



To: Members of the College Council  
Date: November 20, 2008  
From: Barbara Ladman, Secretary *BL*  
Subject: Agenda for the Meeting of December 2, 2008

The College Council will meet on Tuesday, December 2, 2008 in Room M-240 at 3:00 p.m.

#### AGENDA

- I. Approval of the minutes of the meeting of September 23, 2008.
- II. Reports
  - A. President's Report
  - B. Curriculum Committee

The Curriculum Committee presents the following resolutions:

    1. Resolved, That the following degree program be approved:
      - a. Department of Business (See Attachment A)  
A.S. in Business Administration
    2. Resolved, That the following Letters of Intent be approved:
      - a. Department of Health, Physical Education and Recreation  
Department of Tourism and Hospitality (See Attachment B)  
A.S. Sports Management
      - b. Department of Nursing (See Attachment C)  
Perioperative Nursing Certificate
      - c. Department of Physical Sciences (See Attachment D)  
A.S. Earth and Planetary Sciences - Joint Program with  
Brooklyn College B.A./B.S. in Geology
    3. Resolved, That the following change in a degree program be approved:
      - a. Department of Communications and Performing Arts (See Attachment E)  
A.S. Performing Arts  
From: A.S. Performing Arts  
To: A.S. Theatre Arts  
*Department Requirements*  
Delete: MUS 03000, *The Rudiments of Theory*  
Delete: MUS 03100, *The Musical Experience*  
Delete: PER 05900, *Performing Arts Experience*  
Add: THA 05200, *Acting I: Beginning Acting*  
Add: THA 05500, *Stage Craft*  
Add: THA 06800, *History of Theatre: Origins to Jacobean*  
Add: THA 05900, *Play Production*  
Delete: Plus: Students must see their Performing Arts Advisor to  
structure their Program and establish additional Department requirements. 15-17 credits

Add: Choose from the following Program Electives for 6 credits: THA 02000, 02500, 04600, 05300, 05500, 05600, 06000, 06300, 06500, 06600, 06700, 081xx, MUS 03000, 03100, 04800, 09121, SPE 02700, 02900, PEC 02000, 03800, 03900

Add: *Performance Concentration*

Select two of the four courses:

THA 04600, *Training the Performing Voice*, THA 05300, *Scene Study*, THA 05800, *Musical Theatre Performance*, THA 06600, *Directing: The Fundamentals*

Add: *Technical Production Concentration*

Select two of the five courses:

THA 05600, *Basic Lighting*, THA 06000, *Costume Design*, THA 06300, *Basic Sound Technology*, THA 06500, *Scenic Design*, THA 06600, *Directing: The Fundamentals*,

Delete: Group VI

Add: Group Requirements: 18 credits

I-IV – 12 credits

V – 6 credits

4. Resolved, That the following changes in degree requirements be approved:

a. Department of Art (See Attachment F)

A.S. Fine Arts – Photography Concentration

Delete: ART 05300, *Photojournalism*

Delete: Electives – 2 credits sufficient to meet required total of 60 credits

Add: Electives – 2-5 credits sufficient to meet required total of 60 credits

b. Department of Behavioral Sciences and Human Services (See Attachment G)

A.S. Mental Health and Human Services

Add: Domestic Violence Concentration

Add: MH 03700, *Introduction to Domestic Violence*

Add: MH 03800, *Assessment and Intervention with Domestic Violence Survivors*

Add: Any SOC, ANT or PSY elective (including PSY 03700, *Psychology of Women*)

c. Department of Communications and Performing Arts (See Attachment H)

A.A.S. Broadcasting Technology and Management

*Degree Requirements*

Add: MCB 04600, *Broadcast Technology*

Add: MCB 04900, *Audio/Visual Digital Editing*

Delete: Choose from the following program electives 6-15 credits

Add: Choose from the following program electives 6-12 credits

In addition to the electives currently listed Add: MCB 08100 and 092xx, THA 055, 05600, 06000, and 06300

d. Department of Health, Physical Education and Recreation (See Attachment I)

A.S. Community Health

*Department Requirements*

Delete: HE 04000, *Drugs, the Individual and Society*

Add: COH 01200, *Critical Issues on Community Health*

Add: COH 01300, *Epidemiology*

Delete: CP 01100, *Introduction to Computers and Computer Applications*

Add: BA 06000, *Introduction to Computer Concepts* or TEC 02500, *Office Computer Applications* or the equivalent

Add: Mathematics course (e.g. MAT 00700, or MAT 00900, or MAT 02000)

MAT 02000 preferred for Health Administration concentration

Delete: MH 03500, *Introduction to Gerontology*

Add: PSY 03200, *Human Growth and Development*

Add: Any Laboratory Biological Science course (e.g. BIO 01100, 01300, or 03300) or BIO 03700 or BIO 03900

BIO 03300 preferred for Health Administration concentration

*Gerontology Concentration:*

Add: MH 03500, *Introduction to Gerontology*

Delete: BIO 03900, *Biology of Aging*

Delete: RPE 03100, *Therapeutic Recreation for Individuals with Disabilities I*

Add: RPE 03100, *Therapeutic Recreation for Individuals with Disabilities I* or RPE 03500, *Therapeutic Recreation for Individuals with Disabilities II*

Delete: COH 091E1, *Field Experience in Community Health*

Delete: BIO 03700, *Human Genetics*

Delete: BIO 07000, *Science of Nutrition*

Delete: MAT 00700, *Principles of Mathematics*

*Health Administration Concentration:*

Delete: COH 01200, COH 01300, MAT 02000, BIO 03300

*Health Education and Promotion Concentration:*

Add: Two of the following for 6 credits:

HE 03800, *Women's Health Issues*, HE 04000, *Drugs, the Individual and Society*, HE 04200, *Nutrition and Health* or HE 05200, *Human Sexuality*

Delete: COH 01200, *Critical Issues in Community Health*

Delete: COH 01300, *Principles of Epidemiology*

Delete: HE 05200, *Human Sexuality*

Delete: BIO 03700, *Human Genetics*

Delete: BIO 07000, *Science of Nutrition*

Delete: MAT 00700, *Principles of Mathematics*

Add: *Substance Abuse Counseling Concentration*

SAC 02000, *Introduction to Alcoholism and Substance Abuse Counseling*

SAC 02200, *Basic Counseling Techniques in Substance Abuse Field*

SAC 02600, *Confidentiality, Ethics and the Counselor/Client Relationship in Substance Abuse Counseling*

*Group Requirements*

From: Community Health or Gerontology majors.... 6 credits from Groups I-III

To: All other concentrations choose 9 credits from two different Groups, I-III

From: Health Administration majors....6 credits from Groups I-II

To: Health Administration majors, 9 credits should be selected from Groups I and II only.

Group I recommended courses: ART 03100, MUS 03100, SPE 02100, or THA 05000

Group II recommended courses: PHI 07400, PHI 07600

e. Committee on General Education and Liberal Arts Program (See Attachment J)

All A.A. and A.S. degrees

(1) A.A. Liberal Arts

Delete: Group V – Mathematics and Sciences (2 areas) 11 credits

Add: Group V – Mathematics and Sciences (2 areas) 11 credits

A minimum of one Mathematics course and the remaining credits from Biological Sciences -Mathematics and Computer Science - Physical Sciences (Chemistry, Earth and Planetary Science, or Physics)

5. Resolved, That the following New Courses be approved:

a. Department of Behavioral Sciences and Human Services

(1) MH 03700, *Introduction to Domestic Violence*, 3 crs., 3 hrs.

(2) MH 03800, *Assessment and Intervention Modalities with Domestic Violence Survivors*, 3 crs., 3 hrs.

Pre-requisite: MH 03700

b. Department of Communications and Performing Arts  
THA 05800, *Musical Theatre Performance*, 3 crs., 3 hrs.  
Fulfills Group I Distribution Requirements for A.A. in Liberal Arts only

c. Department of Foreign Languages  
From: CHI 08252  
To: CHI 00200, *Elementary Chinese II*, 4 crs., 4 hrs.  
Pre-requisite: CHI 00100  
Fulfills Group II Distribution Requirements

d. Department of Tourism and Hospitality  
MT 05700, *Vessel Systems, Theory Maintenance and Troubleshooting*,  
3 crs., 4 hrs. (2 hrs. lecture, 2 hrs. lab per week)  
Pre-requisites: MT 05300, MT 05400

The following items are presented by the Curriculum committee for informational purposes only:

6. 82 Courses

a. Department of Mathematics and Computer Science  
MAT 082xx, *Applications of Linear Algebra & Vector Analysis*, 4 crs., 4 hrs.  
Pre-requisites: MAT 05600, MAT 02100  
Co-requisite: MAT 05500  
Fulfills Group V Distribution Requirements

b. Department of Tourism and Hospitality  
TAH 08212, *Introduction to Baking and Pastry*  
3 crs., 5 hrs. (1 hr. lecture, 4 hrs. lab)

7. Changes in Course Titles, Descriptions, Credits/Hours, Pre/Co- Requisites, Discipline Codes, Course Reactivations and Deletions

a. Department of Art

*Change in Pre/Co-Requisite*

(1) ART 09400, *The Art of Digital Photography*  
From: Prerequisite: ART 05100  
To: Prerequisite: None

*Change in Course Title / Change in Description / Change in Pre/Co-Requisite*

(2) ART 09600

From: *The Art of Three-Dimensional Animation*

From: Introduction to the core features and functions of a computer assisted three-dimensional image and animation software program. Students will develop and understanding of three-dimensional computer environment and create three-dimensional imagery out of 2 dimensional designs.

Pre or Co-requisites: ART 04300 and ART 04500, computer literacy required

To: *The Art of Animation*

To: Introduction to animation exploring the basic principles and application to different media, encompassing techniques from analog animation (claymation and hand drawn) through digital production techniques (web and 3-D). Programs include Photo Shop, Flash, After Effects and Blender/Cinema 4/D/Maya  
Pre-requisite: ART 05700 and ART 04600

b. Department of Behavioral Sciences and Mental Health

*Change in Pre/Co-Requisite*

PSY 02400, *Behavioral Disorders in Childhood*  
From: PSY 01100  
To: PSY 01100 and PSY 03200

c. Department of Business  
*Change in Pre/Co-Requisite*  
ES 05100, *Small Business and the Entrepreneurial Perspective*  
From: ACC 01100  
To: none

d. Department of Communications and Performing Arts  
*Course Reactivation / Change in Credits/Hours*  
(1). THA 05900, (05901, 02, 03, 04) *Play Production*  
From: 1 cr. 6 hrs.  
To: 1 cr. 3 hrs.

*Course Reactivation/Change in Course Title, Description /Pre/Co-Requisite*

(2) THA 06000

From: *Fundamentals of Costume Design*

From: Lectures and demonstrations on construction and design. In costume shop, students learn about layout, machinery, and materials which compose the costume design. Laboratory sessions required in connection with regularly scheduled theatre productions.

Pre-requisite: THA 0500

To: *Introduction to Costume and Makeup*

To: Fundamentals of visual design theory and aesthetics for theatrical costume will be learned through theoretical as well as experimental application. Students will learn the common practices of the design process through sketches, collages, and rendering techniques. Students will also be introduced to the basic sewing techniques necessary for the current entertainment industry.

Pre/Co-requisite: None

Fulfills Group I Distribution Requirement for A.A. in Liberal Arts only

*Course Reactivation/Change in Description/Pre/Co-requisite*

(3) THA 06300, *Basic Sound Technology*

From: Basic principles, equipment, operation of sound equipment and the proper methods for using tape recorders, microphones, and amplifiers in relation to designed productions for the stage, and methods of operation are applied in class, laboratory and in actual production.

Pre-requisite: THA 05000 or MCB 03500 or Department permission

To: Basic principles, equipment, and operation of sound equipment and the proper methods for using recording technology, microphones, amplifiers and mixers in relation to designed productions for the stage, screen and airwaves. Analysis of equipment and methods of operation are applied in class, laboratory and in actual production.

Pre/Co-Requisites: None

Fulfills Group I Distribution Requirement for A.A. in Liberal Arts only

*Course Reactivation/Change in Course Description /Pre/Co-Requisite*

(4) THA 06500, *Scenic Design*

From: Techniques and development of scenic design based on knowledge of the theatre. The designer's procedure and method of working are studied in laboratory and in actual production.

Pre-requisite: THA 05500 (may be waived by the Department)

To: Fundamentals of visual design theory and aesthetics for theatrical scenery will be learned through the application of technical as well as conceptual solutions. Students will learn to evolve the design process through sketches, mechanical drafting, rendering and modeling techniques. Technology will also be integrated into course content with such elements as computer aided drafting and design and digital projections.

Pre/Co-requisites: None

Fulfills Group I Distribution Requirements for A.A. in Liberal Arts only.

*Change in Course Title /Credits/Hours*

(5) MCB 03900

From: *Radio Broadcast Studio Operations*

From: 3 crs., 3 hrs.

To: *Radio Studio Operations*

To: 3 crs., 5 hrs

*Change in Course Title /Credits/Hours, and Description*

(6) MCB 04000

From: *Recording Studio Operations*

From: Sound manipulation, processing equipment, advanced editing techniques in the compilation of commercials, long form programming and production for continuity.

From: 3 crs., 3 hrs.

To: *Audio Production and Editing*

To: MCB 03900, Radio Studio Operations introduces the student to basic recording and editing techniques in the audio studio environment. In this advanced course, the student will learn remote audio recording and editing and apply advanced techniques in audio studio operations to create projects.

To: 3 crs., 5 hrs. (per week - 1 hr. lecture, 4 hrs. lab)

Does not fulfill Group Distribution Requirements.

*Change in Credits/Hours*

(7) MCB 04600, *Broadcast Technology*

From: 3 crs., 3 hrs.

To: 2 crs., 2 hrs.

(8) MCB 05100, *Digital Video/Audio Production and Editing II*

From: 3 crs., 3 hrs.

To: 3 crs., 5 hrs. (1 hr. lecture, 4 hrs. lab per week)

(9). THA 05200, *Acting I: Beginning Acting*

From: 4 crs., 4 hrs.

To: 3 crs., 3 hrs.

(10) THA 05300, *Acting II: Scene Study*

From: 4 crs., 4 hrs.

To: 3 crs., 3 hrs.

*Change in Pre/Co-requisites and Credits/Hours*

(11) MCB 04900, *Digital A/V Production and Editing*

From: 3 crs., 3 hrs.

To: 3 crs., 5 hrs. (1hr. lecture, 4 hrs. lab per week)

From: Prerequisite: MCB 04100

To: Pre/co-requisite: None

*Change in Course Title/Change in Discipline Code*

(12) PER 02000

From: PER 02000, *The Business of Show Business*

To: THA 02000, *Arts Administration and Management*

(13) PER 02500

From: PER 02500, *The Virtual Entertainment Business Enterprise*

To: THA 02500, *Virtual Arts Administration Management*

*Change in Discipline Code*

(14) PER 04600

From: PER 04600, *Training the Performing Voice*

To: THA 04600, *Training the Performing Voice*

*Change in Course Title*

(15) THA 06700

From: *American Musical Theatre*

To: *History of the American Musical Theatre*

(16) THA 06800

From: *The History of Theatre*

To: *History of the Theatre: Origins to Jacobean*

*Change in Pre/Co-Requisites*

(17) THA 05500, *Stagecraft*

From: Pre-requisite: THA 05000

To: Pre-requisite: None

(18) THA 05600, *Basic Lighting*

From: Pre-requisite: THA 05000

To: Pre-requisite: None

*Course Deletions*

(19) PER 05900, *Performing Arts Experience*

(20) PER 081xx, *Independent Study*

*Informational Item*

(21) MUS 09121, *Chorus*

Course may be repeated up to three times.

e. Department of Health, Physical Education and Recreation

*Change in Course Title / Change in Course Description*

(1)COH 02000

From: *Helping Skills for Community Health Majors*

From: Intervention strategies needed to improve the quality of their interaction with the community.

To: *Community Health Interventions*

To: Intervention strategies that promote and protect community health, including education, outreach, community organizing, advocacy, and health communication campaigns.

*Change in Course Title*

(2)HPE 01200

From: *Wellness, Personal Health, and Fitness*

To: *Concepts of Wellness*

f. Department of Mathematics and Computer Science

*Change in Course Title / Change in Description / Change in Pre/Co-Requisites*

MAT 02200

From: *Statistics for Business with Computer Applications*

From: An introduction to probability and statistics as they apply to business applications including data summary measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems using statistical computer software.

From: Pre-requisite: MAT 00900. Not open to students who have taken MAT 02000.

To: *Business Statistics*

To: An introduction to probability and statistics as they apply to business applications including data summary measures, discrete measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems.

To: Passing grade on the Arithmetic portion of the COMPASS Math Skills Test, and a grade of at least 45 on the Algebra portion of the COMPASS Math Skills Test. Not open to students who have taken MAT 02000.

g. Department of Nursing  
*Change in Pre/Co-Requisite*  
NUR 04500, *Pharmacology*

From: Pre-Requisite: None

To: Pre-Requisite: Open only to students in the following Curriculum Codes: Clinical Nursing (011), Pre-Clinical Nursing (038) and Surgical Technology (056).

h. Department of Tourism and Hospitality  
*Change in Hours*

MT 04300 Marina Operations

From: 3crs., 3hrs,

To: 3crs., 4hrs, (2 hrs lecture, 2 hrs. lab per week)

### **C. Legislative Committee**

1. The Legislative Committee presents the following resolution concerning certain members of the College Council:

WHEREAS, Article III, section I of the College Council Constitution states that “The College Council shall be composed of the President of the College, who shall be Chairperson, the Dean of Faculty, the Registrar, the Business Manager, etc.”; and

WHEREAS, that policy was enacted prior to recent changes in the titles, responsibilities and duties of various members of the administration of the College; and

WHEREAS, the titles of Dean of Faculty and Business Manager do not currently reflect the chief academic and financial administrative positions within the College administration; be it

RESOLVED, that the phrase “Dean of Faculty” shall be replaced by “Chief Academic Officer of the College”; and be it further

RESOLVED, that the phrase “Business Manager” shall be replaced by “Chief Administrative Officer of the College.”

2. The Legislative Committee presents the following resolution concerning meetings of standing committees:

WHEREAS, Article IV, section IV(b) of the College Council Constitution states that “The Steering Committee shall meet at least once a month during the academic year and shall meet by call of the chairperson”; and

WHEREAS, Article V, Section II(b) states that “Each standing committee shall meet at least once a month (except the Committee on Committees), keep minutes of its meetings, and send copies to the Secretary of the Council for distribution to departments and Constituency Councils for posting”; and

WHEREAS, it is best to preserve scheduling flexibility for College Council committees and to minimize redundancies in printing and distributing minutes of committee activities; be it

RESOLVED, that Article IV, section IV(b) shall be modified to state “The Steering Committee shall meet regularly during the academic year and shall meet by call of the chairperson”; and be it further

RESOLVED, that Article V, Section II(b) shall be modified to state “Each standing committee shall meet regularly and keep minutes of its meetings.”



3. The Legislative Committee presents the following clarification of language concerning the election of department delegates to the College Council.

WHEREAS, the language appearing in Article III, Sections II and III of the College Council Constitution is inconsistent regarding the eligibility of voters for department delegates to serve in that capacity, as compared with other delegate positions; be it

RESOLVED, That a statement be added to section II as a new subsection (b) stating: “Persons eligible to vote for department delegates shall be eligible to nominate candidates and be nominated for the position of department delegate.”

4. The Legislative Committee presents the following clarification of language concerning the election of delegates-at-large to the College Council.

WHEREAS, the language appearing in Article III, Sections III and IV of the College Council Constitution is inconsistent regarding elections for delegates-at-large as compared to elections for all other delegates; be it

RESOLVED, That section III(f) be modified to state “Elections *for delegates-at-large* shall be conducted in May of each year,” with the italicized words added; and be it further

RESOLVED, that section III(g) be modified to state “Elections for delegates-at-large shall be conducted by secret ballot. *Mail ballots shall not be used,*” with the italicized words added.

5. The Legislative Committee presents the following clarification of language concerning the chairperson of the College Council

WHEREAS, the language appearing in Article IV, Section I(a) states that “The President of the College shall preside as President of the Council,” and

WHEREAS, this language is inconsistent with the remainder of the College Council Constitution, which refers to the President of the College as “chairperson of the College Council,” be it

RESOLVED, That Article IV, Section I(a) be modified to state “The President of the College shall preside as chairperson of the Council.”

6. The Legislative Committee presents the following resolution concerning the selection of the standing committees of the College Council:

WHEREAS, members of College Council standing committees serve one-year terms, electing their respective committee chairpersons and secretaries annually; and

WHEREAS, the standing Committee on Committees determines the membership of the other committees, with the exception of the Steering Committee, from the list of preferences provided by each member; and

WHEREAS, extending committee terms would result in greater continuity, reduce the electoral burden on the general membership and the Committee on Committees, and generally facilitate each committee’s ability to fulfill its mission and duties; and

WHEREAS, clarifying the electoral process for the Committee on Committees would further benefit the College Council in the area of committee selection; be it

RESOLVED, that the terms for all members of the standing committees, with the exception of the Steering Committee, shall be extended to three years or for the duration of their respective terms as College Council delegates; and be it further

RESOLVED, that any member may request reassignment to a different standing committee by written petition to the Committee on Committees; and be it further

RESOLVED, that Article IV, Section V shall be amended to state:

“(a) The College Council Committee on Committees shall be elected from among the members of the College Council. The committee shall be comprised of ten members elected by plurality vote after nominations from the floor, three of whom shall be student members.

(b) Voting shall be by secret ballot. If more than one vacancy needs to be filled, members shall vote for no more than two-thirds of the faculty vacancies and two-thirds of the student vacancies from the list of nominees. Tie votes shall be resolved by the College Council chairperson. [See illustration below]

(c) The Committee shall meet immediately after election to elect a chairperson.”

Illustration:

Consistent with the other standing committees, faculty members of the Committee on Committees shall serve three-year terms; probationary support staff members shall serve two-year terms; and student members shall serve one-year terms.

In any given year, the number of student vacancies on the Committee on Committees will always be three. The resolution states that each voting member of College Council may vote for no more than two-thirds of those vacancies; they may then vote for up to two nominees to fill those three vacancies.

The number of votes for faculty vacancies will vary depending upon how many seats are vacant, and will be based upon the same two-thirds proportion:

If one faculty seat is vacant, voters may choose one nominee.

If two faculty seats are vacant, voters may choose one nominee.

If three faculty seats are vacant, voters may choose up to two nominees.

If four faculty seats are vacant, voters may choose up to two nominees.

If five faculty seats are vacant, voters may choose up to three nominees.

If six faculty seats are vacant, voters may choose up to four nominees.

If the maximum of seven faculty seats are vacant, voters may choose up to four nominees.

Therefore, if in a given year three student seats and three faculty seats were vacant, then each voter would choose up to two student and two faculty nominees to fill those vacancies.

Appendix: Constitution Sections Relevant to this Resolution

Article IV, Section IV:

“The College Council shall be divided into nine standing committees: Steering, Committees, Personnel, Instruction, Curriculum, Legislative, Budget, Students, and Campus Facilities. The number of members and the membership of each committee shall be determined by the Committee on Committees and shall include student representation... Committee members shall serve for one year. Committee chairpersons shall be elected annually, by members of each committee.”

Article IV, Section V:

“The College Council Committee on Committees shall be elected from among the members of the College Council. The committee shall be comprised of ten members elected by plurality vote after nominations from the floor, and include three (3) student members. Voting shall be by secret ballot.”

7. The Legislative Committee presents an informational item related to the previous resolution:

The Legislative Committee also recommends the following change to current election practices: the College Council should schedule the vote for the Committee on Committees vacancies at the end of the Spring semester in late May or early June, following the elections for departmental delegates, delegates-at-large, support staff, and student delegates.

After the close of business of the last College Council meeting of the Spring semester, a new College Council meeting will be called for all delegates (including those newly elected delegates) except those whose terms are expiring. At this meeting, members will be chosen to fill the Committee on Committees vacancies.

This would allow the Committee on Committees to organize standing committee memberships before the summer, without delay. The Committee on Committees will also call meetings of all standing committees before commencement to elect chairpersons and secretaries. These changes will benefit the entire Council by enabling committees to fully utilize not only the upcoming fall semester but potentially even the summer for substantive work and more smooth and efficient operation.

Because the College Council Constitution does not mandate the timing of committee selection, these changes could be implemented immediately without requiring a constitutional amendment or official College Council action.

8. The Legislative Committee presents the following informational item on committee assessment, as recommended by the Middle States Commission on Higher Education:

The Middle States review team has recommended that the College Council “revisit and reassess the structure, function, and number of standing committees in the College Council”. The team also recommended that the College “incorporate into the college council a process that will assess efficiency in order to ensure that there is appropriate linkage between planning and budgeting efforts of the college”. The College is expected to show progress towards these assessment goals before 2010, when a Periodic Review Report will be compiled by the College for review by Middle States.

Article V, Section I of the College Council Constitution enumerates the structure and duties of the standing committees of the College Council. The Legislative requests that each standing committee of the College Council, with the exception of the Committee on Committees and the Steering Committee, shall review its respective portion of Article V, Section I and draft a written statement describing (a) how it fulfills those duties, and (b) any proposed recommendations to modify or revise its constitutional description. These written statements shall be submitted to the Legislative Committee on or before March 31, 2009.

9. The Legislative Committee presents the following informational item concerning the number of faculty delegates-at-large to the College Council:

Article III, Section I of the College Council Constitution states that “The College Council shall be composed of... faculty delegates-at-large equal to the number of departments.”

Due to recent changes at the College, the Office Administration Program no longer has departmental status, reducing the number of Departments by one. However, the corresponding number of faculty delegates-at-large has not yet been reduced from sixteen to fifteen. Accordingly, the number of faculty delegates-at-large to be elected over the next three years is currently unbalanced, with five elections scheduled for 2009, five elections scheduled for 2010, and six elections scheduled for 2011.

The Legislative Committee has determined that the number of faculty delegates-at-large shall be reduced by one to conform with the College Council Constitution, effective as of the 2011 election, in order to minimize disruption of the electoral process and functioning of the College Council.

D. Committee on Instruction

The Committee on Instruction offers this informational item:

**‘WN’ GRADE**

The “WN” – Withdrawn, Never Attended – grade was approved this summer by the CUNY Board of Trustees for implementation during the Fall 2008 semester. It is a punitive grade equivalent to a failure.

This grade will be assigned by the Registrar’s Office immediately following the submission of all X Rosters. It is based on the instructor reporting the student as “never attending.”

There may be immediate consequences to the student as a result of the assignment of the “WN” grade including the loss of financial aid and a change in the cumulative gpa, etc.

If it becomes necessary to modify the student’s status from never attended to attended, a “Reversal of the WN Grade” form is available for completion by the instructor in the Registrar’s Office.

Once eGRADING opens, should it be necessary to change the student’s non-attendance status (and hence, the grade of “WN”), the instructor should file a “Change of Grade” form with their department chairperson. The “WN” grade cannot be modified or deleted on the eGRADING application; it will only be changed when the grade change form is received by the Registrar’s Office.

If a student was reported as attending but never attended, eGRADING will allow the instructor to add the grade of “WN.”

During the withdrawal period, should a student officially withdraw from a course they never attended, the “WN” grade will be changed to a non-punitive grade of “W”; the “W” will appear on eGRADING. The grade of “W” cannot be assigned by an instructor to a student on eGRADING.

This is to remind you that when the grade of “WU” is assigned, there is also the assumption that the student attended the class *at least once*. The “WU” is a punitive grade.

E. Committee on Students

The Committee on Students presents a report on student activities.

F. New Business