



Date: May 19, 2009
To: Members of the College Council
From: Barbara Ladman, Secretary *BL*
Subject: Agenda for the Meeting of June 2, 2009

The College Council will meet on Tuesday, June 2, 2009, in Room M-240 at 3:00 p.m.

AGENDA

- I. Approval of the minutes of the meeting of March 24, 2009.
- II. Reports
 - A. President's Report
 - B. Committee Reports
 1. Curriculum Committee
 - a. The Curriculum Committee presents the following resolutions regarding General Education:
 - (1)Group Requirements: **RESOLVED**, That our current group structure be reduced from five to three, namely: I. Arts & Humanities (Art, Foreign Language, Literature, Music, Philosophy, Speech, Theatre); II. Behavioral and Social Sciences (Anthropology, Economics, History, Political Science, Psychology, Sociology); and III. Mathematics and Sciences (Mathematics & Computer Science, Physical Sciences, Biological Sciences*).
 - (2)ENG 12: **RESOLVED**, That ENG 12 (currently 4 credits, 4 hours) remain a college requirement for all students but be reduced to 3 credits, 4 hours.
 - (3)HPE 12: **RESOLVED**, That HPE 12 (currently 3 credits, 3 hours) be replaced by a new course, HE 14 (1 credit, 2 hours with appropriately reduced content) which will remain a college requirement for all students (except Nursing). [Proposal to be submitted by department for review by committee.] (HE 14 is being used to avoid confusion with the current HPE 12.).
 - (4)Math: Following the specification of a math requirement for both AA and AS students approved recently by the Curriculum Committee and College Council, **RESOLVED**, That for AAS students, the renamed Group III (Mathematics and Sciences) be expanded by three credits and include the notation "A minimum of one mathematics course and one laboratory science course is required."
 - (5)Writing Intensive. **RESOLVED**, That all degree students must successfully complete at least one writing intensive course* of at least three credits to fulfill graduation requirements. (Effective for entering students as of Fall 2010.)

*Note:
Successfully completing either of the following satisfies the three-credit Writing Intensive Course requirement:

 - (a) A Writing Intensive course of three or more credits (typically identified with a "W")
 - (b) A learning community that includes a three-credit content course paired with ENG12 or ENG24.

b. The Curriculum Committee presents the following resolution regarding a Letter of Intent:

- (1) Department of Physical Sciences
RESOLVED, That the following Letter of Intent be approved:
A.S. Science for Forensics – Joint Program with John Jay College B.S. in Forensic Science (See Attachment A)

c. The Curriculum Committee presents the following resolutions regarding proposals:

- (1) Department of Behavioral Sciences and Human Services
RESOLVED, That the following proposal, including the new course SAC 03000, be approved:
A.S. Chemical Dependency Counseling (See Attachment B)

New Course

From: SAC 08201

To: SAC 03000, *Compulsive Gambling: Treatment and Prevention for Substance Abuse Counseling*, 4 crs., 4 hrs.

Pre/Co-requisite: None

Course does not fulfill Group Distribution Requirements

- (2) Department of Tourism and Hospitality
RESOLVED, That the following proposal, including new courses, be approved:
A.A.S. Culinary Arts (See Attachment C)

New Courses

- (a) CA 00100, *Culinary Arts I: Skills*, 3 crs., 5 hrs. (1 hour lecture, 4 hours lab)

Pre/Co-requisite: None

Course does not fulfill Group Distribution Requirements

- (b) CA 00200, *Culinary Arts II: Major Techniques*, 3 crs., 5 hrs. (1 hours lecture, 4 hours lab)

Prerequisite: CA 00100

Course does not fulfill Group Distribution Requirements

- (c) CA 00300, *Culinary Arts III: Garde Manger and Charcuterie*, 3 crs., 5 hrs. (1 hours lecture, 4 hours lab)

Prerequisite: CA 00100

Course does not fulfill Group Distribution Requirements

- (d) CA 01100, *Baking and Pastry* (formerly TAH 08212), 3 crs., 5 hrs.

Prerequisite: TAH 00100 or TAH 07100

- (e) CA 01200, *Patisserie*, 3 crs., 5 hrs. (1 hour lecture, 4 hours lab)

Prerequisite: CA 01100

Course does not fulfill Group Distribution Requirements

- (f) CA 02100, *Food Safety and Sanitation Certification*, 1 cr. 2 hrs. (1 hour lecture, 1 hour lab)

Pre/Co-requisite: None

Course does not fulfill Group Distribution Requirements

- (g) CA 05000, *Food and Beverage Cost Control*, 3 crs., 3 hrs.

Prerequisite: TAH 00100, TAH 07100

Course does not fulfill Group Distribution Requirements

- (h) CA 06000, *Beverage Management*, 3 crs., 3 hrs.

Prerequisite: TAH 00100, TAH 07100

Course does not fulfill Group Distribution Requirements

- (i) CA 08201, *Special Topics in Culinary Arts*, 3 crs., 5 hrs. (1 hour lecture, 4 hours lab)
Prerequisite: CA 00100
Course does not fulfill Group Distribution Requirements
 - (j) CA 09000, *Global Culinary Improvisation (Capstone)*, 3 crs., 5 hrs. (1 hour lecture, 4 hours lab)
Prerequisites: CA 00100 and CA 00200
Course does not fulfill Group Distribution Requirements
 - (k) CA 09200, *Internship in Culinary Arts*, 3 crs., 9 hrs.(1 hour lecture, 8 hours field experience)
Prerequisites: CA 00100 and CA 00200
Course does not fulfill Group Distribution Requirements
- c. The Curriculum Committee presents the following resolutions regarding Changes in Degree Requirements:
RESOLVED, That the following changes in Degree Requirements be approved:
- (1) Department of Biological Sciences
 - (a) A.S. Biology
Department Requirements:
From: CP 01100 or TEC 02500 or BA 06000
To: CP 01100 or BIO/CIS 06000
 - (c) A.S. Biotechnology
Department Requirements:
From: CP 01100 or TEC 02500 or BA 06000
To: BIO/CIS 06000
 - (2) Department of Health, Physical Education and Recreation
 - (a) A.S. Exercise Science/Personal Training
Department Requirements
Add: MAT 00700 or MAT 00900 or MAT 02000, 3-4 credits
Group Requirements
From: 9 credits
To: 6 credits
From: A minimum of three credits each selected from at least three different groups I-III, must be in basic courses.
To: A minimum of three credits each selected from at least two different groups I-III must be basic courses.
 - (b) A.A.S. Physical Education, Recreation and Recreation Therapy (PERRT)
Sports Management Options:
Add: RPE 00700, *Introduction to Sports Management*
RPE 04600, *Facilities Planning in Sports*
BA 01100, *Fundamentals in Business*
BA 01400, *Principles of Marketing*
BA 03100, *Organizational Behavior and Management*
RPE 04000, *Sports and American Society*
ACC 01100, *Fundamentals of Accounting*
Group Requirements
Sports Management majors
Group I, SPE 02100 recommended
Group III, ECO 01200 recommended
 - (3) Department of Mathematics and Computer Science
 - (a) A.S. Computer Science
From: MAT 05500 or MAT 05600
To: MAT 05600
Add: MAT 09100/BIO 09100

From: PHY 01100, PHY 01200 or PHY 01300, PHY 01400
To: PHY 01300 or MAT 05500
Add: Elective – Sufficient to meet required total of 60 credits

(b) A.S. Mathematics

From: Choose two courses from:
CS 013A0, CS 01400, CS 03500, MAT 02000, MAT 01100
To: Choose two courses from:
CS 013A0, CS 01400, CS 03500, MAT 09100/BIO 09100, MAT 01100

(4) Department of Nursing

(a) Criteria for Retention in the Nursing Program

Delete:

1. Receive no grades below a “C” in any of the co-requisite courses;
2. Earn a minimum of a “C” grade in every required Clinical nursing course.
3. Students who fail a clinical nursing course achieving a grade of not less than “C-” may apply to repeat the course one time only in the semester immediately following the failure. Repeating the course is subject to space availability.
4. Students must submit an “Intent to Return to Nursing Course” form outlining what they thought caused them to be unsuccessful and include a plan of success that demonstrates significant changes in how they will approach the course when repeated.
5. A second earned grade of less than a “C” in any clinical nursing course will result in dismissal from the Nursing program.

Nursing students who enter Nursing 17 and Nursing 18 for the first time **MUST** complete the Nursing program within four years from the date of entry into the core nursing courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations may be repeated only once.

Add:

1. Earn a minimum of a “C” grade in every required Nursing and co-requisite course. **Students who achieve a “C-” grade in a required course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The online “Intent to Return to Nursing Course” form** must be completed and include a plan for success that demonstrates significant changes in how they will approach the course when repeated.
2. Students who enter Nursing 18 **MUST** complete the Nursing program within four years from the date of entry into this course. Any student who has not attended required nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing program unless qualifying examinations have been passed in the required nursing courses previously completed. Qualifying examinations may be taken only once.
(Required nursing courses: Nursing 17, 18, 19, 20, 21, 22, 23, 24)
(Co-requisite courses: Biology 12, Biology 51, English 24, Psychology 32, Sociology 31)

(5) Department of Tourism and Hospitality

(a) A.A.S. Maritime Technology

Marine Technician Option

For concentration the following College Requirements:

Delete: HE 02000

Delete: BA 06000

Add: BA 06100

Electives

Delete: 9 credits of Electives

Add: CP 00500, MAT 02000, MAT 00900

(b) A.A.S. Tourism and Hospitality

Sports Management Option

Add: Students must take the following two courses:

TAH 00700, TAH 04400

(6) Committee on General Education and Liberal Arts Program

A.A. Liberal Arts

Delete: Mathematics and Sciences (2 areas) 11 credits

Add: Mathematics and Sciences (2 areas) 11 credits

A minimum of (1) Mathematics course and one (1) laboratory science course and the remaining credits selected from Biological Sciences – Mathematics and Computer Sciences – Physical Sciences

d. The Curriculum Committee presents the following resolution regarding New Courses: **RESOLVED**, That the following New Courses be approved:

(1) Department of Biological Sciences

BIO 07500, *The Biology of Nutrition for Culinary Arts*, 4 crs., 6 hrs. (3 hrs. lecture, 1 hour recitation, and 2 hours lab)

Prerequisite: Passing scores on CUNY ACT in Reading and Writing and COMPASS Math Placement Levels of MAT 00900.

Course fulfills Group V Distribution Requirements

(2) Department of Health, Physical Education and Recreation

(a) RPE 00700/TAH 00700, *Introduction to Sports Management*, 3 crs., 3 hrs.

Course does not fulfill Group Distribution Requirements

(b) RPE 04600/TAH 04600, *Facilities Planning in Sports*, 3 crs., 3 hrs.

Course does not fulfill Group Distribution Requirements

(3) Department of Mathematics and Computer Science

MAT 09100/BIO 09100, *Biostatistics*, 4 crs., 4 hrs.

Prerequisites: MAT 00900 and BIO 01300 or BIO 03300 or Department permission

Course fulfills Group V Distribution Requirements

(4) Department of Health, Physical Education and Recreation

HE 14, *Critical Issues in Personal Health*, 1 cr., 2 hrs.

e. The Curriculum Committee presents the following for information only:

Changes in Course Titles, Credits/Hours, Pre/Co- Requisites

(1) Department of Art

Change in Pre/Co-requisite

ART 09600

From: ART 04600 and ART 05700

To: ART 04600 or ART 09400

(2) Department of Mathematics and Computer Science

Change in Credits/Hours

CIS 01500

From: 1 cr., 1 hr.

To: 2 crs., 2 hrs. (1 hour lecture, 1 hour lab)

(3) Department of Nursing

Change in Credits/Hours

(a) ST 00400

From: 4 crs., 4 hrs.

To: 3 crs., 3 hrs.

(b) ST 00600
From: 1 cr., 2 hrs.
To: 2 crs., 3 hrs.

(4) Department of Tourism and Hospitality

Change in Prerequisite

(a) TAH 07100
From: Prerequisite: TAH 00100
To: Prerequisite: None

Change in Pre/Co-requisite / Change in Credits/Hours

(b) TAH 07200
From: 3 crs., 3 hrs.
To: 3 crs., 5 hrs. (1 hour lecture, 4 hours lab)
From: Prerequisite: TAH 00100
To: Pre/Co-Requisite: TAH 00100 or TAH 07100

(c) TAH 07400
From: 3 crs., 3 hrs.
To: 3 crs., 5 hrs. (1 hour lecture, 4 hours lab)
From: Pre/Co-requisite: TAH 00100
To: Pre/Co-requisite: TAH 00100 or TAH 07100

2. Legislative Committee

- a. The Legislative Committee presents resolutions regarding the Kingsborough College Council Constitution:

(1)Whereas, The Legislative Committee reports that in the academic year 2008-2009 each of the standing committees assessed and, where appropriate, revised their mission statements in the College Council Constitution;

and,

Whereas, As part of that process, the Budget, Campus Facilities, and Personnel Committees all voted to join together as a new single committee on Strategic Planning and Budget.

BE IT THEREFORE RESOLVED, That the following changes to the College Council Constitution be approved:

College Council Constitution Revised Version (approved April 2009):

ARTICLE IV - ORGANIZATION OF COUNCIL

Section IV

a) The College Council shall be divided into seven standing committees: Steering, Committees, Curriculum, Instructional, Legislative, Strategic Planning and Budget, and Students. The number of members and the membership of each committee shall be determined by the Committee on Committees and shall include student representation.

ARTICLE V - POWERS AND DUTIES OF COMMITTEES

Section I

The duties of the committees follow:

a) Steering Committee: shall prepare the agenda for the College Council meetings. The committee shall refer matters brought to its attention to the appropriate committee. It shall receive all recommendations and resolutions from all standing and ad hoc committees prior to submission to the College Council.

The committee shall submit such recommendations and resolutions to the full College Council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.

The Steering Committee shall in addition have power to call the College Council into session, to coordinate the activities of all committees, and shall be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).

b) Committee on Committees: shall name the members of each of the other standing committees and determine the number of members, with the exception of the Steering Committee, from a list of preferences (a minimum of three) obtained from each member of the Council. It shall schedule a date and place for each committee to meet to elect a chairperson and a secretary and to determine its permanent organization.

The committee shall name replacements to standing committees, with the exception of the Steering Committee, from the list of preferences of each member, which it shall maintain.

The committee shall consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of his/her term, and shall make such decisions at its discretion.

c) Curriculum Committee: shall be concerned with the formulation, development, modification, and evaluation of curricula.

The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).

The chair of the committee shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who shall distribute the calendar to department chairpersons.

The committee shall consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.

The committee shall report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.)

d) Instructional Committee: shall develop and periodically review and revise instruments and procedures to provide evaluative data on instruction and instructional effectiveness, including student evaluation of instruction and peer review of instruction. The data provided by the instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee shall receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, who shall refer such proposals to the

appropriate departments and the Chief Academic Officer for purposes of recommendation and evaluation.

e) Legislative Committee: shall be concerned with the Governance of the College, including the constitution and amendments, election procedures, governance-related assessment, and initiation and review of all outside legislation concerning the College.

f) Strategic Planning and Budget Committee: shall review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence-based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.

The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.

g) Students Committee: shall be concerned with policy pertaining to student recruitment, admission, attendance, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

(2) Upon formal adoption of the above resolution by the College Council and its subsequent approval by the CUNY Board of Trustees;

BE IT FURTHER RESOLVED, That the membership of the new Strategic Planning and Budget Committee shall be comprised of the members of the former committees on Budget, Campus Facilities, and Personnel. (The members will meet shortly after the restructuring to choose a new chair and secretary for the remainder of the academic year.)

(3) **RESOLVED**, that Article III, Section III of the College Council Constitution relating to the nomination of Delegates-at-Large be changed from

“Those eighteen (18) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot” to

“Up to eighteen (18) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot.”

b. The Legislative Committee presents the following informational items:

(1) The committee is engaged in ongoing discussions about academic freedom and governance, related to recent issues raised at meetings of the University Faculty Senate and the CUNY Faculty Governance Leaders.

(2) In Spring 2009, returning and incoming Council members were asked to submit Committee Preference Forms online and in advance of the full Council meeting. The system was efficient, successful, and popular among members. The Elections Committee is considering further ways of using secure online technology to improve the campus elections process.

(3) A reminder that at the conclusion of this final meeting of the 2008-2009 academic year, the first meeting of the 2009-2010 College Council will be called to order. The agenda for that brief meeting is the election of members to the Committee on Committees and any related business.

- c. The Legislative Committee reports the results of the election for Delegates-at-large held May 12, 13, 14, 2009.

The winners of the election for College Council Delegate-at-Large to serve until

June 2012 are:

Richard Fox	109 votes
Oliver Klapper	109
Rebecca Arliss	93
Rebecca Corrado	66

Tied for the 5th seat with 62 votes each:

Elizabeth Basile
Gordon Bassen
Stephen Majewicz

The remaining votes were as follows:

Wayne Harewood	53
Jacob Segal	38
Silvea Thomas	25

The results of the runoff on May 20 and May 21, 2009 between Elizabeth Basile and Gordon Bassen (Stephen Majewicz withdrew) will be announced at the council meeting.

3. Budget Committee

The Budget Committee presents a report to the Council. (See Attachment D)

III. New Business

The first meeting of the College Council for the 2009-2010 Academic Year will begin immediately following adjournment of the prior meeting.

- I. Nominations and Elections of Committee on Committees.

The elected committee will elect a chairperson and organize the standing committees.

- II. Brief Standing Committee Meetings to Elect Chairs and Secretaries.