New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://www.300jaystreet.com/college-council/resources/2010/04/2013-10-09-Proposal_Classification_Chart.docx) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

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| --- | --- |
| **Title of Proposal** | **Biomedical Informatics Program Curriculum Changes** |
| **Date** | **February 10, 2016** |
| **Major or Minor** | **Minor** |
| **Proposer’s Name** | **Joanne Weinreb** |
| **Department** | **Biological Sciences Department** |
| **Date of Departmental Meeting in which proposal was approved** | **2/11/2016** |
| **Department Chair Name** | **Prof. Laina Karthikeyan** |
| **Department Chair Signature and Date** | **3/1/16** |
| **Academic Dean Name** | **Dean Justin Vazquez-Poritz** |
| **Academic Dean Signature and Date** | **3/1/16** |
| **Brief Description of Proposal**  (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body.) | **Modifying the verbiage for elective course choice for the Biomedical Informatics Program.** |
| **Brief Rationale for Proposal**  (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body.) | **We are** **modifying the elective wording for the Biomedical Informatics program, to make it clear that a student can choose courses from either area; Science and Health Professions or Computation and Computer Systems elective areas.** |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list.) | **This proposal constitutes a first submission.** |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**ALL PROPOSAL CHECK LIST**

|  |  |
| --- | --- |
| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal | √ |
| * Rationale for proposal | √ |
| * Date of department meeting approving the modification | √ |
| * Chair’s Signature | √ |
| * Dean’s Signature | √ |
| Evidence of consultation with affected departments  List of the programs that use this course as required or elective, and courses that use this as a prerequisite. | √  N/A |
| Documentation of Advisory Commission views (if applicable). | N/A |
| Completed [Chancellor’s Report Form](http://www.300jaystreet.com/college-council/resources/2010/04/2013-10-09-Chancellor_Report_Quick_Reference_Guide.doc). | √ |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

|  |  |
| --- | --- |
| Documentation indicating core curriculum requirements have been met for new programs/options or program changes. | N/A |
| Detailed rationale for each modification (this includes minor modifications) | √ |

**Date of Department Meeting Approving the Modification:** February 11, 2016

**Brief Description of Proposal**

We are proposing to change the verbiage in the curriculum for the elective classes to make it clear that a student can choose electives from either; Science and Health Professions or Computation and Computer Systems elective areas, to complete the required credits for the program.

**Rationale for Proposal**

**II. Changes to the Biomedical Informatics Curriculum**

**Modification of the verbiage in the curriculum, for the elective classes**.

We would like to change the verbiage in the curriculum, to make it clear that a student can choose any electives from the Science and Health Professions elective area and/or the Computation and Computer Systems elective area, to complete the required credits for the program.

|  |  |
| --- | --- |
| Current verbiage | Proposed modified verbiage |
| The choice of electives, to be made in close consultation with the Program Coordinator or Academic Advisor, should ideally reflect the student’s interests, post-baccalaureate study plans, and career goals. | The number of free elective credits will vary depending upon the program-specific courses, students use to meet Common Core requirements*.* Students may choose any electives from the Science and Health Professions and/or Computation and Computer Systems elective areas. Alternative elective substitutions may be permitted with departmental permission via a course substitution form**.** The choice of electives should ideally reflect the student’s interests, post-baccalaureate study plans, and career goals. |

**Evidence of Consultation with Affected Departments**

**I. Departmental meeting minutes**

**NEW YORK CITY COLLEGE OF TECHNOLOGY CITY UNIVERSITY OF NEW YORK**

**BIOLOGICAL SCIENCES DEPARTMENT FACULTY MEETING**

February 11, 2016

P413

**Meeting Minutes**

**Present:** Profs. [Ralph R. Alcendor,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#2)  Nathan Astrof, [Dennis Bakewicz,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#4) Chris Blair, Mercer Brugler, [Isaac Barjis,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#5) [Sanjoy Chakraborty,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#6) [Rena Dabydeen,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#8) Evgenia Giannopoulou, [Niloufar Haque,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#10) Laina Karthikeyan, [Vasily Kolchenko](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#12), Zongmi Li, Debbie Priftakis, [Jeremy Seto,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#19) Ayisha Sookdeo, [Olufemi Sodeinde,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#20) Armando Solis, [Liana Tsenova,](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#16)  Tatiana Voza, Joanne Weinreb, Mai Zahran, Andleeb Zameer

Ms. Natasha Campusano, Dr. Angelika Brekman, Nina Cheprasova

**Absentees:** Walied Samarrai, Jacqueline Elliot, Monique Breeland and Ms. Rita Rudsky

**Presider:** Prof. [Laina Karthikeyan, Chair](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#11)

The meeting began at 1:01 pm.

**1. Call to order and approval of minutes of meeting**

Minutes of the meeting of December 3, 2015 were approved.

**2. Discussion and Announcements (Program Review, site visit)**

Prof. Karthikeyan congratulated Prof. Voza for attaining tenure.

Prof. Karthikeyan announced that by early April, Dr. Monica Devanas will be visiting our department for our program review, as the External Evaluator. It will be a whole day’s activities. She will be meeting with all personnel of the department (full and part time faculty and CLTs, staff etc.). Dr. Devanas will be meeting separately with the Chair and members of the administration, President Hotzler, Provost August, AP Brown and Dean Vazquez.

Prof. Karthikeyan said she needs input to the planned activities for the visit and that she will send a tentative template to the department to be edited/reviewed. She suggested that we showcase some of our faculty research and the students also present their research. All syllabi should be updated so that they are ready for Dr. Devanas for review, if needed.

She mentioned that based on the Evaluator’s report, we will develop a strategic plan for the next few years.

Prof. Karthikeyan spoke about the impending visit by Dr. J. Broomberg, the Interim Dean of Sciences at the Graduate Center on February 18. He first will meet with the President and the Chairs and then he will tour our department, accompanied by Dean Vazquez from 10.30 am-10.50am. Members wanted to know what the visit was about and the Chair said that no agenda was provided but said the intention may be to look into our facilities and learn about our program and students.

Prof. Karthikeyan reminded members that Thursday February 18, is also the day for the Dean of School of Arts and Sciences’ (SOAS) general meeting. She noted that it is a good opportunity to showcase the department’s research activities and again asked members to submit information on any activities they are engaged in.

* Prof. Karthikeyan informed members that on February 19, Friday, we will be having the BIB Internship Symposium, where our BIB students will present their research findings, based on their Internship projects. She invited Prof, Seto to provide more information about the event. Prof. Seto confirmed that a venue had been secured; it is room N817. He said the Symposium will run from 10 am to 4.00 pm. In response to a question about evaluators at the Internship symposium, Prof. Seto said that more evaluators were needed for the oral presentations and mentioned that not all the projects were based on Bioinformatics, so faculty with other expertise in Biology can also judge the written reports. It was also suggested that the evaluators for the Internship presentations be assigned time slots, for ease of execution.
* Dr. Karthikeyan mentioned that she will be reinstating the committee system in spring 2016. She said that faculty members should let her know the preferences for serving in the committee(s).

**3. Goals for the Academic Year**

Prof. Karthikeyan reminded members to start collating their PARSE and to send it to her, as soon as possible. She informed that Prof. Tsenova sent her a list of mentors and assigned mentees and Prof. Karthikeyan will assign mentors to some of the junior faculty missing in the list, and e-mail the list to all the faculty members soon.

To enhance the interaction between members of the department, she proposed that once a month perhaps on a Thursday from 5 – 6 pm, we can meet for a social hour and asked the Social/Seminar committee to look into the implementation.

Prof. Karthikeyan suggested that the Evening Coordinator and other Course Coordinators should work to develop a relationship with our adjuncts, including having an effective co-mentoring system. She suggested that the Course Coordinators should review exams set by adjuncts, as it has been brought to her attention, that some are not covering all the topics in the syllabus. Such periodic checking of examinations, is meant to improve instruction and not to be perceived otherwise.

A faculty member suggested that we produce two course outlines; one for students and a more detailed one for instructors.

It was also suggested that grade distributions, be checked to detect discordant patterns. Prof. Voza volunteered to check with the Union, whether some of the steps the department is taking to improve quality of instruction, might violate Union rules.

Dr. Brekman suggested that practical exams be centralized, so that the pressure is taken off the instructors.

Prof. Karthikeyan announced that the department will soon start interviewing for the Molecular Biology, Anatomy & Physiology as well as the CLT positions.

Prof. Karthikeyan finally suggested that we work together to produce a document that will address the problem of teaching standards.

Prof. Karthikeyan told members that the Dean has instructed that all full time and part time faculty be evaluated; that is peer-observed.

**4. Biomedical Informatics Program voting (Major and Minor Curriculum Changes)**

* The discussion moved to the proposed changes for the BIB program, which was approved by the Curriculum Committee of the department.
* Prof. Karthikeyan mentioned that the BIB major and minor curriculum changes would be split into several motions for voting. She also said that the proposed changes would not affect students currently in the program, only those entering the program after the proposal was approved.
* It was noted that changes to entrance requirements is a major and not a minor change.
* Members then voted on the motions.
* The vote on the motion to increase the GPA to 2.5 was unanimous; 21 for, 0 against
* The vote on the motion to modify the entrance and transfer requirements was unanimous; 21 for, 0 against.
* The vote on the motion to introduce a “good standing” metric was unanimous after the suggestion that the third bullet on the proposed good standing metric be changed to “ student can only repeat a **required** course once”; 21 for, 0 against.
* The vote on the motion to modify the verbiage in the curriculum for elective classes was unanimous; 21 for 0 against.

**5. Good and Welfare**

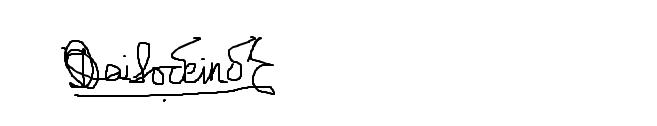
Prof Karthikeyan informed members that the Seminar Series will be revived and requested faculty, especially the new faculty hires to present their research. .

Prof. Tsenova spoke at length about the Bridges to Baccalaureate program. She emphasized that it is supported by an NIH grant of $1.2 million and supports underrepresented students. She spoke about the success achieved so far and the need to recruit 15 new scholars by March 31st, 2016. She thanked members of the department involved in the program, Profs. Voza, Solis, Astrof, Brugler, Zameer, Seto, and Alcendor.

Prof. Tsenova also mentioned a new program that supports research in baccalaureate programs; she mentioned that prior research experience is required of the students.

**6. Adjournment**

The meeting was adjourned at 2:15 pm.



Olufemi Sodeinde

**CHANCELLOR’S REPORT FORM**

**Section AIII: Changes in Degree Programs**

**AIII.1. The following revisions are proposed for the Biological Sciences Department**

**Program: Bachelor of Science in Biomedical Informatics**

**Program Code:**

**Effective: Fall 2016**

**Modifying the verbiage for elective course choice for the Biomedical Informatics Program.**

|  |  |
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| **FROM:** | **TO:** |
| Elective credits to equal 1207  **~~Choose courses from the following list to bring total number of credits to 120. The choice of electives, to be made in close consultation with the Program Coordinator or Academic Advisor, should ideally reflect the student’s interests, post-baccalaureate study plans, and career goals.~~**  **Science and Health Professions Elective Area**  BIO 3302 Microbiology 4  BIO 3524 Nutrition 2  BIO 3601 Biochemistry 4  CHEM 1110 General Chemistry 4  CHEM 1210 General Chemistry II 4  CHEM 2223 Organic Chemistry I 5  CHEM 2323 Organic Chemistry II 5  PHYS 1441 General Physics I: Calculus Based 5  PHYS 1442 General Physics II: Calculus Based 5  HSA 3560 Legal Aspects of Health Care 3  HSA 3602 Health Services Management II 3  HSA 3630 Health Care Finance and Accounting Management 3  HSA 4910 Introduction to Public Health Administration 3  **Computation and Computer Systems Elective Area**  CST 1215 Operating Systems Fundamentals 3  CST 2307 Networking Fundamentals 3  CST 2309 Web Programming I 3  CST 2406 Introduction to Systems Analysis and Design 3  CST 2409 Web Programming II 3  CST 2410 Introduction to Computer Security 3  CST 3503 C++ Programming Part II 3  CST 3504 Database Design 3  CST 3513 Object-Oriented Programming in Java 3  CST 3603 Object-Oriented Programming 3  CST 3604 Quality Database Implementation 3  MAT 1575 Calculus II 4  MAT 2440 Discrete Structures and Algorithms I 3  MAT 2540 Discrete Structures and Algorithms II 3  MAT 2580 Introduction to Linear Algebra 3  MAT 2675 Calculus III 4  MAT 2680 Differential Equations 3  MAT 3672 Probability and Mathematical Statistics II 4  MAT 3772 Stochastic Models 3  MAT 4872 Probability and Mathematical Statistics III 4  TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE CREDITS 78  TOTAL GENERAL EDUCATION COMMON CORE CREDITS 42  TOTAL CREDITS REQUIRED FOR THE DEGREE 120 | Elective credits to equal 1207  **The number of free elective credits will vary depending upon the program-specific courses students use to meet Common Core requirements*.* Students may choose any electives from the Science and Health Professions and/or Computation and Computer Systems elective areas. Alternative elective substitutions may be permitted with departmental permission via a course substitution form. The choice of electives should ideally reflect the student’s interests, post-baccalaureate study plans, and career goals.**  **Science and Health Professions Elective Area**  BIO 3302 Microbiology 4  BIO 3524 Nutrition 2  BIO 3601 Biochemistry 4  CHEM 1110 General Chemistry 4  CHEM 1210 General Chemistry II 4  CHEM 2223 Organic Chemistry I 5  CHEM 2323 Organic Chemistry II 5  PHYS 1441 General Physics I: Calculus Based 5  PHYS 1442 General Physics II: Calculus Based 5  HSA 3560 Legal Aspects of Health Care 3  HSA 3602 Health Services Management II 3  HSA 3630 Health Care Finance and Accounting Management 3  HSA 4910 Introduction to Public Health Administration 3  **Computation and Computer Systems Elective Area**  CST 1215 Operating Systems Fundamentals 3  CST 2307 Networking Fundamentals 3  CST 2309 Web Programming I 3  CST 2406 Introduction to Systems Analysis and Design 3  CST 2409 Web Programming II 3  CST 2410 Introduction to Computer Security 3  CST 3503 C++ Programming Part II 3  CST 3504 Database Design 3  CST 3513 Object-Oriented Programming in Java 3  CST 3603 Object-Oriented Programming 3  CST 3604 Quality Database Implementation 3  MAT 1575 Calculus II 4  MAT 2440 Discrete Structures and Algorithms I 3  MAT 2540 Discrete Structures and Algorithms II 3  MAT 2580 Introduction to Linear Algebra 3  MAT 2675 Calculus III 4  MAT 2680 Differential Equations 3  MAT 3672 Probability and Mathematical Statistics II 4  MAT 3772 Stochastic Models 3  MAT 4872 Probability and Mathematical Statistics III 4  TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE CREDITS 78  TOTAL GENERAL EDUCATION COMMON CORE CREDITS 42  TOTAL CREDITS REQUIRED FOR THE DEGREE 120 |
| 7 The number of free elective credits will vary depending upon the program-specific courses students use to meet Common Core requirements. Students may substitute other courses for electives with department approval. | 7 The number of free elective credits will vary depending upon the program-specific courses students use to meet Common Core requirements. Students may substitute other courses for electives with department approval. |

**Rationale:** We are modifying the elective wording for the Biomedical Informatics program to make it clear that a student can choose courses from either area: Science and Health Professions or Computation and Computer Systems elective areas.