

Queensborough Community College
The City University of New York

MINUTES
of the April 17, 2012
Academic Senate

Interim President Diane Call called the seventh regularly scheduled meeting of the Academic Senate to order at 3:18 p.m.

I. Attendance:

The complete Senate roster is available at
<http://www.qcc.cuny.edu/governance/academicSenate/roster.html>

As determined from the attendance taken by the i-clickers at the meeting, there were seventeen absentees.

Cesarano, Michael	Asser, Stuart	Blake-Campbell, Barbara
Gray, Peter	Holden, Todd	Tai, Emily
Cardaci, Regina	Luby, John	SG President Pro Tempore
Bourbon, Anne Marie	Visoni, Gilmar	SG Administrative VP
James Valentino	SG Programming VP	SG VP for PT students
SG Executive VP	SG Treasurer	

II. Consideration of minutes of the March 13, 2012:

- A **motion** was **made, seconded, and unanimously approved** to approve the March 13, 2012 minutes (*Attachment A of the April 17, 2012 Agenda*).

III. Communications from:

Interim President Call: Interim President Call referred to her written report
(*Attachment B of the April 17, 2012 Agenda*)

- President Call began her report with an invitation from The Office of Academic Affairs for QCC faculty to apply for the **2012-2013 Online Course Development Initiative**. The application deadline is Monday April 16, 2012. Selected faculty will be expected to attend the Summer Institute during June 2012, complete final preparations for online course delivery during Fall 2012, and teach the course online at least two semesters, Spring 2013 and Fall 2013.
- President Call reported that the dual joint degree program in **Accounting for Forensic Accounting/Economics** with John Jay College has been officially registered with the New York State Department of Education.
- **President Call introduced Queensborough's "Pathways" website** which is available at <http://www.qcc.cuny.edu/pathways/index.html>. There are two ways of getting there:
<http://www.qcc.cuny.edu> > Academics > Academic Affairs > Pathways OR
<http://www.qcc.cuny.edu> > Faculty & Staff > Spotlight on New Projects > Pathways.

- 54 • President Call thanked Dave Moretti for his assistance in setting up and maintaining it as course
55 nominations reviewed by the College's Curriculum Committee and our Academic Senate.
56
- 57 • President Call gave an update on the budget. The budget outlook for next year is much improved
58 over the past two years. As a result of these additional resources, plans are being made for
59 another CUNY Investment Plan for Community Colleges (CCIP), as well as other programs to
60 invest in the community colleges. We expect the University will target new funding for new full-
61 time faculty, academic research, information technology, academic support, workforce
62 development, infrastructure and student services.
63
- 64 • President Call explained that QCC's annual Resource Planning & Allocation Process is
65 underway. Divisions and departments are in the process of preparing budget requests, mindful
66 that our resource plan must ensure our resources support our highest priorities, as reflected in
67 the Strategic Plan developed by the College Advisory Planning Committee. These proposals will
68 be reviewed and prioritized by the Cabinet. The Budget Subcommittee of the Faculty P&B
69 Committee and the Academic Senate Budget Advisory Committee will be consulted for their
70 funding recommendations prior to our final expenditure plan for FY 13. Send proposals to VP
71 Newcomb.
72
- 73 • President Call welcomed Alex Burnett, Executive Director of Communications and Public
74 Relations.
75

76 President Call completed her report by reminding everyone to attend these upcoming events:
77

- 78 • The **Faculty Excellence in Research and Scholarship Awards** will be presented at a
79 ceremony in the Oakland Dining room immediately following the Academic Senate, on
80 Tuesday, April 17. Professor Jules Allen, Professor in Art and Design, Dr. Pellegrino Manfra
81 Professor, Social Sciences/Economics, and Dr. Philip Pecorino, Professor, Social
82 Sciences/Economics will be honored.
83
- 84 • The **Spring 2012 Presidential Lecture** will be held on Wednesday, April 18 at 4:30 PM in
85 Medical Arts, room 136. Dr. Edmund Clingan, History Department will speak on **Oil, Credit,
86 and the Shifting Balance of Power**. Students, faculty, staff and the community are invited to
87 attend.
88
- 89 • The Art Gallery exhibit **Bundu** will open On Thursday, April 19, at 5:00 in the main gallery.
90
- 91 • On Tuesday, April 24 from 1 to 3 p.m. in the Oakland Dining Room, our Office of Affirmative
92 Action, Compliance and Diversity is sponsoring a faculty development forum on **Students
93 with Autism**. Panelists from QCC, CUNY and community organizations will offer strategies
94 faculty might apply to support students in their classes who are on the autism spectrum.
95
- 96 • Queensborough's annual **Honors Conference** will take place on Friday, May 4, from 1 to 5
97 p.m. in the Medical Arts Building . All faculty and students are invited to attend.
98
- 99 • CUNY's annual **Conference on Coordinated Undergraduate Education** will be held on
100 Friday, May 11 at College of Staten Island, 9:30 am-5:00 pm. This year's theme is *A
101 CUNYVerse of Innovations: innovative and/or successful approaches in undergraduate
102 education*; conference website for information and registration: [https:
103 //www.csi.cuny.edu/CUE/index.html](https://www.csi.cuny.edu/CUE/index.html).
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- 105 • Partners for Progress will be held April 26, 2012.
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- VP Hartigan emailed a reminder that applications for the 2012 Continuing Student Academic Merit Scholarship are now being accepted. If you know of any students who meet the eligibility requirements, please encourage them to apply. Deadline to file is May 15, 2012.
 - Dr. Call updated the senate on the merger of the faculty and existing programs of Department of Mechanical Engineering Technology and Design Drafting into the Department of Electrical and Computer Engineering Technology. This will go before the **June BOT meeting**.
 - Dr. Call reminded the senate that QCC was a recipient of a \$500,000 National Endowment for the Humanities (NEH) Challenge Grant to help raise an endowment to support interdisciplinary programs at The Harriet and Kenneth Kupferberg Holocaust Resource Center and Archives (KHRCA). The College's fundraising goal is to add \$1,000,000 to the KHRCA endowment which will be matched up to \$500,000 by the NEH Challenge grant. Queensborough was one of only six community colleges in the country to receive this grant and offers us an unparalleled opportunity to serve as a national model of excellence for faculty-led efforts to integrate a community college's offerings and its humanities programs.
 - Senator Pecorino asked what responses are appropriate for violations of smoking policy? He suggested a meeting for faculty before the Fall semester to clarify the implementation plan.
 - President Call reminded the Senate that the QCC campus goes tobacco free August 27, 2012. The CUNY Policy prohibits smoking and the use of tobacco products anywhere on or within the grounds and facilities of a campus. Faculty will be provided education regarding how to apply and implement the policy.
 - VP Newcomb reiterated that proper training will be offered to all faculty and staff and she stressed the importance of participation in these upcoming training sessions.
 - Senator Bales added that a special committee from the Academic Senate will soon have a report focusing specifically on compliance to the tobacco policy.

139 **Senate Steering Committee:** Vice-Chair Peter Bales referred to Chair Tai's written report:
140 *(Attachment C of the April 17, 2012 Agenda)* focusing on some of
141 the following:
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- Vice-Chair Bales welcomed back Senator Elyn Feldman.
 - Vice-Chair Bales welcomed the new student government, President-Elect Preston Baker and his administrative team.
 - Vice-Chair Bales discussed senate matters: the elections of 41 Senators from the full-time faculty of Queensborough Community College; one CLT representative, two HEO representatives, and one adjunct representative, have been finalized. The Steering Committee wishes to thank all the members of Queensborough's faculty and staff who ran for election, as well as the number of faculty, HEOs, and Adjuncts who voted for their colleagues.
 - Vice-Chair Bales praised the diligence of the Chair of the Committee on Committees, Professor Galatia Iakovou, and our Senate Technology Officer and Special Elections Officers, Dr. Belle Birchfield, for their work on the elections process. The Steering Committee also wishes to thank Mr. Raj Vaswani for lending his time and expertise to our election process.
 - Vice-Chair Bales praised the 160 members of faculty and staff who applied for 90 committee appointments.

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- Vice- Chair Bales discussed the new Queensborough website format, and the transfer of archived governance materials to the website, has created a few interesting challenges for record-keeping. As of this writing, the Steering Committee has been compelled to undertake a number of projects associated with this change. We are happy to report that most of the minutes, agenda, and annual reports of Academic Senate committees are now up to date, and an update of the Committee on Committee guide, which was a large part of this effort, is nearly complete.
 - Vice-Chair Bales explained that as per the action of the Committee on Bylaws, Queensborough’s newly constituted Budget Advisory Committee has also met with Vice-President Newcomb to begin the annual budget consultation process. The Steering Committee would like to thank the members of the Committee of Chairs, the Faculty Executive Committee, and the Student Government Association for their nomination of members to serve on this important committee.
 - Vice-Chair Bales commended the tireless, and continuing efforts of our members of the Committee on Curriculum, who have begun the Herculean labor of assisting departments as they assess the extent to which the Pathways Project may compel course revisions and modifications of Queensborough’s thirty-one degree programs. The Steering Committee has been given to understand that there are currently over 200 course nominations being prepared for review.
 - Vice-Chair Bales discussed that pending the completion of this course nomination process, the Steering Committee would also invite the member of the Special Committee on General Education Outcomes to plan a time to review the Pathways Outcomes from the perspective of Queensborough’s Mission Statement, in order that a report on this review may be submitted to the Academic Senate.
 - Vice-Chair Bales reported that the Chairs of our committees of the Academic Senate will be meeting with the Steering Committee on Wednesday, April 18, between 1-2.30 PM in Humanities Building 206 to review end-of-year procedures. However, we would like to take this opportunity to thank all members of faculty who chaired our committees of the Academic Senate through a particularly challenging year!
 - Vice-Chair Bales ended the report by thanking President Call for her support of the recent Queensborough Governance Plan revisions and referendum, and has asked that she keep the faculty informed as it makes its way through the CUNY Central Office to the CUNY Board of Trustees.

202 V. Elections:

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- Senatorial Runoff: Faculty-at-large
 - Edmund Clingan, Associate Professor was elected by majority vote.
 - Senatorial Runoff: Adjunct Representative First Alternate
 - Georganne Albanese , Adjunct Assistant Professor was elected by majority vote.

210 VI. Monthly Reports of Standing Committees of the Academic Senate

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- Committee on Committees (Attachment E)—**ELECTION**

- 213 • Chair Iakovou discussed that the Committee on Committee was extremely grateful and
 214 pleased to see approximately 160 members of faculty and staff apply for 90 appointments to
 215 The Standing Committees of the Academic Senate. The Slate for the Standing Committees
 216 of the Academic Senate was sent to all faculty and staff on March 28th, 2012 along with a
 217 nomination petition with a return date of April 4th, 2012 at 3pm for those members who wished
 218 to submit one. The COC encouraged those faculty members (including CLTs) who were not
 219 appointed to a committee to apply to serve on the five committees of the Faculty: These
 220 include
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 222 • The Academic Freedom Committee
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 224 • The Student-Faculty Disciplinary Committee
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 226 • The Academic Review Committee (specifications for eligibility to this committee, should
 be consulted at) http://www.qcc.cuny.edu/Governance/docs/bylaws_of_the_faculty.pdf
 227
 228 • The Governing Board QCC Student Activities Association
 • The Governing Board QCC Auxiliary Enterprise Association

ELECTION BALLOT 2012-13 Standing Committees

228 **PLACE AN "X" IN THE BOX TO VOTE FOR A CoC COMMITTEE SLATE**

<input type="checkbox"/> Academic Development / Elective Academic Programs (5 members)						
<input type="checkbox"/>	Dunkelblau, Helene	Basic Educational Skills	<input type="checkbox"/>	Spradley, Patricia	Social Sciences	
<input type="checkbox"/>	Marcus, Sandra	Library	<input type="checkbox"/>	Sporn, Howard	Mathematics and Computer Science	
<input type="checkbox"/>	Ferrari-Bridgers, Franca	Speech Communication	<input type="checkbox"/>			

<input type="checkbox"/> Admissions (5 members)						
<input type="checkbox"/>	Weber, Dolores	Nursing	<input type="checkbox"/>	Ford, Kelly	Business	
<input type="checkbox"/>	Shin, Jun	Chemistry	<input type="checkbox"/>	Urciuoli-Treue, Jannette	Student Affairs/ Introduction To College Life	
<input type="checkbox"/>	Jacobowitz, Susan	English	<input type="checkbox"/>			
<input type="checkbox"/>			<input type="checkbox"/>			
<input type="checkbox"/>			<input type="checkbox"/>			

<input type="checkbox"/> Awards and Scholarships (3 members)						
<input type="checkbox"/>	Lall-Ramnarine, Sharon	Chemistry	<input type="checkbox"/>			
<input type="checkbox"/>	Reeves, Sharon	Foreign Languages				
<input type="checkbox"/>	Strohlein, Margaret	Nursing				

<input type="checkbox"/> Bylaws (5 members)						
<input type="checkbox"/>	<input type="checkbox"/>	Mader, Bryn	Biology and Geology	<input type="checkbox"/>	Ren, Tian	Mathematics and Computer Science
<input type="checkbox"/>	<input type="checkbox"/>	Bruzewicz, Derek	Chemistry	<input type="checkbox"/>	Goldhammer, Eva	Social Sciences
<input type="checkbox"/>	<input type="checkbox"/>	Meltzer, Linda	Business	<input type="checkbox"/>		

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Committee on Committees of the Academic Senate

ELECTION BALLOT – 2012 -13 Standing Committees

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232 PLACE AN "X" IN THE BOX TO VOTE FOR A CoC COMMITTEE SLATE

<input type="checkbox"/>	Ceremonial Occasions (3 members)				
	<input type="checkbox"/>	Burdi, Glenn	Business	<input type="checkbox"/>	
	<input type="checkbox"/>	Cesarano, Michael	Speech	<input type="checkbox"/>	
	<input type="checkbox"/>	Jeffries, Kimberly	Nursing		

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<input type="checkbox"/>	Committee on Assessment and Institutional Effectiveness (7 members)				
	<input type="checkbox"/>	Bannon, Shele	Business	<input type="checkbox"/>	
	<input type="checkbox"/>	Beck, Sheila	Library	<input type="checkbox"/>	
	<input type="checkbox"/>	Burke, Patricia	Nursing		
	<input type="checkbox"/>	Kokkinos, Dimitrios	Physics		
	<input type="checkbox"/>	Hemraj-Benny, Tirandai	Chemistry		
	<input type="checkbox"/>	McLaughlin, Susan	Biology and Geology		
	<input type="checkbox"/>	Rochford, Regina	Basic Skills		

<input type="checkbox"/>	Committee on Cultural and Archival Resources (5 members)				
	<input type="checkbox"/>	Carroll, Julia	Basic Skills	<input type="checkbox"/>	Schwartz, Jeffrey ECET
	<input type="checkbox"/>	Cupelli, Lorraine	Nursing	<input type="checkbox"/>	
	<input type="checkbox"/>	Lizzul, Isabella	Health, Phys Ed & Dance	<input type="checkbox"/>	
	<input type="checkbox"/>	White, Eileen	Speech Communication		

<input type="checkbox"/>	Computer Resources (7 members)				
	<input type="checkbox"/>	Namdar, Hamid	ECET	<input type="checkbox"/>	Guy, Michael Mathematics and Computer Science
	<input type="checkbox"/>	Gadura, Nidhi	Biology and Geology	<input type="checkbox"/>	Jia, Peijun Library
	<input type="checkbox"/>	Ford, Wendy	Business	<input type="checkbox"/>	Shekoyan, Vazgen Physics
	<input type="checkbox"/>	Traver, Amy	Social Sciences	<input type="checkbox"/>	

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Committee on Committees of the Academic Senate

ELECTION BALLOT – 2012-13 Standing Committees

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PLACE AN "X" IN THE BOX TO VOTE FOR A CoC COMMITTEE SLATE

<input type="checkbox"/>	Continuing Education (3 members)				
	<input type="checkbox"/>	Borrachero, Aranzazu	Foreign Languages And Literatures	<input type="checkbox"/>	
	<input type="checkbox"/>	Drini, Merlinda	ECET		
	<input type="checkbox"/>	Rome, Barbara	Nursing		

<input type="checkbox"/>	Course and Standing (9 members)				
	<input type="checkbox"/>	Buoncora, John	ECET	<input type="checkbox"/>	Timbilla, James Biology and Geology
	<input type="checkbox"/>	Dahlke, Steven	Music	<input type="checkbox"/>	Colalillo, Georgina Nursing
	<input type="checkbox"/>	Gordon, Emily	Basic Skills	<input type="checkbox"/>	Holden, Todd Physics
	<input type="checkbox"/>	Capozzoli, Gina	Student Affairs	<input type="checkbox"/>	Tucker-Manzo Christina Business
	<input type="checkbox"/>	Sabani, Laura	Foreign Languages And Literatures	<input type="checkbox"/>	

<input type="checkbox"/>	Curriculum (7 members)				
	<input type="checkbox"/>	Chauhan, Moni	Chemistry	<input type="checkbox"/>	Pearl, Kenneth History
	<input type="checkbox"/>	Santoro, Maurizio	Foreign Languages And Literatures	<input type="checkbox"/>	McKay, Devin Library
	<input type="checkbox"/>	Klarberg, David	Biology and Geology	<input type="checkbox"/>	Yuster, Richard ECET
	<input type="checkbox"/>	Pecorino, Philip	Social Sciences	<input type="checkbox"/>	

<input type="checkbox"/>	Committee on E-Learning (7 members)				
	<input type="checkbox"/>	Banks, Kimberly	English	<input type="checkbox"/>	Sehman, Melanie Music
	<input type="checkbox"/>	Sarno, David	Chemistry		Biological Sciences
	<input type="checkbox"/>	Blake-Campbell, Barbara	Nursing	<input type="checkbox"/>	
	<input type="checkbox"/>	Boccio, Dona V.	Mathematics and Computer Science	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	Goldoni, Federica	Foreign Languages And Literatures	<input type="checkbox"/>	
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<input type="checkbox"/>	Environment, Quality of Life and Disability Issues (5 members)					
	<input type="checkbox"/>	Bartels, Elizabeth	Social Sciences	<input type="checkbox"/>	Lau, Mathew	English
	<input type="checkbox"/>	Petersen, Joan	Biological Sciences	<input type="checkbox"/>	Moh, Nam Jong	Mathematics and Computer Science
	<input type="checkbox"/>	Iakovou, Galatia	Nursing	<input type="checkbox"/>		

ELECTION BALLOT – 2012-13 Standing Committees

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PLACE AN "X" IN THE BOX TO VOTE FOR A CoC COMMITTEE SLATE

<input type="checkbox"/>	Library (3 members)			
	<input type="checkbox"/>	Carey, Diane	Speech Communication	<input type="checkbox"/>
	<input type="checkbox"/>	Chang, Joanne Chiung Wen	Music	
	<input type="checkbox"/>	DiGiorgio, Elizabeth	Art and Design	

<input type="checkbox"/>	Publications (3 members)			
	<input type="checkbox"/>	Madrigal, José Luis	Foreign Languages And Literatures	<input type="checkbox"/>
	<input type="checkbox"/>	Yonker, Liisa	Speech Communication	
	<input type="checkbox"/>	Kuszai, Joel	English	

<input type="checkbox"/>	Student Activities (3 members)			
	<input type="checkbox"/>	Sinclair, Alicia	Health Education	<input type="checkbox"/>
	<input type="checkbox"/>	Novick, Peter	Biology and Geology	
	<input type="checkbox"/>	Rosen, Ted	Business	

<input type="checkbox"/>	Vendor Sevices (5 members)			
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<input type="checkbox"/>	Osorio, Jose	Foreign Languages And Literatures	<input type="checkbox"/>	Berlinger, Manette	Basic Skills
<input type="checkbox"/>	Cornick, Jonathan	Mathematics and Computer Science	<input type="checkbox"/>	Rosa, Mary Ann	Nursing
<input type="checkbox"/>	Proteasa, Gheorghe	Biology and Geology	<input type="checkbox"/>		

ELECTION BALLOT – 2012-13 Standing Committees

PLACE AN "X" IN THE BOX TO VOTE FOR A CoC COMMITTEE SLATE

<input type="checkbox"/>	Writing in the Disciplines/Writing Across the Curriculum (5 members)				
<input type="checkbox"/>	Bentley, Lawrence	Nursing	<input type="checkbox"/>	Puri, Karan Mohan	Mathematics and Computer Science
<input type="checkbox"/>	Pigza, Julie	Chemistry	<input type="checkbox"/>	Stark, Julian	Biological Sciences
<input type="checkbox"/>	Rothenberg, Julia	Social Sciences	<input type="checkbox"/>		

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242 **Amendment to the CoC report on Senate Election statistics:**

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244 Ballots cast:
245 Faculty - 182
246 CLT - 16
247 HEO - 52
248 Adjunct Faculty – 74

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250 Eligible voters:
251 Faculty – 324
252 CLT - 40
253 HEO - 127
254 Adjunct Faculty – 628

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- A **motion** was **made, seconded,** and **approved** by majority vote to accept the slate as is.

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- 263 • Committee on Curriculum (Attachment F)-**RESOLUTION**

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265 **1. New Courses**

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267 **DEPARTMENT of BUSINESS**

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269 **BU-812 Transcription and Dictation of Business Documents**

270 2 credits; 1 class hour, 3 laboratory hours

271 Prerequisite: BU-801 Typewriting/Keyboarding I or equivalent

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273 **Catalogue Description:** Through the use of audio and word processing software, students will
274 transcribe business documents that are used in corporate, government, and professional environments.
275 Students will become familiar with business terminology used in the fields of advertising, education, real
276 estate, accounting, banking, insurance, engineering, entertainment, marketing, travel, medicine, and law

277

278 **Rationale:**

279 This course is needed to:

- 280 • improve keyboarding skill
- 281 • improve listening skills (especially valuable for English as a Second Language students)
- 282 • become familiar with vocabulary used in business environments (advertising, education,
283 government, public service, real estate, accounting, finance/banking, insurance, engineering,
284 entertainment, restaurant services, marketing, travel, transportation)
- 285 • improve English mechanics
- 286 • become familiar with documents produced in the corporate, professional and government office
287 environments.

288

289 Student demand:

290 BU-812 (Transcription and Dictation of Business Documents) will be required in the A.A.S.(Office
291 Administration and Technology) two-year degree program.

292 Students may select either BU-812 (Transcription and Dictation of Business Documents) or

293 BU-802 (Typewriting/Keyboarding II) in the A.A.S. (Medical Office Assistant) two-year degree program.

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295 Students may select either BU-812 (Transcription and Dictation of Business Documents) or BU-802
296 (Typewriting/Keyboarding II) in the following certificate programs:

297 Health Care Office Administration: Managing, Coding, and Billing

298 Medical Office Assistant

299 Microsoft Office Applications Proficiency Preparation

300 School Secretary

301

- 302 • A **motion was made, seconded, and approved** with one abstention from SG
303 President to approve the new courses in Business(*Attachment F of the April 17,*
304 *2012 Agenda*).

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307 **DEPARTMENT of SPEECH COMMUNICATION and THEATRE ARTS**

308

309 **SP 230 Video Production I**

310

311 2 class hours, 2 lab hours, 3 credits

312 Prerequisites: BE112 OR BE205 & BE122 OR BE226

313

314 **Catalogue Description:** Video Production I is an introductory class in the creation and aesthetics of
315 video production with lecture and lab sections where students will critically examine, analyze and create
316 the visual, auditory and narrative components of digital media. Students will apply concepts from lectures
317 as they learn basic techniques of practical media production incorporating mediums such as photography,

318 video, and audio. Students will utilize computer-based video editing, audio and imaging programs to
319 create a variety of short narrative and documentary projects. This class will also have screenings of
320 various short films and videos in class as well as additional assigned readings.

321
322 **Rationale:**

323
324 Video Production I will be a course designed for those students who desire to gain practical experience in
325 video and audio production as well as further their understanding of culture and media. This course will
326 also serve those students who will be continuing their study of media at four-year institutions. Media and
327 Journalism-related majors are some of the most popular majors nationwide and this course of study
328 operates at peak enrollment at other institutions in the CUNY system at both 2-year and 4-year
329 institutions. This course would be the beginning of the development a degree program in Media Studies
330 within the Visual and Performing Arts Academy, which would put Queensborough in a unique position as
331 the only public institution in the immediate area to offer this type of program. The course also has great
332 potential as an inter-disciplinary elective as digital design and implementation skills are a necessity in
333 majors such as business and computer science. The New Media Technology and Music Program have
334 also expressed interest in this course as an elective for their students. The additional lab hour will reflect
335 the amount of work involved in preparing class assignments in the Media Lab. The course will be offered
336 each semester and enrollment will be capped at 16 as this number corresponds to available work-stations
337 in the Media Lab.

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339 • A **motion was made, seconded, and approved** with one abstention from SG
340 President to approve the new course in Speech Communication and Theatre Arts
341 (*Attachment F of the April 17, 2012 Agenda*).

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345 **2. Changes in Courses**

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347 **DEPARTMENT of BUSINESS**

348
349 From: BU-804 [Personal Information Management/Electronic Messaging Using Microsoft Outlook]
350 To: BU-804 Administrative Office Procedures (See Amendment 6)

351
352 **Rationale:**

353 The original title, Personal Information Management/Electronic Messaging Using Microsoft Outlook, is
354 cumbersome and somewhat misleading. Although some of features of Microsoft Outlook software are used,
355 the title gives the impression that the entire course is dedicated to using Microsoft Outlook.

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357 This is just a title change. The catalog course description and the subject matter in this course remain
358 unchanged.

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360
361 From: [BU-803 Advanced Keyboarding and Software Transcription/Projects]
362 1 class hour 3 laboratory hours; 2 credits
363 Prerequisite: [BU-802] or the equivalent

364
365 To: BU-812 Transcription and Dictation of Business Documents
366 1 class hour 3 laboratory hours; 2 credits
367 Prerequisite: BU-801 or the equivalent

368
369 **Rationale:**

370 The onslaught of technological changes in the office mandates that students planning careers in office
371 administration and office management receive training that will enable them to qualify for entry-level
372 positions and to climb career paths in extremely competitive technical environments.

373

374 At present, BU-803 (Advanced Keyboarding and Software Transcription/Projects) has a prerequisite of
375 BU-802 (Typewriting/Keyboarding II). By changing this prerequisite to BU-801 (Typewriting/ Keyboarding
376 I) students with basic keyboarding skill will be able to enroll in BU-812 (Transcription and Dictation of
377 Business Documents) to:
378

- 379 • improve keyboarding skill by transcribing dictated business documents
- 380 • improve listening skills by using audio software (especially valuable for English as a Second
381 Language students)
- 382 • become familiar with vocabulary used in business environments (advertising, education,
383 government, public service, real estate, accounting, finance/banking, insurance, engineering,
384 entertainment, restaurant services, marketing, travel, transportation, medicine, and law
- 385 • improve English mechanics
- 386 • become familiar with the software used to produce the documents required in corporate,
387 professional, and government office environments
388

389 This course is a requirement in the Office Administration and Technology A.A.S. curriculum. In the OAT
390 certificate curricula, in the Medical Office Procedures certificate, and in the Medical Office Procedures
391 A.A.S.curriculum, students are given the option of selecting the keyboarding courses that they feel will
392 enhance their future careers. Obviously, by changing the prerequisite from BU-802
393 (Typewriting/Keyboarding II) to BU-801 (Typewriting/Keyboarding I) our students will gain the advantage
394 of enrolling in a course which will help to prepare them for today's technical office environment while
395 meeting their individual needs.
396

397 The title of BU-812 (Transcription and Dictation of Business Documents) has replaced the title used in
398 BU-803 (Advanced Keyboarding and Software Transcription/Projects) because the title, Transcription and
399 Dictation of Business Documents, clearly shows the kind and type of material that will be covered in BU-
400 812.
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- 402 • A **motion** was **made**, **seconded**, and unanimously **approved** to approve the
403 course revisions in Business(*Attachment F of the April 17, 2012 Agenda*).
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407 **DEPARTMENT of MATHEMATICS and COMPUTER SCIENCE**

408 **From:** MA-119 College Algebra
409 [4 class hours] 3 credits
410

411 Prerequisite: MA-010 or exempt from remedial mathematics, or permission of the department.
412

413 Co-requisites: May be taken as a co-requisite to MA-121
414

415 Catalog Description: A basic presentation of the fundamental concepts of college algebra, systems of
416 linear equations, inequalities, linear, quadratic, exponential and logarithmic functions
417

418
419 **To:** MA-119 College Algebra
420 3 class hours 1 recitation hour 3 credits
421

422 Prerequisite: MA-010 or exempt from remedial mathematics, or permission of the department.
423

424 Co-requisites: May be taken as a co-requisite to MA-121
425

426 Catalog Description: A basic presentation of the fundamental concepts of college algebra, systems of
427 linear equations, inequalities, linear, quadratic, exponential and logarithmic functions. During the

428 recitation hour, students review properties of signed numbers, graphing of linear equations, basic
429 geometric concepts, solution of linear equations, factoring algebraic expressions and its applications to
430 rational expressions. A graphing calculator will be required.

431

432 **Rationale:**

433 MA-119 contains a compensatory hour and this needs to be reflected in the designation of the hours. Hence,
434 3 class hours and 1 recitation hour.

435

436

- VP Steele reminded the senate that this change will take effect the following

437

- year, therefore suggested to add that in the course description.

438

439

440

- A **motion** was **made, seconded**, and **approved** with one negative vote from

441

- Senator Rochford and one abstention from SG President to approve the course

442

- revisions in Mathematics and Computer Science.

443

- (*Attachment F of the April 17, 2012 Agenda*).

444

445

446

447 **DEPARTMENT of SOCIAL SCIENCES**

448

449

450 Title

451 From: CJ101 Introduction to Criminal Justice

452 To: CJ101 Introduction to the American Criminal Justice System

453

454 Course Description

455 From: [A survey of the institutions and processes of the criminal justice system. Special emphasis on
456 police, courts, and corrections.] This course will satisfy the Social Sciences elective requirement for all
457 QCC degree programs.

458

459

460 To: This course is an introductory survey of the American criminal justice system with a view to its social
461 and institutional context, and its structure and functioning. The course provides an overview of the
462 foundations and components of the criminal justice system, including (substantive and procedural)
463 criminal law, police, courts and corrections. The main emphasis will be placed on the criminal justice
464 process, and how the various institutions of criminal justice interact. Key issues will be addressed as they
465 arise at different stages of the process, such as the conflict between crime control and due process, and
466 conflicts related to, for example, gender, class and ethnicity. This course will satisfy the Social Sciences
467 elective requirement for all QCC degree programs.

468

469

- Senator Culklin explained that the rationale was following the lead of the John Jay Dual Joint

470

- Degree Program.

471

472

- A **motion** was **made, seconded**, and unanimously **approved** to approve the course revisions in

473

- Social Sciences(*Attachment F of the April 17, 2012 Agenda*).

474

475

476 SS-250 Labor and Management

477 **From:** Prerequisite: [SS-211 or SS-212]

478 **To:** Prerequisite: BE-122 (or BE-226) or satisfactory score on the English Placement Test

479

480 **Rationale:**

481

482 Since the start of the Verizon Next Step program SS250 has been populated exclusively by students in that
483 program. SS250 is the only required economics course in the program, and the Next Step students have been

484 exempted from the SS211 or SS212 prerequisite. Instructors who have taught SS250 have never found the
 485 lack of a SS211 or SS212 prerequisite to be a hindrance to student success. In fact most students have done
 486 quite well without it. So, because de facto there has been no SS211 or SS212 prerequisite requirement for
 487 several years and because the lack of the prerequisite does not jeopardize student performance in the course,
 488 it seems reasonable to eliminate what appear to be unnecessary prerequisites.
 489

- 490 • A **motion** was **made, seconded, and approved** with one abstention from Senator Kolios to
 491 approve the course revisions in Social Sciences (*Attachment F of the April 17, 2012 Agenda*).

492
 493
 494 **3. Removal of Courses**

495
 496 **DEPARTMENT of BUSINESS**

497
 498 [BU-908 Word/Information Processing Using WordPerfect
 499 2 class hours 2 laboratory hours; 3 credits]

500
 501 **Rationale:**

502 As a result of this change, BU-908 (Word/Information Processing using WordPerfect) will no longer be
 503 offered for the following
 504 reasons:

- 505
 506 • Microsoft Word has become the standard word processing software package in both the business
 507 environment and for personal use. Since Microsoft Word is used in our other OAT (Office
 508 Administration and Technology) courses, our students become quite proficient using the features in
 509 this software. Those trained in Microsoft Word can easily adjust to WordPerfect in the workplace
 510 should the need arise.
- 511
 512 • In addition, we cannot run the WordPerfect software on personal computers that have the Windows 7
 513 operating system installed. All of the personal computers in the Business Department are using the
 514 Windows 7 operating system.
- 515
 516
 517 ○ A **motion** was **made, seconded, and unanimously approved** to approve the course
 518 removal in Business(*Attachment F of the April 17, 2012 Agenda*)

519
 520 **Degree Program Changes**

521
 522 **DEPARTMENT OF BUSINESS**

523
 524 **From:** Office Administration and Technology – A.A.S. Degree Program

525 Optional Tracks: ADMINISTRATIVE SECRETARY

526 OFFICE TECHNOLOGY/WORD INFORMATION PROCESSING

527
 528 **General Education Core Requirements**

Credits

EN-101, EN-102	English Composition I, II	6
MA-321	Mathematics in Contemporary Society	3
	Laboratory Science	4
PE	Physical Education or Dance from the PE-400, 500, or 600 series	1
SP-111	Speech Communication	3
SS-211 or SS-212+	Economics	3
SS- or HI-	Elective in Social Science or History (selected from HI-100 series)	3

530 **Requirements for the Major**

BU-201	Business Organization and Management	3
BU-801❖	Typewriting/Keyboarding I	2
BU-802	Typewriting/Keyboarding II	2
[BU-803]	[Advanced Typewriting/Keyboarding]	2
[BU-804]	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word/Information Processing using Microsoft Word for Windows	3
Free Electives		3
[Administrative Secretary		
BU-805**	Shorthand I (Gregg)	3
BU-806	Shorthand II	3
BU-807	Shorthand for the Professional Office	3
BU-906 or BU-908	Advanced Microsoft Office Word/Information Processing Using WordPerfect	3
Choose two courses from:** BU-500 BU-859+ BU-903 BU-909	Introduction to Microcomputer Applications Desktop Publishing (software) Medical Office Procedures Cooperative Education in Business: Office Administration and Technology]	6
[Office Technology: Word/Information Processing]		
BU-500	Introduction to Microcomputer Applications	3
BU-859+	Desktop Publishing (software)	3
BU-906	Advanced Microsoft Office	3
[BU-908]	[Word/Information Processing Using WordPerfect]	3
BU-	Business Electives	6
	Total for Administrative Track OR Office Technology Track	60

531
532 ❖[Students who have had previous training in shorthand and/or typewriting, and who are exempt from
533 introductory keyboarding and introductory shorthand are not given credit for those courses. Consequently,
534 **students who are so excused must take other courses in their place** as outlined below:

- 535 (a) Student s who have had previous training in keyboarding and who are excused from BU-801 must
536 take a free elective in its place.
537 (b) Students in the Administrative “Secretary track who have had appropriate previous training in
538 shorthand and who are excused from BU-805 are required to take another BU-800 or BU-900 course
539 in its place.]

540 **Students wishing to prepare for the position of School Secretary may take BU-900 (School Records and
541 Accounts) and
542 BU-901, 902 (Educational Problems of the School Secretary I, II).

543 +Sections of BU-859 and one other course to be arranged by the department may be taken to partially satisfy
544 the Writing Intensive requirement.

545
546 Business Electives [for the Office Technology Track]: (choose 6 credits)
547 BU-530 Spreadsheet Applications

- 548 [BU-805 Shorthand I (Gregg)
- 549 BU-806 Shorthand II]
- 550 BU-810 Legal Office Procedures
- 551 BU-900 School Records and Accounts
- 552 BU-901, 902 Educational Problems of the School Secretary I, II
- 553 BU903 Medical Office Procedures
- 554 BU-909 Cooperative Education in Business:
- 555 Office Administration and Technology

558 **To:** Office Administration and Technology – A.A.S. Degree Program

560 General Education Core Requirements		559 Credits
EN-101, EN-102	English Composition I, II	6
MA-321	Mathematics in Contemporary Society	3
	Laboratory Science	4
PE	Physical Education or Dance from the PE-400, 500, or 600 series	1
SP-111	Speech Communication	3
SS-211 or SS-212+	Economics	3
SS- or HI-	Elective in Social Science or History (selected from HI-100 series)	3

561 **Requirements for the Major**

BU-201	Business Organization and Management	3
BU-801❖	Typewriting/Keyboarding I	2
BU-802	Typewriting/Keyboarding II	2
<u>BU-812</u>	<u>Transcription and Dictation of Business Documents</u>	2
BU-804	<u>Administrative Office Procedures</u>	3
BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word/Information Processing using Microsoft Word for Windows	3
BU-500	Introduction to Microcomputer Applications	3
BU-859+	Desktop Publishing (software)	3
BU-906	Advanced Microsoft Office	3
BU-	<u>Any BU-800 or BU-900 course/s</u>	3
BU-	Advised Business Electives from the list below*	6
Free Electives		3
	Total	60

563 ❖Students who have had previous training in typewriting, and who are exempt from BU-801

564 (Typewriting/Keyboarding I) are not given credit for that course. Consequently, students who are excused

565 from BU-801 must take a free elective in its place.

566

567

568 **Students wishing to prepare for the position of School Secretary may take BU-900 (School Records and

569 Accounts) and

570 BU-901, 902 (Educational Problems of the School Secretary I, II).

571

572 +Sections of BU-859 and one other course to be arranged by the Business Department may be taken to

573 partially satisfy the Writing Intensive Requirement.

574

575 *Business Electives: (choose 6 credits):

576 BU-530 Spreadsheet Applications

577 BU-810 Legal Office Procedures

578 BU-900 School Records and Accounts

579 BU-901, 902 Educational Problems of the School Secretary I, II

580 BU903 Medical Office Procedures
 581 BU-909 Cooperative Education in Business:
 582 Office Administration and Technology
 583

584 **From:** Health Care Office Administration: Managing, Coding, and Billing – Certificate Program
 585

586 **General Education Core Requirements** **Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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587 **Requirements for the Major**

BI-520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
BU-909	Cooperative Education in Business	3
BU-914	Critical Issues in Health Care Administration	3
BU-916	Medical Coding and Billing I	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802 [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	4
Choose three credits: BI-150 BI-403 SS-640 HE-101 or HE-102 or CPR (HE-110)	Organization & Delivery of Health Care Medical Terminology Medical Ethics Health Education or CPR	3
Total		30

589 *Students who have had previous training in typewriting/keyboarding may take BU-802
 590 (Typewriting/Keyboarding II) or [BU-803 (Advanced Typewriting/Keyboarding)]. Students should seek
 591 advisement from the Department of Business.
 592
 593
 594

595 **To:** Health Care Office Administration: Managing, Coding, and Billing – Certificate Program
 596

597 **General Education Core Requirements** **Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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598 **Requirements for the Major**

BI_520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
BU-909	Cooperative Education in Business	3
BU-914	Critical Issues in Health Care Administration	3
BU-916	Medical Coding and Billing I	3
Two courses selected from the following (dependent on typing		4

ability) BU-801* BU802 <u>BU-812</u>	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	
Choose three credits: BI-150 BI-403 SS-640 HE-101 or HE-102 or CPR (HE-110)	Organization & Delivery of Health Care Medical Terminology Medical Ethics Health Education or CPR	3
Total		30

600 *Students who have had previous training in typewriting/keyboarding may take BU-802
 601 (Typewriting/Keyboarding II) or BU-812 (Transcription and Dictation of Business Documents). Students
 602 should seek advisement from the Department of Business.
 603

604 **From:** Microsoft Office Applications Proficiency Preparation – Certificate Program
 605

606 **General Education Core Requirements** **Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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607 **Requirements for the Major**
 608

BU-500	Introduction to Microcomputer Applications	3
BU-850	Fundamentals of Microsoft Windows	1
BU-906	Advanced Microsoft Office	3
BU-907	Word/Information Processing using Microsoft Word for Windows	3
BU-920	Graph Presentations Development Using Microsoft PowerPoint	3
BU-804	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-921	Advanced Project Development in Preparation for MOS Certification	3
BU-909	Cooperative Education in Business	3
One course selected from the following (dependent on typing ability) BU-801* BU802 [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	2
Electives		
Advised Business Electives		3
Total		30

609 *Students who have had previous training in typewriting/keyboarding may take BU-802
 610 (Typewriting/Keyboarding II) or [BU-803 (Advanced Typewriting/Keyboarding)]. Students should seek
 611 advisement from the Department of Business.
 612
 613

614 **To:** Microsoft Office Applications Proficiency Preparation – Certificate Program
 615

616 **General Education Core Requirements** **Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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617 **Requirements for the Major**
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BU-500	Introduction to Microcomputer Applications	3
BU-850	Fundamentals of Microsoft Windows	1
BU-906	Advanced Microsoft Office	3
BU-907	Word/Information Processing using Microsoft Word for Windows	3
BU-920	Graph Presentations Development Using Microsoft PowerPoint	3
BU-804	<u>Administrative Office Procedures</u>	3
BU-921	Advanced Project Development in Preparation for MOS Certification	3
BU-909	Cooperative Education in Business	3
One course selected from the following (dependent on typing ability) BU-801* BU802 <u>BU-812</u>	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	2
Electives		
Advised Business Electives		3
	Total	30

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*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or BU-812 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

From: Accounting/Office Administration Technology – Certificate Program

General Education Core Requirements

Credits

EN-101	English Composition I	3
MA-321	Mathematics in Contemporary Society	3

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Requirements for the Major

BU-101	Principles of Accounting I	4
BU-111*	Computer Applications in Accounting	3
BU-500	Introduction to Microcomputer Applications	3
BU-801**	Typewriting/Keyboarding I	2
BU-804	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-906	Advanced Microsoft Office	3
BU-912	Cooperative Education in Business	3
Electives+ BU- Select one of the following: BU-102 BU-201 BU-530	Advised Business Electives Principles of Accounting II Business Organization and Management Spreadsheet Applications	3-4
	Total	30

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*Students may take BU-111 upon completion of BU-101 with a grade of C or better. A pre-requisite waiver will be granted to students enrolled in the Accounting/Office Administration Technology Certificate Program.

634 ***Students who have had previous training in typewriting/keyboarding may take BU-802*
 635 *(Typewriting/Keyboarding II) or [BU-803 (Advanced Typewriting/Keyboarding).] Students should seek*
 636 *advisement from the Department of Business.*

637
 638 *+Students should seek advisement from the Business Department prior to the selection of a business*
 639 *elective.*

640
 641
 642
 643 **To:** Accounting/Office Administration Technology – Certificate Program

General Education Core Requirements		Credits
EN-101	English Composition I	3
MA-321	Mathematics in Contemporary Society	3

Requirements for the Major		
BU-101	Principles of Accounting I	4
BU-111*	Computer Applications in Accounting	3
BU-500	Introduction to Microcomputer Applications	3
BU-801**	Typewriting/Keyboarding I	2
BU-804	<u>Administrative Office Procedures</u>	3
BU-906	Advanced Microsoft Office	3
BU-912	Cooperative Education in Business	3
Electives+		3-4
BU-	Advised Business Electives	
Select one of the following:		
BU-102	Principles of Accounting II	
BU-201	Business Organization and Management	
BU-530	Spreadsheet Applications	
	Total	30

648
 649 **Students may take BU-111 upon completion of BU-101 with a grade of C or better. A pre-requisite*
 650 *waiver will be granted to students enrolled in the Accounting/Office Administration Technology Certificate*
 651 *Program.*

652
 653 ***Students who have had previous training in typewriting/keyboarding may take BU-802*
 654 *(Typewriting/Keyboarding II) or BU-812 (Transcription and Dictation of Business Documents). Students*
 655 *should seek advisement from the Department of Business.*

656 *+Students should seek advisement from the Business Department prior to the selection of a business*
 657 *elective.*

658
 659 **From:** School Secretary – Certificate Program

General Education Core Requirements		Credits
EN-101	English Composition I	3

Requirements for the Major		
BU-804	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-900	School Records and Accounts	2
BU-901	Educational Problems of the School Secretary I	2
BU-902	Educational Problems of the School Secretary II	2
Two courses selected from the following (dependent on		

typing ability) BU-801* BU802** [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	4
[One course from the following:] BU-907 [BU-908]	Word/Information Processing using Microsoft Word for Windows [Word/Information Processing using WordPerfect]	3
Two courses from the following: BU-805 BU-806 BU-909 HE-106	Shorthand I** Shorthand II** Cooperative Education in Business First Aid and Safety Education	6
Electives		
	Liberal Arts and Sciences electives	2-3
	Business electives	2-3
	Total	30

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*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and [BU-803 (Advanced Typewriting/Keyboarding).] Students should seek advisement from the Department of Business.
EN-102 is strongly recommended.
**Available by credit by exam

To: School Secretary – Certificate Program

General Education Core Requirements

Credits

EN-101	English Composition I	3
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Requirements for the Major

BU-804	<u>Administrative Office Procedures</u>	3
BU-900	School Records and Accounts	2
BU-901	Educational Problems of the School Secretary I	2
BU-902	Educational Problems of the School Secretary II	2
Two courses selected from the following (dependent on typing ability) BU-801* BU802** BU-812	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	4
<u>BU-907</u>	<u>Word/Information Processing using Microsoft Word for Windows</u>	3
Two courses from the following: BU-805 BU-806 BU-909 HE-106	Shorthand I** Shorthand II** Cooperative Education in Business First Aid and Safety Education	6
Electives		
	Liberal Arts and Sciences electives	2-3
	Business electives	2-3
	Total	30

677

678 *Students who have had previous training in typewriting/keyboarding may take BU-802
 679 (Typewriting/Keyboarding II) and BU-812 (Transcription and Dictation of Business Documents). Students
 680 should seek advisement from the Department of Business.

681 EN-102 is strongly recommended.

682 **Available by credit by exam

683 **From:** Medical Office Assistant – A.A.S. Degree Program

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General Education Core Requirements **Credits**

EN-101,102 or 103	English Composition I;II; Writing for the New Media	6
MA-301	Foundations of Mathematics	3
SS-310*	Sociology	3
HI-110, 111, 112*	History	3
SS-640	Medical Ethics	3
BI-520	Public Health Science	4

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687

Requirements for the Major

BI-110	Fundamentals of Life Science	3
BI-150	Organization and Delivery of Health Care	2
BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-403	Medical Terminology	2
BI-451	Phlebotomy Technology	1
BI-451	EKG Technology	2
Business Courses		
Any one course from the following (depending on keyboarding ability) BU-802 [BU-803]	Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	2
BU-903	Medical Office Procedures	3
BU-907*	Word/Information Processing using Microsoft Word	3
BU-916, 918	Medical Coding and Billing I, II	6
Internship		
BU-909 or BI-961 and HE-110	Cooperative Education in Business Phlebotomy Practice Cardiopulmonary resuscitation	3
Electives		
Seven credits to be selected from the following courses: BI-950, 951, 952 BU-801 HE-103 SP-211 CH-120	Field Experience in Medical Assisting Typewriting/Keyboarding I Nutrition and Health Speech Communication Fundamentals of Chemistry	7
Total		60

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*Writing Intensive sections of these courses are offered each semester.

To: Medical Office Assistant – A.A.S. Degree Program

693	General Education Core Requirements	Credits	
	EN-101,102 or 103	English Composition I;II; Writing for the New Media	6
	MA-301	Foundations of Mathematics	3
	SS-310*	Sociology	3
	HI-110, 111, 112*	History	3
	SS-640	Medical Ethics	3
	BI-520	Public Health Science	4

694	Requirements for the Major		
695	BI-110	Fundamentals of Life Science	3
	BI-150	Organization and Delivery of Health Care	2
	BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
	BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
	BI-403	Medical Terminology	2
	BI-451	Phlebotomy Technology	1
	BI-451	EKG Technology	2
	Business Courses		
	Any one course from the following (depending on keyboarding ability) BU-802 <u>BU-812</u>	Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	2
	BU-903	Medical Office Procedures	3
	BU-907*	Word/Information Processing using Microsoft Word	3
	BU-916, 918	Medical Coding and Billing I, II	6
	Internship		
	BU-909 or BI-961 and HE-110	Cooperative Education in Business Phlebotomy Practice Cardiopulmonary resuscitation	3
	Electives		
	Seven credits to be selected from the following courses: BI-950, 951, 952 BU-801 HE-103 SP-211 CH-120	Field Experience in Medical Assisting Typewriting/Keyboarding I Nutrition and Health Speech Communication Fundamentals of Chemistry	7
		Total	60

696
697 *Writing Intensive sections of these courses are offered each semester.
698
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700
701 **From:** Medical Office Assistant – Certificate Program

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General Education Core Requirements		Credits
EN-101	English Composition I	3
BI-110	Fundamentals of Life Science	3

704
705 **Requirements for the Major**

BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-520	Public Health Science	4
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802 [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	4
Electives		
	Advised electives**	3
	Free electives	3
	Total	30

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707 *Students who have had previous training in typewriting/keyboarding may take BU-802
708 (Typewriting/Keyboarding II) and [BU-803 (Advanced Typewriting/Keyboarding).] Students should seek
709 advisement from the Department of Business.

710
711 **Advisement is a cooperative effort by the Department of Business and the Department of Biological
712 Sciences and Geology, and is conducted in line with the student's background, interests, and goals.

713
714
715 **To:** Medical Office Assistant – Certificate Program

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717

General Education Core Requirements		Credits
EN-101	English Composition I	3
BI-110	Fundamentals of Life Science	3

718
719 **Requirements for the Major**

BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-520	Public Health Science	4
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	4

<u>BU-812</u>		
Electives		
	Advised electives**	3
	Free electives	3
	Total	30

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*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-812 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

**Advisement is a cooperative effort by the Department of Business and the Department of Biological Sciences and Geology, and is conducted in line with the student's background, interests, and goals.

- A **motion** was **made, seconded**, and unanimously **approved** to approve the degree program changes in Business(*Attachment F of the April 17, 2012 Agenda*).

DEPARTMENT OF SOCIAL SCIENCES

QCC/John Jay Dual/Joint Degree Program: A.S. in Criminal justice (catalogue, page 107)

FROM: MA-120 College Algebra and Trigonometry 3

TO:

MA-119 College Algebra 3

MA-121 Trigonometry 1

SUGGESTED SEQUENCE OF COURSES

MA-119 College Algebra 3

MA-121 Trigonometry 1

Note: Students who place out of MA-120 -119 should take BU-203 (John Jay equivalent is STA 250), which means junior year skills course requirement in the B.A. in Criminal Justice program at John Jay College.

From: Free Electives ([1-3] cr.)

To: Free Electives (0-2 cr.)

Rationale:

These changes are necessitated by changes in the Math and CS Dept. courses. MA120 has been deleted and replaced by MA119 and MA121. The additional 1 credit of required math will reduce the available credits to Free Elective to 0-2.

- A **motion** was **made, seconded**, and **approved** with one negative vote from Senator Jue to approve the program revisions in the QCC/John Jay Dual/Joint Degree Program: A.S. in Criminal justice (*Attachment F of the April 17, 2012 Agenda*).
- Senator Pecorino thanked President Call for her support to the curriculum committee.
- Senator Bales thanked all outgoing senators for their dedication to governance.

770

771 **The meeting was adjourned at 4:15 PM**

772

773 **Respectfully Submitted,**

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775 **Lana Zinger EdD, CHES, R.D. (Secretary)**

776 **Steering Committee of the Academic Senate**

