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://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

|  |  |
| --- | --- |
| **Title of Proposal** | **Minor Changes in Liberal Arts and Sciences Associate in Science degree requirements** |
| **Date** | **2/24/17** |
| **Major or Minor** | **LAS As major** |
| **Proposer’s Name** | **Aaron Barlow** |
| **Department** | **LAS Program, School of Arts and Sciences** |
| **Date of Departmental Meeting in which proposal was approved** | **November 3, 2016** |
| **Department Chair Name** | **Aaron Barlow** |
| **Department Chair Signature and Date** | **2/25/17** |
| **Academic Dean Name** | **Justin Vazquez-Poritz** |
| **Academic Dean Signature and Date** | **2/24/17** |
| **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. | **Bringing the degree into compliance with CUNY Pathways, this proposal allows the inclusion of MAT 1275 and MAT 1375 within the degree-credit structure and drops the advanced math requirement from Pathways’ Mathematical and Quantitative Reasoning category, shifting it to program requirements. The two courses are already prerequisites for required courses but have not counted for graduation. The proposal also removes limitations on the courses that can be taken in order to meet the Life and Physical Science and Scientific World requirements of Pathways. Previously, students were required to take a two-course science sequence to meet the two requirements. Also to bring the degree into compliance, that will no longer be necessary, though one two-course science sequence will still be required for completion of the degree.** |
| **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). | **These changes will bring the program in compliance with the CUNY mandate that there be no “hidden prerequisites” that can force students to take more than 60 credits for an Associate degree and that Pathways requirements include all courses approved by the Common Core committee. This change allows students to use Free Elective credits for Math courses previously not allowed at all (MAT 1275 and MAT 1375) and removes science and math limitations within the Pathways requirements.** |
| **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 is a new proposal.** |

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 | X |
| * Rationale for proposal | X |
| * Date of department meeting approving the modification | X |
| * Chair’s Signature | X |
| * Dean’s Signature | X |
| 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. | X  N/A |
| Documentation of Advisory Commission views (if applicable). | N/A |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). | X |

**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) | X |

|  |  |
| --- | --- |
| **Description of Proposal** | **Bringing the degree into compliance with CUNY Pathways, this proposal allows students to take any approved Math class (MAT 1190 or above) for the Mathematical and Quantitative Reasoning (MTR) requirement. In addition, because calculus remains part of the degree requirements and “hidden prerequisites” making students take, often, more than 60 credits for an AA or AS degree are not allowed, it is necessary to include MAT 1275 and MAT 1375 within the degree-credit structure. Previously, they were required (unless the student tested out of them) but did not count for graduation.**  **It will be recommended that LAS students NOT take MAT 1190 for MTR but the first course in the sequence leading to calculus (which one depending on where they are placed). That way, they do not need to use an excessive number of Free Elective credits to meet the math requirement for the degree.**  **The proposal also removes limitations on the courses that can be taken in order to meet the Life and Physical Science and Scientific World requirements of Pathways. This is also mandated by CUNY. Previously, students were required to take a two-course science sequence in Pathways, combining Pathways and program requirements. That will no longer be necessary, though one two-course science sequence will still be required for completion of the degree.**  **Students will be advised to take two two-course science sequences, one within Pathways and one fulfilling program requirements. However, they will no longer be forced to do so. They will still need to take four science (or related) courses for completion of the degree.**  **The changes are detailed on the attached sheets.** |
| **Rationale for Proposal** | **This proposal removes “hidden prerequisites” that can force students to take more than 60 credits for an Associate degree and removes sets of required courses from the common core. This change brings the City Tech AS program in Liberal Arts and Sciences into compliance by allowing students to use Free Elective credits (if necessary) for Math courses previously not allowed at all (MAT 1275 and MAT 1375) and removes science and math limitations within the Pathways requirements.**  **The changes also make the divide between Pathways/GenEd requirements and program requirements much clearer than in the past, with no necessary overlap, courses only doing “double duty” if a student so desires. That is, students do not have to consider program requirements while choosing Pathways/GenEd courses but they may do so if they so desire. Not only will this provide more flexibility for the student but it will make all requirements clearer to them.** |

Associate in Science degree in Liberal Arts and Science

|  |  |
| --- | --- |
| **FROM:** | **TO:** |
| **[GENERAL EDUCATION COMMON CORE~~1~~ ~~33-35 CREDITS~~**  **I – REQUIRED CORE**  **English** **(2 courses, 6 credits)**  ENG 1101 English Composition I 3  ENG 1121 English Composition II 3  **Mathematical and Quantitative Reasoning ~~(1 course, 4 credits)~~**  ~~MAT 1475~~~~2~~ ~~Calculus I 4~~  ~~or higher~~  **Life and Physical Sciences (1 course, ~~4-5 credits~~)**  ~~Select one of the following courses~~  CHEM 1110~~/~~  ~~CHEM 1110L~~ General Chemistry I 4  BIO 1101~~/~~  ~~BIO 1101L~~ Biology I 4  BIO 2311~~/~~  ~~BIO 2311L~~  Human Anatomy and Physiology I 4  PHYS 1117~~/~~  ~~PHYS 1117L~~ Astronomy I 4  PHYS 1433~~/~~  ~~PHYS 1433L~~ General Physics I: Algebra Based 4  PHYS 1441~~/~~  ~~PHYS 1441L~~ General Physics I: Calculus Based 5  **II – FLEXIBLE CORE (6 COURSES, ~~19-20~~ CREDITS)**  Select one course from each of the following areas;  plus one additional course from any of the five areas;  no more than two courses may be selected from any discipline ~~19-20~~  **World Cultures and Global Issues 3**  **US Experience in its Diversity 3**  **Individual and Society 3**  **Creative Expression 3**  **Scientific World**  ~~Select one of the following courses~~  CHEM 1210~~/~~  ~~CHEM 1210L~~ General Chemistry II 4  BIO 1201~~/~~  ~~BIO 1201L~~ Biology II 4  PHYS 1118~~/~~  ~~PHYS 1118L~~ Astronomy II 4  PHYS 1434~~/~~  ~~PHYS 1434L~~ General Physics II: Algebra Based 4  PHYS 1442~~/~~  ~~PHYS 1442L~~ General Physics II: Calculus Based 5  BIO 2311~~/~~  ~~BIO 2311L~~ Human Anatomy and Physiology I 4  BIO 2312~~/~~  ~~BIO 2312L~~ Human Anatomy and Physiology II 4  BIO 3302~~/~~  ~~BIO 3302L~~ Microbiology 4  BIO 3350~~/~~  ~~BIO 3350L~~ Bioinformatics I 4    **Writing Intensive Requirement3**  Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major.  **PROGRAM-SPECIFIC DEGREE REQUIREMENTS ~~25-27 CREDITS~~**  **~~Four lab science courses~~**  **~~Science IA and IB~~**  ~~Credits met as General Education requirements in Life and Physical Sciences and Scientific World~~  **~~Science IIA and IIB (8-10 credits)~~**  Select one from the following  **~~Science IIA~~**  ~~CHEM 1110/~~  ~~CHEM 1110L General Chemistry I 4~~  ~~BIO 1101/~~  ~~BIO 1101L Biology I 4~~  ~~PHYS 1117/~~  ~~PHYS 1117L Astronomy I 4~~  ~~PHYS 1433/~~  ~~PHYS 1433L General Physics I: Algebra Based 4~~  ~~PHYS 1441/~~  ~~PHYS 1441L General Physics I: Calculus Based 5~~  ~~BIO 2311/~~  ~~BIO 2311L Human Anatomy and Physiology I 4~~  ~~CHEM 2223/~~  ~~CHEM 2223L Organic Chemistry I 5~~  ~~CHEM 3312/~~  ~~CHEM 3312L Analytical Chemistry 5~~  ~~CHEM 3412/~~  ~~CHEM 3412L Instrumental Methods of Analysis 5~~  ~~BIO 3302/~~  ~~BIO 3302L Microbiology 4~~  ~~BIO 3350/~~  ~~BIO 3350L Bioinformatics I 4~~  **~~Science IIB~~**  ~~CHEM 1210/~~  ~~CHEM 1210L General Chemistry II 4~~  ~~BIO 1201/~~  ~~BIO 1201L Biology II 4~~  ~~PHYS 1118/~~  ~~PHYS 1118L Astronomy II 4~~  ~~PHYS 1434/~~  ~~PHYS 1434L General Physics II: Algebra Based 4~~  ~~PHYS 1442/~~  ~~PHYS 1442L General Physics II: Calculus Based 5~~  ~~BIO 2312/~~  ~~BIO 2312L Human Anatomy and Physiology II 4~~  ~~CHEM 2223/~~  ~~CHEM 2223L Organic Chemistry I 5~~  ~~CHEM 2323/~~  ~~CHEM 2323L Organic Chemistry II 5~~  ~~CHEM 3312/~~  ~~CHEM 3312L Analytical Chemistry 5~~  ~~CHEM 3412/~~  ~~CHEM 3412L Instrumental Methods of Analysis 5~~  ~~BIO 3302/~~  ~~BIO 3302L Microbiology 4~~  ~~BIO 3350/~~  ~~BIO 3350L Bioinformatics I 4~~  ~~BIO 3352/~~  ~~BIO 3352L Bioinformatics II 4~~  ~~BIO 3601/~~  ~~BIO 3601L Biochemistry 4~~  ~~BIO 3620/~~  ~~BIO 3620L Molecular and Cell Biology 4~~    **Mathematics (4 credits)**  MAT 1475 Calculus I ~~Met as GenEd~~  MAT 1575 Calculus II 4  **or**  MAT 1372 Statistics with Probability 3  **and**  MAT 1476L Calculus Lab 1  Capstone (select from approved list) ~~3-4 credits~~  Free/Unrestricted electives ~~7-12 credits~~  **Physics Option**  Students wishing to take the Physics Option should take PHYS 1441 and PHYS 1442 and choose two of the following courses:  PHYS ~~1118~~ Astronomy I 4  PHYS 1118 Astronomy II: Stars, Galaxies, Cosmology 4  PHYS 2443 Modern Physics 4  PHYS 2605 Introduction to Laser Physics and Photonics 4  **TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES** **~~25-27~~**  **TOTAL NYSED LIBERAL ARTS/SCIENCE CREDITS** **~~33-35~~**  **TOTAL CREDITS REQUIRED FOR THE DEGREE** **60**  *~~1 This program has received a waiver to specify particular courses students must take in some areas of the common core. If students take different courses in these areas, they will be certified as having completed the common core areas, but it may not be possible for them to finish their degree program within the regular number of credits.~~*  *~~2 Students without the requisite math background to enter Math 1475 will be required to take Mat 1175, 1275, and/or 1375 in preparation. This will increase the number of required credits for the degree by 4-12 credits.~~*  *~~3~~ A semester-specific list of writing intensive courses is available online at the CityTech Pathways website.* | **[GENERAL EDUCATION COMMON CORE 30-36 CREDITS**  **I – REQUIRED CORE**  **English (2 courses, 6 credits)**  ENG 1101 English Composition I 3  ENG 1121 English Composition II 3  **Mathematical and Quantitative Reasoning1 3-4**  **Life and Physical Sciences (1 course, 3-5 credits)**  Any one of the following courses are recommended:  CHEM 1110 General Chemistry I 4  BIO 1101 Biology I 4  BIO 2311 Human Anatomy and Physiology I 4  PHYS 1117 Astronomy I 4  PHYS 1433 General Physics I: Algebra Based 4  PHYS 1441 General Physics I: Calculus Based 5  **II – FLEXIBLE CORE (6 COURSES, 18-21 CREDITS)**  Select one course from each of the following areas;  plus one additional course from any of the five areas;  no more than two courses may be selected from any discipline  **World Cultures and Global Issues 3**  **US Experience in its Diversity 3**  **Individual and Society 3**  **Creative Expression 3**  **Scientific World 3-5**  Any one of the following courses is recommended:  CHEM 1210 General Chemistry II 4  BIO 1201 Biology II 4  PHYS 1118 Astronomy II:  Stars, Galaxies, Cosmology 4  PHYS 1434 General Physics II: Algebra Based 4  PHYS 1442 General Physics II: Calculus Based 5  BIO 2311 Human Anatomy and Physiology I 4  BIO 2312 Human Anatomy and Physiology II 4  BIO 3302 Microbiology 4  BIO 3350 Bioinformatics I 4  **Writing Intensive Requirement2**  Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major.  **PROGRAM-SPECIFIC DEGREE REQUIREMENTS 24-30 CREDITS**  **Science Sequence 8-10**  In addition to the Life and Physical Sciences and Scientific World requirements above, a science sequence is required for the degree and may be selected from the list below:  BIO 1101 Biology I 4  BIO 1201 Biology II 4  CHEM 1110 General Chemistry I 4  CHEM 1210 General Chemistry II 4  PHYS 1117 Astronomy I 4  PHYS 1118 Astronomy II:  Stars, Galaxies, Cosmology 4  PHYS 1433 General Physics I: Algebra Based 4  PHYS 1434 General Physics II: Algebra Based 4  PHYS 1441 General Physics I: Calculus Based 5  PHYS 1442 General Physics II: Calculus Based 5  BIO 2311 Human Anatomy and Physiology I 4  BIO 2312 Human Anatomy and Physiology II 4  CHEM 2223 Organic Chemistry I 5  CHEM 2323 Organic Chemistry II 5  BIO 3302 Microbiology 4  BIO 3620 Molecular and Cell Biology 4  BIO 3350 Bioinformatics I 4  BIO 3352 Bioinformatics II 4  CHEM 3312 Analytical Chemistry 5  CHEM 3412 Instrumental methods of Analysis 5  **Mathematics3 (4 credits)**  MAT 1475 Calculus I 4  MAT 1575 Calculus II 4  **or**  MAT 1372 Statistics with Probability 3  **and**  MAT 1476L Calculus Lab 1  **Capstone (select from approved list) 3-5**  **Free/ unrestricted electives credits to bring total to 60**  **Physics Option**  Students wishing to take the Physics Option should take PHYS 1441 and PHYS 1442 and choose two of the following courses:  PHYS 1117 Astronomy I 4  PHYS 1118 Astronomy II: Stars, Galaxies, Cosmology 4  PHYS 2443 Modern Physics 4  PHYS 2605 Introduction to Laser Physics and Photonics 4  **TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES** **24-30**  **TOTAL NYSED LIBERAL ARTS/SCIENCE CREDITS**  **30-36**  **TOTAL CREDITS REQUIRED FOR THE DEGREE** **60**  *1 This is a STEM degree program requiring 4 credit courses in mathematics. Students may elect to use a required 4 credit mathematics course to meet the Common Core requirement in Mathematical and Quantitative Reasoning.*  *2 A semester-specific list of writing intensive courses is available online at the City Tech Pathways website.*  *3 Students who do not have sufficient background in mathematics to place into MAT 1475 can take MAT 1275 and MAT 1375 to satisfy the Mathematical and Quantitative Reasoning and Scientific World requirements in order to complete the degree with no more than 60 credits.* |
|  |  |

**Excerpts from slides for the School of Arts and Sciences General Meeting**

**October 27, 2016**

**Memo from Vice Chancellor Vita Rabinowitz**

* + Transparency in degree requirements
  + To avoid findings in the ongoing TAP audit at CUNY
  + Degree requirements in line with the 60/120 Board policy
  + No hidden prerequisites
* It should be mathematically possible for students to complete our degree programs within 60/120 credits
* We can recommend courses within the Common Core and make use of “double duty”
  + *An important aside: the faculty governance of the LAS and LAA programs*

**Summary of Proposed Changes to LAS Program**

* Our goal is to make minimal adjustments to the structure and requirements of the program
* The range of credits for each component of the degree is provided, so that it can be clearly seen that students can complete all degree requirements, including prerequisite courses, within 60 credits.
* A laboratory-based science sequence is still required for the program. Students are recommended to use Life and Physical Sciences and Scientific World as a second laboratory-based science sequence.
* Students are recommended to use Mathematical and Quantitative Reasoning and Additional Flexible Core for their prerequisite math classes, if needed. The math requirements remain the same.

**E-mail on Voting Outcomes sent to each department in the School of Arts and Sciences on November 23, 2016:**

Dear Colleagues,

The proposed changes to the LAS program on which departments voted on November 3, 2016 passed at the “departmental” level with a majority vote. As a reminder, this is the first step of the process for the consideration of a curriculum change. Namely, this is the “departmental” vote, given that the LAS program is shared by all 8 departments of our School. The next step will be for this to be submitted to the College Council Curriculum Committee for further consideration.

Note that the votes were compiled using the principle of one vote per person, which means that we compiled the faculty members in all of the departments of our School. The results are as follows:

         64 faculty members in favor

         22 faculty members opposed

         16 abstentions

In addition to the above, 35 faculty members voted in favor of an amended version of the proposed changes. While not included in the above counts for those in favor nor opposed given that they were not voting on the same proposal, we can still consider their input particularly in terms of catalog verbiage. On a related note, we are also awaiting input from the CUNY Mathematics Discipline Committee before moving forward with submitting the proposal to the College Council Curriculum Committee.

Undergoing this process raises the question of what is the most effective governance structure for our School-wide Liberal Arts and Sciences programs. I also propose that this marks the beginning for us to have an ongoing dialog on how we, as a School, would like to see these programs evolve. I’m looking forward for us to have more frequent forums in which we can have discussions and hear suggestions from faculty members from each of our departments and disciplines.

Best regards,

Justin

**NYCCT Department of African-American Studies**

**Meeting Minutes**

**Date**: November 3, 2016

**Location**: Office of the Chair

**Chair**: Marta Effinger-Crichlow

**Attendees:** Profs. Bennett, Boone, Evangelista, James

**Guest**: Prof. Aaron Barlow

**Meeting called to order:** 1:00 pm

**Actions:** Minutes of October 6, 2016 meeting approved with corrections.

Prof. Barlow presented the argument for accepting the changes to the LAS program.

The Department voted unanimously to accept the changes.

**Chair’s Notifications**:

Some funds will be appropriated for a condolence gift to the family of Rogelio Teran. A fruit or similar type of gift basket has been suggested.

**Black Solidarity Day program**

Preparations for simulcasting the event from Namm 119 are being made.

The program will last from 1 to 4 pm with an intermission from 2:15 to 2:40 approx..

Prof. Bennett will provide a “NY Times Voting Rights Act” film for intermission.

Information tables will be set up outside the room.

During the walk-in, there will be a slide show presentation.

Prof. Foster-McKelvia’s students will perform “A Blueprint for Leadershipt”

Prof. Bennett will create cards upon which students will answer the question “How do we lead?”

**MCF**

Spring schedules have been distributed

Course offering fliers are being prepared. Faculty should review them before finalization.

**Committee Issues**

**Curriculum Committee Discussion**

Inter-Disciplinary courses do not require Pathway’s certification.

ID course submission deadline is November 10.

Pathways deadline is November 18.

Prof. Evangelista proposed development of “Heritage of Imperialism” course.

Prof. Boone proposed a course in “Food and Africana Studies”

Prof. Bennett proposed the possibility of making Blacks in Media course inter-disciplinary

**Department Capstone Course proposals**

Black NY not appropriate as an ID course.

Other possibilities include:

Blacks in Media

Black Women in Literature

Contemporary Black Writers

Prof. James noted that the College Capstone Committee wishes all capstones to have a departmental pre-requisite.

**Report**

Prof. Bennett noted that Gen Ed Course Coordination Committee needs workshop about Gen Ed

learning outcomes. She will be in touch with Profs. Evangelista and James about the assignment to use at workshop.

Prof. Bennett will me with representative from the Nursing department because none can attend the Nov. 10th meeting. She will also attend next semester’s meeting.

Prof. Bennett represented AFR at High School tour on Wednesday 10/26.

\*\*

Gen Ed Theme Committee’s campus-wide theme this year is “Brooklyn Bridges.” It may lead to in-class assignments or some department wide issue, possibly police misconduct. A showing of “Do the Right Thing” has been suggested.

For Women’s History Month, “Women and Sexuality” is a possible topic.

Open House: AFR had a table at the Open House for students and parents.

Prof. Boone met with art historians and discussed Sandra Chang writing a letter to the Dean. Prof. Boone requested departmental support for rooms A637 and A633. Namm 704 will be added.

Faculty unanimously supported this effort.

Prof. Evangelista: AFR 1130 training will continue in the Spring.

Kwanzaa celebration to highlight folklore.

Room and date have been reserved.

**Meeting adjourned** and 2:40 pm

Preliminary Draft Respectfully Submitted, Steve James and Javiela Evangelista

**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**CITY UNIVERSITY OF NEW YORK**

**BIOLOGICAL SCIENCES DEPARTMENT FACULTY MEETING**

November 3, 2016

P413

**Meeting Minutes**

**Present: Profs.**[**Ralph R. Alcendor,**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#2) Nathan Astrof, **Chris Blair, Mercer Brugler,** Sanjoy Chakraborty, [**Rena Dabydeen,**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#8) **Evgenia Giannopoulou,** Niloufar Haque, [**Vasily Kolchenko**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#12)**,** Zongmi Li, Walied Samarrai, [**Jeremy Seto,**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#19)[**Olufemi Sodeinde,**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#20)  [**Liana Tsenova,**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#16)  **Joanne Weinreb,** [http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx - 22](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#22)**Mai Zahran, Andleeb Zameer**

**Ms. Rita Rudsky** **Ms. Natasha Campusano, Ms. Gennievie Frederick**

**Absentees:** Profs. [**Isaac Barjis,**](http://www.citytech.cuny.edu/academics/deptsites/biological/faculty.aspx#5) Debbie Priftakis, **Armando Solis,** **Tatiana Voza,**

Jacqueline Elliot, Monique Breeland and Nina Cheprasova

**On parental (maternity) leave:** Angelika Brekman

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

The meeting started promptly at 1:01pm.

1. **Call to order**

Prof. Karthikeyan spoke about the need to change the order of the items on the agenda, in order to optimize the time available for the meeting.

1. **Approval of Minutes**

The minutes of the October 13th, 2016 departmental meeting were unanimously approved.

1. **1:00 – 1:20 PM Monica Berger (Library)**

Meeting started with the introduction of Prof. Berger by the Chair, Prof. Karthikeyan. Prof. Berger addressed the house about Academic Works and how it benefits faculty members. Prof. Berger described Academic Works as an institutional repository, where faculty can archive their scholarship. It allows them to choose the journals they want. She said that 79% of publishers allow archiving. She mentioned the fact that most NIH and NSF grants include publishing results in Open Access journals. Most Open Access journals about 70%, including the small ones, do not charge for publishing accepted papers. Most big publishers have restrictions about archiving works, usually about when one’s publications can go live. She spoke about the SPARC Author Addendum which she said gives authors more control over their works. It enables faculty to be able to immediately put their publications in Academic Works. She invited members to contact her if they need help with SPARC.

Prof. Berger gave the advantages of using Academic Works as including the following: 1) no cost to author; 2) it is supported by the library; 3) it preserves author’s work; 4) it enables one to find collaborators; 5) it is a social good; 6) more visibility to media; and 7) faculty’s publications or works are more easily found. It also has citation advantage, increases readership of one’s works and one can upload works archived in Academic Works to one’s PARSE. Those using the medium get notified by email regarding what is going on with their accounts. It takes five to 10 minutes to upload materials into Academic Works.

Prof. Berger then showed some screen shots about signing in and uploading and submitting the article files which goes live a few hours after they are uploaded. In submitting contributions, information should be provided on discipline and key words. Book chapters are good candidates. Helps researchers from underfunded countries gain access to publications. She spoke about application for OER fellowship funded by the library through ASAP.

1. **1:30 - 1.45 PM Dean Justin Vazquez-Poritz (LAS discussion and voting of the LAS curriculum changes)**

The Chair spoke about the LAS curriculum changes that we were to be voted on shortly. She explained that it had to be done now, because it was not voted on at the last meeting of the School of Arts and Sciences. She explained that it is a CUNY- wide mandate requiring that there be no hidden credits for students and that for 2-year programs such as LAS, students should be able to get their degrees by registering for just the needed 60 credits. She explained that **students are recommended to use Mathematical and Quantitative Reasoning and Additional Flexible Core for their prerequisite math classes, if needed (i.e., MAT 1275 and MAT 1375). The math requirements remain the same: MAT 1475 and MAT 1575 or MAT 1372+MAT 1476L) and** it is an interim measure.

The Dean then came in to further explain the reason for the curriculum changes and the need to vote on the changes. He mentioned that we are required to be more transparent about degree requirements. He gave examples of changes implemented such as changes in wording from students “must” choose classes to students are “recommended” to choose classes to allow for greater flexibility.

After further discussions on what the changes mean, members were asked to vote on the changes. Sixteen (16) members voted for the motion to approve the changes and one (1) abstained.

1. **1:45 – 2.00 PM Prof. Seto (Open Educational Resources presentation)**

Prof. Seto further speaking on OER informed members that the OER fellowship is funded by ASAP and that fellows will be obligated to attend 3 workshops; and that deliverables will be due in June.

Prof. Seto presented the OER project he developed for Biology that is being used in some Biology classes. The advantage of having such a project online is the interactive nature, which enhances learning. The posted materials are in pdf format which is easy to print and use in class. Prof. Seto further spoke to the versatility of the project for use in different Biology courses including Molecular Biology. He opined that because OER projects are funded by ASAP, high volume classes or courses at lower level such as Biology 2 or Microbiology would be good candidates for sponsorship.

Deadline for submitting OER application is November 18. Prof. Seto noted that being central and easier to access, OER resources are good for our students. More Biology sections are now using the Biology OER project than at its inception.

1. **Good and Welfare**

Prof. Karthikeyan thanked members that were present for the Open House.

She announced that Dean of Science from the Graduate Center visited and met with Prof. Blair and her.

Prof. Karthikeyan spoke about the memo she got from the President regarding the need for the department to decide the equipment to be retained in the Pearl Building. She said that we as a department, need to collectively brainstorm and decide.

Prof. Karthikeyan commended members for mentoring students some of whom have attended outside conferences. She mentioned that a mentoring handbook has been produced by the Undergraduate Research Committee.

She announced the reminder by Prof. Kezerashvili about the Annual Poster Session that will be held on November 17.

She informed members that Pat Cody will come to address members in place of Gilen Chan during the next meeting. Also to be presented at the next meeting are reports on Gen Ed, Assessment and BIO 1201 (Prof. Voza).

She announced that a card to be sent to Prof. Bakewicz needs to be signed by members.

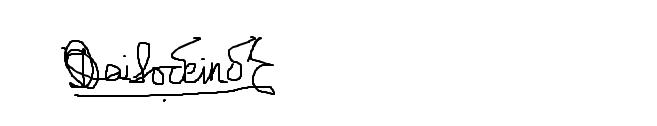
Prof. Karthikeyan wants the Social Committee to plan for a Mini-Seminar series next semester.

Prof. Haque announced that the Annual “Know Your Body” exhibition and presentations will be held on November 16th between 10.00 AM and 2.00 PM on the ground floor of the Namm Atrium.

Prof. Tsenova informed members mentoring Bridges to Baccalaureate students that the program will pay for publications in which participating students are included as coauthors.

1. **Adjournment**

The meeting was adjourned at 2:10 pm.



Olufemi Sodeinde

Department of Chemistry

Faculty Meeting Minutes

November 3, 2016

1:15-2:15 pm in P618

In attendance: D. Samaroo, L. J. Deiner, S. Tewani, P. Spellane, A. Martinez

Excused: T. Nicolas

Guest: Dean Vazquez-Poritz (expected 1:45pm-2pm)

Prof. Samaroo called the meeting to order and discussion centered on the following:

1. Classroom Observations

In anticipation of the 3-year contract, every adjunct must be observed by a full-time faculty.

Observations were requested to be completed in a timely manner and returned to the department with post-conference memo by December 9th.

1. Spring Course Offerings & Assignments

Several new courses must be offered to keep students on track towards graduation

Inorganic Chemistry and Instrumental Methods of Analysis are being offered in the Fall 2016 semester.

Physical Chemistry and Analytical Chemistry will be rolled out for Spring 2017 enrollment.

The Internship Course will also be offered, but it is expected that few students will enroll.

1. Student Advisement & Course Substitutions

The majority of Chemistry faculty will be advising major students for the first time since the Department houses both an Associate and Bachelor degree programs. The number of students in the Associate exceeded 100, while the Bachelor exceeded 50.

EAR letter was prepared by Prof. Samaroo and Colleen. The letter was distributed via email and hardcopy with the advisement schedule for faculty.

Colleen will make appointments for students, but expect walk-ins. Advisement sheet and winter course offerings will be placed in your mailbox.

Advisement period starts one week early – November 3 to December 8

1. OTPS budget

Prof. Samaroo provided an updated on the OTPS budget, but will request funding for the new courses from the Dean. The OTPS has been strained in the past few years. The Department needs to be very conservative in its spending and spending plans.

1. FDS Filing

Prof. Samaroo indicated that email was sent regarding FDS filing. You must file an FDS if your annual salary as a faculty member is more than $90,000. Exemptions can be sought. Chairs must file regardless of salary range since they are “policy makers”

1. LAS Curriculum Change

Dean Vazquez-Poritz requested that each department vote on the LAS Curriculum Change since each department will be affected and the degree is housed in the Arts & Sciences.

Prior to the arrival of Dean Vazquez-Poritz, the LAS Curriculum change was discussed at length, with focus on the interpretation of the Memo from Exec. Vice Chancellor Vita Rabinowitz from CUNY and more importantly, its impact on degree programs.

The major changes to the LAS program appears to be the requirement of only one science sequence (with the second sequence being recommended in the Gen Ed – if students are advised appropriately) and the number of free electives significantly reduced due to MAT 1275 and MAT 1375.

Dean Vazquez-Poritz answered questions posed by members of the department.

Since a vote was requested, the department voted on the LAS Curriculum Change.

Outcome: LAS Curriculum Change was not passed (2-3-0)

English Department Meeting: Thursday, Nov. 3, 2016

Present:Profs. Bannett (Chair), Barlow, Bear, Behrent, Belli, Corbett, Devers, Do, Ellis, Falvey, Ferdinand, Garcia, Goodison, Harris, Hellman, Huffman, Jeyaraj, Kwong, LaPuma, Miller, Nilles, Noonan, Ostrom, Porter, Rodgers, Rudden, Saddik, Scanlan, Sears, Westengard,

Absent:Profs. Alatriste (excused), But (excused), Ferrell (on leave), Guida (excused), Hanley (excused), Lansiquot (on leave), Leston (on leave), Rosen (on leave), Shapiro (excused), Williams (on leave)

Meeting called to order at 1:03 pm, Namm 522

1. Approval of minutes from Oct. 13, 2016

Vote delayed until December meeting

2. Chair’s Report:

1. Announcements:
2. Planning for Prof. Mushabac’s retirement party is under way, and a tentative date is set for February 9th. In order to fund this and other parties, all faculty members are asked to give a suggested amount of $20 to the Social Committee. This fund helps with end-of-year gifts and various parties.
3. Laura Kodet has decided to retire at the end of this semester. Her retirement will affect everyone, and the position will be a challenge to fill.

Schedules for Spring 2017 are nearly ready and should be in mailboxes by Monday, November 7th.

1. The Poster Session is Thursday, November 17.
2. Proposed minor changes to the PTW degree program for compliance with CUNY’s policy regarding hidden prerequisites (see handouts):

The three different proposed changes are on a single document supplied by Lily. The primary issue is that the language in the catalog needs to be in line with the recent CUNY mandate on hidden prerequisites.

MOTION MADE BY Prof. Huffman: to vote on the change but not on the COM 1330 change. The motion was not seconded.

MOTION MADE BY Prof. Ellis: to vote on the proposal as is:

Yes: 24

No: 0

Abstain: 4

1. Proposed minor changes to ESOL:

Prof. Huffman elaborated on the need to change language in the catalog for the course, especially to alter the title and reword the description (see handout):

MOTION TO VOTE ON THIS BY Prof. Corbet.

Yes: 28 (unanimous)

3. Proposed changes to LAS degree program: Prof. Barlow

Prof. Barlow is anxious about the speed with which changes to LAS are being implemented. Several math and science courses were excluded from the new proposal for changes to the LAS degree. If the proposed changes are not accepted, continued Prof. Barlow, then there is a risk to hurting students who seek to gain LAS and LAA degrees. The school of LAA and LAS need to revise parameters in light of the power of Pathways. Another issue is the disappearance of free electives.

Prof. Barlow said that after Middle States and English Department program review, the department and the college should rebuild the degree and try to combat Pathways. Prof. Barlow believes that Pathways does not help students at City Tech. Prof. Corbett commented that because student needs have changed a lot since the time when the LAS and LAA degrees were designed, then the LAS and LAA need to change.

MOTION TO VOTE ON PROPOSED LAS CHANGES:

19--YES

3--NO

6--ABSTAIN

\*See Appendix for related proposal

Good and Welfare:

1. FYW next meeting is Nov 17th.
2. Thursdays in November at 2:00, Prof. Rodgers will host a First Year Writing meeting in Namm 529, Adjunct Office
3. The next PSC meeting is Nov 10th.

Reminders:

• EAR starts November 3rd and continues until December 8th

• Deadline for RPA form for fellowship leave is Friday, October 18th (Deadline

for application and proposals is Monday, November 28th)

• Peers can begin reviewing promotional materials staring on November 15th

• Peer meetings for promotion are Friday, December 9th starting at 10:00 am in

Namm 319: candidates have the option of appearing before peer committee

Meeting adjourned at 2:06 pm.

Respectfully submitted,

Sean Scanlan

Dept. Secretary

**Humanities Department Faculty Meeting Minutes**

**November 3rd, 2016; 1-2:15 pm, Namm 321**

1. **Attendance**

Present: Professors Cheng, Delilkan, Granados, Lachheb, Lee,

Lichterman, McAuliffe, Qian,

Sánchez-Jiménez, Scannell-Guida, Standing, Vey, Zhu

Absent: Professors Porter, Santore, Swift (conference trip)

1. **Approval of Oct. 14th Minutes (Sarah and Shauna)**

October 14th, 2016 department meeting minutes were approved after a final revision suggested by Sarah and Shauna. Vote taken. Unanimous approval (N.B., the revised version was completed and sent to Sharon on Monday, November 8th).

1. **Facilities and Graphics (Michael)**

Michael has made a 3rd push for having more classrooms for teaching humanities classes. His request was approved by the African American Studies department. They agreed to let us teach in one of their classrooms.

We have a second display board for publications now but Ann confirmed it has yet to be hung. Michael briefly mentioned that some CUNY schools posted the pictures of their poor teaching facilities on the newspapers. Shauna confirmed that she had submitted more material for display last Spring.

Shauna asked about the use of remote control in teaching public speaking classes. Ann confirmed that we own a few devices and that they are in use by some Com instructors already.

**Webmaster** **(Ann speaks for Chris)**

We had a meeting yesterday about uploading the records of faculty members’ scholarly accomplishments into the Webmaster system. We came up with a decision that faculty members are given two more days to update the information regarding their scholarly activities on Webmaster. Please do not just copy and paste the information from your PARSE. Please submit a clear, well-written narrative describing your scholarly activities and accomplishments, and not a checklist.

1. **PSC – CUNY report (Sarah)**

Sarah announced that the next PSC Chapter meeting will be held on November 10th, in N1001, at 12:45pm. The PSC holiday party will be held on Tuesday, December 6th. The department representatives’ meeting will be held on November 15th, and the town hall meeting will be held on November 22nd. The specific time and location of each TBA. Faculty members are encouraged to bring their students to the town hall meeting. Students can receive extra credits for attending, because it is considered a form of civic engagement. The town hall meeting will address improvement of the learning experience and quality of education at CUNY.

1. **Seeking Hum Rep on SoAS ID committee and Undergrad Research Committee (Ann)**

We need representatives on both the SoAS ID Committee and the Undergrad Research Committee. Please let Ann know should you be interested in serving on either.

1. **Guest: Aaron Barlow: Vote on LAS program change**

Aaron read to us a proposed change to the LAS degree. This change will bring the current total 68 credits required for a LAS degree to the new requirement of 60 credits. Ann asked whether the present faculty members were ready to vote. Shauna expressed her disagreement with the proposed program change process. Moved to vote. The result was 7 in favor of the change, 1 voted against it, and 5 abstained. Ann said that she will send emails to Cathy, Chris, and Charles to ask for their votes.

1. **Curriculum Committee: Reports (Strategic Plans)**
2. **ARTH (Sandra)**

Recommendation #1: develop more upper-division Art History classes (unanimously approved by the Art History faculty members).

Potential problems 1) would more upper-division classes affect the current enrollment number? 2) What prerequisite courses would be required for taking the upper-division classes? 3) How would the upper-division classes affect other programs or degree completion process, such as completing a BFA in Architectural Design? Sandra emphasized that the development of more upper-division classes will have to consider a possible conflict with College Option.

Recommendation #2: reduce class size, down from 35 to 25 especially for Writing Intensive sections (unanimous approval from the Art History faculty members). Sandra noted that classes cap at 25 in traditional bachelor-degree granting institutions. The B.A. degree program in Hunter College is a good model. At this point, we need to have a meeting with the Provost. The Associate Provost had supported our request for reducing the class size.

1. **COM (Denise)**

Bernier made 7 comments and recommendations for COM program: growing and burdensome teaching, service, and research loads for faculty members, office conditions, teaching spaces, the large number of adjuncts teaching COM1330, using technology-centered teaching platforms such as “CONNECT” to run speech classes, and the possibility of replacing Voice and Diction with an ESL placement class. We are currently in a process of deciding whether a meeting with the Provost is necessary to address these issues. We have received enthusiastic support from Dean Smith, who is working with us to draft a “map” for building the COM program. We will continue this collaboration with him into the Fall 2017 program assessment period. We will need two semesters to see if the program map works because there are different classes offered during the Spring and Fall semesters of 2017. Denise briefly talked about the use of CONNECT in teaching COM1330. Some faculty members who are not very experienced or familiar with technology-centered teaching styles felt they were “forced” into using CONNECT to teach classes. We will learn about their experiences with using CONNECT at the end of this semester through an online survey.

1. **FL (Rigo)**

Upper Administration essentially supports the 22 Maximum number of students in one FL class so there is a possibility to have a lowered enrollment number in the near future.

We have submitted a proposal for a foreign language course in professional studies. Following this step, we will strive to make FL a required core class for the LAS degree. FL is currently a core requirement for LAA and BA majors and an elective course for LAS program.

We might be able to open a full-time Chinese-language faculty position if the enrollment number improves. There is a possibility to develop an ID course through collaboration with Art History program. Given the fact that we just proposed a FL class in professional studies, we could continue to push towards creating ID courses.

1. **MUS (Ann speaks for Charles)**

Main recommendation: hire a full-time faculty member to teach non-Western music, and commercial music. We do have two holes in the faculty line up. We actually submitted a request to hire a new music faculty member a year ago. We are not seen as a department with critical needs at the moment but will keep pushing.

1. **THE (Sarah)**

The Theater Curriculum Committee endorses all recommendations from the external examiner that specifically pertain to Theatre:

1) Support THE collaborations with ENT Tech, and Architectural Tech.

2) Resources from TheatreWorks should be available to HUM faculty and students.

3) Allocate funds for theatre students to attend professional NYC performances.

4) Fund and Support a program of faculty-directed, student-acted theatre productions.

5) Ensure access for HUM faculty & students to the theatre in the New Academic Building; “space must absolutely be available.” (and Voorhees theatre)

6) Allocate / adapt space in Namm complex for a lab/performance space for theatre classes.

7) Use Bloom’s Taxonomy as a guideline for learning outcomes language

8) Link Foreign Language and Arts course in Interdisciplinary programs and/or Learning Communities.

The Curriculum Committee will need to meet with the Provost to further discuss these proposals.

1. **Outside the Department**

**Gen Ed. Rep. (Michael)** – currently preparing mass report that summarizes and analyzes all the departments’ self-studies at the School of Arts & Sciences.

**First Year Experience (Khalid)** – at the Open House, we provided the incoming freshmen with an overview of the courses that are offered at the School of Arts & Sciences on this past Sunday. Sandra had (in Spring 2016) made the list of the courses that are offered by the Humanities Department.

**Assessments (David, Khalid, and Sarah)** – Sarah is preparing to pilot an assessment in one section of the Introduction to Theater courses. Khalid ran the assessment of the intercultural competency for Spanish and French courses. The assessment was conducted in small groups and the result was satisfactory.

**Middle States (Denise, Sandra, and Sarah) –** we are finishing up a draft that addresses various important issues central to the upcoming Middle-States visit. The draft will be completed and ready to be submitted after tomorrow’s meeting.

**OLAC (Denise and Sandra)** - the hybrid courses are growing very fast at City Tech. Fully online courses lack support and assessment: no proper way to evaluate online teaching. A proposed method has been passed by the College Council, but not by the CUNY Central. Denise said we do not know which one should we follow, College Council, or CUNY Central. Further meeting and testing are needed to formalize the assessment process for online teaching.

**SoAS Program Rev (Zheng)** – The first step in program review has been completed. Each member will analyze an assigned portion for the larger theme within. Zheng and Michael will meet with the Dean and Patrick Corbett on November 18th to discuss the next step.

**Course Coordinator Liaison (Ann speaks for Chris)** – (Previous liaisons had been coordinators Denise and Sandra.) – The course coordinators held a meeting to develop guidelines and strategies for reviewing the curriculum, explaining the curricular structure and reviewing guidelines. Documents have been sent to the Upper Administration office.

1. **Matter Arising**

On November 17th, Matthew Harris will give his Works in the Works (WIW) talk entitled *Music by Harris, Lyrics by Shakespeare* at 1 pm, in A631. All are welcome to attend.

1. **Good and Welfare**

Boyan Kostadinov and Alihan Polat will jointly host a talk titled “*Simulating the Electoral College for Predicting the Next US President*” on Friday, November 4th, at Voorhees Computer Lab V834A.

Opening reception for an art gallery show on November 15th, from 7pm-10pm, at 170 Tillary Street, Suite 105, Brooklyn, NY 11201. The theme of the reception is *Black on White* and features the work of a new adjunct of ours, Rob Redding*.*

Ann said we need to figure out a date for our department’s holiday party by the next department meeting. The President’s holiday party should be sometime between December 15th-22nd.

Zhijian is working on 2 course proposals. He will send us the proposal drafts a week before the December’s department meeting. Please send your feedback to him before the meeting, to facilitate discussion before we part for the break.

Moved to adjourn;

2:15pm adjourned

Respectfully submitted: Zheng Zhu

=== Mathematics Department Meeting Minutes ===

Date: 3rd November, 2016

Present: Profs Han (Chair), Africk, Benakli, Bonanome, Bessonov, Chen, Colucci, Calinescu, Carley, ElHitti, Ellner, Ghezzi, Issacson, Johnstone, Katz, Kennedy, Koca, Kostadinov, Kramer, Li, Masuda, Miller, Mukhin, Natov, Niezgoda, Parker, Poirier, Reitz, Rojas, Rozenblyum, Schoutens, Singh, Taraporevala, Thiel, Tradler, Yuce, Zhou

Absent/Excused: Desantis, Douglas, Ghosh-Dastidar, Greenstein, Kahrobaei, Halleck, Hill, Liou-Mark

Guests: Umana

The meeting was called to order at 1:02 pm in room N720.

Motion: Approval of the minutes of the 13 October, 2016 department meeting.

Action: Carried (0 opposed, 0 abstained).

== Meeting with Dean Vasquez-Poritz ==

= Proposed LAS Curriculum Changes

* Dean Vasquez-Portiz presented that the problems are:
  + Some students must complete 72 hours for an Associates Degree because of 1175 and 1275. This is a violation of the Board of Trustees requirement that students be able to graduate in 60 hours and causes students to lose financial aid.
  + The change allows students to take whatever science class they’d like --- in compliance with Pathways. (Previously they were required to take one of two pre-selected science courses.)
* Prof. Katz presents a suggested change to indicate that students who are not placed into MAT 1475 may need more than 60 credits to complete the degree.
  + The department

Motion: Approval of the LAS Curriculum Changes as Amended by the Department.

Action: Carried (0 opposed, 3 abstain)

== Next Department Meetings ==

* December 1, 2016
* Peer Committee Meeting for Promotion to Associate and Full Professor

Tuesday, December 13 from 12:00-2:00

== Dates ==

* Math Department Holiday Potluck: Thursday, December 15, 12 – 2 pm

== Administrative Dates ==

* Thursday, Nov. 10 – Last day to withdraw with W grade
* Nov. 3 – Dec. 8 - Spring 2017 Registration and Advisement

== Personnel Dates ==

* Observation reports are due Nov. 9
* Nov. 11 - Last day to deposit PARSE and update files for promotion
* Nov. 18 – Request for Personnel Action: Fellowship and Scholar Incentive Award
* Nov. 28 –Fellowship and Scholarship Incentive applications are due to chairs

== Chairperson’s Report ==

= New Placement Test: ACCUPLACER =

Elementary algebra placement cut points: 40 and 57

One-time automatic retest for scores: 50 – 56

Students will be placed into MAT 0630 if they score below 40 on the Elementary algebra test.

Students will be placed into MAT 0650 if they score between 40 and 56 on the Elementary algebra test.

College-level math placement cut points: 60, 80, 95

Students will be placed into MAT1275 if they are CUNY certified and meet either one or both of the following conditions:  
1) A score of 60 or higher on the ACCUPLACER College-Level Math test.  
2) A score of 80 or higher on the Algebra I Regents exam.  
  
Students will be placed into MAT1375 if they are CUNY certified and meet either one or both of the following conditions:  
1) A score of 80 or higher on the ACCUPLACER College-Level Math test.  
2) A score of 80 or higher on the Algebra II Regents exam.  
  
Students will be placed into MAT1475 if they are CUNY certified and meet the following condition:  
A score of 95 or higher on the ACCUPLACER College-Level Math test.

= Memo from EVC Rabinowitz -- Expanding Options in Developmental Mathematics

* An alternative to elementary algebra for non-algebra-intensive majors.
* The alternative includes a non-algebra-intensive credit-bearing course with co-requisite support.
* The co-requisite course(s) may include algebra, QR, or statistics.
* Students who place into arithmetic should be able to enroll in a course that will prepare them either for elementary algebra or for the co-requisite alternative.
* Students who are proficient in arithmetic should be able to earn credit within one semester.
* We must submit a plan for the alternative to EVC by Feb. 6, 2017.

= Curriculum Committee =

* Adopt Arithmetic Algebra, Edition 2.0 as an optional official textbook for 0630/0650.

Motion: Approve the optional use of the text by all faculty

Action: Carried (0 opposed, 1 abstain)

* Experimental winter 1190 workshop: students who fail 1190 after the workshop must return to MAT065 in the following semester.

Motion: Approve the winter workshop with target population to be determined

Action: Carried (2 opposed, 1 abstain)

= Counseling Services Center (Debbie Waksbaum) =

Counseling services provides:

* Math anxiety workshops
* Counseling for anything that could be an obstacle to student success --- they are open 5 days a week and 3 evenings.
* Early intervention. We don’t have to wait for a crisis --- even students with generalized anxiety or other issues can be referred for early intervention. Note that these services to students are confidential.
* Behavioral Intervention Team: report any unusual behavior. This is not counseling. Because it is monitoring privacy does not apply, so we are able to get more information after filing a report. Reports can be sent to: bit@citytech.cuny.edu

== Department Committee Reports ==

= Professional Development and Research =

Prof. Schoutens announced:

* Prof. Poirier will be giving a research talk 1-2pm November 10, 2016;
* Faculty research activities can still be submitted to the newsletter;
* Published papers will be displayed at the Faculty Research Poster Session November 17,2016. Please place your papers from the past 3 years into Prof. Schoutens’ mailbox.

The meeting was adjourned at 2:04pm.

Respectfully submitted,

Sheila Miller

(Secretary)

**Physics Department's Meeting Minutes**

**Thursday, November 3, 2016**

**Faculty Present:** Professors Kezerashvili (Chair), Acquaviva, Berman, Blake, Domokos, Dorogan, Ferroglia, Kolmakov, Krym, Leng, Maller, Ossola

**Excused**:

**Graduate students**: Sameshima, Brunetti

**Absent:** Professors Mongroo

**CLTs Present:** Grace and Kiezik

***Call to Order***

The Chair called the meeting to order at 12.45 pm.

***Chair report***

The chair reported from the P&B meeting where fourth- and six-year reappointments were discussed. Faculty members from our department were not discussed yet, but there were many recommendations made and there is a proposal for the issuance of a letter of guidance.

The Dean was invited to describe the proposed changes to the LAS degree to comply with the new guidelines on not having hidden requirements. The department voted unanimously (all present 10 full-time faculty members) in support of this initiative.

The Chair encouraged all members of the Physics department to be professional in their advisement role. In particular, students in an engineering path should be advised to take calculus-based physics because otherwise they won’t be allowed to transfer.

The Chair announced that if we have 10 students in the Spring, we could open the Modern Physics class (Tuesday-Thursday at 6pm), and asked faculty members to announce that in their classrooms.

The chair will be preparing the schedule for the next Semester in November. Unfortunately we are really short on full time members and hiring is frozen, so the chair will try to have at least one additional subline.

The Chair presented the idea of having a Consortium with other CUNY senior colleges. The main advantage would be that students would be allowed to take classes at any college more easily. Faculty members are considering this idea favorably and agreed to stay involved in the consortium and participate in shaping the proposal for the time being. The chair will report on this discussion to chairs of other Physics programs and invited everyone to become more familiar with the document.

The chairs of the various committees reported on their activities.

Prof Maller reported on the caveats related to the migration to the new Office Exchange mail program and advised the faculty on possible programs to use.

***Adjournment***

Prof. Kezerashvili adjourned the meeting at 2.10pm.

*Minutes were prepared and submitted by Prof. Acquaviva*

Department of Social Science

Faculty Minutes

November 3, 2016

Attendance: Gulgun Bayaz Ozturk, Daniel Capruso, Marco Castillo, Peter Catapano, Pa Her, Jean Hillstrom, Sean McDonald, Robert MacDougall, Fred Nalven, Unurjargal Nyambuu, Maria Pagano, Laureen Park, Lisa Pope Fischer, Parvaneh Pourshariati, Eric Rodriguez, Howard Sisco, Geoff Zylstra

Absent: Amanda Almond, Stephanie Boyle, Kyle Cuordileone, Peter Parides

Excused: Randall Hannum, Tina Kao, Diana Mincyte, Marie Parnes

Leave: Frank Derringh, Costas Panayotakis

Meeting called to order 1:10PM.

Announcements

\*Prof. Rodrigues: 3rd Thursday of every month LGBTQ & Friends Brown Bag Lunch Faculty Lounge at 1pm

\*Prof. Pourshariati: 2016 publications needed for the Arts & Sciences table at the annual Poster Session; please deliver to Prof. Pourshariati and/or Prof. Bayaz Ozturk. Also, please submit your activities for the newsletter.

\*If you have courses/sections you wish advertised, please submit the information in a PowerPoint slide; these can be posted on the display monitors in the Dean’s office and outside the LAA/LAS advisement office in Pearl. These can be sent directly to the Dean and/or Director of LAA/LAS.

\*Request from the floor to have an advisement session for the Department. Further discussion on the challenges of advising students, the increasing complexity of program requirements; there is an advisement manual though it may be out of date regarding financial aid issues. It was also noted that if students were advised but retained their advisement sheets, students have been able to successfully appeal.

Discussion prior to the Dean’s visit: concerns about long-term implications; little time to review the proposed changes and discussion as a school; lack of clarity regarding math curricular changes

LAS degree program proposed changes presented by Dean Vasquez-Poritz

\*The Dean noted the proposed LAS changes are in response to a CUNY-wide mandate to complete associate programs within 60 credits and bachelor’s programs within 120 credits. He noted that the proposed changes reflect a philosophy of minimal change because there is little time for review. LAS currently requires 72 credits if students need 1175 and 1275 and various other challenges including mandating general education courses (as opposed to free choice). (Refer to the proposal for details.) It was also noted that there may be a reduction of free electives which could impact the number of students taking Social Science classes if students need to take the math prerequisites (using free electives). There was also discussion regarding saving credits is some courses were reduced (e.g., from 5 to 4 or 4 to 3 credits) and if the math sequence were streamlined to be more similar to other CUNY schools. The Dean noted City Tech has the most credits to get to calculus.

Discussion ensued after the Dean left. Positives of the proposal included: compliance with CUNY requirements, financial aid, student needs. Critiques of the proposal noted that Scientific World excludes Social Science courses; the last LAA/LAS changes not run through Council; does this degree represent the liberal arts; little time for thoughtful review of the proposal; the “fix” becomes permanent (in that the LAA/LAS degree is never thoughtfully revised). A proposed solution was to not admit students into the LAS program without meeting the math requirements. Alternatives included LAA, UC or UCH.

Request to invite Dean to discuss LAA removal of Social & Behavioral Science requirement. It was also noted that Social Science has only 1 member on the Liberal Arts Self Study.

Motion to approve, seconded: 3 yes, 15 no, 1 abstain

Meeting adjourned ~ 210pm

Submitted by JH