Minutes for NYCCT College Council General Meeting, May 8, 2018; 1:00pm to 2:00pm in the Atrium Amphitheater

1. The meeting was called to order at 1:03pm.

2. The minutes for the March 27 meeting were approved without objection.

There was discussion regarding major curriculum proposal 17-08 New Program AS in Health Sciences. The proposal was not placed on the agenda for the current meeting by the Executive Committee and returned to the Curriculum Committee. Some members expressed the importance of placing the item on the agenda for discussion at the General Meeting as soon as possible. A resolution was introduced to place 17-08 to top of the Council agenda if passed by Curriculum Committee. The resolution passed with 77 ayes, 1 nay and 3 abstentions.

3. Chair's Report
   - Organizational meeting 5/15/2018
   - Committee preference forms
   - Graduating students

The Chair reminded members to submit Standing Committee preference forms for the 2018-19 College Council. He also urged everyone to attend the organization meeting for next academic year Council scheduled for May 15, 2018. The Chair then introduced Tasha Rhodes from the Registrar's Office to present the 2017-2018 graduating students for Council approval. The 3386 graduates were approved by the Council by acclamation and applause.

4. Standing Committees
   A. Students
      - Transfer credit policy

The Students Committee Chair presented a resolution to change the transfer credit policy regarding pass/fail classes. The resolution passed with 81 ayes, 0 against, 1 abstention. (see attached proposal.)

   B. Personnel
      - OLAC Peer evaluation of teaching form (see attached)

The Personnel Committee Chair presented a resolution to make permanent the experimental Peer evaluation of teaching form developed by OLAC and passed by Council in 2015. The proposal passed with 80 ayes, 1 nay, and 1 abstention.

   C. Curriculum
      Proposals can be found at https://openlab.citytech.cuny.edu/collegecouncil/current-proposals/

Minor Proposals
   a. 17U Minor Change to EMT 2410
   b. 17X CST Minor Curriculum Modification
   c. 17Y Writing Intensive Course Designation

The Curriculum Committee Chair announced the three minor curriculum proposals listed above. The Council accepted all three minor proposals without discussion.

Major Proposals:
   a. 17-15 New Course HMGT 4902 – Hospitality Revenue Management (81 aye, 0 nay, 0 abstain)
   b. 17-17 New Course FREN 2201P – French for Culinary Arts, Hotel Management, Travel and Tourism (81 aye, 0 nay, 1 abstain)
   c. 17-19 Co-requisites for MAT 065, MAT 1190, MAT 1275 (81 aye, 0 nay, 1 abstain)

d. 17-11 New Program B Arch (80 aye, 0 nay, 2 abstain)
e. 17-12 Rad Tech Major Curriculum Modification (73 aye, 3 nays, 6 abstain)
f. 17-13 New Course HIS 1502 – The Islamic Empires (79 aye, 0 nay, 3 abstain)
g. 17-14 COMD Major Curriculum Modification (81 aye, 0 nay, 1 abstain)
h. 17-16 New Course HSA 4970 – Social Marketing in Healthcare Settings (80 aye, 0 nay, 2 abstain)
i. 17-18 New Course ARTH 2200 – Art and Urban Culture in Modern China (81 aye, 0 nay, 1 abstain)

All major proposals passed. The vote counts are in parenthesis after each proposal. There were some questions about Proposal 17-19. However, all questioners were satisfied with proposer's response. There was also a discussion regarding Proposal 17-12. There was a concern regarding the absence of a physic requirement. The proposer informed the body that physics was taught in the program. The Chair of the Physics Department expressed his worry that the physics was not taught by a member of his department. The proposer responded by expressing her view that the course material covered was inline with the industry and academic standards of her department. A motion end debate on this proposal was made and passed by the body.

5. The President's Report

The President discussed the upcoming Middle States report. He expected the school to be in compete compliance. He also announced that the College's self-study report was commended by the Middle States accreditors. The President explained a new policy by the Board of Trustees that would allow local colleges to alter pretenure review. Colleges have the choice of conducting reappointment review in the third year or the fourth year of employment. He recommends that the Council take up the decision to keep to our policy of three-year review or change to four-year reappointment. The President also gave an update on the status of the new academic building. He expected full access to the building would be approved shortly.

6. Good and welfare

There was announcement regarding the Spring Book Sales schedule on May 10.

7. The meeting was adjourned at 2:02 p.m.

Submitted by Peter Catapano

Current Transfer Credit Policy as it appears on page 39 of the College Catalog:
http://www.citytech.cuny.edu/catalog/docs/catalog.pdf

With some limitations, students may be granted credit for courses completed at other accredited
colleges and universities that offer courses comparable in credit and content to those offered at NYCCT, provided satisfactory
grades were received (i.e., "D" or better at any other CUNY unit; "C" or better at other institutions).

To earn an associate degree and qualify for associate honors at City Tech, students must
complete a minimum of 34 credits in residence; 17 must be in the major department. The remaining credits needed to complete
the degree may be transferred, provided they are approved for credit by NYCCT.

Prospective transfer students can get a first approximation of the transfer credits they can expect by using
the tools found in CUNYfirst's Student Center under "evaluate My Transfer Credit.

To receive credit for courses taken at other accredited colleges and universities, students must have official transcripts on file in
the registrar's office. Student copies will not be accepted. All foreign language transcripts must be accompanied by a notarized
affidavit attesting to the accuracy of the English translation. When credit is granted from another institution, the grade does not
generate quality points toward the cumulative grade point average.

**Revised Transfer Credit: The suggested change, underlined below (only the underlined text is new), will allow students
to transfer classes they take on a pass/fail basis; currently students do not receive transfer credits for such classes.**

With some limitations, students may be granted credit for courses completed at other accredited
colleges and universities that offer courses comparable in credit and content to those offered at NYCCT, provided satisfactory
grades were received (i.e., "D" or better at any other CUNY unit; "C" or better at other institutions).

If a course was taken on a pass/fail basis at another CUNY institution, the official transcript or catalog contract year must state
that the pass grade equals a "D" or better for transfer credit to be considered. If a course was taken on a pass/fail basis at an
institution outside CUNY, the official transcript or catalog contract year must state that the pass grade equals a "C" or better for
transfer credit to be considered. This excludes coursework from outside of the United States.

To earn an associate degree and qualify for associate honors at City Tech, students must
complete a minimum of 34 credits in residence; 17 must be in the major department. The remaining credits needed to complete
the degree may be transferred, provided they are approved for credit by NYCCT.
Prospective transfer students can get a first approximation of the transfer credits they can expect by using
the tools found in CUNYfirst's Student Center under "evaluate My Transfer Credit.

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the transfer office. Student copies will not be accepted. All foreign language transcripts must be accompanied by a notarized
affidavit attesting to the accuracy of the English translation. When credit is granted from another institution, the grade does not
generate quality points toward the cumulative grade point average.

NEW YORK CITY COLLEGE OF TECHNOLOGY
OF THE CITY UNIVERSITY OF NEW YORK

FACULTY CLASS OBSERVATION REPORT FORM
FOR OBSERVATIONS OF HYBRID AND ONLINE COURSES

Semester/Year _____

Department_____   **Course/Section**_____

Name of Observee_____ **Rank**_____
                          Last Name, First Name

                ( ) Untenured   ( ) Tenured ( ) Adjunct

Name of Observer_____ Rank_____

Date(s) of Observation_____ Online platform and/or online environment
 (i.e., Blackboard, OpenLab)_____

Brief Summary of Material Viewed_____

_____

_____

This form is to be used only when evaluating the online portion of an online or hybrid course.
Please complete each item. This report will be returned unless each category
contains supporting comments. Use additional pages if necessary.

**FOR HYBRID AND ONLINE COURSES: <u>observation of online course components is required;
observation of a face-to-face class meeting is optional.</u>**
===

1. **COURSE DEVELOPMENT AND ORGANIZATION**
    Includes instructor's ability to develop and organize material, including the course
    syllabus; to create an easily navigable and informative course site and/or other online
    environment; and to require students to spend adequate time on task through well-
    conceived activities that foster understanding of the course material.

( ) Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

Comments:

_____

_____

2. COMMUNICATION

Includes instructor's ability to project a professional presence online; to communicate clearly; to establish a rapport with students; and to establish a supportive, well-managed online learning environment by providing frequent announcements, clear instructions and adequate information for students to complete activities and assignments.

( ) Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

Comments:

_____

_____

3. SUBJECT MASTERY

Includes instructor's ability to demonstrate subject mastery through the use of a Web-based course platform and/or other online environment; to present subject matter effectively; to use proper terminology; and to incorporate applicable, up-to-date resources and content.

( ) Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

Comments:

_____

_____

4. STUDENT-INSTRUCTOR INTERACTION

Includes instructor's ability to interact productively with students (including appropriate questioning of students and recognition of their contributions) within a Web-based course platform and/or other online environment; to communicate with students online through discussion posts, blogs, wikis, email and/or synchronous means of communication, such as chat; and to provide timely and effective feedback, as specified on the syllabus.

( ) Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

Comments:

_____

_____

5. **OVERALL EVALUATION** (categories 1 through 4)

   Online Component of the Course (Required):

   ( ) Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

   Comments:

   _____

6. **RECOMMENDATIONS FOR IMPROVEMENT** (Use additional pages if necessary)

   Comments and Recommendations for Improvement:

   _____

   _____

   I have read and have been given a copy of above report, and so signify by my signature below. I understand that I may attach additional comments to this document.

   Signature of the Observee   Date

   Signature of the Observer   Date