

There were present:

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|------------------------|---------------------|----------------|
| Ms. Ali | Prof. Gale | Prof. Martin |
| Prof. Aranoff | Prof. Garcia-Osuna | Prof. McKinney |
| Prof. Barnhart | Prof. Gattullo | Prof. Miranda |
| Dean Basile | Ms. Gorospe | Prof. Murphy |
| Prof. Bassen | Prof. Graziano-King | Prof. Nicosia |
| Prof. Beeber | Prof. Guigno | Ms. Palmieri |
| Prof. Brancaccio-Taras | Mr. Herklotz | Prof. Pierre |
| Mr. Campbell | Mr. Hermida | Prof. Sokolow |
| Mr. Charnolusky | Prof. Hesse | Ms. Spencer |
| Ms. J. Cohen | Ms. Hnativ | Ms. Suero |
| Dean P. Cohen | V.P. Keller | V.P. Suss |
| Prof. M. Dawson | Mr. Khan | Mr. Troudt |
| Dean DiLorenzo | Mr. Klein | Mr. Williams |
| Ms. Driscoll | Prof. Kraljic | |
| Prof. Farrell | Prof. Lax | |
| Dean Fox | Mr. Lugo | |

President Peruggi called the meeting to order at 3:08 PM.

I. The minutes of the meetings of October 23, 2012 were approved by acclamation.

II. Reports

A. President's Report

The President thanked everyone for all of their help, collaboration, participation and enthusiasm in the campus-wide efforts to recover from superstorm Sandy. In terms of funding, the College received \$25,000 each from the national Single Stop and the Robin Hood Foundation; another \$50,000 from the Robin Hood Foundation and \$50,000 from a second anonymous foundation to help students severely impacted by the storm; \$10,000 from the Rudin Foundation for hurricane relief to aid faculty, staff and students; \$2,500 from the Walter Caan Foundation; and an additional \$25,000 was raised internally through the campus Walk-a-thon and additional donations to help those affected by the storm.

Our supply distribution center in U219/220 was very active in helping those in need at the height of the crisis, and will remain open through the holiday season. Campus members are urged to inform needy individuals that they can make use of the center, and that others may go there for them and pick up supplies on their behalf.

Once again, the President thanked everyone in the College community for all of their help during the crisis, whether through donations, staffing the Distribution Center, tutoring, or simply helping our students make it to the end of this difficult semester.

The College has seen quite a number of student withdrawals this semester, numbering over 100 at last count. Our plan is to urge these students to return in the winter and spring semesters, and we will use the moneys we have to help them pay for their transportation, books, and any other funding needs.

After this semester of loss, we will come together as a community to celebrate the end of the semester in a good way at the annual Holiday Party scheduled for Tuesday, December 11. The President looks forward to seeing everyone there.

B. Curriculum Committee

The following resolutions by the Curriculum Committee were approved unanimously:

(a) The following Program was Deleted:

A. Department of Business

Deletion of Certificate in Entrepreneurial Studies

(b) The following changes in Degree Requirements were approved:

A. *A.A. Degree in Liberal Arts*

1. Add: Concentration in Philosophy

B. Department of Business

1. *A.A.S. in Business Administration*

Delete: Concentration in Entrepreneurial Studies

2. *A.A.S. in Retail Merchandising*

Delete: FM 3600, Visual Merchandising

Add: FM 3200, Product Development (New course, see Item II-B(d) A2 below on p.3)

C. Department of Communications and Performing Arts

1. *A.S. in Theatre Arts*

Delete: THA 5900, *Play Production*

2. Add to Performance Concentration:

(a) THA 4000, *Performance Practicum* 0-2 crs (New course, see Item II-B(d) B4 below on p.4)

(b) THA 4100, *Production Practicum* 1-3 crs. (New course, see Item II-B(d) B5 below on p.4)

(c) Add to choice of two courses: THA 5400, *Voice and Diction* for the Actor (New course, see Item II-B(d) B6 below on p.4). Delete from choice of two courses: THA 6600, *Directing: the Fundamentals*

(d) Add to electives: THA 5400 and THA 82xx.

3. Add to Technical Production Concentration:

THA 4100, *Production Practicum* – Must be repeated for a total of 3 crs.

D. Department of Health, Physical Education and Recreation

1. *A.S. in Community Health*

(a) Delete: Substance Abuse Counseling Concentration

(b) Change: From: *Health Administration* Concentration
To: *Health Services Administration* Concentration

E. Department of Tourism and Hospitality

1. *A.A.S. in Culinary Arts*

(a) From: BA 1100 or ES 5100
To: BA 1100 or TAH 500

(b) From: CA 5000 or ACC 1100 or BA 1400 or BA 1200
To: CA 5000

(c) From: CA 300 or CA 1200
To: CA 300 or CA 1200 or TAH 7300

(c) The following changes in A.A.S. Degrees were approved:

The following degrees have been modified to accommodate the CUNY Common Core:

1. Accounting
2. Business Administration
3. Computer Information Systems
4. Culinary Arts
5. Fashion Design
6. Graphic Design and Illustration
7. Maritime Technology
8. Media Technology and Management
9. Office Administration and Technology
10. Physical Education, Recreation and Recreation Therapy
11. Physical Therapist Assistant
12. Retail Merchandising
13. Surgical Technology
14. Tourism and Hospitality
15. Website Development and Administration

(See Appendix A at end of Minutes, on p.10)

(d) The following New Courses were approved:

A. Department of Business

1. BA 6200, *Management Information Systems*, 3 crs. 3 hrs.
 2. FM 3200, *Product Development*, 3 crs. 3 hrs. Pre-requisite: FM 3700
- B. Department of Communications and Performing Arts
3. SPE 1000, *Introduction to Communication*, 3 crs. 3 hrs.- CUNY Flexible Core C
 4. THA 4000, *Performance Practicum*, 1 cr. 6 hrs. – may repeat once
Prerequisite: Theatre Arts majors
 5. THA 4100, *Production Practicum*, 1 cr. 3 hrs. – may be repeated twice.
Prerequisite: Theatre Arts majors
 6. THA 5400, *Voice and Diction for the Actor*, 3 crs. 3 hrs
Pre-requisite: THA 5200
Pre- or Co-requisite: THA 5300

(f) The following changes in Pre- or Co-requisites were approved:

- A. Department of Communications and Performing Arts
1. MUS 2200, *Music of the Twentieth Century*
From: Prerequisite: MUS 3100
To: Prerequisite: MUS 3000 or MUS 3100
- B. Department of Health, Physical Education and Recreation
1. COH 91E1, *Field Experience in Community Health*
From: Prerequisite: COH 1100,1200,1300 and 2000 or Department permission
To: Prerequisite: COH 1100, 1200 and 2000
Pre- or co-requisite: COH 1300

(g) The following Change of Academic policy was approved:

- A. Department of Nursing
1. A.A.S. in Nursing Change in Retention Policy
From:
Criteria for retention in the Nursing Program mandates that students:
 - 1) receive no grades below a “C” in any of the co-requisite courses;
 - 2) earn a minimum a “C” grade in every required Nursing course with a clinical component;
 - 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. The minimum grade for Clinical courses that are repeated is a “B.”

- 4) Students must submit an “Intent to Return to Nursing Courses Form” outlining what they thought caused them to be unsuccessful and include a plan for 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 subsequent nursing course with a clinical component 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.

To:

Criteria for retention in the Nursing Program mandates that students:

- 1) Earn a minimum of a “C” grade in every required Nursing and co-requisite course.
- 2) **Students who achieve a “C - “ grade in a required clinical nursing course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The minimum grade for clinical courses that are repeated is a “B”.** The “Intent to Return to Nursing Course” form is available on the KCC Nursing Department website under “Forms”.

This must be completed with a plan of success that demonstrates significant changes in how the course material will be mastered when repeated. Only one required nursing course may be repeated.

- 3) Students who enter NUR 1700 and 1800 **MUST** complete the Nursing program within four years from the date of entry into these 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 the required nursing courses previously completed successfully. Qualifying examinations may be repeated only once.

(h) The following actions were taken by the Council regarding the College's course submissions for the CUNY Pathways Common Core:

- A. Department of Foreign Languages (previously tabled)
YD 3000, *Yiddish Literature in Translation* shall be submitted to Group B., U.S. in its Diversity
- B. Department of Mathematics and Computer Science (previously tabled)
MAT 1900, *Statistics and Probability in Today's World* shall be submitted to Group E., Scientific World
- C. Department of Communications and Performing Arts (new submissions)
 - 1. MUS 2200, *Music of the Twentieth Century* shall be submitted to group C., Creative Expression
 - 2. MUS 2400, *Opera* shall be submitted to group C., Creative Expression
 - 3. MUS 2700, *Music of the World's People* shall be submitted to group A., World Cultures and Global Issues

The Curriculum Committee presented the following informational items:

(i) The following new 82 courses were approved:

- A. Department of Art
 - 1. ART 82XX, *Survey of Latin American Art* 3 crs. 3hrs.
- B. Department of Communications and Performing Arts
 - 1. SPE 82XX, *Integrative Speech Seminar*, 1 cr. 2 hrs
Co-requisite: ESL 82XX, *Accelerated Academic ESL II*
 - 2. THA 82XX, *Stage Management*, 3 crs. 3 hrs
Prerequisite: Theatre Arts majors

(j) The following Course Deletions were approved:

- A. Department of Biological Sciences
BIO 2600, BIO 3200, BIO 3500, BIO 6400
- B. Department of Business
ES 5100, ES 5200, ES 5500, ES 5700

C. Strategic Planning and Budget

The Strategic Planning and Budget Committee presented the following resolution, which was approved unanimously:

WHEREAS, Kingsborough Community College continuously strives to support student progress and achievement, to offer general education and major programs that

will allow students to achieve their goals, to provide a range of services to students, and to wisely manage the resources available; and

WHEREAS, The College supports an atmosphere that embraces and promotes academic excellence, student, faculty and staff diversity, and innovation,

BE IT THEREFORE RESOLVED, That the College's strategic objectives be updated to include:

Improve communication with students in the developmental sequence regarding financial aid, course sequences in their majors, and possible obstacles they may face.

- Provide technology so that all students will be able to view their placements in English and Math.
- Incorporate technology that works in conjunction with student e-mail to send alerts to students regarding their developmental sequence, financial aid, and course information.
- Freshman Services, Transfer Services, and Advisement should collaborate to enhance the Student Road Map that currently exists to include English and Math sequences. Show incoming freshmen and transfers how to use this system during their first contact.
- Advisement collaborating with the English and Math departments should identify students who are failing a developmental course for the second time and refer them to advisement (and Counseling as appropriate).
- Mandate advisement for students who have completed 12 real credits but have not begun to address their English and Math developmental needs. Mandate advisement also for any student needing to repeat the same developmental course.

Increase student learning opportunities in Civic Engagement, research, internships, field experiences, and Economic and Workforce Development.

- Prepare for the initiation of Civic Engagement requirements (in Fall 2013): Course identification, process for component courses and activities; open the CE Center.
- Expand mentoring and faculty-student research opportunities.
- Improve collaboration between Career Development and departments in terms of internships and field experiences, as well as between field sites and the College.
- Improve/expand data collection regarding internships, labor market, and alumni.
- Increase opportunities for employed alumni to network with current students for the purpose of developing internships.
- Identify and expand additional pipelines into degree programs for CEWD participants.

Continue to develop new allied health programs.

- Monitor developments in health-related occupations and investigate programs to meet those needs.
- Improve student access to and success in allied health by using contextualized strategies to teach quantitative skills.
- Reassess space and resources for new allied health programs and their affiliated departments (e.g., Biology, Mathematics, Physical Sciences, Behavioral Sciences).
- Continue to pursue an AAS in Respiratory Care.
- Consider pursuing an AAS in Occupational Therapy Assistant.
- Improve communication within the College community about allied health programs.

Provide adequate resources to enhance and maintain facilities, and provide appropriate instructional spaces.

- Develop a plan to protect the campus from future major storms. Invest the resources needed to implement the plan as soon as possible.
- Invest in sustainability and energy conservation to allow Kingsborough to recapture energy funds.
- Develop a plan to utilize campus buildings more efficiently.
- Review space utilization in the Library. Consider developing an information commons in the Library.
- Move storage off campus and/or utilize scanning technologies to free up space that can be used as faculty offices, etc.
- Increase the number of hybrid courses to allow more efficient use of classroom space.
- Investigate various means to utilize technology to deliver essential services (e.g., use of Skype by faculty to hold office hours with students; online tutoring).

Develop strategies to assess and improve student learning throughout the College.

- Departments should ensure that Student Learning Outcomes (SLOs) have been identified for all courses and should amend course level SLOs currently posted on the KCC website to reflect those identified by Pathways, where relevant (e.g., core courses and other courses where CUNY-wide committees have determined SLOs).
- Following the model of the Communications and Performing Arts Department, all departments should hyperlink SLOs to courses on the website in addition to including them in syllabi.
- Identify SLOs for all programs.
- Identify SLO assessments for all programs; two possibilities might be capstone projects that may or may not be tied to capstone courses, and aggregation of the SLOs achieved across courses required by programs.
- On the web, hyperlink program SLOs to program descriptions.

- Establish a regular, workable reporting cycle for assessment activities.

Increase support for faculty grant writing and mentorship.

- Provide grant training that is discipline-specific through activities such as grant writing retreats and a grant fellows program.
- Make more opportunities available for faculty to present their research at KCC, CUNY, and beyond.
- Provide additional opportunities to celebrate and recognize those who secure grants.
- Develop a model of senior/junior faculty mentoring in the grant preparation process.
- Explore new ways to support faculty such as developing a system for providing start-up funds and/or release time for grant writing and research.
- Establish a Grants Advisory Committee to increase grant-writing and administration expertise within departments.
- Increase dissemination of policies pertaining to grants applications such as release time, conflicts of interests, and indirect costs.

Explanation: These objectives were identified by diverse committees, and represent six out of eight major priority areas identified at a gathering of 135 faculty, administration and staff. Objectives for the three remaining areas are in the process of being developed.

III. New Business

In the absence of any New Business, the meeting adjourned at 3:35 PM.

Respectfully submitted,

Michael Sokolow

Michael Sokolow, secretary

APPENDIX A: Proposed Changes to all AAS Degrees

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or ENG 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. See the KCC catalog *General Education: Civic Engagement* section.
- HE 1400: Critical Issues in Personal Health.....1 credit

CUNY CORE

REQUIRED CORE:

- ENG 1200.....3 credits
- ENG 2400.....3 credits
- ❖ Mathematical & Quantitative Reasoning.....3 credits
- ❖ Life and Physical Sciences.....3 credits

FLEXIBLE CORE:

Nine (9) credits with one (1) course from three (3) groups A-E. (Each course from a different discipline.) Courses that satisfy each group are listed in the *Programs and Course Requirements* section of the KCC Catalog.

- A. World Cultures & Global Issues
 - B. U.S. Experience In Its Diversity
 - C. Creative Expression
 - D. Individual & Society
 - ❖ E. Scientific World
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- ❖ You may take a math or science course that is 4 credits or more. (Note: Only 3 credits will count towards TAP.) See STEM variant courses in the *Programs and Course Requirements* section of the KCC Catalog.

DEPARTMENT REQUIREMENTS follow.