QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE REPORT

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TO: Emily Tai, Secretary, Academic Senate Steering Committee
FROM: Lorena B. Ellis, Chairperson, Committee on Curriculum
SUBJECT: **Committee on Curriculum Annual Report 2004-2005**
DATE: August 29, 2005
CC: F. Cotty, K. Steele, P. Pecorino, K. Villani, College Archives (C. Williams)

COMMITTEE MEMBERS

Cotty, F. (Biology)
Ellis, L. (Foreign Languages) **Chair**
Pecorino, P. (Social Sciences)
Rusinek, R. (Mathematics)
Tully, N. (Nursing) **Secretary**
Villani, K. (Business)
Yuster, R. (ECET)
Ex officio K. Steele (Administration)
Margot Edlin (Liaison Committee on Committees)

MEETINGS

The committee met 19 times during the 2004-2005 academic year: September 7, 21, October 5, 26, November 2, 23, 30, December 7, 16, 2004, January 20, February 1, 15, March 1, 22, April 12, 19, May 3, 10 and 17, 2005.

ACTIONS

The committee took the following actions all *adopted* by the Academic Senate during 2004-2005.

WID/WAC changes Summary:

1. Writing Intensive Requirement (see text below) changes:
The Committee submitted to the Senate the resolution finalized at the January 20, 2005 Committee on Curriculum meeting concerning the changes in the WID/WAC program. On the February 8, senate meeting a motion was made. seconded, and approved to accept the resolution. The changes in the resolution override all previous resolutions that created the WID WAC Degree Requirement, WID WAC Program and WID WAC Subcommittee, including but not limited to the May 8, 2001 and the May 14, 2002 Academic Senate resolutions.

2. WID/WAC Sub-Committee of the Curriculum Committee change to Standing Committee of the Senate

At the March 8, 2005 Senate meeting a motion to create a Standing Committee on WID WAC was tabled. On April 12, 2005 a proposal by the Steering Committee on the creation of a Standing Committee on WID/WAC was presented to the Senate and approved, after two changes were made to the original proposal. However, the WID/WAC Standing Committee retains some connection to the Curriculum committee as stated in item g.

"The Committee on WID/WAC shall:

g.   Coordinate with the Curriculum Committee on issues concerning curriculum."

Writing Intensive Requirement
WID WAC PROPOSAL

Whereas; there is a CUNY Board of Trustees mandate "to strengthen the teaching of writing in courses across the curriculum and that such efforts ensure that quality writing skills are fostered in all disciplinary areas",

Whereas; there is a QCC Academic Senate degree requirement for 2 Writing Intensive (WI) classes of every student who enters the college from September 2005 onward,

Whereas; the university mandate is more properly borne as a "common responsibility" by the institution through institutional commitment and actions and not only by the student,

Therefore, be it resolved; that the Academic Senate pass the following resolution that shall override all previous resolutions that created the WID WAC Degree Requirement, WID WAC Program and WID WAC Subcommittee, including but not limited to the May 8, 2001 and the May 14, 2002 Academic Senate resolutions:

I. DEGREE REQUIREMENT

Students who enroll in degree programs at QCC as of Fall of 2005 as first time freshman and all transfer students beginning in the Fall of 2005 will be required to successfully complete two (2) credit-bearing Writing Intensive (WI) classes in order to receive the associate degree.*
    Designation of Writing Intensive Courses in Associate Degree Programs
1.   By 2005, all degree programs will have two courses (all sections) that are required in the degree program being offered as Writing Intensive except for the AA and AS in LA, LS, FA, PI, EH**, and HS**.
2.   For degree programs, including the AA and AS programs, where there is no single department with primary responsibility, the Office of Academic Affairs and the Senate Committee charged with WID/WAC will meet with the chairs of all departments involved and arrange for the designation of WI classes.

3.   For all degree programs, a Writing Intensive Learning Community may be substituted for one of the WI courses.

*Transfer students who receive transfer credit for courses that are WI at Queensborough may apply for waivers to the WID WAC Committee.

**WI course designations for EH and HS are being negotiated.

II. GOALS FOR WID WAC PROGRAM

1.   To comply with the resolution of the CUNY Board of Trustees
2.   To develop the writing abilities of CUNY Graduates
3.   To enhance student learning

III. METHOD FOR WID WAC PROGRAM

1.   Degree Requirement: Students who enroll in degree programs at QCC as of Fall of 2005 as first time freshmen and all transfer students beginning in the Fall of 2005 will need to successfully complete two (2) credit–bearing Writing Intensive (WI) classes.

2.   WI classes shall consist of classes, some of which are sections of a course, where the faculty member will follow the WI criteria. In some cases WI courses may be established. A WI "course" indicates that all sections of a course will meet the criteria for a WI class and all faculty members who teach that course will meet the WI criteria in the implementation of their syllabus. Such a designation of a WI course will be the result of a decision made by the academic department and the WID WAC Committee with cooperation and facilitation by the Office of Academic Affairs and reported to the Academic Senate for informational purposes. WI classes shall not include EN-101, 102, 103, or their equivalents, or the EN - 200, 300, and 400 series.

3.   Should a WI class need to be combined with a non-WI class, the result shall be designated as a WI class and students shall receive WI credit for that class.

4.   All new faculty and adjuncts will be made aware of the criteria for WI instruction. The Office of Academic Affairs will ensure support (e.g. stipend or course release) for new faculty and adjuncts to participate in WI professional development so that the courses they teach may meet the College's writing intensive criteria for any WI classes.

5.   The Office of Academic Affairs and the Committee on WID WAC will regularly monitor the progress of the WID WAC Program in order to determine whether the degree requirement is being successfully met. The Office of Academic Affairs will take actions as it deems necessary to ensure the letter and intent of the Board of Trustees Resolution is being carried out at the College. As of Fall 2005, WI classes will be identified in the Registration Guide and Schedule of Classes. Beginning Fall 2007, the Office of Academic Affairs will review the necessity of identifying classes as WI.

IV. CRITERIA FOR WRITING INTENSIVE (WI) CLASSES

A. Writing

All WI Classes shall meet all of the following criteria:

1.   Throughout a semester, students spend a portion of their class time writing in the service of learning course material. This writing may be informal and un-graded.

2.   A minimum of 10 pages of formal writing will be assigned and will be achieved by assigning several short papers, one short paper plus a longer one, or one longer paper assigned in stages that are each guided and responded to by the faculty member.

3.   These 10 pages are responded to and returned to the student by the faculty member so that the student has the opportunity to revise before a final grade for the assignment is given.

4.   The faculty member regularly discusses student writing in class.

5.   Each time a writing assignment is given, the faculty member discusses and clarifies the assignment and his or her expectations for it.

6.   The students' written work is an integral part of the course grade. When combined with short-answer and multiple-choice tests and other forms of assessing student mastery of material, writing assignments should figure significantly (e .g . 30%) in the overall assessment.

7.   For liberal arts classes, at least one assessment instrument has a written component that figures significantly in the overall grading process.

8.   Written assignments involve at least two (2) of the abilities examined by the CUNY Proficiency Exam (e.g. summary, reading comprehension, critical evaluation of source material including charts and graphs, clarity of expression, ability to use and cite sources, organize an argument, etc.). Additionally, faculty members should make clear to students how assignments contribute to preparation for the CPE.

B. Class Size

Size should in NO case be more than 25 students. The exact limit is to be determined by the academic department and the Office of Academic Affairs but in NO case will that limit exceed 25 students.

C. Instructors

Instructors of WI courses are required to participate in the WI professional development program as organized and run by the QCC WID WAC Program. Only faculty members who have participated in or are participating in the WI Professional Development program may teach WI classes.

V. ADMINISTRATION

Recommendation to the Academic Senate to create a standing Committee on WID WAC as follows:

The Committee on WID/WAC shall consist of the director or one co-director of the WID/WAC Program, three (3) WI certified faculty members from a cross-section of disciplines, one student, and a designee from the Office of Academic Affairs as ex-officio without vote.

The Committee on WID/WAC shall:
a.   Oversee and make recommendations to the Academic Senate related to the WID/WAC Program;
b.   Review the criteria for a Writing Intensive (WI) class;
c.   Recommend changes in the criteria for a WI class to the Curriculum Committee for its approval, which shall be final;
d.   Oversee a continuing WID/WAC Faculty Professional Development Program with the Office of Academic Affairs;
e.   Hear and decide student cases requesting a waiver from any WI degree requirements;
f.   Make the final decision on the designation of a course or section as WI;

g. Insure that all classes designated as WI meet the criteria for a WI class;

h. Coordinate with the Curriculum Committee on issues concerning curriculum.

VI. DEVELOPMENT AND SUPPORT

A. Faculty

1. Each academic year the WID WAC Program will organize a WI professional development program in order to "certify" faculty to teach WI classes.

2. The Office of Academic Affairs will ensure that appropriate compensation for the WID WAC Directors (course releases) and appropriate compensation for faculty involved in the WI professional development workshop series (e.g. stipend or course release) is included in the budget for the QCC WID WAC Program.

3. Faculty will be offered a stipend or course release for participating in the WI professional development workshop series. The workshop series will include at least 16 hours of such workshops. Such workshops will include the submission of complete WI Class Portfolios (or other forms of assessing the implementation of the WI criteria) as defined by the WID WAC Directors, and will include regular meetings with CUNY Graduate Writing Fellows. The WID WAC Directors will use the WI Class Portfolio to make recommendations to the WID WAC Committee regarding whether or not a proposed WI class shall be "certified" by the WID WAC Committee, and therefore be eligible to be taught as WI. Every third year after initially teaching a WI class, faculty members will submit a WI Class Portfolio as defined by the WID WAC Directors to be used for "recertification" of WI status; appropriate recommendations will then be made by the WID WAC Coordinators to the WID WAC Committee pertaining to "recertification" of WI class or course status. For faculty members teaching more than one WI class or course, only one WI Class portfolio need be submitted for recertification.

4. Adjunct Faculty who are assigned WI Classes by their academic department shall be given the same support as full time faculty for the development and instruction of WI Courses.

B. Students

Students in each WI class will be offered assistance (e.g. classroom-based tutor; small group tutoring support) from the ISSC in order to support faculty members and students in the writing requirement of the class.

New certificate Program

Department of Mechanical Engineering
New certificate program in CAD Architecture as a subset of the College's registered A.A.S. degree program in computerized architectural and industrial design. (Senate 9-7-04)

Program revisions

Department of Electrical and Computer Engineering Technology Department.

New Media Technology Certificate Program
Add the courses ET-480, ET-484, ET-507, ET-705, ET-706, ET-707 to the list of acceptable electives.
(Senate 9-7-04)
Add the course ET-720 to the list of acceptable electives.

Computer Engineering Technology
Add the courses ET-507, ET-705, ET-706, ET-707 to the list of acceptable electives. (Senate 9-7-04)
Add the course ET-720 to the list of acceptable electives

Electronic Engineering Technology
Add the courses ET-507, ET-705, ET-706, ET-707 to the list of acceptable electives. (Senate 9-7-04)
Add the course ET-720, to the list of acceptable electives.

Electronic Engineering Technology Program:
A.A.S. Degree Program
A TAC/ABET ACCREDITED ENGINEERING TECHNOLOGY CURRICULUM

SUMMARY OF CHANGES
The proposed changes to the ET curriculum will maintain the same number of credits and hours needed for graduation as in the existing ET curriculum. Furthermore, there are no changes to the general education and liberal arts and sciences course requirements. This proposal maintains the CUNY 64-credit constraint and is in full compliance with the new TAC/ABET accreditation guidelines.

New Course
ET-509 C++ Programming for Embedded Systems

Course Revisions
ET-510 [Digital Computers] – title changed to Introduction to Digital Electronics
ET-560 Microprocessors and Microcomputers, 4 credits, is being revised with new prerequisites

Course deleted from the program
ET-305 Transients and Electromechanical Transducers
ET-502 Introduction to Computer Programming
ET-515 Introduction to Microprocessors

Physics Department (program name change)
Laser and Fiber Optics Engineering Technology

Music Department
Change in the A.A.S. Degree Program in Music Electronic Technology

**REQUIREMENTS FOR THE A.A.S. DEGREE
GENERAL EDUCATION CORE REQUIREMENTS:**
no changes to these courses

REQUIREMENTS FOR THE MAJOR *Credits*

ET-920	Electrical Technology Fundamentals	3
ET-282	Fundamentals of Audio Electronics	3
ME-250	Introduction to the Recording Studio & MIDI	3
ME-251	Digital Music Sequencing	3
ME-260	Electronic Techniques	1
ME-276	Digital Sound Design	2

ME-277	Digital Recording	3
ME-281	Recording Techniques II: Studio Operation	3
ME-900	Cooperative Education Internship	2
MU-312-314	Piano II-IV *(any two)*	2
MU-241*	Music Theory I	3
MU-211*	Sight Reading and Ear Training I	1
MU-400	Performance Series Elective	1
MU-	Advised Music Electives	2
	Sub-total	**35**

**Total Credits Required for the A.A.S. Degree
in Music Technology**   **60**

*Note: Prior to taking MU-211 and MU-241, all students are required to take courses in basic musicianship and music theory (MU-208, MU-209 and MU-210) unless they request and pass a Music Placement Test administered by the Music Dept.

Music Department:
 Change in the A..S. Degree Program in Fine and Performing Arts

Music concentration: *Students select 20-26 credits in consultation with a department adviser as indicated below.*

The following courses are required:
MU-110. Introduction to Music, *or*
MU-120. Survey of Western Music
MU-241, 242. Music Theory and Keyboard Harmony I, II *or*
MU-231, 232. Jazz Theory I, II.
MU-211, 212. Sight Reading and Ear Training I, II.
MU-312. Piano II**.**

Two credits selected from the: MU-400 series

The remaining 5-11 credits may be selected from any courses in the Department of Music including those above not already taken, with the exception of MU-208, 209, 210, and 261.

Revisions
MU-210 Elementary Sight Reading and Ear Training
MU-231 Jazz Theory I
MU-241 Music Theory and Keyboard Harmony I
MU-312, 313, 314 Class Instruction in Piano II, III, IV
ME-251 Digital Music Sequencing

Department of Social Sciences:
    Changes in the LE1, A.A. Degree in Liberal Arts and Sciences and education
        1) to increase the number of credits from 60 to 61
        2) to impose a two-phase sequence on the LE1 curriculum

Changes in the day care assistant certificate program

Summary:
1) Two courses, ED-135 and ED-140, will be replaced by two sets of new courses, ED-138 and 139 (replacing 135) and ED-141 and 142 (replacing 140). The revisions separate the academic and fieldwork components of the course, but the total credits for the program remains the same.

2) The total number of field work hours has been reduced from 504 to 480, which is the fieldwork requirement for the Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition

Art and Photography Department
Changes in the A.A.S. Degree in Digital Art and Design

Summary:
Course revisions
1. AR541 Advertising Design and Layout 1 (Title change)
2. AR543 Design for Desktop Publishing (Pre-requisite change)

New Course
AR544 Design for Motion Graphics

Course deletion
AR542 Advertising Design and Multimedia

New courses

Department of Mechanical Engineering Technology and Design Drafting
MT-486 AutoCAD Architect for Design (Senate 9-7-04)
MT-490 3D Modeling with AutoDesk (Senate 9-7-04)
MT-500 Principles of CAD Management (Senate 9-7-04)

Electrical and Computer Engineering Technology Department
ET-509 C++ Programming for Embedded Systems
ET-720 Advanced Web and Multimedia Programming Applications

Department of Biology and Geology
GE-105 Gems and Semi-Precious Stones (Senate 9-7-04)

Department of Foreign Languages and Literatures
LC-214 Intermediate Chinese II

English Department
EN-223 Advanced Fiction Writing
EN-224, 225 Special Topics in Writing as Art & Craft

Music Department
MU-208 Musicianship I
MU-209 Musicianship II

Department of Social Sciences
ED138 History and Curriculum of Early Childhood Education
ED139 Day Care Fieldwork Practicum
ED141 Infant/Toddler Environments
ED142 Day Care Fieldwork Practicum II

Art and Photography Department
AR544 Design for Motion Graphics

Course revisions

<u>Department of Social Sciences:</u>
SS-260 Contemporary Economic Issues (Senate 9-7-04)
SS-590 States of Consciousness (Senate 9-7-04)
ED-115 Special Education

<u>Department of Mechanical Engineering Technology and Design Drafting</u>
MT-481 Architectural Design Fundamentals (Senate 9-7-04)

<u>Foreign Languages and Literatures</u>
LC-111 Elementary Chinese I (Senate 9-7-04)
LC-112 Elementary Chinese II (Senate 9-7-04)
LC-213 Intermediate Chinese I

<u>Department of Electrical and Computer Engineering Technology</u>
ET-714 Web Technologies II: Building Database – Driven Web Sites (Senate 9-7-04)
ET-510 Introduction to Digital Electronics
ET-560 Microprocessors and Microcomputers

<u>Physics Department</u>
PH-231 Fundamentals of Lasers and Fiber Optics
PH-232 Laser and Electro-Optics Technology
PH-235 Laser/Electro-Optics Projects
PH-301 College Physics I
PH-302 College Physics II
PH-411 Calculus Physics I
PH-412 Calculus Physics II
PH-413 Calculus Physics III

<u>Department of Social Sciences</u>
SS-315 Introduction to Criminal Justice (To allow SS-315 Introduction Criminal Justice to
         fulfill a social sciences requirement).
SS-350 Sociology of Gender
SS-520 Human Growth and Development

<u>Art and Photography Department</u>
AR-541 Advertising Design and Layout
AR-543 Design for Desktop Publishing

<u>Nursing Department</u>
NU-101 Introduction to Nursing Care of Persons with Universal Self-Care Deficits
NU-102 Nursing Care of Persons with Developmental Self-Care Needs and Selected
         Self-Care Deficits;
NU-201 Nursing Care of Adults and Family with Developmental Self-Care Needs and
         Selected Self-Care Deficits;

<u>Music Department</u>
MU-210 Elementary Sight Reading and Ear Training
MU-231 Jazz Theory I

MU-241 Music Theory and Keyboard Harmony I
MU-312, 313, 314 Class Instruction in Piano II, III, IV
ME-251 Digital Music Sequencing

Course deletions

Department of Social Sciences
ED135 History and Curriculum of Early Childhood Education - 4 credits
ED140 Infant/Toddler Environments

Art and Photography Department: Digital Art and Design
AR542 Advertising Design and Multimedia

The following actions were *recommended* for approval by the Academic Senate on September 13, 2005.

COURSE REVISION
Mechanical Engineering Technology
MT-900 Cooperative Education in Mechanical Engineering Technology and
     Design Drafting

PROGRAM REVISIONS

Change in the Degree Program
MECHANICAL ENGINEERING TECHNOLOGY
A.A.S Degree Program
     A TAC/ABET ACCREDITED ENGINEERING TECHNOLOGY CURRICULUM

Summary:

Course revisions: MT-900
To be deleted: Delete MT-344 as an optional required course

WID/WAC ANNUAL REPORT
Text to be submitted as a separate attachment.

OTHER MATTERS

1) The original Guide for Committee on Curriculum members from 1990 was revised and posted on the web in April 2005. Hard copies were distributed to the President, Vice-President of academic affairs, Dean of Academic affairs and members of the curriculum committee.

2) A Power point orientation for all faculty members was posted on the web during the summer 2005. (http://www.qcc.cuny.edu/Governance/AcademicSenate/Presentations/CommCurr_PPT_5-26-05Web.pps)

RECOMMENDATIONS AND PENDING ITEMS FOR 2005-2006

1) WID/WAC Sub Committee annual report
   Approval of WID/WAC annual report by the QCC September 2005 senate.

2) Changes to Degree Program- Massage Therapy
   The following courses were returned to the Department of Health for additional
   clarification and revisions. Massage Therapy for pre-requisite changes of the following
   courses: HA101, HA101, HA103, HA104, HA220. Representatives of Health Science and Massage
   Therapy were invited to attend the first meeting in September.

3) New Degree Program Medical Office Assistant
   Department of Biology: A.A.S. Medical Office Assistant: Letter of Intent was discussed at the 4/19/05
   Committee on Curriculum meeting. It was decided that representatives of the Committee on
   Curriculum, Biology Department and Office of Academic Affairs will meet in early September to clarify
   some pending issues.

4) Review of the Degree Program Review Process and Criteria

5) Computer Literacy Elective in AA Program - - -revision of criteria and inclusion of BU
   500. Computer Literacy and Information Literacy in all degree programs-part of General
   Education Review. The course LB101 Information Literacy was approved as an
   experimental course. It was offered as an experimental course in fall 2004 and spring
   2005.

6) Review of General Education Objectives- Sub-committee of Committee on Curriculum
   OR Special Senate Committee

7) Procedure for preparing and forwarding proposals for new degrees and certificate programs (feasibility
   studies)

8) Proactive items to be addressed:
   The manner in which curriculum planning/approval will take place for Distance Education at QCC;
   Evaluation of the effectiveness of QCC Remediation programs
   CUNY inquiry into General Education and how it relates to all curricula;
   BE classes and the preparation to enter EN 101 and other classes that have
   BE as a pre or co requisite

9) Review of the Assessment of courses

10) Update of the Committee on Curriculum Guidelines
    Simplification of course revision template(process) - see attachment #6 of Committee
    on Curriculum Guide

NEW COMMITTEE MEMBERS 2005-2006

Cotty, F. (Biology) **Chair**
Karimi, S. (Chemistry)
Kolios, A. (Business)
Pecorino, P. (Social Sciences) (Liaison Committee on Committees)
Rusinek, R. (Mathematics)
Tai, E. (History)
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