralalage	BT-AS
Daniel		Gamarra-Munoz	LA-AA
Cassey	L	Gangaram	BT-AS
Sodjine	Prisca	Gansa	LA-AA
Wei Wei		Gao	BA-AAS
Chong		Gao	DA-AS
Han		Gao	BA-AAS
Jun Ping		Gao	BT-AS
Kenneth		Gao	CJ-AS
Sandy		Gao	LE-AA
Jahaira		Garcia	HS-AS
Jennifer	E	Garcia-Torres	LA-AA
Renia	L	Gardner	DAN-AS
Tonya		Garland	LA-AA
Kaetlyn	A	Gassert	HS-AS
Cameron		Gauntlett	MUS-AS
Carolina	A	Gaviria	LA-AA
Nakedi	A	Gayle	LA-AA
Casey		Genao	LA-AA
Therry		Georges	DP-AAS
Efthimios		Georgiou	LS-AS
Sandra		Gil	LE-AA
Jasmine		Gildon	HS-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Victor	K	Githae	LA-AA
Kushtrim		Gjonbalaj	DP-AAS
Jessica		Glass	TM-AAS
Daniel		Gluska	LA-AA
Kamalwat		Goberdhan	LA-AA
Hillary		Godinez	HS-AS
Angelica	E	Goldfine	LA-AA
Liliana	F	Gomez	BT-AS
Ramon	V	Gomez	LE-AA
Congcong		Gong	HS-AS
Darleny		Gonzalez	LA-AA
Jessica		Gonzalez	LA-AA
Kevin		Gonzalez	BA-AAS
Monica		Gopaul	HS-AS
Alex		Gordon	THE-AS
Roberta		Gordon	LA-AA
David		Goris	ART-AS
Anthony	R	Govea	CJ-AS
Anthony		Grande	BT-AS
Michelle	A	Granger	LA-AA
Jason		Grant	LS-AS
Casey		Gratia	CJ-AS
Khalil		Gravesande	BT-AS
Anna		Grazette	ART-AS
Destiny	M	Greene	ME-AAS
Timeera		Gregg	LA-AA
Dana	M	Grizzle	LA-AA
Jiuming		Guan	HS-AS
Estefany		Guerra	CJ-AS
Richard	A	Guerra	EM-AAS
Adrian	X	Guerrero	HS-AS
Cristian		Guerrero	LA-AA
Germauris		Guerrero	BT-AS
Sadinah	M	Gueye	MUS-AS
Hannah		Guimalan	LA-AA
Ankit		Gupta	CJ-AS
Maya	G	Gutierrez	DA-AS
Beril	C	Guvercin	LA-AA
Chante	R	Guy	SF-AS
Anneliese		Guzman	LA-AA
Caitlyn	J	Haggard	DA-AS
S M Hasib		Haider	BA-AAS
Rafael		Hakimian	ME-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Bethsabe		Halasz		CJ-AS
Nneke		Haley		BT-AS
Niria	M	Hall		CJ-AS
Michael		Hangan		LA-AA
Bibi	S	Hanif		LA-AA
Tanjida		Hanif		BY-AS
Kavita	S	Hariprashad		HS-AS
Christopher	M	Harris		DA-AS
James		Harris		LA-AA
Phoenix	A	Harris		NS-AAS
Lucas		Harrison		LA-AA
Valenie		Harry		NS-AAS
Olivia	K	Hasho		LA-AA
Deborah	D	Heath		LA-AA
Kimmiya		Heckstall		LA-AA
Jhon Jairo		Henao Ospina		LA-AA
Britni	C	Henry		LA-AA
Lois		Henry		CJ-AS
Anabel		Hernandez		LA-AA
Daniela		Hernandez		LA-AA
David		Hernandez		LA-AA
Emily		Hernandez		LA-AA
Freilyn		Hernandez		MT-AAS
Israel		Hernandez		LA-AA
Melissa		Hernandez		LA-AA
William		Hernandez		DA-AS
Aira Mae	S	Herrera		DA-AS
William		Herrera		MT-AAS
James	K	Hicks		HS-AS
James	E	Hinton	III	LA-AA
Marissa	R	Hiralal		DA-AS
Jamie	R	Hitzel		LA-AA
Justin		Ho		EM-AAS
Keishia		Holder		TM-AAS
Alexis		Holuka		BT-AS
Ahatashamul	M	Hoque		DAN-AS
Fariha	K	Hoque		LA-AA
Jahed		Hossain		CJ-AS
Md S	M	Hossain		LS-AS
Mohd	A	Hossain		BA-AAS
Fiasal		Hotaky		LS-AS
Ying		Hou		BT-AS
Tatyana	U	Howard		LS-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Amanda	M	Hoyos	LA-AA
Chendi		Hu	LA-AA
Rainnie		Hu	BT-AS
Ming-Chieh		Huang	BA-AAS
Qian		Huang	LE-AA
Xing Jun		Huangpu	TM-AAS
Jorge	L	Huerta Jerez	LA-AA
Sally	M	Humphries	BT-AS
Mercedes	A	Hurtado	LA-AA
Selma		Hussein	LA-AA
Kimberley		Hutchinson	LA-AA
Shafiur	R	Ibrahim	PE-AS
Panagiotis	P	Ieromnimon	BT-AS
Precious		Ighide	LA-AA
Ela	P	Ilias	ART-AS
Shoib	J	Iqbal	BT-AS
Ny'asia	M	Irby	LA-AA
Nikita	L	Isaacs	CJ-AS
Zarnigor		Iskandarova	LA-AA
Khandokar	R	Islam	BT-AS
Mahtab		Islam	CJ-AS
Md. Towhidul		Islam	BT-AS
Nazia		Islam	BT-AS
Rakin	S	Islam	BT-AS
Tasnuva		Israil	LS-AS
Galal		Issa	LA-AA
Lyman	I	Iyeke	EM-AAS
Natasha	Mohanie	Jagessar	HS-AS
Devan		Jairam	LA-AA
Ralph		Jaisierisingh	CJ-AS
Fateha		Jalil	HS-AS
Brittany Yolande		James	LA-AA
Sharmin	B	Jara	LA-AA
Andrea		Jaramillo	LA-AA
Jorge		Jaramillo	LA-AA
Juan	D	Jaramillo	CHY-AS
Karen	L	Jave	BT-AS
Javeeria		Javed	LS-AS
Nahomie		Jean Joseph	BT-AS
Ashley		Jean-Charles	LA-AA
John	A	Jerome	DA-AS
Rachel	A	Jerome	LA-AA
Andrea		Jewth	ART-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Fang		Ji	BA-AAS
Min		Jiang	DA-AS
Junji		Jiang	BT-AS
Yuqing		Jiang	ARC-AAS
Perla		Jimenez	LA-AA
Meiyan		Jin	BT-AS
Jinzhen		Jin	BA-AAS
Wenhao		Jin	LS-AS
Xiangmei		Jin	BT-AS
Dana		John	LA-AA
Tishanna		John	LA-AA
Brandon		Johnson	LA-AA
Imani		Johnson	CJ-AS
Jenell	D	Johnson	BM-AAS
Joseph	N	Johnson	BT-AS
Keron	C	Johnson	CJ-AS
Tiffany		Johnson	LA-AA
Brandon	A	Jones	NS-AAS
Carissa	M	Jones	BA-AAS
Destiny	D	Jones	LA-AA
Shannon	I	Jones	LA-AA
Matthew	A	Jordan	HS-AS
Christopher		Joseph	LA-AA
Justin	P	Joseph	BA-AAS
Tiara	M	Jourdan	HS-AS
Sheena	A	Jugmohan	LA-AA
Alden		Jules	PE-AS
Christine		Jurado	ARC-AAS
Constantine		Kalfas	LA-AA
Fazina	D	Kamalodeen	LA-AA
Arrina		Kandic	LA-AA
In Ae		Kang	NS-AAS
Adrian		Kania	LA-AA
Dimitrios		Karapatakis	BT-AS
Senthilkumaran		Karunanathan	BT-AS
Jezer		Kasongo Owandjolela	HS-AS
Abubakar		Kassim	BM-AAS
Inderia		Katwaru	LA-AA
Khushpreet		Kaur	LS-AS
Manpreet		Kaur	LA-AA
Sukhpinder		Kaur	LA-AA
Aliraja	M	Kazi	LA-AA
Danielle	D	Kelly	BM-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Diandra		Kelly	LA-AA
John	W	Kemp	THE-AS
Kenneth		Kempton	BT-AS
Fatema		Khalil	BT-AS
Muhammad	Yousuf Ali	Khan	BT-AS
Sarah	S	Khan	HS-AS
Ashma		Khan	BT-AS
Haris	A	Khan	BT-AS
Muhammad		Khan	BT-AS
Sahil	Mohammed	Khan	DP-AAS
Nazneen		Khawja	LA-AA
Aaron		Kim	CJ-AS
Elliot	H	Kim	BT-AS
Joeun		Kim	LE-AA
Jung Eun		Kim	NH-AAS
Jung In		Kim	NS-AAS
Ki Hoon		Kim	LS-AS
Steve		Kim	LA-AA
Steve	Y	Kim	HS-AS
Yang	O	Kim	DP-AAS
Shane	M	Kimple	LA-AA
Jonathan	W	Kish	LA-AA
Jillian	C	Knee	TM-AAS
Marco		Kong	BT-AS
Adeela		Kousar	CSS-AS
Neftali		Kratc	MT-AAS
Mikhail		Kravchenko	BT-AS
Jessica	S	Kreisler	THE-AS
Ilona	S	Krslovic	NPS-AAS
Anuradha		Kryshundayal	LE-AA
Steffy	M	Kuma	CT-AAS
Agata		Kumar	BT-AS
James	M	Kusel Dalton	LA-AA
Nikita		Kuznetsov	CJ-AS
Marven		Labatte	LA-AA
Cierra	M	Lachmenar	LA-AA
Valesca	C	LaFrance	ART-AS
Briget		Lagos	HS-AS
Anisa		Lall	HS-AS
Selena	C	Lallave	BA-AAS
Louis		Lam	LA-AA
Lynette		LaRocca	BT-AS
Aline		Latortue	BT-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Eisen	A	Lavine	ME-AAS
Derrick-James	R	Lawson	DP-AAS
Meghan	A	Lee	LA-AA
Sang	H	Lee	LA-AA
Andrew		Lee	LA-AA
David		Lee	LA-AA
Doohun		Lee	BT-AS
Eun Jung		Lee	LA-AA
Heawon		Lee	NH-AAS
Kelsey		Lee	LA-AA
Nathan	K	Lee	THE-AS
Thomas		Lee	BT-AS
Noah		Leguillow	CJ-AS
Matthew		Lehe	LA-AA
Gisela	A	Lema	LA-AA
Courtney		Leo	HS-AS
Alexander	B	Leung	LA-AA
Edmund	Yick Tung	Leung	BT-AS
Troy		Levy	BT-AS
Peter	D	Lewis	LA-AA
Christian	O	Leyva	CJ-AS
Bingyang		Li	ME-AAS
Zhi		Li	DA-AS
Chaolin		Li	HS-AS
Qingshuang		Li	BT-AS
Shengsheng		Li	LA-AA
Shiqi		Li	LE-AA
Yi		Li	BT-AS
Zhenxian		Li	BT-AS
Zhiming		Li	BT-AS
Ziyi		Li	BA-AAS
Zuwen		Li	BT-AS
Jasmina		Lika	LA-AA
Jeremy		Lim	LA-AA
Qiuyan	Q	Lin	LA-AA
Teng		Lin	BT-AS
Biqin		Lin	BA-AAS
Jiade		Lin	LS-AS
Jun		Lin	BA-AAS
Min		Lin	LA-AA
Ming		Lin	BT-AS
Ruhao		Lin	BT-AS
Shiwei		Lin	BT-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Wenyi		Lin		LA-AA
Xiaai		Lin		BT-AS
Yan		Lin		BT-AS
Zhong		Lin		DA-AS
Nicole	V	Lineszy		LA-AA
Lukas	T	Lipowczan		HS-AS
Krista	H	Little		TM-AAS
Feng		Liu		BT-AS
Jing		Liu		BT-AS
Man		Liu		BA-AAS
Ningning		Liu		BA-AAS
Silin		Liu		BT-AS
Yu		Liu		BT-AS
Jessica		Llanos		NS-AAS
Charlene	L	Lloyd		LA-AA
Yee Mei Tammy		Lo		ART-AS
Joshua	C	Loague		LA-AA
Algia	P	Logan		LA-AA
Rebecca		Loiseau		NS-AAS
Andreas		Loizi		LS-AS
Annamaria		Lombardi		TM-AAS
Dariana		Lombert		LA-AA
Yantong		Long		LA-AA
David	A	Lopez		HS-AS
Gabrielle	A	Lopez		LA-AA
Harry	W	Lopez	III	ME-AAS
Juan Daniel		Lopez Flores		MA-AAS
Hassawn	J	Lorde		DA-AS
Dylan		Louie		BT-AS
Sophia		Louis		LS-AS
Athena	M	Lozada		LA-AA
Guadalupe		Lozano		LA-AA
Anna		Lu		BT-AS
Xiao	X	Lu		BT-AS
Yesenia		Lucero		THE-AS
Qi Xuan		Luo		BT-AS
Dayana	A	Luque		BM-AAS
Lina		Ma		BT-AS
Jenny	S	Machado		LA-AA
Irene	T	Macias		LA-AA
Ridgelle		Macius		LA-AA
Arshad		Mahmood		ET-AAS
Ifra	S	Mahmood		HS-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Victoria		Mahon	LA-AA
Stephine		Mahoney	BT-AS
Nimra		Majid	LA-AA
Daniel		Maks	LA-AA
Carmen	D	Maldonado	LA-AA
Oscar		Malik	BT-AS
Kamal	J	Mall	HS-AS
Andrew	N	Manbauman	LA-AA
Carolin	L	Mancebo	EM-AAS
Nadia		Mandat	HS-AS
Orestis		Mangafas	BT-AS
Dario		Manzaba	CJ-AS
Anthony	I	Manzo	CJ-AS
Paul Gilbert	L	Mariano	DAN-AS
Josue		Marin	BT-AS
Samantha		Marino	BA-AAS
Isabella		Marrero	CJ-AS
Breohna		Marshall	LA-AA
Tania	V	Martell	TM-AAS
Jahquan	J	Martin	LA-AA
Anthony		Martinez	CJ-AS
Diana	I	Martinez	LA-AA
Moses		Martinez	LA-AA
Santiago		Martinez	DA-AS
Robert		Maske	LA-AA
Elana		Matatov	LA-AA
Jayne	A	Matthews	LS-AS
Omar		Matute	LA-AA
Hashmat		Mayar	CJ-AS
Dajuan		Mayo	BT-AS
Olga		Maystrenko	BT-AS
Nicole	E	McBride	LA-AA
Briana	N	McFarlane	LA-AA
Cathreana	P	McGivan	LA-AA
Elizabeth	J	McKay	CJ-AS
Oshin		McKenzie	LA-AA
Rusheda	T	McLaughlin	LA-AA
Janice		McLean	TM-AAS
Blessings	A	McNeil	LA-AA
Mysti	Nicolle	McNeill	LA-AA
Sierra	L	McRae	LA-AA
Joandaly	B	Medina	LA-AA
David		Megafu	CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Heladio		Mejia	MT-AAS
Francesca		Melidis	LA-AA
Jennifer		Melo	LA-AA
Evelyn	A	Mena	CJ-AS
Grace		Mena	HS-AS
Marie Louise		Mendy	BT-AS
Tatiana		Meono	LA-AA
Edison	E	Mera	PE-AS
Amanda		Mercado	LA-AA
Danielle	M	Mesisca	LA-AA
Julio	C	Meza	AM-AS
Michelle	T	Meza	CJ-AS
Parves		Mia	MT-AAS
Karl Frederick		Michel	CJ-AS
Sanja		Miljkovic	HS-AS
Giselle		Millan	LA-AA
Leonidas	S	Milonas	BT-AS
Wai Yan		Min Han	CSS-AS
Daisy		Minchala	LE-AA
Humaira		Mirza	LA-AA
Sabrina	R	Mistretta	LA-AA
Niara	M	Mitchell	ME-AAS
Shakirah	V	Mitchell	NS-AAS
Filio		Modinos	LE-AA
Kisha	C	Moffatt	BT-AS
Aleeya		Mohamed	LA-AA
Nayab		Mohammed	LA-AA
Alyssa	K	Mohammed	LA-AA
Naomi		Mohan	LE-AA
Madelin		Molina	LA-AA
Samantha		Molina	CJ-AS
Samrat		Mondel	BM-AAS
Jose	L Jr	Monegro	BT-AS
Nilsa		Montano	BT-AS
Jeraldly		Montenegro	CJ-AS
Michelle		Montoya	LA-AA
Christopher		Monzon	BA-AAS
Christine	S	Moore	ART-AS
Quanasha	Z	Moore	CJ-AS
Shaheen		Moossa	CT-AAS
Daniela	E	Morales	LA-AA
Stephanie		Morales	LA-AA
Jaelene		Moran	LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Anderson		Moran	CJ-AS
Dilon		Mordente	ME-AAS
David		Moreira	LS-AS
Angelica	M	Moreira Garcia	ART-AS
Stephanie		Morgan	HS-AS
Terrence	M	Morgan	LA-AA
Rebecca	M	Morocho	CJ-AS
Joannakay	D	Morris	LA-AA
Erik	R	Moss	LA-AA
Lily		Mou	BT-AS
Yogeshwara		Mowla	EM-AAS
Anik	S	Muhib	DP-AAS
Jeimy		Muicela	LA-AA
Keisha	C	Mullings	HS-AS
Karandeep	S	Multani	HS-AS
Moninder		Multani	BA-AAS
Deanna	N	Mungin	LS-AS
Daisy		Muniz	CJ-AS
Daniel		Murdakhayev	BT-AS
David		Murdakhayev	HS-AS
Courtney		Murphy	LA-AA
Nawal	H	Mused	LA-AA
Kidd	Dzekle	Myles	NH-AAS
			MO-
Amanda		Myskowsky	CERT
Zulkar		Nain	CT-AAS
Karim		Nali	MT-AAS
Marissa	S	Nanhoo	HS-AS
Adeel		Naqvi	CJ-AS
Nairmalla		Narain	LA-AA
Saudia Anesa	A	Narine	LA-AA
Ramon		Naula	DA-AS
Robert		Negron	DA-AS
Angela	O	Nelson	LA-AA
Keon		Nematollahi	DP-AAS
Erica		Newman	LA-AA
Timothy		Ng	BT-AS
Lai Tong		Ngan	LA-AA
Fatima		Nievas	LA-AA
Emil		Nikocevic	HS-AS
Rahimur	R	Nirjhor	ET-AAS
Ugonna		Nnadi	HS-AS
Tamba		Nobadeh	BT-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Sabrina	L	Nobile	HS-AS
Tony	J	Noel	BT-AS
Camilo	A	Noesi	LA-AA
Sumaya		Noor	CJ-AS
Mohad		Noorani	CJ-AS
Edward		Nouel	HS-AS
Kaisha		Novembre	CJ-AS
Jhonattan		Nunez	ME-AAS
Rachel		Nunez	LA-AA
Jason	B	O'Connor	HS-AS
Nesonia		O'Connor	AF-AS
Adam		Odell	CT-AAS
Mercedes		Odinmah	HS-AS
Omowunmi	C	Ogunyomi	LA-AA
James		Oh	BT-AS
Ina	O	Okoro	LS-AS
Ojiyowwi		Okoro	LA-AA
Kehinde	K	Olatunji	BT-AS
Ifeoluwa		Olusoga	LA-AA
Natalie		Olvera	CJ-AS
Idunnu		Omotosho	BT-AS
Edison		Once	LS-AS
Shania		Onofre	CJ-AS
Salvatore	B	Oppedisano	LA-AA
Raluca	J	Opriscan	NS-AAS
Mark Anthony		Orejuela	DAN-AS
Nonso	P	Orogbu	BA-AAS
Jason	T	Orr	CT-AAS
Samantha		Ortega	BT-AS
Ashley		Ortiz	HS-AS
Victoria		Ortiz	LA-AA
Dave		Osorio	LA-AA
Evelyn		Osorio	HS-AS
Julissa		Osorno	LA-AA
Edisson		Ospina Sanchez	CHY-AS
Sarita		Outar	HS-AS
David		Pabon	LA-AA
Adrian	A	Padilla	TM-AAS
Dawn	P	Paige	LA-AA
Oscar		Pais	MT-AAS
Mithun	C	Pal	BT-AS
Denisse	M	Palacios	LE-AA
Katherine	I	Palma	LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Susan	O	Palmer	LS-AS
Ashley	R	Palmer	BA-AAS
Henry		Palomeque	ET-AAS
Denise		Pan	ART-AS
Lucho	O	Paniagua	BM-AAS
Floyd		Pantaleon	HS-AS
Antonina	M	Pantina	NS-AAS
Susana	G	Pantoja	LA-AA
Jonathan		Papacena	LA-AA
Emeline		Paredes	BT-AS
Grace		Park	DA-AS
Julian		Park	ART-AS
Su Hyun		Park	NS-AAS
Cherelle		Parkes	LA-AA
Nabila		Parnella	BT-AS
Kimaura	N	Parris	LA-AA
Sabina		Parven	DP-AAS
Ashley		Pasalau	CJ-AS
Carlwedy		Pasteur	HS-AS
Hetaben	R	Patel	HS-AS
Imran	I	Patel	LS-AS
Shiyanshi		Patel	LA-AA
Ileperuma		Pathiramage	NS-AAS
Valerie		Patino	HS-AS
Crystal		Patterson	LA-AA
Bernard		Paul	HS-AS
Jonathan		Paul	LA-AA
Karanjit		Paul	CJ-AS
Ismael		Pena Flores	ET-AAS
Anderson	A	Penagos	LA-AA
Sayda		Perdomo	LA-AA
Diego		Pereira	LA-AA
Romisha		Pereira	LA-AA
Alejandra		Perez	BT-AS
Daniela		Perez	LA-AA
Laura		Perez	LA-AA
Sergio		Perez	MT-AAS
Thianny	L	Perez	LA-AA
Viviana	M	Perez	LA-AA
Yamilka		Perez	DP-AAS
Bibi		Persaud	LA-AA
Reshma		Persaud	BT-AS
Dustin		Pham	CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Scarlett	H	Philips	LA-AA
Jinghua		Piao	BT-AS
Yan		Piao	BT-AS
Zhongshan		Piao	BT-AS
Mariya Karisa		Picache	NS-AAS
Costly		Pierre	BT-AS
Vertulie		Pierre-Louis	LA-AA
Imani		Pierson	CJ-AS
Quincy		Pindling	BT-AS
Franklyn		Pineda	BT-AS
Angel	M	Polanco	MT-AAS
Fernando		Polanco	LA-AA
Natalie		Polanco	CJ-AS
Nicholas		Politis	MUS-AS
Josephine	M	Pomara	CJ-AS
Michelle	A	Pontino	LA-AA
Caroma	A	Popo	TM-AAS
Marlene		Porter	BM-AAS
Joshua		Portillo	BT-AS
Samanta	A	Preciado	LA-AA
Princess	D	Preston	LA-AA
Kerisha		Prince	NS-AAS
Salvatore	J	Puccio	LE-AA
Tiffany		Pugh	LA-AA
Denise	M	Pulido	CJ-AS
Usman		Qidwai	LA-AA
Chris		Qu	LA-AA
Sai Dan		Qu	TM-AAS
Khaleda		Quaiyum	LS-AS
Priscilla	N	Quashie	TM-AAS
Faviola		Quezada	LA-AA
Nancy	M	Quijano	LA-AA
Raul	O	Quinonez	LE-AA
Maria		Quintanilla	LA-AA
Shameen	Z	Qureshi	ART-AS
Andrew		Raftopoulos	DA-AS
Sandy	M	Raghoo	BT-AS
Fahim		Rahman	LA-AA
Shahnaz	M	Rahman	ART-AS
Nafees		Rahman	LA-AA
Nousin		Rahman	DP-AAS
Rahat		Rahman	CT-AAS
Marwa		Raja	LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Felecia		Rajendranauth	LA-AA
Diana		Ramales	LA-AA
Navendra		Ramawad	CT-AAS
Shinelle		Rambilas	LA-AA
Amanda		Ramcharan	NS-AAS
Reanuka		Ramdat	CJ-AS
Sunita		Ramdin	LA-AA
Kevin		Ramirez	THE-AS
Annie		Ramirez	LS-AS
Carolina		Ramirez	LA-AA
Leticia		Ramirez	MA-AAS
Luis	B	Ramirez	LA-AA
Natalie		Ramirez	ART-AS
Leslie	J	Ramirez Medrano	SF-AS
Afia		Ramjan	LA-AA
Sabirah		Ramjan	LA-AA
Geetanjalee		Ramkarran	MA-AAS
Ana Karina		Ramos	NH-AAS
Fanny		Ramos	BT-AS
Maria Camila		Ramos Canon	CJ-AS
Avinash		Rampersad	DP-AAS
Balwant		Rampersaud	BT-AS
			MO-
Jonovan		Ramroop	CERT
Lea	D	Ramsammy	BT-AS
Aanisah		Ramzan	BT-AS
Amanda	J	Randonis	CSS-AS
Sehresh		Rani	MA-AAS
Ma		Rashid	PE-AS
Myisha	M	Rattigan	LA-AA
Richard		Recalde	LS-AS
Erin		Relos	LA-AA
Juan		Reyes	BT-AS
Jatnna		Reyes	CJ-AS
Jenniliza		Reyes	NH-AAS
Nicholas	A	Reyes	CJ-AS
Elsie		Ribas	LA-AA
Landis	B	Richards	HS-AS
Melissa		Richards	LA-AA
Karina		Richardson	LS-AS
Quincy		Rimpel	LA-AA
Porscha		Rippy	THE-AS
Monique		Ritchie	CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Fnu		Ritika	BT-AS
Jaddary		Rivas	LA-AA
Julie	J	Rivas	CJ-AS
Libely		Rivas	LA-AA
Santos		Rivas-Zavala	TM-AAS
Jennifer		Rivera	BT-AS
May Lin	A	Rivera	ART-AS
Christina		Rivera	BT-AS
Erica		Rivera	LA-AA
Loaiza		Rivera	BT-AS
Brismar		Roa	CJ-AS
Shanora	S	Roach	LE-AA
Shanique	M	Robertson	LA-AA
Ashley	P	Robinson	NS-AAS
Vittoria	R	Rocchio	LA-AA
Angel	E	Rodriguez	AF-AS
Gabriel		Rodriguez	LA-AA
Jeremy		Rodriguez	LA-AA
Leticia	M	Rodriguez	LA-AA
Marla		Rodriguez	BT-AS
Marlon		Rodriguez	BT-AS
Michael		Rodriguez	CJ-AS
Perla		Rodriguez	LA-AA
Rashel		Rodriguez	DA-AS
Wilmer	S	Rodriguez	BT-AS
Yuleidi		Rodriguez	LA-AA
Kia		Rogers	LA-AA
Jennifer		Rojas	LA-AA
Esteban	L	Rojas	CJ-AS
Georgiana	M	Rojas	LA-AA
Marie Jessica		Rojas	DA-AS
Henry	D	Rojas Matos	CJ-AS
Mark		Roldan	BM-AAS
Valery		Roldan	CJ-AS
Nathaniel	R	Romain	DA-AS
Kimberly	M	Roman	MA-AAS
Christopher	J	Romano	BT-AS
Dana	J	Romano	NS-AAS
Adam		Romero	CJ-AS
Bryan	A	Romero	CT-AAS
Leylani		Romero Solis	LA-AA
Brittney		Rooplal	LA-AA
Kavita		Roopnarine	BS-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Nicole		Rosa	LA-AA
Ashley		Rosado	LA-AA
Joselyn	A	Rosario	ART-AS
Stephanie		Rosero	LA-AA
Capri		Ross	LA-AA
Seth	B	Rothbaum	BT-AS
Antony		Rubio	LA-AA
Maziel		Ruffo	MA-AAS
Hazel	N	Ruiz	LA-AA
Dusan		Rula	BT-AS
Ronald		Russo	DP-AAS
Stephanie	A	Russo	LA-AA
Prince		Sachdeva	BT-AS
Jason		Saeteros	DA-AS
Pritom	S	Saha Shuvo	CT-AAS
Hiba		Saifi	BT-AS
Anthony	B	Sakur	BT-AS
Wendy		Salas	BA-AAS
Jennifer		Salcedo	LA-AA
Ahtsham		Saleem	BA-AAS
Mohammed	B	Saleh	TM-AAS
Alexandra		Salome-Castro	DA-AS
Johanna	P	Salto	CJ-AS
Cierra	A	Samms	CJ-AS
Princesse	S	Samuel	LA-AA
Erika	A	Sanchez	LE-AA
Sonia		Sangrilla	EM-AAS
Jenny		Santos	BA-AAS
Yobana	S	Santos	BW-CERT
Ian	P	Sarnataro	LE-AA
Cheyenne	N	Savary	DP-AAS
Kayla	A	Saxton	LA-AA
Cristina	A	Scagluiso	NS-AAS
Erica	L	Schiller	NS-AAS
Allyson	F	Schuster	BT-AS
Mark	J	Schwartz	NPS-AAS
Eric	M	Schweiger	BT-AS
Samantha	G	Schwien	LA-AA
Sawita		Sehjal	MA-AAS
Ariel		Seltzer	LA-AA
Miguel		Sendon	LA-AA
Eric	P	Sexton	BA-AAS
Saira		Shabbir	EM-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Ofer		Shakarov	LS-AS
Waqas		Shakeel	BT-AS
Greer	T	Shammah	DAN-AS
Tavon	K	Sheppard	LA-AA
Surong		Shi	BT-AS
Laura		Sianturi	LA-AA
Melanny		Sibri	LA-AA
Gabriel		Sibrian	DA-AS
Thomas	M	Silvestri	LA-AA
Rachmin		Simkhayev	LS-AS
Gurdeep		Singh	ET-AAS
Manveer		Singh	BT-AS
Michael		Singh	BT-AS
Randeir		Singh	LS-AS
Vinita		Singh	LA-AA
Amanda		Singh	LA-AA
Avinash	A	Singh	CJ-AS
Davinderjit		Singh	CJ-AS
Leeia		Singh	BA-AAS
Madhurbain		Singh	DP-AAS
Maninder		Singh	BT-AS
Patrick	M	Singh	LA-AA
Salima		Singh	LA-AA
Stefania		Sinnona	LA-AA
Fathima		Sinthaj	ART-AS
Jacqueline	T	Slater	CJ-AS
Shequena	N	Slowe	LA-AA
Tatiana	N	Smith	BT-AS
Graham		Smith	BT-AS
Ashley	M	Smith	ES-AS
Henrique		Soares	EM-AAS
Melissa	M	Sobers	HS-AS
Mahrugh		Sohail	HS-AS
Anil	K	Sokhal	BA-AAS
Jeffrey		Solis	ART-AS
Yoonho		Son	EM-AAS
Dhruv		Soni	BT-AS
Gangadaye	Seema	Sooroojbally	LE-AA
Jenni	Y	Soto	LA-AA
Marju		Sotto	NS-AAS
Rhonda	D	Spann	LA-AA
Lisa		St Aubain	LA-AA
Allison	T	St Hillaire	LA-AA

Academic Senate Agenda—May 8, 2018—Attachment D

Earl	M	St. Joy	CT-AAS
Jason		Steinhart	EM-AAS
Everton	G	Stephenson	BT-AS
Justyna		Stepien	BT-AS
Deasha	E	Stewart	HS-AS
Alicia	E	Stoute	BT-AS
Ian	J	Straker	DA-AS
Briana		Stutts	BM-AAS
Alisha	N	Styles	LA-AA
Sabina		Sue-A-Quan	ME-AAS
Runica		Sukhraj	LA-AA
Shaquille	A	Sullivan	CJ-AS
Tarin		Sultana	EM-AAS
Rawlric	A	Sumner	LS-AS
Sherell	R	Susan	LA-AA
Alhena		Sylvain	LA-AA
Rely		Sylvestre	CJ-AS
Joshua		Taffe	NS-AAS
Rida		Tahir	LA-AA
Syeda	Z	Tasneem	CJ-AS
Anderson	J	Tavarez	HS-AS
Sameen		Tayyab	LA-AA
Piotr		Tekien	ET-AAS
Richard	A	Telford	CHY-AS
Diana		Temkin	LA-AA
Wilson		Ten	BT-AS
Viviana		Tenecela	MA-AAS
Alexander		Theodosopoulos	LA-AA
Shorba		Thirukethiswaran	LA-AA
Tammy	S	Thom	HS-AS
Aaron		Thomas	DA-AS
Michael		Thompson	BT-AS
Camille		Thompson	DP-AAS
Kenneth	J	Thompson	LA-AA
Melody	A	Tidridge	HS-AS
Ebony		Tineo	LA-AA
Katherine		Tineo	LA-AA
Keith	A	Tito	BT-AS
Anthony	T	Toffetti	LA-AA
Sabrina	Z	Tolentino	HS-AS
Lesli	D	Torres	LE-AA
Sherina	J	Torres	LA-AA
Alejandro		Torres	CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment D

Camila		Torres	CJ-AS
Christian	A	Torres	BT-AS
Claudia		Torres	CJ-AS
Yanci	N	Torres	LA-AA
Salihoun	M	Toure	LA-AA
Colin		Tran	BT-AS
Anthony		Triana	LA-AA
Heleni		Triantafyllidis	LS-AS
Mathew	P	Triebel	HS-AS
Madelaine		Trochez	LA-AA
Andrea	D	Tucker	LA-AA
Jasmine		Tucker	BM-AAS
Shaleene		Tulshi	MA-AAS
Brian		Udairam	CT-AAS
Md		Uddin	LS-AS
Jason	B	Uquillas	BT-AS
Samantha	J	Uribe	LA-AA
Elvis	E	Uruchima	BT-AS
Diana		Valdez	LA-AA
Jefer	E	Valladares	HS-AS
Ariel		Valle	LA-AA
Natalia	V	Vallebuona	CJ-AS
Daniela		Valverde	LA-AA
Anthony		Vancol	LA-AA
Edisson	E	Vargas	ARC-AAS
Henry		Vasconez	BT-AS
Kachee	S	Vaughn	LA-AA
Brian		Vazquez	ART-AS
Francisco	J	Vazquez	LA-AA
Juni	E	Vazquez	BT-AS
Samaria	J	Vazquez	NH-AAS
Katherine	M	Vega	LA-AA
Maria	C	Vega	LA-AA
Joanna		Vela	MA-AAS
Isabela		Velasquez Gutierrez	LS-AS
Natalia		Velecela	BT-AS
Michelle		Velez	LA-AA
Demir		Veljovic	CJ-AS
Fersan	B	Vergara	BA-AAS
William	M	Vicente	LA-AA
Brent		Vilchis	BT-AS
Matthew		Villacis	LA-AA
Maria Virginia		Villadiego-Punto	NS-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

Eduardo		Villafana		HS-AS
George		Villalba		BT-AS
Alan		Viveros		CJ-AS
Kristi		Vongli		LE-AA
Nazia		Wahid		LA-AA
Mahnoor		Wajid		LS-AS
Han		Wang		BT-AS
Linda		Wang		LS-AS
Mona		Wang		LA-AA
Ting Jie		Wang		LA-AA
Xuhao		Wang		CJ-AS
Ying		Wang		LS-AS
Keziah	T	Watters		DAN-AS
Sabrina	R	Weigel		LA-AA
Dejuan		Whetstone		CJ-AS
Richard	W	Williams		BT-AS
Tiana	F	Williams		LA-AA
Cheavoun		Williams		ET-AAS
Sarita		Williams		BS-AAS
Jacklyn		Wittmer		LA-AA
Kareemah		Wright		HS-AS
Karl	S	Wright	Jr	BT-AS
Shu Ying		Wu		MA-AAS
Yiwei		Wu		HS-AS
Yu Wei		Wu		ARC-AAS
Dhayana		Wu Zheng		BT-AS
Guiwen		Xie		BT-AS
Winnie		Xu		LA-AA
Feng		Xu		DA-AS
Hao		Xu		BT-AS
Jiayi		Xue		LS-AS
Jie		Yang		DA-AS
Chenxuan		Yang		BT-AS
Suya		Yang		BT-AS
Tengjun		Yang		HS-AS
Elif		Yar		HS-AS
Celines		Yauri		HS-AS
Alyssa	J.	Yee		TM-AAS
Peter		Yee		LA-AA
Ashley	R	Yepez		BT-AS
Jonathan	L	Yeung		LE-AA
Isaac		Yi		CT-AAS
Christopher		Yim		BA-AAS

Academic Senate Agenda—May 8, 2018—Attachment D

HuiHao		You	LA-AA
Tyra	L	Young	LA-AA
Abanoub	B	Youssef	MT-AAS
Xiaofang		Yu	LS-AS
Jle		Yu	LS-AS
Qiao Ning		Yu	BT-AS
Yueyi		Yu	BT-AS
Yinhua		Yuan	LS-AS
Tszyin		Yuen	EM-AAS
Raheem	G	Zadran	LS-AS
Lavoni		Zaman	HS-AS
Monir	Uz	Zaman	EM-AAS
Cristian		Zambrano	LS-AS
Ivan	A	Zarate	BS-AAS
Nanita		Zavala	LA-AA
Edward		Zephyrin	BT-AS
Bing Ming		Zhang	PE-AS
Hongyue		Zhang	CJ-AS
Beihui Amy		Zhang	LA-AA
Kangkang		Zhang	TM-AAS
Yifei		Zhao	BT-AS
Ziyi		Zhao	LA-AA
Qiao		Zheng	ART-AS
Xiaoqian	L	Zheng	BT-AS
Xiaoyun		Zheng	BA-AAS
Rosita Shuey Ha		Zheng Chan	BT-AS
Min		Zhou	BT-AS
Chao		Zhu	BT-AS
Sake		Zhu	ME-AAS

Queensborough Community College

Candidates for August 2018 Graduation (191)

First Name	Middle Name	Last Name	Suffix	Acad Plan
Perpetuel	G	Achoute		HS-AS
Aylin	D	Agudo		CJ-AS
Miraj		Ahamed		HS-AS
Furkat	U	Ahmedov		LA-AA
Jessenia		Alanis Facio		HS-AS
Ikeiya		Alexander		LA-AA
Aftab		Ali		LA-AA
Aleeya		Alli		LE-AA
Raeven	E	Ambrose		LE-AA
Pablo	J	Arias		CJ-AS
Angelica	E.	Aviles		BA-AAS
Pamela		Ayala		LA-AA
Md Ashfaque Ali		Ayon		BT-AS
Tamanna		Babur		BA-AAS
Natasha	A	Bailey		HS-AS
Savita		Banwarie		LA-AA
Sabiha		Begum		BT-AS
Berlande		Bermingham		HS-AS
Derick		Blain		LA-AA
Charles		Bremer		BT-AS
Briana		Brito		LA-AA
Yashua	R	Broomfield		BT-AS
Caralee		Brown		LA-AA
Julia		Brown		LA-AA
Bridget		Burns		LA-AA
Brian		Caba		LA-AA
Janelli	N	Caceres		BT-AS
Daniel		Campbell		LS-AS
Tanisha	B	Campbell		CJ-AS
Emily	M	Caraza		LE-AA
Alexandra		Carpio		BT-AS
Blanca		Castillo		LA-AA
Stephanie		Cenatus		LA-AA
Jayson	J	Chavez		LA-AA
Aleah		Cole		LA-AA
Adriana	J	Collantes		HS-AS

Academic Senate Agenda—May 8, 2018—Attachment E

Sasha	R	Coronado	LA-AA
Ivette		Cruz	LA-AA
Gilbert	A	Daddey	CJ-AS
Sophia		Danois	LA-AA
Sitara		Darvish	LA-AA
Sherika	A	Davis	LA-AA
Nancy	N	Deleon	CJ-AS
Andrea	R	Diaz	LA-AA
Jaime		Diaz	LA-AA
Usha	Divya	Dindial	LE-AA
Paola Elise	H	Dornagon	LA-AA
Jaclyn		Dortch	LA-AA
Nerisusan		Duliepre	HS-AS
Marlisha		Edmond	LA-AA
Elizabeth	R	Errico	LA-AA
Karen		Escobar	LA-AA
Ashley		Farias	CJ-AS
Emanuel		Feggaros	LA-AA
Nayla		Ferguson	HS-AS
Victoria		Fields	BT-AS
Lynette		Ford	BT-AS
Michelle-Ann	C	Fraser	HS-AS
Samuel	V	Galarza	CJ-AS
Ying		Gao	HS-AS
Jessica		Garcia	LA-AA
Dominique	M	Genise	LA-AA
Jasmine		Ghotra	HS-AS
Andrene		Gibson	BT-AS
Kaitlyn	A	Gray	MA-AAS
Lina		Gutierrez	THE-AS
Jesse	C	Guzman	LA-AA
Luissandro		Guzman	HS-AS
Chinithia	A	Hamilton	BT-AS
Biancha		Hamlet	HS-AS
Kareemma	P	Hanley	LA-AA
Catherine		Hannou	LA-AA
Sharon	J	Hardeen	LA-AA
Krishna		Harilal	LA-AA
Saeed		Harvey	DP-AAS
Omrie		Haynes	LA-AA
Ariel		Helwig Saul	CJ-AS
Destiny	J	Howlett	CJ-AS
Bei		Huang	LE-AA

Academic Senate Agenda—May 8, 2018—Attachment E

Golib		Husanov	LA-AA
Laila		Hussaini	BT-AS
Tangina		Islam	LS-AS
Shanice	B	Jackson	HS-AS
Tiara		James	CJ-AS
Corwin	M	Joseph	LA-AA
Arlind		Kacirani	CHY-AS
Markis		Kalicharan	BT-AS
Eric		Kandov	CJ-AS
Ashish		Kapoor	CJ-AS
Rupinder		Kaur	EM-AAS
Md	A	Khan	LS-AS
Husna		Khosrawi	LS-AS
Feruz		Khusainov	LA-AA
Vivian		Kwok	LA-AA
Jonathan		Lai	ART-AS
Tasha	S	Leary	LA-AA
Shamal		Lewis	CJ-AS
Youdon		Lhamo	LA-AA
Muxiang		Lin	HS-AS
Alisson		Llusca	LS-AS
Tasha	Alaseta	Lofters	LA-AA
Jessica		Lopez	BT-AS
Jennifer		Lucero	LA-AA
Jennifer	Estefania	Macias	CJ-AS
Ginamarie		Manzione	ART-AS
Maria		Marin	LA-AA
Philip		Marquez	CJ-AS
Richardson		Martinez	CJ-AS
Sylvia	M	Martinez	LA-AA
Renna		Matadeen	HS-AS
Shyan		McLeod	LA-AA
Nancy		Mendez	LA-AA
Louisdlyn		Merilant	BT-AS
Mikhail	D	Mihaltses	MUS-AS
Tiffani		Moir	CJ-AS
Diana		Molina	LA-AA
Shani		Moore	LA-AA
Lauryn		Mordaunt	CJ-AS
Victor	M	Moreno Vejar	LA-AA
Jarrin	N	Mou	HS-AS
Sabiratu		Moumouni	CJ-AS
Salina		Nawaz	HS-AS

Academic Senate Agenda—May 8, 2018—Attachment E

Muhammad	H	Noori	LA-AA
Kuya		Okai	LA-AA
Cecily		Ortiz	BT-AS
Abdelwahab		Oufkir	CSS-AS
Karina	M	Ovalles	LA-AA
Gifty		Owusu	BT-AS
Jonathan	A	Pacheco	LA-AA
Emely		Peralta	CJ-AS
Ingrid	L	Perez	LA-AA
Nicholas	J	Phung	CJ-AS
Anuradha		Rampersaud	BT-AS
Kevin		Rangel	LA-AA
Noni	A	Richardson	HS-AS
Josy		Rodriguez	HS-AS
Stephanie	M	Rodriguez	LA-AA
Desiree		Rohlf	DA-AS
Khristine	T	Rojas	LA-AA
Jinessa		Rosado	HS-AS
Marlem	N	Rosas	BT-AS
Fanny	B	Ruiz	LA-AA
Tanjila	F	Sadia	HS-AS
Julio		Salas	HS-AS
Tumpa		Sen	LA-AA
Nusrat	J	Shally	HS-AS
Ataullah		Sharifi	LA-AA
Demetrius		Shine	BT-AS
Ghulam Farooq		Shirzad	LS-AS
Fatima		Siddiqi	LA-AA
Aishata		Sinayoko	HS-AS
Shaminder		Singh	LA-AA
Isaiah	Andre	Smith-Fox	LA-AA
Drupatie		Sobhai	LE-AA
Amanda		Sookdeo	HS-AS
Talia	J	Spencer	CJ-AS
Victoria		Stewart	LA-AA
Sangeeta	P	Sudnagunta	HS-AS
Joycelyn	T	Sumba	HS-AS
Briana	M	Taylor	BT-AS
Ashley	A	Thom	ART-AS
Annie		Thomas	LA-AA
Annie		Thomas	LA-AA
Meilyn	M	Tzunun	LA-AA
Brian	S	Vanegas	CJ-AS

Academic Senate Agenda—May 8, 2018—Attachment E

Rachael		Vasquez	LA-AA
Kathy		Vasquez-Marcia	LA-AA
Danessy	J	Velasquez	LS-AS
Daniela	M	Vigil Navarrete	BT-AS
Jessica		Villalobos	BA-AAS
Bishta		Wali	HS-AS
Stephan	D	Walker	LA-AA
Celene		Wallace	LS-AS
Nicole		Walthour	LA-AA
Teng Yi		Wang	LS-AS
Revah		Ward	LA-AA
Shaniece		Weller	LA-AA
Amoy		Williams	HS-AS
Cheleita		Williams	HS-AS
Jasmine	R	Williams	BT-AS
Siu	F	Wong	BT-AS
Sandra		Wu	CJ-AS
Setayesh		Yaghoubian	HS-AS
Ayub	M	Zaman	LA-AA
Shakira		Zaman	HS-AS
Tuleen		Zatar	LA-AA
Max	Wolfy	Zayas	CJ-AS
Xiaohua		Zeng	HS-AS
Yuqi		Zhang	ART-AS
Zhanjingting		Zhang	HS-AS
Shaina	P	Zimmerman	CJ-AS

Queensborough Community College
Committee on Bylaws

Resolution re: Open Meetings Law
April 24, 2018

Whereas Queensborough desires to be in compliance with the Open Meetings Law and Freedom of Information Law; and

Whereas those laws require the Academic Senate to maintain records of all members and their votes and to include that information in the minutes that are widely-disseminated; and

Whereas listing individuals by title is sufficient based on guidance provided in an advisory dated January 2, 2006, which is posted on the Legal Affairs page of the CUNY Website;*

Therefore be it resolved that names will be removed from the more widely disseminated minutes and people can request more information if necessary. Names would be removed from the more widely disseminated or posted minutes, but retained for the official record that will be made available upon request.

Section 8. Record of Final Votes

FROM:

“All senate votes will be recorded and the minutes will note those who vote in the negative or who abstain”

TO:

“All senate votes will be recorded and the minutes will note the outcome of voting actions”

RATIONALE

The Bylaws Committee heard from members of the Academic Senate – students, faculty and staff – who feel they would serve more comfortably if a higher level of personal privacy were maintained.

*<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/advisories/OpenMeetingsLawGovernanceBodiesJan22006.pdf>

From Jane Sovern, on behalf of General Counsel Martinez: “[T]he Academic Senate is required to maintain records of all members and their votes, by name, and to provide those records upon request. The Senate is not required to include that information in the minutes that are widely disseminated. Listing individuals by title is sufficient for the minutes.”

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

Report to the Academic Senate

April 27th, 2018

From: Dr. Helmut Loeffler, Chairperson of the Committee on Committees

To: Dr. John Talbird, Secretary of the Academic Senate Steering Committee

Monthly Report of the Committee on Committees for April 2018

I. Academic Senate Roster

Elections were held for HEO representatives in the Academic Senate. David Moretti and Renee Rhodd were elected:

HEO Member-At-Large Candidates

Poll ID: 143727

As at Poll close: Monday 23 April 2018 17:00 EDT

Number of voters: 104 · Group size: 230 · Percentage voted: 45.22

Ranked by votes

Rank	Candidate ID	Candidate	Votes	%
1	15933823	David Moretti	65	62.50
2	15933824	Renee Rhodd	50	48.08
3	15933947	Dorith Brodbar	31	29.81

4	15933957	Stefan Spezio	20	19.23
5	15933948	Patricia Canale	19	18.27

The CoC repeatedly asked Adjuncts for petitions to be submitted for the election to the Academic Senate. Since none was received it will be necessary to have an election at the meeting of the Academic Senate in May.

II. Standing Committees of the Academic Senate

A. Elections (2018-2021 term)

In accordance with the Bylaws, the ballots prepared by the CoC were distributed via email on March 27. The members of the Standing Committees for 2018-2021 were unanimously elected as a single slate at the Senate meeting on April 10. A list of those candidates who were not elected will be maintained by the CoC. This list will be consulted to fill vacancies as they arise during the year. The CoC will also make suggestions to the Steering Committee regarding suitable Steering Committee Designees. The CoC will work with David Moretti so that the committee webpages will be updated at the end of the spring semester.

III. Committee on Committees Election at the May Academic Senate Meeting

The terms of three members of the CoC will expire in May: Barbara Blake-Campbell, Pete Mauro, and Richard Yuster. At the May meeting of the Academic Senate, nominations for new members will be presented, followed by a vote. The CoC, Steering Committee, and Department Chairs have all been asked to suggest nominees.

Current Members of the Committee on Committees			
Name	Rank	Department	Term End
Barbara Blake-Campbell	Professor	Nursing	2018
Richard Yuster	Professor	Engineering Technology	2018
Pete Mauro	Associate Professor	Art&Design	2018
Shannon Kincaid	Associate Professor	Social Sciences	2019
Helmut Loeffler	Associate Professor	History	2019
Liisa Yonker	Assistant Professor	Speech Communication & TA	2019
Elizabeth Toohey	Assistant Professor	English	2020
Bryn Mader	Associate Professor	Biological Sciences&Geology	2020
Stephen Hammel	Associate Professor	Business	2020

IV. Upcoming business

- A. The CoC database must be updated with the newly elected committee members.
- B. The Standing Committee webpages need to be updated.

Respectfully submitted,
Helmut Loeffler
Chairperson, Committee on Committees

MONTHLY REPORT: April 2018 - COMMITTEE ON CURRICULUM

To: Joel Kuszai, Academic Senate Steering Committee
From: Lorena B. Ellis, April 27, 2018
Subject: Committee on Curriculum April 2018 Monthly Report for the May 2018 Senate
CC: College Archives (CWilliams@qcc.cuny.edu)

The Committee on Curriculum has voted to send the following recommendations to the Academic Senate:

- 1 course revision
- 3 new courses
- 1 course deletion
- 10 Program revisions

1. COURSE REVISIONS

BUSINESS DEPARTMENT
 Departmental approval: April -18-2018

Course revision: BU-801 Typewriting/Keyboarding I

From	To
BU801	BU801
Typewriting/Keyboarding †	Typewriting/Keyboarding
1 class hours 3 lab hours 2 credits	1 class hours 3 lab hours 2 credits
Pre-requisites: None	Pre-requisites: None
Co-requisites: None	Co-requisites: None
Course Description The techniques of touch typewriting/keyboarding are introduced. Students develop the ability to format letters, tables, memoranda, and reports. They learn how to follow instructions and acquire good work habits. Emphasis is on accuracy, speed, and aesthetic arrangement of material used in office situations.	Course Description The techniques of touch typewriting/keyboarding are introduced. Students develop the ability to format letters, tables, memoranda, and reports. They learn how to follow instructions and acquire good work habits. Emphasis is on accuracy, speed, and aesthetic arrangement of material used in office situations.

Rationale:
 BU-802 Typewriting/Keyboarding II is being eliminated and will no longer be offered. The only Typewriting/Keyboarding course that will be available is BU-801. Since there won't be a sequel to BU-801, the number 'I' will be eliminated from the title of the course.

1. NEW COURSES

BIOLOGICAL SCIENCES AND GEOLOGY

Departmental approval March 14, 2018

New Course

BI-260 Patient Care Coordination

2 hours (class), 2 credits

Pre-requisite: BI-150 Organization & Delivery of Health Care

Co-requisite: none

Course description

Care Coordination is an increasingly significant concept in the health care industry. It includes helping patients navigate the complex health care system, such that patients have a more optimal experience and improved health outcomes. In this course, students will engage in lectures, group activities, and case studies that will train them to better communicate with and recognize the needs of patients. When students complete this course, they should be able to help patients receive timely and appropriate care, guide patients to engage more fully in their own care, and ensure that communication takes place between all the providers involved in a patient's health care experience.

Rationale:

The current curriculum lacks any coursework that prepares students to cater to the needs of patients, communicate with patients in a constructive manner, and help patients navigate through the complex healthcare system. These soft skills will improve a student's chance at attaining a job and allow them to succeed in the health care workforce. The United States health care industry is increasingly aiming to become more patient-centered and incorporate care coordination in all aspects of delivery. Accordingly, creation of a course titled Patient Care Coordination is imperative in preparing the students for jobs in healthcare and for ensuring that patients' needs are prioritized in the healthcare system.

MATH & COMPUTER SCIENCE (2 New Courses)

Departmental approval April 16, 2018

MA-71 Quantitative Reasoning

4 class hours, 1 computer laboratory hour, 0 credits

Pre-requisite: None

Co-requisite: None

Course Description for college catalog:

This developmental course provides an alternative pathway to the college liberal arts and science course MA-321 Mathematics in Contemporary Society. The course focuses on basic numeracy and quantitative reasoning skills necessary to make sense of the world around us. Topics covered include signed numbers; decimals and fractions; proportional reasoning; inequalities; interpreting graphs and charts; averages; linear functions, and translating word problems into mathematical expressions. This course cannot be used as a pre-requisite for MA-119 College Algebra and is not suited for Science, Technology, Engineering, or Math (STEM) students.

Rationale:

On a 10-25-2016 memo, CUNY Executive VC of Academic Affairs requested mathematics departments across the

university to offer at least one alternative pathway for students who plan to pursue non-Algebra-intensive studies. In response, the Mathematics & Computer Science department at Queensborough Community College designated MA-321 as an alternative entry-level course for non-STEM students. Students needing remediation will start in the pre-requisite course MA-71 or will go directly into MA-321 with additional support, MA-321 ALP, depending on their scores on the placement exam. See attachment.

MA-321 ALP Mathematics in Contemporary Society

2 class hours, 0 credits

Pre-requisite: None

Co-requisite: MA-321 Mathematics in Contemporary Society

Course Description for college catalog

Fundamentals of statistics, graphing, solving linear equations by graphing and algebraic methods, word problems, slope and y-intercept, applications, in addition to support needed to pass subject matter covered in MA-321.

Rationale:

On a 10-25-2016 memo, CUNY Executive VC of Academic Affairs requested mathematics departments across the university to offer at least one alternative pathway for students who plan to pursue non-Algebra-intensive studies. In response, the Mathematics & Computer Science department at Queensborough Community College designated MA-321 as an alternative entry-level course for non-STEM students. Students needing remediation will start in the pre-requisite course MA-71 or will go directly into MA-321 with additional support, MA-321 ALP, depending on their scores on the placement exam. See attachment.

1. COURSE DELETION

BUSINESS DEPARTMENT

Departmental approval date: February 28, 2018

BU-802 Typewriting/Keyboarding II

1 class hour, 3 laboratory hours, 2 credits

Prerequisite: BU-801, or the equivalent

Course description

Building on the skills developed in BU-801, students are guided toward higher speed, greater accuracy, improved formatting techniques for letters, manuscripts, statistical material, and reports used in personal, business, and professional life.

Rationale:

To avoid redundancy of material covered in the entry-level course of BU-801 and to allow students to focus on developing audio transcription skills, which are needed in the medical office environment when transcribing medical documents.

4. PROGRAM REVISIONS

Business Department (8 program revisions)

Departmental approval 2-28-2018

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 Corse 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 change:

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

1. Department:	Business		
2. Program name:	Accounting – A.A.S.		
3. Program Code:	01524		
4. HEGIS number:	5002		
5. Date approved by the department	Nov	8	2017
	Feb	28	2018
	Month	Day	Year
6. Date the changes will be effective (if approved)	Aug		2018
	Month	Day	Year
	7. All text or items that will be deleted or changed should be marked with a strikethrough.		
8. All new text, courses, credits, etc. should be marked by <u>underlining</u>.			
9. All text or items that will be deleted or changed should be marked with a strikethrough.			
10. Show the whole set of program requirements in a From/To format (see example below)			
11. Add all Program notes in 11A			
11. Add all Course notes in 11B (Number your notes).			

F		To:	
COMMON CORE REQUIREMENTS	Credits	COMMON CORE REQUIREMENTS	Credits
Required Core IA:		Required Core IA:	
ENGL-101 English Composition I	3	ENGL-101 English Composition I	3

Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-260 Pre-calculus and Elements of Calculus for Business Students or MA-128 Calculus for Technical and Business Students Society ¹	4 4	Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-260 Pre-calculus and Elements of Calculus for Business Students or MA-128 Calculus for Technical and Business Students Society ¹ or MA-440 Pre-Calculus Mathematics	4 4
Required Core1C:	3 – 4 ³	Required Core 1C:	3 – 4 ³
Life & Physical Sciences (select from Flexible Core 2A, 2B, 2D or SP-211 (select one course))	3	Life & Physical Sciences (select from 1C ²) Flexible Core 2A, 2B, 2D or SP-211 (select one course)	3
ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3
Sub-total	19 – 20 ³	Sub-total	19 – 20 ₃
REQUIREMENTS FOR THE MAJOR		REQUIREMENTS FOR THE MAJOR	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-102 Principles of Accounting II	4	BU-102 Principles of Accounting II	4
BU-103 Intermediate Accounting I	4	BU-103 Intermediate Accounting I	4
BU-104 Intermediate Accounting II	3	BU-104 Intermediate Accounting II	3
BU-108 Income Taxation	3	BU-108 Income Taxation	3
BU-110 Cost Accounting	4	BU-110 Cost Accounting	4
BU-111 Computer Applications in Accounting	3	BU-111 Computer Applications in Accounting	3
BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
BU-301 Business Law ⁴	3	BU-301 Business Law ⁴	3
BU-701 Principles of Finance	3	BU-701 Principles of Finance	3
CIS-101 Introduction to Microcomputer Applications	3	CIS-101 Introduction to <u>Computers and Applications</u>	3
Sub-total	40	Sub-total	40

MAJOR ELECTIVES		MAJOR ELECTIVES	
Laboratory Science ⁵	0-1	Laboratory Science ⁵	0-1
BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112		BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	
Sub-total	0-1	Sub-total	0-1
Total	60	Total	60
11A. Program Note: From: <i>1 For students planning to transfer to an accounting program at a four-year institution, it is strongly recommended that they complete a calculus course prior to transfer. Students may substitute MA-441 (Analytic Geometry and Calculus I). Students should check with the institution to which they plan to transfer regarding the course that will satisfy this requirement.</i> <i>2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i> <i>3 The credit range accounts for STEM Variant in 1C.</i> <i>4 Sections of this course denoted as "WI" may be taken to satisfy the writing-intensive requirement.</i> <i>5 For students who do take 4 credit STEM Variant in Required Core 1C this laboratory science elective is not required.</i>		To: <i>1 For students planning to transfer to an accounting program at a four-year institution, it is strongly recommended that they complete a calculus course prior to transfer. Students may substitute MA-441 (Analytic Geometry and Calculus I). Students should check with the institution to which they plan to transfer regarding the course that will satisfy this requirement.</i> <i>2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i> <i>3 The credit range accounts for STEM Variant in 1C.</i> <i>4 Sections of this course denoted as "WI" may be taken to satisfy the writing-intensive requirement.</i> <i>5 For students who do take 4 credit STEM Variant in Required Core 1C this laboratory science elective is not required.</i> All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements	
11B. Course Note (number your notes): From:		To:	

12. Write a 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 change:

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

13. Write a Summary for all the changes

Add MA-440 as an additional Math choice in Common Core I B.
CIS-101 course title revision

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.
16. **Explain briefly how students currently in the program will be able to complete the requirements**

AAS – Computer Information Systems (CIS)

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

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.

- | | | | | |
|--|--|------------|-------------|--|
| 1. Department: | Business | | | |
| 2. Program name: | Computer Information Systems (CIS) – A.A.S. | | | |
| 3. Program Code: | 01527 | | | |
| 4. HEGIS number: | 5101 | | | |
| 5. Date approved by the department | 2 | 28 | 2018 | |
| | Month | Day | Year | |
| 6. Date the changes will be effective (if approved) | August | 27 | 2018 | |
| | Month | Day | Year | |
| 7. | All text or items that will be deleted or changed should be marked with a strikethrough. | | | |

- | | |
|-----|--|
| 8. | All new text, courses, credits, etc. should be marked by <u>underlining</u>. |
| 9. | All text or items that will be deleted or changed should be marked with a strikethrough. |
| 10. | Show the whole set of program requirements in a From/To format (see example below) |
| 11. | Add all Program notes in 11A
Add all Course notes in 11B (Number your notes). |

From:		To:	
COMMON CORE REQUIREMENTS	Credits	COMMON CORE REQUIREMENTS	Credits
Required Core: IA		Required Core: IA	
ENGL-101 English Composition I	3	ENGL-101 English Composition I	3
ENGL-102 English Composition II	3	ENGL-102 English Composition II	3
Required Core: 1B		Required Core: 1B	
MA-128 ¹ Calculus for Technical and Business Students		<u>MA-114 College Algebra & Trigonometry for Technical Students</u>	<u>4</u>
<i>or</i>		<i>or</i>	
MA-260 ¹ Pre-calculus and Elements of Calculus for Business Students	4	MA-128 ¹ Calculus for Technical and Business Students	4
<i>or</i>		<i>or</i>	
MA-321 ¹ Mathematics in Contemporary Society		MA-260 ¹ Pre-calculus and Elements of Calculus for Business Students	
Required Core 1C	3 – 4 ³	Required Core 1C	3 - 4 ³
Life & Physical Sciences (select from 1C ²)		Life & Physical Sciences (select from 1C ²)	
ECON-101 Introduction to Macroeconomics	3	ECON-101 Introduction to Macroeconomics	3
<i>or</i>		<i>or</i>	
ECON-102 Introduction to Microeconomics		ECON-102 Introduction to Microeconomics	
Flexible Core 2A, 2B, 2C, 2D: Humanities elective (select one course) ⁴	3	Flexible Core 2A, 2B, 2C, 2D: Humanities elective (select one course) ⁴	3
Flexible Core 2A, 2B, 2D, 2E: Social Sciences or History elective (select one)	3	Flexible Core 2A, 2B, 2D, 2E: Social Sciences or History elective (select one course)	3
Subtotal	21 – 23 ³	Subtotal	21 – 23 ³
REQUIREMENTS FOR MAJOR		REQUIREMENTS FOR MAJOR	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3

BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
CIS-101 Introduction to Microcomputer Applications (formerly BU500)	3	CIS-101 Introduction to <u>Computers and</u> Applications (formerly BU500)	3
CIS-102 Computer Programming Fundamentals for Business (formerly BU502)	3	CIS-102 Computer Programming Fundamentals for Business (formerly BU502)	3
CIS-152 Computer Programming for Business I (formerly BU520)	3	CIS-152 Computer Programming for Business I (formerly BU520)	3
CIS-153 Microcomputer Operating Systems & Utility Software (formerly BU532)	3	CIS-153 Microcomputer Operating Systems & Utility Software (formerly BU532)	3
CIS-201 Local Area Network Management (formerly BU534)	3	CIS-201 Local Area Network Management (formerly BU534)	3
CIS-208 Database Management Systems (formerly BU508)	3	CIS-208 Database Management Systems (formerly BU508)	3
CIS-251 Analysis and Design of Systems Projects (New, replaces BU504, BU509)	3	CIS-251 Analysis and Design of Systems Projects (New, replaces BU504, BU509)	3
Subtotal	31	Subtotal	31
ELECTIVES (Select 6 Credits)		ELECTIVES (Select 6 Credits)	
CIS-202 Object Oriented Programming for Business (formerly BU522)	3	CIS-202 Object Oriented Programming for Business formerly (BU522)	3
CIS-203 Computer Programming for Business II (formerly BU 521)	3	CIS-203 Computer Programming for Business II (formerly BU 521)	3
CIS-204 Web Design (formerly BU 524)	3	CIS-204 Web Design (formerly BU 524)	3
CIS-205 Introduction to Information Systems Management (formerly BU512)	3		
CIS-206 Spreadsheet Business Applications (formerly BU 530)	3	CIS-206 Spreadsheet Business Applications (formerly BU 530)	3
CIS-252 Application Development for Mobile Devices (formerly BU 529)	3	CIS-252 Application Development for Mobile Devices (formerly BU 529)	3
CIS-254 Data Security for Business (formerly BU 537)	3	CIS-254 Data Security for Business (formerly BU 537)	3
MAJOR ELECTIVES		MAJOR ELECTIVES	
Laboratory Science ² BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112		Laboratory Science ² BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	
Subtotal	0 – 1		0 – 1
ELECTIVES		ELECTIVES	
Free Elective	0 – 1	Free Elective	0 – 1
Subtotal	0 – 1	Subtotal	0 – 1
Total	60	Total	60
11A. Program Note:			
From:		To:	

<p><i>1 Students intending to transfer to complete a bachelor's degree should consult with an adviser to take either MA-128 or MA-260.</i></p> <p><i>2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i></p> <p><i>3 The credit range accounts for Math credit variation in 1B and STEM variant in 1C.</i></p> <p><i>4 Select one course from the Flexible Core designated as a Humanities Elective by a double asterisk (**) on page 75.</i></p> <p><i>5 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C (select one from BI-132, BI-171, CH-102, CH-121, ET-842, PH-112).</i></p>	<p><i>1 Students intending to transfer to complete a bachelor's degree should consult with an adviser to take either MA-128 or MA-260.</i></p> <p><i>2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i></p> <p><i>3 The credit range accounts for Math credit variation in 1B and STEM variant in 1C.</i></p> <p><i>4 Select one course from the Flexible Core designated as a Humanities Elective by a double asterisk (**) on page 75.</i></p> <p><i>5 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C (select one from BI-132, BI-171, CH-102, CH-121, ET-842, PH-112).</i></p>
<p><i>All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.</i></p>	<p><i>All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.</i></p>
<p>11B. Course Note (number your notes): From:</p>	<p>To:</p>

12. Write a Rationale for all the changes

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.

13. Write a Summary for all the changes

Add MA-114 as an additional math choice
 CIS-101 course title change
 Remove CIS-205 as an elective from the CIS program

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.
16. Explain briefly how students currently in the program will be able to complete the requirements

AAS – Management.

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

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.

- | | | | |
|---|--|-----|------|
| 1. Department: | Business | | |
| 2. Program name: | Management – A.A.S. | | |
| 3. Program Code: | 01525 | | |
| 4. HEGIS number: | 5004 | | |
| 5. Date approved by the department | 02 | 28 | 2018 |
| | Month | Day | Year |
| 6. Date the changes will be effective (if approved) | August | | 2018 |
| | Month | Day | Year |
| 7. | All text or items that will be deleted or changed should be marked with a strikethrough. | | |
| 8. | All new text, courses, credits, etc. should be marked by <u>underlining</u>. | | |
| 9. | All text or items that will be deleted or changed should be marked with a strikethrough. | | |
| 10. | Show the whole set of program requirements in a From/To format (see example below) | | |
| 11. | Add all Program notes in 11A
Add all Course notes in 11B (Number your notes). | | |

From:		To:	
Management - A.A.S Degree Program - Marketing Concentration		Management - A.A.S Degree Program – Marketing Concentration	
COMMON CORE REQUIREMENTS	Credits	COMMON CORE REQUIREMENTS	Credits
REQUIRED CORE 1A:		REQUIRED CORE 1A:	
ENGL-101 English Composition I	3	ENGL-101 English Composition I	3
ENGL – 102 English Composition II	3	ENGL – 102 English Composition II	3
REQUIRED CORE 1B:		REQUIRED CORE 1B:	
MA-321 Mathematics in Contemporary Society	3	MA-321 Mathematics in Contemporary Society	3
REQUIRED CORE 1C: Life and Physical Sciences (select from 1C ¹)	3-4 ²	REQUIRED CORE 1C: Life and Physical Sciences (select from 1C ¹)	3-4 ²
FLEXIBLE CORE 2B: SP-211 Speech Communication	3	FLEXIBLE CORE 2B: SP-211 Speech Communication	3

ECON-101 Introduction to Macroeconomics Or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics Or ECON-102 Introduction to Microeconomics	3
FLEXIBLE CORE 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3	FLEXIBLE CORE 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3
Subtotal	21-22 ²	Subtotal	21-22 ²
REQUIREMENTS FOR MAJOR		REQUIREMENTS FOR MAJOR	
BU-101 Principles of Accounting	4	BU-101 Principles of Accounting	4
BU 201 Business Organization and Management	3	BU 201 Business Organization and Management	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
BU-301 Business Law I ³	3	BU-301 Business Law I ³	3
BU-401 Elements of Marketing	3	BU-401 Elements of Marketing	3
BU-701 Principles of Finance	3	BU-701 Principles of Finance	3
CIS-101 (formerly BU-500) Introduction to Microcomputer Applications	3	CIS-101 (formerly BU-500) Introduction to Computers and Applications	3
Subtotal	22	Subtotal	22
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
BU-402 Marketing Research	3	BU-402 Marketing Research	3
BU-403 Elements of Salesmanship	3	BU-403 Elements of Salesmanship	3
BU-404 Elements of Advertising	3	BU-404 Integrated Marketing Communications	3
BU-405 Elements of Retailing	3	BU-405 Elements of Retailing	3
Subtotal	12	Subtotal	12
ADDITIONAL MAJOR REQUIREMENTS		ADDITIONAL MAJOR REQUIREMENTS	
Laboratory Science ¹ BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, PH-112	0-1 ²	Laboratory Science ¹ BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, PH-112	0-1 ²
HE-101 or HE-102 Health Education Or PE-400 or 500 series or DAN-100 Series (select one)	1-2	HE-101 or HE-102 Health Education Or PE-400 or 500 series or DAN-100 Series (select one)	1-2
Subtotal	1-3	Subtotal	1-3
ELECTIVES		ELECTIVES	
Business or Computer Information Systems electives	2-3	Business or Computer Information Systems electives	2-3
Subtotal	2-3	Subtotal	2-3
Total Credits Required	60	Total Credits Required	60

<p>11A. Program Note: From:</p> <p>¹ STEM Variant in Required Core 1C satisfies laboratory science elective requirement.</p> <p>² The credit range accounts for STEM variant in 1C</p> <p>³ Sections of this course denoted as WI may be taken to satisfy the writing intensive requirement.</p> <p>All students must successfully complete two (2) writing intensive classes (designated “WI”) to fulfill degree requirements.</p>	<p>To:</p> <p>¹ STEM Variant in Required Core 1C satisfies laboratory science elective requirement.</p> <p>² The credit range accounts for STEM variant in 1C</p> <p>³ Sections of this course denoted as WI may be taken to satisfy the writing intensive requirement.</p> <p>All students must successfully complete two (2) writing intensive classes (designated “WI”) to fulfill degree requirements.</p>
<p>11B. Course Note (number your notes): From:</p>	<p>To:</p>

12. Write a Rationale for all the changes

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.

13.

Write

a

Summary

for all

the

changes

<p>Change the course title and course description of BU-404. Change the course title of CIS-101 Course descriptions are changed for BU-401 and BU-402. See Form 03 Course Revision for each of these courses.</p>
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14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

<p>15.</p>	<p>If courses will be deleted from the program, make clear whether the courses are to be deleted from the department’s offerings as well.</p>
<p>16.</p>	<p>Explain briefly how students currently in the program will be able to complete the requirements</p>

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.

1. Department:	Business		
2. Program name:	Office Administration & Technology—A.A.S. in Applied Science		
3. Program Code:	01526		
4. HEGIS number:	5005		
5. Date approved by the department	Feb	28	2018
	Month	Day	Year
6. Date the changes will be effective (if approved)	Aug	27	2018
	Month	Day	Year
7.	All text or items that will be deleted or changed should be marked with a strikethrough.		
8.	All new text, courses, credits, etc. should be marked by <u>underlining</u>.		
9.	All text or items that will be deleted or changed should be marked with a strikethrough.		
10.	Show the whole set of program requirements in a From/To format (see example below)		
11.	Add all Program notes in 11A		
	Add all Course notes in 11B (Number your notes).		

From:		To:	
COMMON CORE REQUIREMENTS	Credits	COMMON CORE REQUIREMENTS	Credits
Required Core IA: ENGL-101 English Composition I ENGL-102 English Composition II	3 3	Required Core IA: ENGL-101 English Composition I ENGL-102 English Composition II	3 3
Required Core 1B: MA-321 Mathematics in Contemporary Society	3	Required Core 1B: MA-321 Mathematics in Contemporary Society	3
Required Core 1C: Life & Physical Sciences (select from 1C ²)	3-4 ³	Required Core 1C: Life & Physical Sciences (select from 1C ²)	3-4 ³
Flexible Core 2B: SP-211 Speech Communication	3	Life & Physical Sciences SP-211 Speech Communication	3
ECON-101 Introduction to Macroeconomics <i>or</i> ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics <i>or</i> ECON-102 Introduction to Microeconomics	3
Flexible Core 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3	Flexible Core 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3
Sub-total	21-22 ³	Sub-total	21-22 ³
REQUIREMENTS FOR THE MAJOR		REQUIREMENTS FOR THE MAJOR	
BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3
BU-801 Typewriting/Keyboarding I ¹	2	BU-801 Typewriting/Keyboarding ¹	2
BU-802 Typewriting/Keyboarding II	2		
BU-812 Transcription and Dictation of Business Documents	2	BU-812 Transcription and Dictation of Business Documents	2
BU-804 Administrative Office Procedures	3	BU-804 Administrative Office Procedures	3
BU-850 Fundamentals of Microsoft Windows	1	BU-850 Fundamentals of Microsoft Windows	1
BU-859 Desktop Publishing	3	BU-859 <u>Corresponding in the Digital World</u>	3

		BU-860 Professional Business Career Development and the Virtual Office	<u>3</u>
BU-906 Advanced Microsoft Office	3	BU-906 Advanced Microsoft Office	3
BU-907 Word Processing	3	BU-907 Word Processing	3
CIS- 101 Introduction to Microcomputer Applications	3	CIS-101 Introduction to <u>Computers and Applications</u>	3
		Sub-total	26
		ELECTIVES (choose 10 – 12 credits)	
Any BU-800 or BU-900 course(s)	<u>3</u>	BU-101 Principles of Accounting I	<u>4</u>
Business or Computer Information Systems electives	6	BU-301 Business Law I	<u>3</u>
		BU-600 Business Internships	<u>3</u>
		BU-810 Legal Office Procedures	<u>3</u>
		BU-903 Medical Office Procedures	<u>3</u>
		BU-916 Medical Coding and Billing I	<u>3</u>
		BU-917 Healthcare Information Management	<u>3</u>
		BU-918 Medical Coding and Billing II	<u>3</u>
		CIS-206 Spreadsheet Business Applications	<u>3</u>
		CIS-208 Database Management Systems	3
Sub-total	<u>34</u>	Sub-total	10-12
ADDITIONAL MAJOR REQUIREMENTS		ADDITIONAL MAJOR REQUIREMENTS	
Laboratory Science ² BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1	Laboratory Science ² BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1
HE-101 or HE102 Health Education or PE-400 or 500 series or DAN-100 Series (select one)	1	HE-101 or HE102 Health Education or PE-400 or 500 series or DAN-100 Series (select one)	1-2
Sub-total	1-2	Sub-total	1-3
ELECTIVES			
Free electives	3		
Total	60	Total	60

<p>11A. Program Note: From:</p> <p><i>2 STEM Variant in Required Core 1C satisfies laboratory science elective requirement.</i></p> <p><i>3 The credit range accounts for STEM Variant in 1C.</i></p> <p><i>All students must successfully complete two (2) writing-intensive classes (designated “WI”) to fulfill degree requirements.</i></p>	<p>To:</p> <p><i>2 STEM Variant in Required Core 1C satisfies laboratory science elective requirement.</i></p> <p><i>3 The credit range accounts for STEM Variant in 1C.</i></p> <p><i>All students must successfully complete two (2) writing-intensive classes (designated “WI”) to fulfill degree requirements</i></p>
<p>11B. Course Note (number your notes): From:</p> <p><i>1 Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>or</i></p> <p><i>Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the</i></p>	<p>To:</p> <p><i>1 Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>or</i></p> <p><i>Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the first two weeks of the semester</i></p>

12. Rationale for all the changes

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.

12. Write a Summary for all the changes

Discontinuance of BU-802—Typewriting/Keyboarding II
 BU-859 course title revision, course description revision, some content revision
 BU-860 New Course Proposal—Professional Business Career Development and the Virtual Office

13. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. **If courses will be deleted from the program, make clear whether the courses are to be deleted from the department’s offerings as well.**
16. **Explain briefly how students currently in the program will be able to complete the requirements**

AS – Business Administration.

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

Rationale:

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

- | | | | |
|--|--|------------|-------------|
| 1. Department: | Business | | |
| 2. Program name: | Business Administration – A.S. | | |
| 3. Program Code: | 01520 | | |
| 4. HEGIS number: | 5004 | | |
| 5. Date approved by the department | Feb | 28 | 2018 |
| | Month | Day | Year |
| 6. Date the changes will be effective (if approved) | Aug | 27 | 2018 |
| | Month | Day | Year |
| 7. | All text or items that will be deleted or changed should be marked with a strikethrough. | | |
| 8. | All new text, courses, credits, etc. should be marked by <u>underlining</u>. | | |
| 9. | All text or items that will be deleted or changed should be marked with a strikethrough. | | |
| 10. | Show the whole set of program requirements in a From/To format (see example below) | | |
| 11. | Add all Program notes in 11A | | |
| | Add all Course notes in 11B (Number your notes). | | |

Fro	To:
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REQUIREMENTS FOR THE A.S. DEGREE		REQUIREMENTS FOR THE A.S. DEGREE	
COMMON CORE REQUIREMENTS	Credits	COMMON CORE REQUIREMENTS	Credits
Required Core 1A: ENGL-101 English Composition I	3	Required Core 1A: ENGL-101 English Composition I	3
Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-114 ¹ College Algebra and Trigonometry for Technical Students or MA-119 ² College Algebra	4	Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-114 ¹ College Algebra and Trigonometry for Technical Students or MA-119 ² College Algebra	4
Required Core 1C: Life & Physical Sciences (select from 1C ³)	3 – 4 ⁴	Required Core 1C: Life & Physical Sciences (select from 1C ³)	3 – 4 ⁴
Flexible Core 2A: World Cultures & Global Issues	3	Flexible Core 2A: World Cultures & Global Issues	3
Flexible Core 2B: U.S. Experience & Its Diversity	3	Flexible Core 2B: U.S. Experience & Its Diversity	3
Flexible Core 2C: Creative Expression (select from 2C)	3	Flexible Core 2C: Creative Expression (select from 2C)	3
Flexible Core 2D: Individual & Society (select from 2D)	3	Flexible Core 2D: Individual & Society (select from 2D)	3
Flexible Core 2E: Scientific World (select from 2E)	3	Flexible Core 2E: Scientific World (select from 2E)	3
Flexible Core 2A, 2B, 2C, 2D or 2E: (select one course)	3	Flexible Core 2A, 2B, 2C, 2D or 2E: (select one course)	3
Sub-total	30 – 31 4	Sub-total	30 – 31 4
REQUIREMENTS FOR THE MAJOR		REQUIREMENTS FOR THE MAJOR	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-102 Principles of Accounting II	4	BU-102 Principles of Accounting II	4

BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
CIS-205 (formerly BU-512) Introduction to Information Systems Management	3	CIS-205 (formerly BU-512) Introduction to Information Systems and Technologies	3
BU-301 Business Law ⁵	3	BU-301 Business Law ⁵	3
MA-128 or MA-440 ²	4	MA-128 or MA-440 ²	4
ECON-101 Introduction to Microeconomics or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Microeconomics or ECON-102 Introduction to Microeconomics ⁶	3
Sub-total	27	Sub-total	27
MAJOR ELECTIVES		MAJOR ELECTIVES	
Laboratory Science ² BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1	Laboratory Science ² BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1
Sub-total	0-1 ⁴	Sub-total	0-1 ⁴
ELECTIVES		ELECTIVES	
Free electives	0-1	Free electives	0-1
Sub-total	0-1	Sub-total	0-1
Total Credits Required	60	Total Credits Required	60
<p>11A. Program Note: From:</p> <p><i>1 MA-114 is the preferred prerequisite for MA-128.</i></p> <p><i>2 Students who are exempt from or placed out of MA-119, required under 1B above, will use one of the courses under Requirements for the Major to satisfy 1B in Common Core. Students who have taken MA-128 or MA-441 to satisfy Flexible Core 1B will take BU-401 or BU-701. This may require 1 additional free elective credit</i></p> <p><i>3 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i></p> <p><i>4 The credit range accounts for STEM variant in 1C.</i></p> <p><i>5 Sections of this course, designated "WI," may be taken to satisfy the writing-intensive requirement.</i></p> <p><i>6 Students who have taken ECON-101 or ECON-102 in the Common Core 2D are recommended to take BU-401 or BU-701 or the second</i></p>		<p>To:</p> <p><i>1 MA-114 is the preferred prerequisite for MA-128.</i></p> <p><i>2 Students who are exempt from or placed out of MA-119, required under 1B above, will use one of the courses under Requirements for the Major to satisfy 1B in Common Core. Students who have taken MA-128 or MA-441 to satisfy Flexible Core 1B will take BU-401 or BU-701. This may require 1 additional free elective credit</i></p> <p><i>3 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i></p> <p><i>4 The credit range accounts for STEM variant in 1C.</i></p> <p><i>5 Sections of this course, designated "WI," may be taken to satisfy the writing-intensive requirement.</i></p> <p><i>6 Students who have taken ECON-101 or ECON-102 in the Common Core 2D are recommended to take BU-401 or BU-701 or the second Economics course.</i></p> <p><i>All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.</i></p>	

11B. Course Note (number your notes):	
From:	To:

12. Write a Rationale for all the changes

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

13. Write a Summary for all the changes

CIS-205 revised course title.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. Explain briefly how students currently in the program will be able to complete the requirements

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

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

Rationale:

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

1. Department:	Business		
2. Program name:	QCC/John Jay Dual/Joint Accounting for Forensic Accounting – A.S./B.S.		
3. Program Code:	36361		
4. HEGIS number:	0502		
5. Date approved by the department	Feb	28	2018
	Month	Day	Year
6. Date the changes will be effective (if approved)	Aug	27	2018
	Month	Day	Year
7.	All text or items that will be deleted or changed should be marked with a strikethrough.		
8.	All new text, courses, credits, etc. should be marked by <u>underlining</u>.		
9.	All text or items that will be deleted or changed should be marked with a strikethrough.		
1	Show the whole set of program requirements in a From/To format (see example below)		
1	Add all Program notes in 11A		
1.	Add all Course notes in 11B (Number your notes).		
	Fro	To:	

REQUIREMENTS FOR THE A.S. DEGREE		REQUIREMENTS FOR THE A.S. DEGREE	
COMMON CORE REQUIREMENTS	Credits	COMMON CORE REQUIREMENTS	Credits
Required Core 1A: ENGL-101 English Composition I ENGL-102 English Composition II	3 3	Required Core 1A: ENGL-101 English Composition I ENGL-102 English Composition II	3 3
Required Core 1B: Mathematics and Quantitative Reasoning MA-128 ¹ Calculus for Technical and Business Students or MA-260 ¹ Pre-Calculus and Elements of Calculus for Business Students or MA-440 ¹ Pre-Calculus Mathematics	4	Required Core 1B: Mathematics and Quantitative Reasoning MA-128 ¹ Calculus for Technical and Business Students or MA-260 ¹ Pre-Calculus and Elements of Calculus for Business Students or MA-440 ¹ Pre-Calculus Mathematics	4
Required Core 1C: Life & Physical Sciences (select from 1C ₂)	3 – 4 ³	Required Core 1C: Life & Physical Sciences (select from 1C ²)	3 – 4 ³
Flexible Core 2A: World Cultures & Global Issues	3	Flexible Core 2A: World Cultures & Global Issues	3
Flexible Core 2B: U.S. Experience & Its Diversity	3	Flexible Core 2B: U.S. Experience & Its Diversity	3
Flexible Core 2C: Creative Expression (select from 2C)	3	Flexible Core 2C: Creative Expression (select from 2C)	3
Flexible Core 2D: Individual & Society (recommended: PHIL-130)	3	Flexible Core 2D: Individual & Society (recommended: PHIL-130)	3
Flexible Core 2E: Scientific World (select from 2E)	3	Flexible Core 2E: Scientific World (select from 2E)	3
Flexible Core 2A, 2B, 2C, 2D or 2E: (recommended: SOCY-101)	3	Flexible Core 2A, 2B, 2C, 2D or 2E: (recommended: SOCY-101)	3
Sub-total	31 – 32 ³	Sub-total	31 – 32 ³
REQUIREMENTS FOR THE MAJOR		REQUIREMENTS FOR THE MAJOR	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-102 Principles of Accounting II	4	BU-102 Principles of Accounting II	4
BU-103 Intermediate Accounting I	4	BU-103 Intermediate Accounting I	4

BU-104 Intermediate Accounting II	3	BU-104 Intermediate Accounting II	3
BU-111 Computer Applications in Accounting	3	BU-111 Computer Applications in Accounting	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
CIS-101 (formerly BU-500) Introduction to Microcomputer Applications	3	CIS-101 (formerly BU-500) Introduction to Computers and Applications	3
ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3
Sub-total	27	Sub-total	27
MAJOR ELECTIVES		MAJOR ELECTIVES	
Laboratory Science ²	0-1	Laboratory Science ²	0-1
BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112		BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	
Sub-total	0-1	Sub-total	0-1
ELECTIVES		ELECTIVES	
Free electives	1-2	Free electives	1-2
Sub-total	1 – 2	Sub-total	1 – 2
Total Credits Required	60	Total Credits Required	60

11A. Program Note: From:	To:
11B. Course Note (number your notes): From:	To:
<p><i>1 Students are required to take particular courses in some areas of the Common Core that fulfill both general education and major requirements. If students do not take the required courses in the Common Core, they will have to take additional credits to complete their degree requirements.</i></p> <p><i>2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i></p> <p><i>3 The credit range accounts for STEM Variant in 1C.</i></p> <p><i>All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill</i></p>	<p><i>1 Students are required to take particular courses in some areas of the Common Core that fulfill both general education and major requirements. If students do not take the required courses in the Common Core, they will have to take additional credits to complete their degree requirements.</i></p> <p><i>2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.</i></p> <p><i>3 The credit range accounts for STEM Variant in 1C.</i></p> <p><i>All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.</i></p>

12. Write a Rationale for all the changes

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

13. Write a Summary for all the changes

CIS-101 revised course title.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. Explain briefly how students currently in the program will be able to complete the requirements

Certificate Program – Computer Information Systems.

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

Rationale:

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

1. Department:	Business			
2. Program name:	Computer Information Systems – Certificate Program			
3. Program Code:	01524			
4. HEGIS number:	5002			
5. Date approved by the department	Feb	28	2018	
	Month	Day	Year	
6. Date the changes will be effective (if approved)	Aug	27	2018	
	Month	Day	Year	
7.	All text or items that will be deleted or changed should be marked with a strike through .			
8.	All new text, courses, credits, etc. should be marked by <u>underlining</u> .			
9.	All text or items that will be deleted or changed should be marked with a strike through .			
10.	Show the whole set of program requirements in a From/To format (see example below)			
11.	Add all Program notes in 11A Add all Course notes in 11B (Number your notes).			

From:		To:	
CORE REQUIREMENTS	Credits	CORE REQUIREMENTS	Credits

ENGL-101 English Composition I	3	ENGL-101 English Composition I	3
Flexible Core 2A, 2B, 2C, 2D or 2E:		Flexible Core 2A, 2B, 2C, 2D or 2E:	
Liberal Arts and Sciences Electives (select two courses)	6	Liberal Arts and Sciences Electives (select two courses)	6
Sub-total	9	Sub-total	9
REQUIREMENTS FOR THE MAJOR		REQUIREMENTS FOR THE MAJOR	
CIS-101 (formerly BU-500) Introduction to Microcomputer Applications	3	CIS-101 (formerly BU-500) Introduction to Computers and Applications	3
CIS-102 (formerly BU-502) Computer Programming Fundamentals for Business	3	CIS-102 (formerly BU-502) Computer Programming Fundamentals for Business	3
CIS-153 (formerly BU-532) Microcomputer Operating Systems and Utility Software	3	CIS-153 (formerly BU-532) Microcomputer Operating Systems and Utility Software	3
CIS-206 (formerly BU-530) Spreadsheet Business Applications	3	CIS-206 (formerly BU-530) Spreadsheet Business Applications	3
CIS-208 (formerly BU-508) Database Management Systems	3	CIS-208 (formerly BU-508) Database Management Systems	3
Sub-total	15	Sub-total	15
ELECTIVES, SELECT TWO (2) COURSES FROM:		ELECTIVES, SELECT TWO (2) COURSES FROM:	
CIS-152 (formerly BU-520) Computer Programming for Business I	3	CIS-152 (formerly BU-520) Computer Programming for Business I	3
CIS-201 (formerly BU-534) Local Area Network Management	3	CIS-201 (formerly BU-534) Local Area Network Management	3
CIS-204 (formerly BU-524) Web Design	3	CIS-204 (formerly BU-524) Web Design	3
CIS-251 Analysis and Design of Systems Projects	3	CIS-251 Analysis and Design of Systems Projects	3
Sub-total	6	Sub-total	6
Total Credits Required	30	Total Credits Required	30
11A. Program Note: From:		To:	
11B. Course Note (number your notes): From:		To:	

12. Write a Rationale for all the changes

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

13. Write a Summary for all the changes

CIS-101 course title revision.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. Explain briefly how students currently in the program will be able to complete the requirements

Certificate Program – Office Administration Assistant.

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

Rationale:

BU-859

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.

CIS-101

Revised course title uses current terminology which reflects the course content.

1. Department:	Business		
2. Program name:	Office Administration Assistant—Certificate Program		
3. Program Code:	81027		
4. HEGIS number:	5005		
5. Date approved by the department	Apr	25	2018
	Month	Day	Year
6. Date the changes will be effective (if approved)	Aug	27	2018
	Month	Day	Year
7.	All text or items that will be deleted or changed should be marked with a strikethrough.		
8.	All new text, courses, credits, etc. should be marked by <u>underlining</u>.		
9.	All text or items that will be deleted or changed should be marked with a strikethrough.		
10.	Show the whole set of program requirements in a From/To format (see example below)		
11.	Add all Program notes in 11A		
	Add all Course notes in 11B (Number your notes).		

From:			To:		
CORE REQUIREMENTS:			CORE REQUIREMENTS:		
ENGL-101 or ENGL-103	English Composition I or Writing for the New Media	3	ENGL-101 or ENGL-103	English Composition I or Writing for the New Media	3
BU-801	Typewriting/Keyboarding † ¹	2	BU-801	Typewriting/Keyboarding ¹	2
CIS-101	Introduction to Microcomputer Applications	3	CIS-101	Introduction to <u>Computers and</u> Applications	3
BU-804	Administrative Office Procedures	3	BU-804	Administrative Office Procedures	3
BU-906	Advanced Microsoft Office	3	BU-906	Advanced Microsoft Office	3
	Sub-total	14		Sub-total	14

OPTION A - CORPORATE OFFICE ADMINISTRATION ASSISTANT			OPTION A - CORPORATE OFFICE ADMINISTRATION ASSISTANT		
BU-907	Word Processing	3	BU-907	Word Processing	3
BU-600	Business Internships	3	BU-600	Business Internships	3
	Select two (2) from			Select two (2) from	
BU-903	Medical Office Procedures		BU-903	Medical Office Procedures	
BU-810	Legal Office Procedures		BU-810	Legal Office Procedures	
BU-920	Graph Presentations Development using Microsoft PowerPoint				
BU-859	Desktop Publishing		BU-859	<u>Corresponding in a Digital World</u>	
		6			6
BU-xxx	Business Elective	4	BU-xxx or <u>CIS-xxx</u>	Business <u>or CIS</u> Elective	4
	Sub-total	16		Sub-total	16

OPTION B - LEGAL OFFICE ADMINISTRATION ASSISTANT			OPTION B - LEGAL OFFICE ADMINISTRATION ASSISTANT		
BU-850	Fundamentals of Microsoft Windows	1	BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word Processing	3	BU-907	Word Processing	3
BU-810	Legal Office Procedures	3	BU-810	Legal Office Procedures	3
BU-301	Business Law I	3	BU-301	Business Law I	3
	Select one (1) from:			Select one (1) from:	
BU-903	Medical Office Procedures	3	BU-903	Medical Office Procedures	3

BU-859	Desktop Publishing	3	BU-859	Corresponding in the Digital World	3
BU-920	Graph Presentations Development using Microsoft PowerPoint	3			
	Free Elective	3		Free Elective	3
Sub-total	Sub-total	16		Sub-total	16

OPTION C – ACCOUNTING/OFFICE ADMINISTRATION ASSISTANT			OPTION C – ACCOUNTING/OFFICE ADMINISTRATION ASSISTANT		
MA-321	Mathematics in Contemporary Society	3	MA-321	Mathematics in Contemporary Society	3
BU-101	Principles of Accounting I	4	BU-101	Principles of Accounting I	4
BU-111	Computer Applications in Accounting	3	BU-111	Computer Applications in Accounting	3
BU-600	Business Internships	3	BU-301	Business Internships	3
	Select one (1) from:			Select one (1) from:	
BU-102	Principles of Accounting II	4	BU-102	Principles of Accounting II	4
BU-201	Business Organization and Management	3	BU-201	Business Organization and Management	3
CIS-206	Spreadsheet Business Applications (formerly BU-530)	3	CIS-206	Spreadsheet Business Applications (formerly BU-530)	3
Subtotal		16-17	Subtotal		16-17

OPTION D – HEALTH CARE OFFICE ADMINISTRATION ASSISTANT			OPTION D - HEALTH CARE OFFICE ADMINISTRATION ASSISTANT		
BU-850	Fundamentals of Microsoft Windows	1	BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3	BU-903	Medical Office Procedures	3
BU-907	Word Processing	3	BU-907	Word Processing	3
BU-600	Business Internships	3	BU-600	Business Internships	3
BU-916	Medical Coding I	3	BU-916	Medical Coding I	3
BU-917	Healthcare Information Management	3	BU-917	Healthcare Information Management	3
Subtotal		16	Subtotal		16
Total Credits Required		30	Total Credits Required		30

<p>11A. Program Note: From:</p>	<p>To:</p>
<p>11B. Course Note (number your notes): From:</p> <p><i>1 Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>or</i></p> <p><i>Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the first two weeks of the semester.</i></p>	<p>To:</p> <p><i>1 Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>or</i></p> <p><i>Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following:</i></p> <ul style="list-style-type: none"> <i>• The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors</i> <i>• The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</i> <p><i>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the first two weeks of the semester</i></p>

12. Rationale for all the changes

BU-859

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.

CIS-101

Revised course title uses current terminology which reflects the course content.

13. Write a Summary for all the changes

BU-859—revision of course and course title

CIS-101 change of course title.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. Explain briefly how students currently in the program will be able to complete the requirements

* * *

BIOLOGICAL SCIENCES AND GEOLOGY/BUSINESS DEPARTMENTS

Medical Office Assistant A.A.S. Degree Program

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

- 1. **Department:** Biological Sciences & Geology/Business Departments
- 2. **Program Name:** Medical Office Assistant A.A.S. Degree Program
- 3. **Program Code:** 32494
- 4. **HEGIS Number:** 5214

- 5. **Date approved by department:**
- 6. **Date consulted with the Office of Academic Affairs:**
- 7. **Date submitted to the Committee on Curriculum:**
- 8. **Date approved by the Committee on Curriculum:**
- 9. **Date the changes will be effective (if approved)**

Month	Day	Year
4	25	2018
3	14	2018
4	18	2018
4	24	2018
8	01	2018

10. Rationale: Why this revision is needed or desired.

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.

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.

11. All text or items that will be deleted or changed should be marked with a ~~strikethrough~~.

12. All new text, courses, credits, etc. should be marked by underlining.

13. Show the whole set of program requirements in a From/To format.

From: Medical Office Assistant		To: <u>Medical Assistant</u>	
Common Core	Credits	Common Core	Credits
ENGL 101 or ENGL 103 English Composition I or English Composition for the New Media	3	ENGL 101 or ENGL 103 English Composition I or English Composition for the New Media	3
ENGL 102 English Composition II	3	ENGL 102 English Composition II	3
MA 301 Foundations of Mathematics	3	MA 301 Foundations of Mathematics	3
BI 520 Introduction to Public Health	4	BI 520 Introduction to Public Health	4
HI 110 or 111 or 112 History	3	HI 110 or 111 or 112 History	3
SOCY 101 Sociology	3	SOCY 101 Sociology	3
PHIL 140 Medical Ethics	3	PHIL 140 Medical Ethics	3
Sub-Total	22	Sub-Total	22
Requirements for the Major		Requirements for the Major	
BI 111 Introduction to Human Biology	3	BI 111 Introduction to Human Biology	3
BI 150 Organization and Delivery of Health Care	2	BI 150 Organization and Delivery of Health Care	2
BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2	BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2

BI 341 Assisting in the Medical Office: Medical Testing Procedures	2	BI 341 Assisting in the Medical Office: Medical Testing Procedures	2
BI 403 Medical Terminology	2	BI 403 Medical Terminology	2
BI 451 Phlebotomy	1	BI 451 Phlebotomy	1
BI 452 EKG Technology	2	BI 452 EKG Technology	2
BU 802 Typewriting/Keyboarding II or BU 812 Transcription and Dictation of Business Documents	2	BU 812 Transcription and Dictation of Business Documents	2
BU 903 Medical Office Procedures	3	BU 903 Medical Office Procedures	3
BU 907 Word Processing Using Microsoft Word	3	BU 907 Word Processing Using Microsoft Word	3
BU 916 Medical Billing and Coding I	3	BU 916 Medical Billing and Coding I	3
BU 917 Healthcare Information Management	3	BU 917 Healthcare Information Management	3
		<u>BI 260 Patient Care Coordination</u>	2
Sub-Total	28	Sub-Total	<u>21</u>
Additional Requirements for the Major		Additional Requirements for the Major	
INTERNSHIP REQUIREMENTS: BU 600 Business Internships or BI 961 Phlebotomy Internship and HE 110 Cardiopulmonary Resuscitation	3	INTERNSHIP REQUIREMENTS: BU 600 Business Internships or BI 961 Phlebotomy Internship and HE 110 Cardiopulmonary Resuscitation	3
Elective Requirements (Choose from the following: BI 950, 951, 952 (1 cr. each) Field Experience in Medical Assisting, BU 801 Typewriting/Keyboarding [†] , BU 918 Medical Coding and Billing II, HE 103 Nutrition and Health, SP 211 Speech Communication, CH 120 Fundamentals of Chemistry)	7	Elective Requirements (Choose from the following: BI 950, 951, 952 (1 cr. each) Field Experience in Medical Assisting, BU 801 Typewriting/Keyboarding*, BU 918 Medical Coding and Billing II, HE 103 Nutrition and Health, SP 211 Speech Communication, CH 120 Fundamentals of Chemistry, <u>**Advised Elective: BI 510 Pharmacology</u>)	<u>5</u>
Sub-Total	40	Sub-Total	<u>8</u>
Total	60	Total	<u>60</u>

14. Add all Program notes in 14A.
Add all Course notes in 14B (Number your notes).

14A. Program Note

From:	To:
All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree	All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree

requirements.	requirements.
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14B. Course Note

From:	To:
<p>*Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/ typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:</p> <ul style="list-style-type: none"> • The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors • The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level <p>or</p> <p>Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following:</p> <ul style="list-style-type: none"> • The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors • The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level <p>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the first two weeks of the semester.</p>	<p>*Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/ typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:</p> <ul style="list-style-type: none"> • The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors • The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level <p>or</p> <p>Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following:</p> <ul style="list-style-type: none"> • The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors • The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level <p>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the first two weeks of the semester.</p> <p>**Upon the recommendation from an advisor, students will be advised, but not required, to take Pharmacology as elective credit</p>

15. Write a summary for all of the changes.

The Medical Office Assistant A.A.S. Degree Program will change its name to Medical Assistant A.A.S. Degree Program.

A new course titled Patient Care Coordination will be added to the major requirements and the Elective Requirements will be reduced from 7 credits to 5 credits to accommodate for this new course.

An existing course BI-510: Pharmacology will be added as an Advised Elective to the list of Electives.

The Business Department is removing BU 802 (Typewriting/Keyboarding II) altogether, and therefore, this option will be removed from the program. This does not affect credits, since students had a choice to take this course or BU 812 (Transcription and Dictation of Business Documents).

16. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

A New Course Proposal Form and a Syllabus/Course Objectives Form have both been submitted for the new proposed course, Patient Care Coordination.

17. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

The Business Department is removing the course BU 802 Typewriting/Keyboarding II altogether from department offerings, and therefore, this will be removed from the program. Students will no more have a choice between BU 802 Typewriting/Keyboarding II and BU 812 Transcription and Dictation of Business Documents. Instead, all students will be required to take BU 812 Transcription and Dictation of Business Documents.

18. Explain briefly how students currently in the program will be able to complete the requirements

Any student who has enrolled in the Medical Office Assistant Degree Program before Fall 2018 will not be required to complete the new course (BI 260 Patient Care Coordination) and will graduate with a Medical Office Assistant degree. However, they will be encouraged to take the new course as an elective. Alternatively, any student who enrolls in Fall 2018 or after will graduate with a Medical Assistant degree and will have to complete the new course (Patient Care Coordination) and take fewer electives.

Medical Office Assistant Certificate Program

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

- 1. **Department:** Biological Sciences and Geology/Business
- 2. **Program Name:** Medical Office Assistant Certificate Program
- 3. **Program Code:** 81316
- 4. **HEGIS Number:** 5214

	Month	Day	Year
5. Date approved by department:	4	25	18
6. Date consulted with the Office of Academic Affairs:	3	14	18
7. Date submitted to the Committee on Curriculum:	4	18	18
8. Date approved by the Committee on Curriculum:	4	24	18
9. Date the changes will be effective (if approved)	8	01	18

10. **Rationale: Why this revision is needed or desired.** _____

The rationale of the changes proposed in this form is to revise the Medical Office Assistant (MOA) 1-year certificate program, such that it specifically caters to students who want to work in medical facilities and perform office duties, but don't want to perform clinical duties. These changes distinguish the certificate program from the current MOA A.A.S. degree program, which seeks to undergo a name change to Medical Assistant Program and includes both administrative and clinical components. The revisions should better prepare certificate students for a job in a medical office or facility, especially those students who are interested in pursuing solely an administrative job. Specifically, three new courses will be added to the curriculum: (1) BI 260 Patient Care Coordination (2 credits), (2) BI 150 Organization and Delivery of Healthcare (2 credits), (3) BU 917 Health Information Management (3 credits). The first two courses are essential for any student who desires to enter the health care industry, regardless of what types of he/she has. The third course is very beneficial and informative to someone who desires to be skilled in administrative duties at a health care facility. To accommodate these three new additions to the Certificate Program, BI 520 Introduction to Public Health (4 credits) will be removed from this program. This course focuses heavily on scientific and clinical skills, and is therefore not necessary for the training of a Medical Office Assistant. Additionally, three credits will be removed from Elective Requirements. Some exposure to clinical training will remain, so that students are exposed to the different responsibilities of medical assistants, but more emphasis will be on administrative duties.

- 11. All text or items that will be deleted or changed should be marked with a ~~strikethrough~~.
- 12. All new text, courses, credits, etc. should be marked by underlining.
- 13. Show the whole set of program requirements in a From/To format.

From:		To:	
Common Core	Credits	Common Core	Credits
ENGL 101 English Composition I	3	ENGL 101 English Composition I	3
BI 111 Introduction to Human Biology	3	BI 111 Introduction to Human Biology	3
Sub-Total	6	Sub-Total	6
Requirements for the Major		Requirements for the Major	
BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2	BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2
BI 341 Assisting in the Medical Office: Medical Testing Procedures	2	BI 341 Assisting in the Medical Office: Medical Testing Procedures	2
BU 903 Medical Office Procedures	3	BU 903 Medical Office Procedures	3
BU 907 Word Processing Using Microsoft Word	3	BU 907 Word Processing Using Microsoft Word	3
Two courses selected from the following:	4		
BU 801* Typewriting/Keyboarding I		BU 801* Typewriting/Keyboarding	2
BU 802 Typewriting/Keyboarding II			
BU 812 Transcription and Dictation of Business Documents			
BI 520 Introduction to Public Health	4	BU 812 Transcription and Dictation of Business Documents	2
		<u>BI 260 Patient Care Coordination</u>	<u>2</u>

		BI 150 Organization and Delivery of Health Care	<u>2</u>
		BU 917 Healthcare Information Management	<u>3</u>
Sub-Total	18	Sub-Total	21
Additional Requirements for the Major		Additional Requirements for the Major	
Advised Electives**	3	Advised Electives**	3
Free Electives	3		
Sub-Total	6	Sub-Total	3
Total	30	Total	30

14. Add all Program notes in 14A.
Add all Course notes in 14B (Number your notes).

14A. Program Note

From:	To:

14B. Course Note

From:	To:
<p>*Students who have had previous training in typewriting/keyboarding may take BU 802 (Typewriting/Keyboarding II) and BU 803 (Advanced Typewriting/Keyboarding). Students should seek advisement from the Department of Business.</p> <p>**Advisement is a cooperative effort by the Department of Business and the Department of Biological Sciences and Geology, and is conducted in line with the student's background, interests, and goals.</p>	<p>*Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing Credit by Exam which consists of the following: • The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors • The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level</p> <p><u>Those taking Credit by Exam must register and pay for the course. An additional fee is charged for those taking Credit by Exam. Those students who pass Credit by Exam are given credit for BU-801 and receive a grade of P. Those students who do not pass Credit by Exam must complete the BU-801 course in which they have already registered. Students must take Credit by Exam within the first two weeks of the semester.</u></p> <p>**Advisement is a cooperative effort by the Department of Business and the Department of Biological Sciences and Geology, and is conducted in line with the student's background, interests, and goals.</p>

15. Write a summary for all of the changes.

Three new courses will be added to Major Requirements: BI 260 (Patient Care Coordination, 2 credits), BI 150 (Organization and Delivery of Health Care, 2 credits), BI 917 (Healthcare Information Management, 3 credits). The addition of 7 new credits will require the removal of BI 520 (Introduction to Public Health, 4 credits) and 3 Free Elective credits.

Students will no more have a choice of two classes between BU 801 Typewriting/Keyboarding, BU 802 Typewriting/Keyboarding II, and BU 812 Transcription and Dictation because BU 802 is not being offered anymore. Instead, all students will be required to take BU 801 Typewriting/Keyboarding and BU 812 Transcription and Dictation.

16. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

A New Course Proposal Form and a Syllabus/Course Objectives Form have both been submitted for the new proposed course BI 260 (Patient Care Coordination).

17. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

The Business Department is removing the course BU 802 Typewriting/Keyboarding II altogether from department offerings, and therefore, this will be removed from the program. Students will no more have a choice of two courses between the following three: BU 801 Typewriting/Keyboarding, BU 802 Typewriting/Keyboarding II and BU 812 Transcription and Dictation. Instead, all students will be required to take BU 801 Typewriting/Keyboarding and BU 812 Transcription and Dictation.

18. Explain briefly how students currently in the program will be able to complete the requirements

Any student that has enrolled in the Medical Office Assistant (MOA) Certificate Program before Fall 2018 does not have to complete the added requirements. However, they will be encouraged to take the new added courses as electives. Alternatively, any student who enrolls in Fall 2018 or after will have to complete the new MOA Certificate requirements.

* * *



Issue 3
April 2018

Contact OET [here](#) or
call or visit OET and
CETL in L 314
(718) 281-5161 for info

FNET & PNET

*It is critical that all
faculty, staff and students
are aware of what these
designations mean so that
students are properly
informed about what type
of class they are
registering for.*



eLearning Newsletter

The Committee on eLearning's Bi-annual Newsletter

Faculty Technology Workshops

The Office of Educational Technology (OET) offers a variety of Blackboard workshops and trainings throughout the academic year. Workshop topics are listed below:

- "VoiceThread: Collaborative Learning for Every Modality & Discipline";
- "Camtasia Micro-lectures"
- "Enhancing Instructional Videos with Playposit";
- "Introduction to Blackboard Collaborate Ultra"
- "Introduction to Excel"
- "Advance your Excel Skills"

Instructional Technology Workshops are open to all faculty and staff!

Click [here](#) to register



QCC's eLearning Committee is currently developing policies and standards for eLearning classes to finalize and submit for approval by the Academic Senate.

The Committee is actively seeking your input – please send thoughts and ideas to Kevin Kolack at kkolack@qcc.cuny.edu

What's New in Blackboard?

Some minor changes have made Blackboard easier to use:

- The classes listed in the Home tab My Courses module are organized by semester
- Additional drag-and-drop locations for file and folder uploads
- Floating Cancel and Submit buttons on content creation screens
- Students can receive a notification email for assignment attempts with information about the submission (previously this was available for Turnitin Assignments only)

Check out CUNY's Blackboard Support web page. This resource has a new look and features resources to help you take full advantage of all the functions available in the Blackboard Learning environment.

The eLearning Committee has assembled some information that will help in designing and implementing your online class.



Technology Update

News from the Office of Educational Technology (OET)

By default, all Blackboard Courses are unavailable to students when they are first created--as indicated by the text "(unavailable)" next to your course name. This allows you some time and privacy while building your course. Once you have finished building your course in Blackboard, you will need to **MAKE YOUR COURSE AVAILABLE** to students. Otherwise, please inform your students that you won't make it available.

Resources for eLearning Development

The e Learning Institute

Selected participants for the Summer 2018 eLearning Institute will explore best practices for promoting online learning. The Institute provides intensive, hands-on workshops to complete the preparation for online delivery by developing courses under the guidance of a peer faculty mentor and the College's instructional design staff. Courses developed can be *web-enhanced, hybrid or fully online* courses and must be approved (by the Office of Academic Affairs) as meeting nationally accepted standards for implementation.

Brown Bag Lunches

Brown Bag Lunches (with lunch provided!) are hosted periodically throughout the semester. The session on "Educational Technology that are free of cost and independent of the Learning Management System" coming soon will highlight technologies can be used to deliver content, create content and help students interact in class. These easy to learn and easy to incorporate educational technologies help faculty adapt their teaching styles to suit the needs of digital natives.

Bronx CUNY Educational technology (EdTech) Showcase (April 27, 2018)

The showcase will feature three instructional technologies currently used by QCC faculty: The power of SoftChalk, VoiceThread collaboration, Playposit interactive video platform. More information is available at: <http://commons.hostos.cuny.edu/bronxedtech/>



Queensborough Community College, CUNY

Academic Senate

To: John Talbird, Secretary, Steering Committee of the Academic Senate

From: Emily S. Tai, Chair, Committee on Food Insecurity

Subject: Monthly Report of the Committee on Food Insecurity

Date: Thursday, April 26, 2018

- The Lucille A. Bova Food Pantry has been operating since February 1, 2018, with the following hours:

Mondays, 11-Noon

Mondays, 5-6 P.M.

Wednesdays, 3-4 P.M.

Wednesdays, 4-5 P.M.

Thursdays, 9-10 A.M.

Thursdays, 4-5 P.M.

- *Appointments may be scheduled at other times by emailing Emily S. Tai, Chair, Committee on Food Insecurity, etai@qcc.cuny.edu*
- **The last day of pantry hours for the spring, 2018 semester will be Tuesday, May 15, 2018; Professor Tai will be available for scheduled appointments until May 25, 2018. The pantry will determine hours for the Fall, 2018 semester at its first meeting of the fall semester.**

Committee Activities

- Last semester, the FEC created a “Faculty Association” bank account, which has been holding money from faculty who prefer to donate by check to the Lucille A. Bova Food Pantry. As of this writing, this money has been used to reimburse Amazon/Cosco orders to the pantry, upon the presentation of receipts approved and recorded in meeting minutes by the Committee on Food Insecurity. FEC Treasurer Margot Edlin has both received checks from generous donors, and disbursed reimbursement funds to Dr. Susan Jacobowitz, and to herself, as the Food Pantry was stocked, in December, January, and, most recently in March, by three separate trips to Cosco. Currently, we are informed that there is approximately \$250.00 available to reimburse food purchases for the pantry.
- While the FEC has indicated that they plan to terminate financial bank account support for the Lucille A Bova Food Pantry at the close of the calendar year 2018, the FEC was

kind enough to encourage donations to the Pantry at the rescheduled FEC Faculty Meeting on **Wednesday, April 18th 2018**. Leading the way on this effort was FEC Chair Dr. Philip Pecorino, who donated 600 cans of “Hungry Man” soup (see photograph below). These donations were then moved to the Lucille A Bova Food Pantry with the kind assistance of Dr. Rommel Robertson and several Lambda Sigma Chapter and NYPIRG volunteer students.

- Also, on April 18, 2018, the Committee on Food Insecurity partnered with Father Edward Doran, Director of the Newman Center, Ms. Maria Casey, and Ms. Virginia Villadiego, President of the Newman Club, together with several co-sponsoring clubs and the Committee on Food Insecurity to sponsor a “Fruit and Study” Event at the Newman Center, featuring fresh fruit and granola bar snacks for hungry students. This event was apparently very successful and well-attended.
- As per the notice above, the FEC and members of the Food Insecurity Committee have called for the establishment of the Lucille A. Bova Food Pantry as a separate, non-profit entity, as soon as possible, as members of the FEC have expressed reservation regarding possible liabilities to the FEC. This process is now underway. As of this writing, the chair of the Committee on Food Insecurity, working in tandem with committee members, and members of the FEC, has drafted bylaws for the Bayside Campus Hunger Alliance that are being reviewed by Queensborough and CUNY attorneys in order to resolve a few queries regarding the way in which an independent non-profit group might (or might not) sustain a relationship with the Committee on Food Insecurity. The Chair of the Committee has also been consulting with attorneys and experienced laymen (Dr. Sharon Masrour, Director of the Nassau Community College Food Pantry; Professor Beena Ahmed, of the CUNY Law School and Books Through Bars) regarding the crafting of bylaws language. A committee delegation has met with President Call and Vice-President Newcomb to discuss progress and concerns around this project on Wednesday, April 11 at 3 P.M, with representatives from the Student Government Association and the Faculty Executive Committee in attendance as well. A draft of these bylaws is currently being reviewed by members of the Committee, as well.
- A final meeting of the Committee, to introduce new members, elect a new committee chair, and discuss next steps for the non-profit incorporation process, is scheduled for 11 AM on Wednesday, May 9, 2018.
- The Committee on Food Insecurity is happy to report that partnership with the *Love Through Food* campaign, a New York based Outreach Program dedicated to addressing Food Insecurity among college students (<https://www.classy.org/team/156671>) **raised \$452.00 from Queensborough Faculty, and resulted in the acquisition of *seven* boxes of tomato/basil pasta! Special thanks go to Mr. Jonathan Chin (*Love Through***

Food's organizer); **Dr. Lana Zinger, Dr. Jonathan Cornick; and Dr. Stephen Henriquez, and Dr. Peter Bales**, who, with family members, picked up the boxes from New York University, where they were packed and transported them to the Lucille A Bova Food Pantry during the spring break!

- Professor Tai has also been working with Queensborough's NYPIRG Chapter, which collected feminine hygiene products during the month of March and donated them to the Lucille A. Bova Food Pantry (the students involved in collecting and transporting these donations are thanked, below.)
- We are delighted to report that an article about the Lucille A Bova Food Pantry has appeared on the front page of the most recent issue of Queensborough's student newspaper, *The Communiqué*. Many thanks to the writers and advisors of the *The Communiqué*, and to committee secretary Dr. Susan Jacobowitz, who was interviewed for the feature.
- We are delighted to report that involvement in the Lucille A. Bova Food Pantry has produced a concrete learning and employment outcomes for our students, as well as a research opportunity for faculty:
- First, students in Dr. Zinger's Spring, 2018 Health of the Nation Class produced a 25-page cookbook for pantry users;
- Second, Ms. Shovaine Singh, Queensborough Community College graduate and Lambda Sigma Chapter member, is now a senior at Lehman College, and is responsible for administering Lehman College's Food Pantry. Her work in this regard was celebrated in a [recent Fox News segment on college food insecurity and a television studio interview](#).
- Finally, the Committee would like to congratulate Dr. Amy Traver (Sociology, Social Sciences) and Dr. Zivah Perel Katz (English), who will deliver a keynote address, ""(Re-)Considering Service-Learning as a Multi-faceted, Transformative Approach to Academic Learning for First- and Second-Year Students" at "Service-Learning Unbound: On Campus and Beyond," a conference at Onondaga Community College on Friday, May 4, 2018, where they will be particularly discussing their work with projects related to the Lucille A. Bova Food Pantry.
- In closing, the members of the Committee on Food Insecurity would like to thank *every* member of Queensborough's faculty and staff who may have contributed or helped manage the Food Pantry and whose name may inadvertently have been omitted from the list of monthly donors given below. We thank everyone for their time and

trouble, and invite any donors who wish to be recognized to contact the committee chair at etai@qcc.cuny.edu:

President Diane Call

Vice-President Michel Hodge

Vice-President Rosemary Zins

Vice-President Stephen Di Dio

Vice-President Timothy Lynch

Dean Sandra Palmer

Chair Joseph Culkin

Ms. Gisela Rivera

Mr. Raymond Volel

Dr. Philip Pecorino, Dr. Margot Edlin; Professor Ted Rosen, and the remaining members of the Faculty Executive Committee

Dr. Lorena Ellis, Professor Indra Avens, and Faculty and Staff of the Department of Foreign Languages who donated again in March in memory of Susana Alaiz Losada (died February 28, 2017)

Chair Kathleen Villani, Professor Sebastian Murolo, and the faculty and staff of the Department of Business

Dr. Maan Lin and members of the Foreign Language Club, the Asian Club, and the Liberal Arts Academy

Faculty of the Department of Health, Physical Education, and Dance

Ms. Gail Patterson and the Faculty and Staff of the Health-Related Sciences Academy

The Faculty and Staff of the STEM Academy

Mrs. Sandra Williams Strauss, Career Advisement

Ms. Karen O'Sullivan and Ms. Helene Dyzenhaus, and the staff of the Financial Aid Office

Ms. Cathy Brandt and the Staff of the Office of Financial Services

Ms. Lourdes December and the Staff of the Title IX Office

Dr. Lana Zinger, and the staff of the Department of Health, Physical Education and Dance

Mr. Jonathan Chin and the staff of Love Through Food

Chair Nidhi Gadura, Dr. Sharon Ellerton and the faculty and staff of the Biology Club (Biology Department)

Chair David Humphries, Dr. Susan Jacobowitz, Dr. Margot Edlin, and the faculty of the Department of English

Chair Joseph Culkin and members of the faculty of the Department of Social Sciences

Director Jeannie Galvin and the Faculty of Schmeller Library

Chair Mercedes Franco and the Department of Mathematics and Computer Science

Dr. Mangala Tawde and the members of the Environmental Sustainability Club

Ms. Marie-Francesca Berrouet and members of the Haitian Club

The Single Stop Office:

Ms. Amawati P. Gonesh

Ms. Emily December

Ms. Michele McLoughlin

Dr. Paris Svoronos, members of the Lambda Sigma Chapter of Phi Theta Kappa, and members of the Chemistry Club

The Korean Student Association

Dr. Romel Robertson, Dr. Anissa Moody, and the Members of the Psychology Club

The Ally LGBTQ club

Father Edward Doran, Ms. Virginia Villadiego and the members of the Newman Club

Mr. Colin Hughes, Director of NYPIRG, and the NYPIRG student volunteers:

Monique Fisher

Ms. Monique Ritchie

Ms. Precious Ighide

Mr. Daniel Blount

Ms. Winita Peters

Mr. Kevin Cao

Ms. Isabel Huguet and the members of the Health Club

Chair Mercedes Franco, Dr. Monica Trujillo and the SACNAS QCC Chapter

Dr. Kimberly Riegel, Dr. Anuradha Srivastava, and Rezan Akpinar and the members of the Women in Science Club

The STEM Research Club

The Stock Market Club

Drs. Benjamin Miller, Jed Shahr, and the student members of the Creative Writing Club

Ms. Victoria O'Shea and the members of the ASAP Club

Dr. Trikartikaningsih Byas and the members of the Muslim Student Association

Professor Susan Wengler, Schmeller Library

Ms. Arthurine DeSola, Ms. Cynthia Puca, and the members of the College Discovery Club

Dr. Wilma Fletcher-Anthony; Dr. Dorith Brodbar, and the Members of the Counseling Faculty

Mr. Colin Hughes and Queensborough's NYPIRG Chapter

A special thanks, as always, to the members of the Food Insecurity Committee: Dr. Susan Jacobowitz (Secretary); Professor Sebastian Murolo; Dr. Chukwudi Ikwueze; Dr. Peter Bales; Professor Elizabeth Di Giorgio (who has shared critical documents from another non-profit on which she serves as a board member); Professor Nataliya Khomyak; Professor Ashlie Klepper; Dr. Lana Zinger; SGA President Mabely Salvador and SGA Vice-President Sara Aguirre; and Vice-President Sherri Newcomb, as well as Ms. Lois Florman. We would also like to thank the members of the Faculty Executive Committee, especially Dr. Philip Pecorino and Dr. Margot Edlin, and Professor Ted Rosen and Professor Christine Mooney.

Respectfully submitted,

Emily S. Tai

Chair, Committee on Food Insecurity

