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** | **Writing Intensive Course Designation** |
| **Date** | **March 8, 2018** |
| **Major or Minor** | **Minor** |
| **Proposer’s Name** | **Marianna Bonnanome and George Guida** |
| **Department** |  |
| **Date of Departmental Meeting in which proposal was approved** | **Approved by chairs via email, March 2018 – see appendix** |
| **Department Chair Name** | **See appendix** |
| **Department Chair Signature and Date** | **See appendix** |
| **Provost Name** | **Bonne August** |
| **Signature and Date** |  |
| **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. | **In the past, the Writing Intensive designation has been assigned by the chairperson to all sections of particular courses, especially those that meet the WI graduation requirement for their students, when the schedule of classes was created. To make this process more efficient, reduce possible errors and improve communication, the WI designation will be added to the course description in the catalog for these courses, as was done with the Pathways designation. A list of the current WI courses approved by the chairpersons is provided in the attached Chancellor’s University Report (CUR) and as part of this proposal.**  **If the department wishes to add or delete WI courses in the future the curricular change will be expedited - they will simply need to submit the CUR indicating the changes to the chairperson of the College Council Curriculum Committee for announcement at College Council, rather than including all the paper work for a minor or major curriculum change. Sections can also be assigned as WI by the chair when the MCF is created, as has been the practice in the past.** |
| **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). | **This change will help faculty advisors and students identify the Writing Intensive courses their students need to graduate, reducing advisement errors. It will also help to improve the efficiency of assigning the WI designation in the schedule of classes and minimize possible communication errors. This change also creates a mechanism for updating WI courses as needed. It continues to allow the WI designation to be assigned by the chairperson when a section is created in the schedule of classes. This allows departments to accommodate cases where just one or more section of a course is WI or there are other academic needs.** |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | **Duplications removed. Additional courses added per chairperson/coordinator requests. CHEM 2323 added** |

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 | NA |
| * Chair’s Signature | NA |
| * Provost’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 |
| Documentation of Advisory Commission views (if applicable). | NA |
| 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. | X |
| Detailed rationale for each modification (this includes minor modifications) | x |

**Changes to be offered: All departments (course numbers to be added)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CUNYFirst Course ID** |  |  |  |  |
| **FROM:** |  |  | **TO:** |  |
| **Department(s)** |  |  | **Department(s)** |  |
| **Course** |  |  | **Course** |  |
| **Prerequisite** |  |  | **Prerequisite** |  |
| **Corequisite** |  |  | **Corequisite** |  |
| **Pre- or corequisite** |  |  | **Pre- or corequisite** |  |
| **Hours** |  |  | **Hours** |  |
| **Credits** |  |  | **Credits** |  |
| **Description** |  |  | **Description** |  |
| **Requirement Designation** |  |  | **Requirement Designation** |  |
| **Liberal Arts** | [ ] Yes [ ] No |  | **Liberal Arts** | [ ] Yes [ ] No |
| **Course Attribute (e.g. Writing Intensive, Honors, etc** |  |  | **Course Attribute (e.g. Writing Intensive, Honors, etc** | |  |  | | --- | --- | | **Subject** | **Catalog** | | AFR | 2201 | | AFR | 2202 | | AFR | 2211 | | AFR | 2212 | | AFR | 2222 | | AFR | 2250 | | AFR | 2612 | | ARCH | 2321 | | ARCH | 3522 | | BIO | 2312 | | BIO | 3350 | | BIO | 3352 | | BIO | 3354 | | BIO | 3356 | | BUF | 1101 | | BUF | 2203 | | BUF | 3100 | | BUF | 4300 | | BUS | 2425 | | CET | 4773 | | CHEM | 1210 | | CHEM | 2223 | | CHEM | 2323 | | CHEM | 3222 | | CHEM | 3312 | | CHEM | 3412 | | CHEM | 3622 | | CHEM | 4312 | | CHEM | 4901 | | CHEM | 4902 | | CMCE | 1115 | | CMCE | 2306 | | CMCE | 2351 | | CMCE | 2456 | | CMCE | 4800 | | COM | 2401 | | COM | 2402 | | COM | 2403 | | COM | 3401 | | COMD | 1112 | | COMD | 4900 | | CST | 1100 | | CST | 4800 | | CST | 1102ID | | DEN | 1100 | | DEN | 1200 | | EDU | 2455 | | EDU | 3650 | | EDU | 3670 | | EET | 1241 | | EET | 3122 | | EMT | 1255 | | ENG | 1141 | | ENG | 2000 | | ENG | 2001 | | ENG | 2002 | | ENG | 2003 | | ENG | 2100 | | ENG | 2101 | | ENG | 2150 | | ENG | 2160 | | ENG | 2170 | | ENG | 2180 | | ENG | 2190 | | ENG | 2200 | | ENG | 2201 | | ENG | 2250 | | ENG | 2300 | | ENG | 2301 | | ENG | 2400 | | ENG | 2420 | | ENG | 2700 | | ENG | 3401 | | ENG | 3402 | | ENG | 3403 | | ENG | 3404 | | ENG | 3407 | | ENG | 3770 | | ENG | 3775 | | ENG | 1773ID | | ENG | 2170ID | | ENG | 2420ID | | ENT | 1100 | | ENT | 4430 | | ENVC | 2321 | | ESCI | 2000ID | | FMGT | 3520 | | HMGT | 1101 | | HMGT | 2305 | | HMGT | 3501 | | HMGT | 3502 | | HGMT | 4990 | | HSA | 3602 | | HSA | 4740 | | HUS | 2405 | | HUS | 2305 | | HUS | 4700 | | HUS | 4801 | | LAW | 2307 | | LAW | 2403 | | LAW | 4703 | | LAW | 4704 | | LAW | 4800 | | LAW | 4801 | | LAW | 4900 | | LIB | 1201 | | MAT | 2440 | | MAT | 2540 | | MAT | 2572 | | MAT | 3672 | | MAT | 3770 | | MAT | 4880 | | MECH | 2322 | | MECH | 4850 | | MED | 3910 | | MED | 4229 | | MEDU | 1010 | | MEDU | 1021 | | MEDU | 3011 | | MEDU | 3020 | | MEDU | 4011 | | NUR | 1030 | | NUR | 2110 | | NUR | 3130 | | NUR | 4130 | | PHYS | 1433 | | PHYS | 1434 | | PHYS | 1441 | | PHYS | 1442 | | PHYS | 2443 | | PHYS | 4200 | | RAD | 2426 | | RAD | 4830 | | RESD | 1216 | | RESD | 2409 | | TCET | 2202 | | TCET | 4102 | | VCT | 1105 | |
| **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | |  | **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | |
| **Effective Term** | Fall 2018 |  |  |  |

**Rationale: This change will help faculty advisors and students identify the Writing Intensive courses their students need to graduate, reducing advisement errors. It will also help to improve the efficiency of assigning the WI designation in the schedule of classes and minimize possible communication errors. This change also creates a mechanism for updating WI courses as needed. It continues to allow the WI designation to be assigned by the chairperson when the section is created in the schedule of classes. This allows departments to accommodate cases where just one or more section of a course is WI or there are other academic needs.**

**Table 1**: WI courses by degree program – demonstrates that all degree programs will meet the WI requirement in the discipline with required courses (some courses are thus listed more than once if they fulfill the requirement in more than one program)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **Subject** | **Catalog** | **Degree Program** | **Dept** |
| AFR | 2201 |  | AFR |
| AFR | 2202 |  |  |
| AFR | 2211 |  |  |
| AFR | 2212 |  |  |
| AFR | 2222 |  |  |
| AFR | 2250 |  |  |
| AFR | 2612 |  |  |
| ARCH | 2321 | Architectural Technology/AAS | ARCH |
| ARCH | 3522 | Architectural Technology/BTech |  |
| BIO | 2312 | Biomedical Informatics/BS (concentration 1) | BIO |
| BIO | 3350 | Biomedical Informatics/BS (concentration 2) |  |
| BIO | 3352 |  |  |
| BIO | 3354 |  |  |
| BIO | 3356 |  |  |
| MED | 3910 | Biomedical Informatics/BS |  |
| MED | 4229 |  |  |
| MED | 3910 |  |  |
| MED | 4229 |  |  |
| BUS | 2425 | Accountin/AAS | BUS |
| BUS | 2425 | Marketing Management and Sales/AAS |  |
| BUS | 2425 | Fashion Marketing/AAS |  |
| BUF | 1101 | Business and Technology of Fashion/AS |  |
| BUF | 2203 |  |  |
| BUF | 1101 | Business and Technology of Fashion/BS |  |
| BUF | 2203 |  |  |
| BUF | 3100 |  |  |
| BUF | 4300 |  |  |
| COMD | 1112 | Communication Design/AAS | COMD |
| COMD | 1112 | Communication Design/BTech-BFA |  |
| COMD | 4900 |  |  |
| EMT | 1255 | Electromechanical Engineerig Technology/AAS | CET |
| EMT | 1255 | Computer Engineering Technology/Btech |  |
| CET | 4773 |  |  |
| CHEM | 1210 | Chemical Technology/AAS | CHEM |
| CHEM | 2223 |  |  |
| CHEM | 1210 | Applied Chemistry/BS |  |
| CHEM | 2323 |  |  |
| CHEM | 3222 |  |  |
| CHEM | 3312 |  |  |
| CHEM | 3412 |  |  |
| CHEM | 3622 |  |  |
| CHEM | 4312 |  |  |
| CHEM | 4901 |  |  |
| CHEM | 4902 |  |  |
| ESCI | 2000ID |  |  |
| CMCE | 1115 | Civil Engineering Technology/AAS | CMCE |
| CMCE | 1115 | Construction Management Technology/AAS |  |
| CMCE | 2306 | Construction Management Technology/AAS |  |
| CMCE | 2351 |  |  |
| CMCE | 2456 |  |  |
| CMCE | 4800 |  |  |
| CMCE | 1115 | Construction Engineering Technology/BT |  |
| CMCE | 4800 |  |  |
| COM | 2401 |  | HUM |
| COM | 2402 |  |  |
| COM | 2403 |  |  |
| COM | 3401 |  |  |
| CST | 1100 | Computer Information Systems/AAS | CST |
| CST | 1100 | Computer Information Systems/AAS |  |
| CST | 4800 | Computer Systems/Btech |  |
| CST | 1102ID |  |  |
| DEN | 1100 | Dental Hygiene/AAS | DH |
| DEN | 1200 |  |  |
| EDU | 2455 | CTTE/BSEd | CTTE |
| EDU | 3650 |  |  |
| EDU | 3670 |  |  |
| EDU | 2455 | TTE/BSEd |  |
| EDU | 3650 |  |  |
| EDU | 3670 |  |  |
| EET | 1241 | Electrical Engineerig Technology/AAS | ETET |
| EET | 1241 | Telecommunications Engineerig Technology/AAS |  |
| EET | 1241 | Electrical Technology/BT |  |
| EET | 3122 |  |  |
| TCET | 2202 | Telecommunications Engineerig Technology/BT |  |
| TCET | 4102 |  |  |
| ENG | 2700 | Professional &Technical Writing/BS | ENG |
| ENG | 3770 | Advanced Professional Writing/BS |  |
| ENG | 3775 |  |  |
| ENG | 1141 |  |  |
| ENG | 2000 |  |  |
| ENG | 2001 |  |  |
| ENG | 2002 |  |  |
| ENG | 2003 |  |  |
| ENG | 2100 |  |  |
| ENG | 2101 |  |  |
| ENG | 2150 |  |  |
| ENG | 2160 |  |  |
| ENG | 2170 |  |  |
| ENG | 2180 |  |  |
| ENG | 2190 |  |  |
| ENG | 2200 |  |  |
| ENG | 2201 |  |  |
| ENG | 2250 |  |  |
| ENG | 2300 |  |  |
| ENG | 2301 |  |  |
| ENG | 2400 |  |  |
| ENG | 2420 |  |  |
| ENG | 3401 |  |  |
| ENG | 3402 |  |  |
| ENG | 3403 |  |  |
| ENG | 3404 |  |  |
| ENG | 3407 |  |  |
| ENG | 1773ID |  |  |
| ENG | 2170ID |  |  |
| ENG | 2420ID |  |  |
| ENT | 1100 | Emerging Media Technology/BTech | ENT |
| ENT | 4430 |  |  |
| ENT | 1100 | Entertainment Technology/BTech |  |
| ENT | 4430 |  |  |
| ENVC | 2321 | Environmental Control Technology/AAS | ENVC/FM |
| ENVC | 2321 | Facilities Management/Btech |  |
| FMGT | 3520 | Facilities Management/Btech |  |
| HMGT | 1101 | Hospitality Management/AAS | HGMT |
| HMGT | 2305 |  |  |
| HMGT | 1101 | Hospitality Management/Btech |  |
| HMGT | 3501 |  |  |
| HMGT | 3502 |  |  |
| HGMT | 4990 |  |  |
| HSA | 3602 | Health Services Administration /BS | HSA |
| HSA | 4740 |  |  |
| HUS | 2305 | Human Services/AAS | HUS |
| HUS | 2405 |  |  |
| HUS | 2305/2405 | Human Services/BS |  |
| HUS | 4700 |  |  |
| HUS | 4801 |  |  |
| LAW | 2307 | Legal Assistant Studies/AAS | LS |
| LAW | 2403 |  |  |
| LAW | 2307 | Legal Assistant Studies/BS |  |
| LAW | 4703 | Legal Assistant Studies/BS |  |
| LAW | 4704 |  |  |
| LAW | 4800 |  |  |
| LAW | 4801 |  |  |
| LAW | 4900 |  |  |
| LIB | 1201 |  | LIB |
| MAT | 2440 | Computer Science/AS | MAT |
| MAT | 2440 | Applied Math/BS |  |
| MAT | 2540 |  |  |
| MAT | 2572 |  |  |
| MAT | 3672 |  |  |
| MAT | 3770 |  |  |
| MAT | 4880 |  |  |
| MAT | 2572 | Math Ed/BS |  |
| MEDU | 1010 | Math Ed/BS |  |
| MAT | 2572 | Math Ed/BS |  |
| MEDU | 1021 |  |  |
| MEDU | 3011 |  |  |
| MEDU | 3020 |  |  |
| MEDU | 4011 |  |  |
| MECH | 2322 | Industrial Design Technology/AAS | MECH |
| MECH | 2322 | Mechanical Engineering Technology/AAS |  |
| MECH | 2322 | Mechanical Engineering Technology/BT |  |
| MECH | 4850 |  |  |
| NUR | 1030 | Nursing/AAS | NU |
| NUR | 2110 | Nursing/AAS |  |
| NUR | 3130 | Nursing/BS |  |
| NUR | 4130 |  |  |
| PHYS | 1433 |  | PHYS |
| PHYS | 1434 |  |  |
| PHYS | 1441 | Applied Computational Physics/BS |  |
| PHYS | 1442 |  |  |
| PHYS | 2443 |  |  |
| PHYS | 4200 |  |  |
| RAD | 2426 | Radiologic Technology/AAS | RT |
| RAD | 2426 | Radiological Studies/BS |  |
| RAD | 4830 |  |  |
| RESD | 1216 | Restorative Studies/AAS | RESD |
| RESD | 2409 |  |  |
| VCT | 1105 | Opthalmic Dispensing/AAS | VCT |

**Appendix 1 – Evidence of Consultation and Support by All Department Chairs**

**From:** Pamela Brown   
**Sent:** Tuesday, March 13, 2018 12:35 PM  
**To:** Ann Delilkan <ADelilkan@CityTech.Cuny.Edu>; Diana Samaroo <DSamaroo@CityTech.Cuny.Edu>; Laina Karthikeyan <LKarthikeyan@CityTech.Cuny.Edu>; Lise Hunter <LHunter@CityTech.Cuny.Edu>; Nina Bannett <NBannett@CityTech.Cuny.Edu>; Peter Parides <PParides@CityTech.Cuny.Edu>; Roman Kezerashvili <RKezerashvili@CityTech.Cuny.Edu>; Sandie Han <SHan@CityTech.Cuny.Edu>; Christine Thorpe <CThorpe@CityTech.Cuny.Edu>; Elizabeth Schaible <ESchaible@CityTech.Cuny.Edu>; Evans Lespinasse <ELespinasse@CityTech.Cuny.Edu>; Josef Bohm <JBohm@CityTech.Cuny.Edu>; Joycelyn Dillon <JDillon@CityTech.Cuny.Edu>; Justine Pawlukewicz <JPawlukewicz@CityTech.Cuny.Edu>; Kimberly Strickler <KStrickler@CityTech.Cuny.Edu>; Lucas M. Bernard <LBernard@CityTech.Cuny.Edu>; Margaret Rafferty <MRafferty@CityTech.Cuny.Edu>; Renata Budny <RBudny@CityTech.Cuny.Edu>; William Roberts <WRoberts@CityTech.Cuny.Edu>; Charles Scott <CSCOTT@CityTech.Cuny.Edu>; Gerarda Shields <GShields@CityTech.Cuny.Edu>; Hong Li <HLi@CityTech.Cuny.Edu>; MGiuliani@CityTech.Cuny.Edu; Mohammad Razani <MRazani@CityTech.Cuny.Edu>; Robert Polchinski <RPolchinski@CityTech.Cuny.Edu>; Sanjive Vaidya <SVaidya@CityTech.Cuny.Edu>; Sidi berri <SBerri@CityTech.Cuny.Edu>; Sunghoon Jang <SJang@CityTech.Cuny.Edu>  
**Cc:** Marianna Bonanome <MBonanome@CityTech.Cuny.Edu>; George Guida <GGuida@CityTech.Cuny.Edu>; Tasha Rhodes <TRhodes@CityTech.Cuny.Edu>; Kevin Hom <KHom@CityTech.Cuny.Edu>; Justin Vazquez-Poritz <JVazquez-Poritz@CityTech.Cuny.Edu>; David Smith <DSMITH@CityTech.Cuny.Edu>; Denise Martin <DMartin@CityTech.Cuny.Edu>; Hope Reiser <HReiser@CityTech.Cuny.Edu>; Billie Coleman <BColeman@CityTech.Cuny.Edu>; Kim Cardascia <KCardascia@CityTech.Cuny.Edu>; Bonne August <BAugust@CityTech.Cuny.Edu>  
**Subject:** Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018  
**Importance:** High

**Dear Department Chairpersons,**

**As you know, the Writing Intensive (WI) designation has been assigned by the chairperson when the schedule of classes was created. Departments with degree programs typically made sure that all sections of at least one required course at the associate level and one at the bachelor’s level had this designation, to assure that their students met the WI graduation requirement.**

**While overall this system worked, on occasion the designation was inadvertently omitted on sections that indeed were WI. Another challenge was that often students and advisors were uncertain which sections were WI.**

**To address these issues, Prof. Marianna Bonnanome and George Guida, the Writing Across the Curriculum faculty leadership, will be proposing a minor curriculum change so that the WI designation will be added to the course description in the catalog, for courses where all sections are WI. This will be similar to the pathways designations (CE, WCGI, IS, SW, USED, etc.) that currently appear in course descriptions in the catalog. If this proposal is approved, it will no longer be necessary to make sure the course is WI when the MCF is created, it will occur automatically.**

**A list of the courses that had WI designation in the past is attached. By next Monday, March 19, 2018, it would be greatly appreciated if you would indicate in column A whether or not you wish the course to be designated as WI in the catalog (Y or N). (Note, for your convenience, courses are also shown that fulfill the WI graduation requirement by degree program). Please feel free to add additional course that the department wishes to have the WI designation.**

**If the department wishes to add or delete WI courses in the future, it will further be proposed that the curricular change will be expedited - chairpersons will simply need to submit the Chancellor’s University Report (CUR) form, indicating the changes, to the chairperson of the College Council Curriculum Committee for announcement at College Council, rather than including all the paper work for a minor curriculum change. It will continue to be possible for the chairperson to assign sections/courses as WI when the MCF is created, as has been the practice in the past.**

**This minor curriculum proposal should help faculty advisors and students more easily identify the Writing Intensive courses that students need to graduate, reducing advisement/registration errors. It will also help to improve the efficiency of assigning the WI designation in the schedule of classes and minimize possible communication errors.  This proposal creates a mechanism for updating WI courses as needed. It continues to allow  the WI designation to be assigned by the chairperson when the section is created in the schedule of classes. This allows departments to accommodate cases where just one or more section of a course is WI or there are other academic needs.**

**Thanks in advance for your help compiling the list of WI courses. Please let us know if you have any questions or concerns.**

**Best,**

**Pam and Kim**

**AFR**: **From:** Marta Effinger   
**Sent:** Monday, March 19, 2018 9:23 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>; Kimberly Hatcher <khatcher@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Dear Pam and Kim,

Please see attached the WI courses for AFR.

Best,

Marta

**ARCH: From:** Sanjive Vaidya   
**Sent:** Monday, March 19, 2018 7:56 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Sorry for the delay.

Attached is the annotated spreadsheet.

Thanks,

Sanjive

**BIO: From:** Laina Karthikeyan   
**Sent:** Monday, March 19, 2018 8:54 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Dear Pam and Kim,

I have attached the courses designated as WI in our department after verification with the Coordinators. There is only one change and that is the Microbiology course is not Writing Intensive. Thank you!

Best,

Laina

**BUS: From:** Lucas M. Bernard   
**Sent:** Friday, March 23, 2018 12:51 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Marianna Bonanome <MBonanome@citytech.cuny.edu>; George Guida <GGuida@citytech.cuny.edu>; Tasha Rhodes <TRhodes@citytech.cuny.edu>; David Smith <DSmith@citytech.cuny.edu>; Denise Martin <DMartin@citytech.cuny.edu>; Hope Reiser <HReiser@citytech.cuny.edu>; Billie Coleman <BColeman@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>; Bonne August <BAugust@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi Pam,

Please **see attached** file.

* Note 1: **BUS-2425** should ***also*** be listed for the **recently approved BTF AS** degree, which is **not in the spreadsheet**.
* Note 2: **the listed** (in the spreadsheet) **AAS should say "Fashion Marketing", *not* BTF**

Thanks,

**CET: From:** Sunghoon Jang   
**Sent:** Thursday, March 22, 2018 3:49 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Cc:** Yu Wang <YWang@citytech.cuny.edu>; Ohbong Kwon <OKwon@citytech.cuny.edu>  
**Subject:** FW: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

I’d like to forward Professor Wang’s message regarding WI courses of the CET department.

Sunghoon

**CHEM: From:** Diana Samaroo   
**Sent:** Tuesday, March 13, 2018 3:13 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Dear Pam and Kim,

Please see attached for response.

Best,

Diana

**CMCE: From:** Gerarda Shields   
**Sent:** Thursday, March 15, 2018 6:05 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Pam and Kim,

Please find attached the Excel file updated for courses in CMCE.

Thank you!

Gerarda

**COMD:**

**From:** Maria Giuliani   
**Sent:** Wednesday, March 21, 2018 8:56 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hello Kim and Pam

I am attaching the list.

Here are the updates.

The same two classes are WI, however one of them changed number (and just recently code, announced at college council, but not yet on Chancellor's Report )

CDMG1111 is now COMD1112 (same class). And COMD4900

Best

Maria

**CST: From:** Hong Li   
**Sent:** Tuesday, March 20, 2018 7:28 AM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Pam,

Sorry for delayed response.

See attached. All CST1100, CST1102ID  and CST4800 are WI.

Hong

**CTTE: From:** William Roberts   
**Sent:** Tuesday, March 20, 2018 3:39 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi Pam,

Along with the courses listed add EDU-2455, to the list with EDU-3650, and EDU-3670.

Thanks

Edward

**DEN**: **From:** Joycelyn Dillon   
**Sent:** Thursday, March 22, 2018 3:08 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** WI corses in the DH program

Hi Pam,

As you requested, please note that DEN 1100 and 1200 (Principles of Dental Hygiene1&2) are the Writing Intensive courses in the Dental Hygiene program.

Best,

Joycelyn

**ENG: From:** Nina Bannett   
**Sent:** Tuesday, March 20, 2018 12:40 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi Pam,

I don’t want to forget this because it’s so important—I added the Ys and made one change to the spreadsheet: ENG 3775 was listed twice; I changed one of them to ENG 3770, which is a WI course in our PTW major.  Students must take either 3770 or 3775 for the degree, so they will have taken 2 WI courses to graduate (2700 is required of all students).

These are courses left off the spreadsheet that should also be listed as WI: ENG 2160, ENG 2170 (non ID), and ENG 2190.                                                                                                                                                                         I’m not that great with Excel, so couldn’t add them.

I think this new system is a great idea that will benefit students.

Best,

Nina

**ENT: From:** Charles Scott   
**Sent:** Tuesday, March 13, 2018 1:35 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Pam,

Here is my response.

Chip

**ENVC/FGMT; From:** Robert Polchinski   
**Sent:** Tuesday, March 20, 2018 3:39 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

That is correct

Dear AP Brown,

Sorry for the late response.

An appropriate WI course for ET BTech would be EET 3122 (Sensors and Instrumentation).

We think that the selected courses fulfill the WI designation requirements and could be included in the proposal.

Best Regards,

Mohammad

**HGMT: From:** Elizabeth Schaible   
**Sent:** Wednesday, March 14, 2018 10:32 AM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

HMGT classes listed are correct.

Liz

**HSA: From:** Josef Bohm   
**Sent:** Tuesday, March 13, 2018 1:12 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Good morning

It appears that HSA   WI courses are not part of the list so I have entered them onto the attached copy of the master list and and affirmed their status as ongoing WI courses.

Best wishes

Josef Bohm

**HUM: From:** Ann Delilkan   
**Sent:** Monday, March 19, 2018 4:06 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Sharon Boyd <SBoyd@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi Pam,

The following COM classes should always be designated WI:

COM 2401, 2402, 2403, 3401.

The ARTH courses on the list you sent out should be removed, please. Our Art History faculty are not willing to designate any course as always WI as long as class caps remain at 35. We will continue to offer some sections of some courses as WI, though, but this will change from semester to semester.

Best,

Ann

**LAW: From:** Concetta Mennella   
**Sent:** Thursday, March 22, 2018 4:35 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond ASAP

The only course I would take out is the one listed nbelow it is listed as both AAS and BS it is only an AAS WI course.  The others are all good.

Connie

|  |  |  |
| --- | --- | --- |
| LAW | 2307 | Legal Assistant Studies/BS |
|  |  |  |

**LIB: From:** Maura Smale   
**Sent:** Monday, March 19, 2018 9:59 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Thanks so much, Pam and Kim! Attached is the spreadsheet with our LIB 1201 course designated WI (all sections).

Best,

Maura

**MAT: From:** Sandie Han   
**Sent:** Friday, March 23, 2018 6:11 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond ASAP

Hi Pam,

Would it be okay to send you the final response on Thursday?  The math curriculum committee is meeting on Thursday.  I have already forwarded this list to its members.  The only thing I know for certain is that all sections of MAT 2440 and MAT 2572 will be listed as WI.

***Sandie Han, Ph.D.***

*Mathematics Department, Chair*

*New York City College of Technology*

*Brooklyn, NY  11023*

*718-260-5380*

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

**Math Ed: From:** Nadia Stoyanova Kennedy   
**Sent:** Wednesday, March 28, 2018 7:24 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Sandie Han <SHan@citytech.cuny.edu>  
**Subject:** Re: WI courses

Hi Pam:

All of our math education courses should be designated as WI. MEDU 1010 and MEDU1021 are taken during the first two years, and MEDU 3011, MEDU 3020 and MEDU4040 are taken in the last two years. As you may know we're currently working on revising the math ed program curriculum and once we have a green light from the department we will update the WI course designations as well.

Thanks,

Nadia

**MECH: From:** Sidi berri   
**Sent:** Tuesday, March 13, 2018 6:02 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi Pam,

Please see attached.

MECH4850 should be a WI for the MECH/BTech.

Thanks,

Sidi

**NUR: From:** Margaret Rafferty   
**Sent:** Friday, March 23, 2018 5:05 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Cc:** Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond ASAP

The nursing dept has four writing intensive courses

Associate

NUR 1030

NUR 2110

RN-BS

NUR 3130

NUR 4130

Sent from my cell phone. Please excuse brevity and typos

-------- Original message --------

From: Roman Kezerashvili <[RKezerashvili@citytech.cuny.edu](mailto:RKezerashvili@citytech.cuny.edu)>

Date: 3/20/18 10:51 AM (GMT-05:00)

To: Pamela Brown <[PBrown@citytech.cuny.edu](mailto:PBrown@citytech.cuny.edu)>

Subject: Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Sorry, Please also include these courses

Roman Kezerashvili, Ph.D., D.Sc.  
Professor of Physics  
Chairman of Physics Department  
City Tech and Graduate Center  
The City University of New York

Director of the Center for Theoretical Physics at City Tech  
300 Jay Street   
Brooklyn NY, 11201  
Phone: [718 260 5277](tel:718%20260%205277)  
[Email:rkezerashvili@citytech.cuny.edu](mailto:Email%3Arkezerashvili@citytech.cuny.edu)

**From:** Pamela Brown  
**Sent:** Tuesday, March 20, 2018 9:46 AM  
**To:** Roman Kezerashvili  
**Subject:** RE: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Just confirming, you do not want PHYS 2443 and 4200 to be WI courses?

**PHYS: From:** Roman Kezerashvili   
**Sent:** Monday, March 19, 2018 10:54 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Laina Karthikeyan <LKarthikeyan@citytech.cuny.edu>; Nina Bannett <NBannett@citytech.cuny.edu>; Sandie Han <SHan@citytech.cuny.edu>; Evans Lespinasse <ELespinasse@citytech.cuny.edu>; Joycelyn Dillon <JDillon@citytech.cuny.edu>; Lucas M. Bernard <LBernard@citytech.cuny.edu>; Margaret Rafferty <MRafferty@citytech.cuny.edu>; Renata Budny <RBudny@citytech.cuny.edu>; William Roberts <WRoberts@citytech.cuny.edu>; Hong Li <HLi@citytech.cuny.edu>; Maria Giuliani <MGiuliani@citytech.cuny.edu>; Mohammad Razani <MRazani@citytech.cuny.edu>; Robert Polchinski <RPolchinski@citytech.cuny.edu>; Sanjive Vaidya <SVaidya@citytech.cuny.edu>; Sunghoon Jang <SJang@citytech.cuny.edu>; Marta Effinger <MEffinger@citytech.cuny.edu>; Concetta Mennella <CMennella@citytech.cuny.edu>; Maura Smale <MSmale@citytech.cuny.edu>  
**Cc:** Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi Pam,

Prom Physics Department the following courses:

Phys 1433 and 1434 - Algebra-based General Physics

Phys 1441 and 1442 - Calculus-based General Physics

Best wishes,

Roman

**RAD: From:** Evans Lespinasse   
**Sent:** Monday, March 19, 2018 7:09 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hi AP Brown,

Overall, this is a great idea. Per your request, please see the attached.  I made a minor edit in the document; RAD 2426 is for the RT/AAS and RAD 4830 is for RS/BS.

Thank you.

**RESD: From:** Renata Budny   
**Sent:** Tuesday, March 20, 2018 9:35 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Cc:** Renata Budny <RBudny@citytech.cuny.edu>; Nicholas Manos <NManos@citytech.cuny.edu>; Anthony Sena <ASena@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018

Hello Pam and Kim

Restorative Dentistry WI Courses are as follows:

RESD 1216 Removable Partial Dentures II

RESD 2409 Laboratory Operations, Ethics and Jurisprudence

Attached is the list you requested.

Thank you

Renata

**SS: From:** Peter Parides   
**Sent:** Monday, March 19, 2018 2:35 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>  
**Subject:** Re: Minor curricular change to designate WI courses in the catalog - please respond by next Monday, March 19, 2018  
**Importance:** High

Hi Pam,

I’m returning the WI course list spreadsheet.

Best,

Peter

**VCT: From:** Kimberly Strickler   
**Sent:** Thursday, March 15, 2018 12:11 PM  
**To:** Pamela Brown <PBrown@citytech.cuny.edu>; Kim Cardascia <KCardascia@citytech.cuny.edu>  
**Subject:** WI Course for VCT

HI

Just a follow up on VCT Writing Intensive Course. It has been only VCT1105 Optic course. VCT1201 is not a WI course.

Thanks much.

Kim