

## Curriculum Committee - Spring 2025 Discussion Meeting

### Agenda By Department

Tuesday, April 8, 2025

3:00 P.M. – 5:00 P.M

A-212 Tapestry Room

### MINUTES

<b>Members Attending:</b>		John Mikalopas (PHY)	
Scott Cally (COM & Chair)		Stuart Parker (BEH)	
Sharon Warren Cook (Interim Provost)		Kristin Polizzotto (BIO)	
Mark D'Alessandro (TAH)		Michael Spear (HIS)	
Anne Del Principe (ENG)		Rina Yarmish (MAT)	
Sara Dillion (ART)		Jackson Gomori (Student Member)	
Tyronne Johnson (AHMHHS)		Nay Chi Lwin (Student Member)	
Amanda Kalin (Secretary)		Steven Lakhter (Student Member)	
<b>Members Absent:</b>		<b>Guests:</b>	
Carlos Arguelles (LIB)		Mary Dawson	
Don Hume (HPER)		Jeffrey Delgado	
Catherine Olubummo (NUR)		Avery Mullen	
		Sara Rutkowski	

The meeting was called to order by Chairperson Cally at 3:03 pm. Attendance was taken by Secretary Kalin. Chairperson Cally went through the Agenda as listed, allowing the respective Curriculum Committee members to present their proposed curriculum for initial discussion and feedback. Chairperson Calley presented the Curriculum Committee Membership Proposal for review and discussion. Separate votes were taken for inclusion of each proposed member of the Curriculum Committee. Edits to the Membership proposal were made during the meeting based on Committee feedback. A vote for the Curriculum Committee Membership Proposal that included the edits made at the meeting passed with a vote of 15 (Yes) , 1 (No), and 0 (Abstentions). The final Curriculum Committee Membership Proposal is included in the Minutes for the meeting. Secretary Kalin presented information regarding the timeline for implementation of degree changes for Fall 2025 that required NYSED Approval. That document is included in the Minutes of the meeting.

### Department of Behavioral Sciences

### II. CHANGE IN DEGRE REQUIREMENTS

#### Change in Degree Title

1. A.S. Education Studies

### V. CHANGES IN EXISTING COURSES

#### Change in Prerequisite and Corequisite

1. EDC 2800 - Techniques in Math, Science and Technology Teaching for Early Childhood Education

<b>Department of Communications and Performing Arts</b>
<b>A.S. Media Arts</b>
<b>II. CHANGE IN DEGRE REQUIREMENTS</b>
1. A.S. Media Arts
<b>V. CHANGES IN EXISTING COURSES</b>
Change in Credits/Hours
1. MCB 5200 - Video Editing with Media Composer
<b>A.S. Journalism and Print Media</b>
<b>II. CHANGE IN DEGRE REQUIREMENTS</b>
1. A.S. Journalism and Print Media
<b>III. NEW COURSES</b>
1. JRL XXXX - Entrepreneurial Journalism
2. JRL XXXX - Journalism Practicum
3. JRL XXXX - Legal Ethics in Journalism
4. JRL XXXX - Multimedia Journalism
<b>V. CHANGES IN EXISTING COURSES</b>
1. JRL 3100 - Basic Journalism
2. JRL 3200 - Advanced Journalism
3. JRL 9200 - Journalism Internship
<b>Department of English</b>
<b>III. NEW COURSES</b>
1. ENG 6100 - Digital Storytelling
2. ENG 5300 - Introduction to Professional Writing
3. ESL 8203 - Beginner English for Multilingual Learners
<b>IV. PATHWAYS</b>
1. ENG 7800 - Contemporary African-American Literature - Flexible Core: U.S. Experience in its Diversity (Group B)
2. ENG 6800 - Gothic and Horror Literature - Flexible Core: Individual and Society (Group D)
<b>V. CHANGES IN EXISTING COURSES</b>
Change in Course Title and Description
1. ENG 7800 - Contemporary African-American Literature
Change in Course Description
2. ENG 6800 - Gothic and Horror Literature

<b>Department of History, Philosophy and Political Science</b>			
<b>V. CHANGES IN EXISTING COURSES</b>			
Change in Course Title and Description			
1. POL 5000 - Clash of Political ideas: Introduction to Political Theory			
Change in Course Description			
2. POL 5800 - Environmental Politics			
<b>Department of Mathematics and Computer Science</b>			
<b>I. INFORMATIONAL ITEM</b>			
1. Mathematics Placement for ECI Students			
<b>V. CHANGES IN EXISTING COURSES</b>			
Change in Course Description and Prerequisite			
1. CS 3500 - Discrete Structures			
Change in Prerequisite			
2. MAT 1600 - Calculus II			
3. MAT 5600 - Linear Algebra			
4. MAT/BA 2200 - Business Statistics			
<b>Department of Nursing</b>			
<b>I. SPECIAL ACTIONS</b>			
1. Change in Retention Criteria			
<b>Liberal Arts</b>			
<b>II. CHANGE IN DEGRE REQUIREMENTS</b>			
1. A.A. Liberal Arts: Literary Studies Concentration			
<b>INFORMATIONAL GUIDELINES FOR THE COMMITTEE</b>			
1. Membership Proposal			
2. Review of Timeline for Fall 2025 Degree Changes			
<b>Meeting adjourned at 3:50 PM</b>			
<b>Respectfully submitted,</b>			
<b>Amanda Kalin (Curriculum Committee Secretary)</b>			

## **ORIGINAL RESOLUTION**

### **Resolution on Kingsborough College Council Curriculum Committee Membership**

**Whereas**, the College Curriculum Committee plays a critical role in the development, review, and approval of academic curricula at the college; and

**Whereas**, effective curriculum oversight requires a deep understanding of departmental needs, faculty expertise, and programmatic goals; and

**Whereas**, Department Chairs possess unique insights into the operational and academic requirements of their respective departments; and

**Whereas**, it is essential to ensure that the College Curriculum Committee is comprised of members with the authority and expertise to effectively represent their departments; and

**Whereas**, it is essential that faculty preeminence in matters of curriculum be acknowledged and maintained; and

**Whereas**, desire has been expressed for additional opportunities for faculty to serve; and

**Whereas**, the inclusion of students is a long-standing practice; and

**Whereas**, close coordination and collaboration with the office of Academic Affairs is necessary for successful curriculum development and implementation.

**Therefore, Be It Resolved**, that effective the 2025 – 2026 academic year, membership on the College Curriculum Committee will be comprised of:

1. The Chair of each academic department, including the Chief Librarian; or, at the chair's request, a designee appointed in lieu of the chair. Designees must be college council members and full-time members of the department they will represent. Such designees will be empowered to speak and act on behalf of their department before the Curriculum Committee. It will be understood that the Committee on Committees will not unreasonably deny a chair's request regarding a committee appointment for their department.

**VOTE = 16 (Yes), 0 (No), 0 (Abstentions)**

2. The Vice President for Academic Affairs and Provost; or their designee who must be a member of College Council and empowered to speak and act on behalf of the Office of Academic Affairs before the Curriculum Committee. A designee, when desired, will be submitted by the Provost to the Committee on Committees in advance of the May meeting and will serve for a minimum term of one year. It will be understood that the

Committee on Committees will not unreasonably deny a Provost's request to appoint a designee.

**VOTE = 16 (Yes), 0 (No), 0 (Abstentions)**

3. The Director of Curriculum Development, who will serve as Committee Secretary unless the committee votes otherwise. The Director may vote only if they are also a member of College Council. Otherwise, their membership will be ex-officio without the right to vote.

**VOTE = 16 (Yes), 0 (No), 0 (Abstentions)**

4. No more than three student College Council members as deemed appropriate by the Committee on Committees.

**VOTE = 16 (Yes), 0 (No), 0 (Abstentions)**

5. A College member serving in the Higher Education Officer Series who may be from an administrative area such as advising. Executive Compensation Plan employees with underlying HEO appointments are not eligible to serve in this position

**VOTE = 0 (Yes), 16 (No), 0 (Abstentions)**

6. Three faculty members, who are also College Council members, nominated and elected by College Council members holding faculty rank or status. Faculty members serving as Department Chairs may nominate and vote but are not eligible to serve in these positions. Faculty members serving in Executive Compensation positions are not eligible to nominate, vote, or serve. (This will be separated out to denote faculty representatives from STEM, Career, and Liberal Arts)

**VOTE = 15 (Yes), 0 (No), 1 (Abstention)**

#### **7. Addition of the Registrar**

**VOTE = 16 (Yes), 0 (No), 0 (Abstentions)**

**Be It Further Resolved**, that the Committee on Committees and the College Council Secretary be empowered, with the consent of Steering Committee, to create such procedures as are deemed necessary and appropriate to effectuate this resolution.

**Be It Finally Resolved**, that this resolution shall be incorporated into the operating procedures of the Curriculum Committee and the Committee on Committees.

**Full vote on the Proposal with the discussed edits = 15 (Yes), 0 (No), 1 (Abstention)**

## **FINAL RESOLUTION**

### **Resolution on Kingsborough College Council Curriculum Committee Membership**

**Whereas**, the College Curriculum Committee plays a critical role in the development, review, and approval of academic curricula at the college; and

**Whereas**, effective curriculum oversight requires a deep understanding of departmental needs, faculty expertise, and programmatic goals; and

**Whereas**, Department Chairs possess unique insights into the operational and academic requirements of their respective departments; and

**Whereas**, it is essential to ensure that the College Curriculum Committee is comprised of members with the authority and expertise to effectively represent their departments; and

**Whereas**, it is essential that faculty preeminence in matters of curriculum be acknowledged and maintained; and

**Whereas**, desire has been expressed for additional opportunities for faculty to serve; and

**Whereas**, the inclusion of students is a long-standing practice; and

**Whereas**, close coordination and collaboration with the office of Academic Affairs is necessary for successful curriculum development and implementation.

**Therefore, Be It Resolved**, that effective the 2025 – 2026 academic year, membership on the College Curriculum Committee will be comprised of:

1. The Chair of each academic department, including the Chief Librarian; or, at the chair's request, a designee appointed in lieu of the chair. Designees must be college council members and full-time members of the department they will represent. Such designees will be empowered to speak and act on behalf of their department before the Curriculum Committee. It will be understood that the Committee on Committees will not unreasonably deny a chair's request regarding a committee appointment for their department.
2. The Vice President for Academic Affairs and Provost; or their designee who must be a member of College Council and empowered to speak and act on behalf of the Office of Academic Affairs before the Curriculum Committee. A designee, when desired, will be submitted by the Provost to the Committee on Committees in advance of the May meeting and will serve for a minimum term of one year. It will be understood that the Committee on Committees will not unreasonably deny a Provost's request to appoint a designee.

3. The Director of Curriculum Development, who will serve as Committee Secretary unless the committee votes otherwise. The Director may vote only if they are also a member of College Council. Otherwise, their membership will be ex-officio without the right to vote.
4. No more than three student College Council members as deemed appropriate by the Committee on Committees.
5. The Registrar, who has an automatic seat on College Council.
6. One full-time faculty member, who is also a College Council member appointed by the Committee on Committees representing the STEM Departments: Biological Sciences; Mathematics and Computer Science; and Physical Sciences. Faculty members serving as Department Chairs as well as faculty members serving in Executive Compensation Plan positions are not eligible for this position.
7. One full-time faculty member, who is also a College Council member appointed by the Committee on Committees representing the Career and Health Sciences Departments – Allied Health, Mental Health and Human Services; Business; Health, Physical Education and Recreation; Library; Nursing; and Tourism and Hospitality. Faculty members serving as Department Chairs as well as faculty members serving in Executive Compensation Plan positions are not eligible for this position.
8. One full-time faculty member, who is also a College Council member appointed by the Committee on Committees representing the Liberal Arts Departments – Art; Behavioral Sciences; Communications & Performing Arts; English; and History, Philosophy and Political Sciences. Faculty members serving as Department Chairs as well as faculty members serving in Executive Compensation Plan positions are not eligible for this position.

**Be It Further Resolved,** that the Committee on Committees and the College Council Secretary be empowered, with the consent of Steering Committee, to create such procedures as are deemed necessary and appropriate to effectuate this resolution.

**Be It Finally Resolved,** that this resolution shall be incorporated into the operating procedures of the Curriculum Committee and the Committee on Committees.

## Process: NYSED Approval

We are still waiting on NYSED approval for the following Degree Changes:

- A.A. Liberal Arts:
  - American Studies Concentration
  - Urban Sustainability Concentration
- A.A. Criminal Justice
  - Law Enforcement Studies Concentration
  - Law, Justice and Society Concentration

In consultation with the Registrar and Academic Scheduling, we have established a deadline of **Wednesday, April 30, 2025** for receipt of NYSED Approval in order to activate these changes for the Fall 2025 semester. If we do **not** receive approval by 4/30, the new concentrations will be **effective for Fall 2026**.

The 4/30 date was selected to ensure adequate time for processing of the following items that require approval from different areas of the College and University for an effective date of Fall 2025.

- President receipt of NYSED approval, which gets sent to me, and then the Registrar
- Registrar creates a ticket for the creation of the new concentrations with the Central Office
- Central Office creates and activates the concentrations in CF
- The Degree Works Audit receives the updates for the new concentrations, which allows the scribe to begin coding the changes (scribing **cannot** be done prior to this step)
- Degree Works Audit needs to process the updates. Updates are scheduled **ONLY** on Mondays. This schedule is outside of the individual campuses control, in turn, changes take effect Tuesdays.

The Fall 2025 schedule of classes is set to open on Monday, 5/12. With the above deadline of 4/30, the Degree Works Audit should reflect these updates on Tuesday, 5/13.

## Advisement Fall 2025 Updates

In order to ensure that the Advisement areas are aware of the curricular changes, I meet with the Advisement Team (includes Chanel Bishop, Academy Directors, Director of ASAP, Director of College Discovery, and associated Academic Advisors). I am scheduled to meet with the Advisors **Friday, May 2 @ 10AM** to review upcoming changes for Fall 2025.