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.

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| --- | --- |
| **Title of Proposal** | **ENG1101 4th Contact Hour Proposal** |
| **Date** | **November 24, 2014** |
| **Major or Minor** | **Major** |
| **Proposer’s Name** | **Patricia Rudden and Johannah Rodgers** |
| **Department** | **English** |
| **Date of Departmental Meeting in which proposal was approved** | November 20, 2014 |
| **Department Chair Name** | **Nina Bannett** |
| **Department Chair Signature and Date** | C:\Users\NBannett\Desktop\electronic signature.bmp  November 20, 2014 |
| **Academic Dean Name** | **Karl Botchway** |
| **Academic Dean Signature and Date** | November 24, 2014 |
| **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. | The English Department proposes an increase in the contact hours for ENG1101 from three to four. This involves no increase in the number of credits. ENG1101 will remain a three-credit course, but will have one more contact hour. |
| **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). | Increasing the contact hours from three to four will give students additional time with peers and instructor to practice and master the complex tasks of reading, writing and reasoning that will enhance their success throughout their college careers and their professional lives, thus supporting better student learning outcomes. |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | **New 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**

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| --- | --- |
| 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.  ENG 1101 is required of all students in both associate and baccalaureate degree programs. |  |
| Documentation of Advisory Commission views (if applicable). |  |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). |  |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

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

**DETAILED RATIONALE**

**Additional Contact Hour for ENG1101, English Composition 1**

ENG1101, English Composition 1, is City Tech’s universal course. It is the one course that is required of all City Tech students. It is also the prerequisite for many courses in other disciplines. CUNY Pathways General Education recognizes the importance of this course, as it is a course in the Required Core.

The English Department proposes an increase in the contact hours for this course from three to four. This involves no increase in the number of credits. ENG1101 will remain a three-credit course, but would have one more contact hour. Increasing the contact hours from three to four will give our students additional time with peers and instructor to practice and master the complex tasks of reading, writing and reasoning that will enhance their success throughout their college careers and their professional lives, thus supporting better student learning outcomes.

**CUNY-Wide Four Contact Hour Norm**

CUNY’s English Discipline Council (EDC), which represents English departments across the University, has argued that four hours a week of composition instruction are needed “to prepare students adequately for the challenges of academic writing in their undergraduate careers.” Since this four-hour model is in place at almost all senior and community colleges, at those colleges, like City Tech, where the three credit/three contact hour model is in place, students are receiving 25% less instructional time in writing than their peers at other colleges. In order to comply with the CUNY EDC recommendations and the transferability requirements of Pathways, those colleges that do not currently have a three credit hour/four contact hour model are in the process of adopting this model.

**Importance of First Year Writing Courses to Student Preparedness, Retention, and Graduation Rates**

ENG1101 is primarily a foundational course in student’s first year college experience acting as an introduction to the many complex skills involved in college composition, as well as the culture of college and the study skills, discourses, and epistemological frameworks associated with it. This necessarily includes instruction in college-level reading, learning to differentiate between fact and opinion, choosing evidence to support an argument, finding and using outside material, as well as other skills. Along with high level critical thinking skills, the course also a comprehensive review of the practice and technical skills associated with writing, including brainstorming, drafting, revision, sentence grammar, sentence mechanics, and the formal, rhetorical, stylistic, and generic conventions of written communication. All students can benefit from as much time as they can get to practice these skills under the supervision of their instructor and with the collaboration of their peers. Increasing class time from three to four hours will help improve student learning outcomes and preparedness for college-level course work.

**Need for 4th Contact Hour of ENG1101 at City Tech**

The diverse linguistic and pre-college educational backgrounds of City Tech students make ENG1101 all the more crucial in preparing students for college-level work in courses across the college. According to the Spring 2012 AIR Gen Ed Writing Assessment Report:

* Over 40 percent of City Tech undergraduates have lower than standard Language skills
* 40 percent of City Tech undergraduates have lower than standard skills in Communication
* 38 percent of City Tech undergraduates have less than standard skills in understanding the Context and Purpose for Writing

Furthermore, the students enrolled in any current section of ENG1101 at City Tech range from very basic writers who are still in the process of mastering Standard Written English, non-native speakers who are still learning Standard Written English, students whose readiness is adequate and who can profit from the course, and a few writers whose skills levels are already beyond the level the course aims to help students attain. Additional time in class for writing and editing activities will afford greater opportunity for hands-on practice in what individual students need.

**Preparation for Future Work**

Faculty across the college who teach 2000-level courses and above consistently report anecdotally that City Tech undergraduates need more hands-on writing practice to be adequately prepared for college-level work. This same finding is reported by instructors teaching ENG1121, the second semester of first year writing, who encounter a range of readiness comparable to that found in ENG1101. Students who receive extra instructional attention and writing-related activity in ENG1101 will be better able to benefit from the instruction in ENG1121.

**Implementation**

There will be a 50 minute supplemental hour, linked to each section on CUNYFirst, so that students will have to register for both sections (and will have the same instructor for the extra 50 minutes). The 50 minutes would take place once a week either right before or right after a class session in dedicated classroom space provided by the college.

Hello Nina,

Thank you for your email about the impending change to the number of hours for ENG 1101, English Composition I. The Library supports this change enthusiastically. As you know, Library faculty collaborate with English Department faculty to offer one required session of research and information literacy instruction for all sections of ENG 1101. We are pleased to hear that students will gain opportunities to strengthen their writing with this additional hour in ENG 1101, and look forward to continuing to work with English Department faculty to strengthen students' information literacy.

All best,

Maura

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Maura A. Smale, Ph.D.  
Chief Librarian and Department Chair

Ursula C. Schwerin Library

New York City College of Technology, CUNY

718.260.5497  
[msmale@citytech.cuny.edu](mailto:msmale@citytech.cuny.edu)

<http://library.citytech.cuny.edu/>

>>> Nina Bannett 11/20/2014 2:25 PM >>>

Hi everyone,

On Monday the English department will be submitting to College Council a major curriculum proposal to change ENG 1101, English Composition 1, to a 3 credit, 4 hour course.  Please note that this change does not affect the number of credits to your program in any way.  The change will be to add a supplemental hour to improve student writing, without changing credits.  The course will remain 3 credits.

 A three-credit, four hour model for this course is the standard at all senior CUNY campuses, and we're very pleased that the college will be able to support this change.

Please let me know if you have any questions or concerns.

Best,

Nina

Nina Bannett, Ph.D.  
Associate Professor and Chair,

English Department,  
New York City College of Technology,   
The City University of New York  
718.260.5392

[nbannett@citytech.cuny.edu](mailto:nbannett@citytech.cuny.edu)

Hi Nina.  I am SO glad that we are finally getting this extra hour within this most important class.  I am sure that this will benefit our students tremendously, as they really need to practice in a controlled environment.

Dr David B Smith   
Interim Dean, School of Professional Studies   
City Tech, CUNY   
718-260-5345   
  
  
>>> Nina Bannett 11/20/2014 2:25 PM >>>

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| **From:** | Elizabeth Schaible | | Friday - November 21, 2014 7:48 AM |
| **To:** | NBannett@CityTech.Cuny.Edu | | |
| **Subject:** | Re: ENG 1101 curriculum change to 4 hours | | |

Dear Nina,   
  
On be half of our faculty we strongly support this change.  The extra hour will greatly benefit students, better preparing them in their writing in our hospitality management courses.  
  
We look forward to implementation of this change.  
  
Liz  
  
Elizabeth Schaible, Associate Professor/Department Chair  
Department of Hospitality Management  
New York City College of Technology CUNY  
300 Jay Street, Namm 220  
Brooklyn, NY 11201  
718-260-5646 eschaible@citytech.cuny.edu  
>>> Nina Bannett 11/20/14 14:25 PM >>>  
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| **From:** | Shelley E Smith <ssmith@citytech.cuny.edu> | | Thursday - November 20, 2014 6:25 PM |
| **To:** | Nina Bannett <NBannett@CityTech.Cuny.Edu> | | |
| **Subject:** | Re: ENG 1101 curriculum change to 4 hours | | |
|  |  |  |  |
| **Attachments:** | Mime.822 (8 KB) | [[View]](https://email1.citytech.cuny.edu/gw/webacc/674d78e9fe67dba55bdfa07219f2ee29236b/GWAP/AREF/2?action=Attachment.View&merge=fileview&Item.Attachment.filename=Mime%2e822&Item.Attachment.allowViewNative=0&Item.Attachment.id=2&User.context=674d78e9fe67dba55bdfa07219f2ee29236b&Item.drn=231005z26z0&Item.Child.id=) [[Save As]](https://email1.citytech.cuny.edu/gw/webacc/Mime%2e822?action=Attachment.Save&Item.Attachment.id=2&User.context=674d78e9fe67dba55bdfa07219f2ee29236b&Item.drn=231005z26z0&Item.Child.id=) | |

AWESOME!  
  
On 11/20/2014 2:25 PM, Nina Bannett wrote:  
> Hi everyone,  
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> Nina  
> Nina Bannett, Ph.D.  
> Associate Professor and Chair,  
> English Department,  
> New York City College of Technology,  
> The City University of New York  
> 718.260.5392  
> nbannett@citytech.cuny.edu <mailto:nbannett@citytech.cuny.edu>  
  
--   
Shelley E Smith PhD AIA  
Associate Professor and Chair  
Department of Architectural Technology  
New York City College of Technology  
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300 Jay Street, Voorhees 818  
Brooklyn NY 11201  
718.260.5262  
ssmith@citytech.cuny.edu

Select an Address Book

 AWESOME!

On 11/20/2014 2:25 PM, Nina Bannett wrote:

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[nbannett@citytech.cuny.edu](https://urldefense.proofpoint.com/v2/url?u=http-3A__mailto-3Anbannett-40citytech.cuny.edu&d=AAMD-g&c=pRW6ZPn_LDv0DnDIAK65Ad0CA4hBS-2mAmNa2_oHfF0&r=4ZEwQl2oig1xZ7bNPx1Ll4eeOOiFOF1sDBAcf5gM1Hw&m=WMXFkodJBBvGS3gumb8XIPVuzrUXt_q_gHl6gACCk2w&s=iiIF7rVJXu69NpXlNdqcPpMqwlPU-_NvWQZAGwzKf70&e=)

--

Shelley E Smith PhD AIA

Associate Professor and Chair

Department of Architectural Technology

New York City College of Technology

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300 Jay Street, Voorhees 818

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718.260.5262

[ssmith@citytech.cuny.edu](https://urldefense.proofpoint.com/v2/url?u=http-3A__mailto-3Assmith-40citytech.cuny.edu&d=AAMD-g&c=pRW6ZPn_LDv0DnDIAK65Ad0CA4hBS-2mAmNa2_oHfF0&r=4ZEwQl2oig1xZ7bNPx1Ll4eeOOiFOF1sDBAcf5gM1Hw&m=WMXFkodJBBvGS3gumb8XIPVuzrUXt_q_gHl6gACCk2w&s=GEyjNrmH5fb3GAGun5roeAQYGGrj_ECZNmEHwd4UnJY&e=)

**ENG1101 English Composition 1**

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| --- | --- | --- | --- |
| **From:** |  | **To:** |  |
| **Course Number:** | ENG1101 | **Course Number:** | ENG1101 |
| **Course Title:** | English Composition I | **Course Title:** | English Composition I |
| **Description:** | English Composition I is a course in effective essay writing and basic research techniques, including the use of the library. College-level readings are assigned as the basis for in-class and online discussion and for essay writing. | **Description:** | English Composition I is a course in  effective essay writing and basic research  techniques, including the use of the library.  College-level readings are assigned as the  basis for in-class and online discussion  and for essay writing. |
| **Class Hours :** | ~~3~~ | **Class Hours:** | 4 |
| **Credits:** | 3 | **Credits:** | 3 |

**Rationale:** Increasing the contact hours from three to four will give students additional time with peers and instructor to practice and master the complex tasks of reading, writing and reasoning that will enhance their success throughout their college careers and their professional lives, thus supporting better student learning outcomes. The contact hour will be used for additional hands-on work in reading, writing and editing activities will enhance our students’ English language skills.