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** | **Math Prep workshops** |
| **Date** | **February 20, 2020** |
| **Major or Minor** | **Expedited Major** |
| **Proposer’s Name** | **Janet Liou-Mark** |
| **Department** | **Freshmen Year Program** |
| **Date of Departmental Meeting in which proposal was approved** | **NA** |
| **Department Chair Name** | **NA** |
| **Department Chair Signature and Date** | **NA** |
| **Academic Dean Name** | **NA** |
| **Academic Dean Signature and Date** | **NA** |
| **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. | **Review and approval of existing Math Prep workshops: MAT 1190, 1275, 1275CO, 1375, 1475, 1575** |
| **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). | **Math Prep workshops in MAT 1190, 1275, 1275CO, 1375, 1475 and 1575 have been offered in the past. It recently was brought to our attention that workshops must be approved by governance, hence necessitation this proposal.**  **It is necessary to create these zero credit workshop for the following reasons:**   1. **These workshops have been demonstrated to increase student success, warranting CUE funding as an important student support initiative.** 2. **All workshops that appear on a student’s transcript with student enrollment and outcomes in CUNYfirst, must be approved by governance** 3. **These workshops are funded through CUNY Coordinated Undergraduate Education (CUE), which requires that student enrollment and outcomes are documented in CUNYfirst for auditing and assessment purposes** |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). |  |

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 |
| * Dean’s Signature | NA |
| 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). |  |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

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

**Mathematics Preparatory Courses**

The goal of the Mathematics Preparatory Workshops is to provide City Tech students an opportunity to learn key concepts prior to taking their mathematics course in the upcoming semester. The rationale for these workshops is 1) Recognition of commitment to succeed, 2) Facilitate registration and assessment, and 3) Increase the pass rates of foundational mathematics courses. Since these workshops are supported by CUE funding they must appear in CUNYfirst in order to sustain funding.

A series of six mathematics prep workshops are offered every January and August:

* WKSHP 1190: MAT 1190 Workshop
* WKSHP 1275: MAT 1275 Workshop
* WKSHP 1275CO: Bridge to MAT 1275 CO
* WKSHP 1375: MAT 1375 Workshop
* WKSHP 1475: Calculus Boot Camp
* WKSHP 1575: MAT 1575 Workshop

Each workshop is designed as a 12-hour preparation course that is conducted over a three-day period with the exception of WKSHP 1275CO. WKSHP 1275CO is a 15-hour course that is given over four days. These are all free workshops, and there are no credits involved. A free workbook is provided for each workshop.

**WKSHP 1190: MAT 1190 Workshop**

(An introduction to Quantitative Reasoning)

This workshop covers an overview of linear equations, linear inequalities, and systems of linear equations, basic probability, and basic statistics.

**WKSHP 1275: MAT 1275 Workshop**

(An introduction to College Algebra and Trigonometry)

This workshop covers angles, radians and degrees, trigonometric functions, trigonometric function of special angles, reference angles, proving identities, and solving trigonometric equations.

**WKSHP 1275CO: Bridge to MAT 1275 CO**

(An introduction to College Algebra and Trigonometry)

This workshop covers some basic algebraic and trigonometric concepts. For algebra, topics such as linear equations, parallel and perpendicular lines, systems of equations, exponents, factoring polynomials, and quadratic equations are discussed. A preview of basic trigonometric functions of special angles, reference angles, proving identities, and solving trigonometric equations are also provided.

**WKSHP 1375: MAT 1375 Workshop**

(An introduction to Precalculus)

This workshop covers different types of functions (quadratic, polynomial, exponential, logarithmic) and conic sections (parabolas, circles, ellipses, and hyperbolas).

**WKSHP 1475: Calculus Boot Camp**

(An introduction to Calculus I)

This workshop covers the concept of limits, continuity, and derivatives.

**WKSHP 1575: MAT 1575 Workshop**

(An introduction to Calculus II)

This workshop covers the indefinite and definite integrals, area between two curses and different integration techniques.

**Evidence of Consultation with affected departments:**

**From:** Pamela Brown   
**Sent:** Friday, February 21, 2020 10:15 AM  
**To:** Sandie Han <SHan@CityTech.Cuny.Edu>  
**Subject:** FW: Math Prep Workshop Descriptiion

Hi Sandie,

As mentioned yesterday the workshops we have been offering need to go through governance. Attached are the workshop descriptions for the math prep workshops.

Best,

Pam

Pamela Brown, PhD, PE

Associate Provost

New York City College of Technology

300 Jay Street, Namm 320

Brooklyn, New York 11201

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

Ph:718.260.5560

Fax: 718.260.5542

**From:** Janet Liou-Mark   
**Sent:** Thursday, February 20, 2020 9:21 AM  
**To:** Pamela Brown <[PBrown@citytech.cuny.edu](mailto:PBrown@citytech.cuny.edu)>  
**Subject:** Math Prep Workshop Descriptiion

Hi Pam, Kindly review it and please let me know if you would like it in a more formal way.

Thank you, Janet

# Section AIV: New Workshop

## Please fill in all applicable fields.

**New workshopsto be offered**

|  |  |
| --- | --- |
| **Department(s)** |  |
| **Academic Level** | **[  ] Regular  [   ] Compensatory  [   ] Developmental  [   ] Remedial** |
| **Subject Area** |  |
| **Course Prefix** | Math prep workshops in MAT 1190, 1275, Bridge to MAT 1275CO, 1375, 1475, 1575 |
| **Course Number** |  |
| **Course Title** |  |
| **Catalog Description** |  |
| **Prerequisite** |  |
| **Corequisite** |  |
| **Pre- or corequisite** |  |
| **Credits** |  |
| **Contact Hours** |  |
| **Liberal Arts** | **[ ] Yes  [   ] No** |
| **Course Attribute (e.g. Writing Intensive, etc)** |  |
| **Course Applicability** | |  |  |  | | --- | --- | --- | | **[ ] Major** |  | | | **[ ] Gen Ed Required** | **[ ] Gen Ed - Flexible** | **[ ] Gen Ed - College Option** | | **[ ] English Composition** | **[ ] World Cultures** | **[ ] Speech** | | **[ ] Mathematics** | **[ ] US Experience in its Diversity** | **[ ] Interdisciplinary** | | **[ ] Science** | **[ ] Creative Expression** | **[ ] Advanced Liberal Arts** | |  | **[ ] Individual and Society** |  | |  | **[ ] Scientific World** |  | |
| **Effective Term** |  |

**Rationale: Math prep workshops must appear in CUNYfirst for continued CUE funding**

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