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 in Business |
| **Date** | October 9, 2020 |
| **Major or Minor** | Minor |
| **Proposer’s Name** | Denise Sutton |
| **Department** | Business |
| **Date of Departmental Meeting in which proposal was approved** | October 12th, 2020 |
| **Department Chair Name** | Lucas Bernard |
| **Department Chair Signature and Date** | ***Lucas Bernard*****10/13/2020** |
| **Academic Dean Name** | David B Smith |
| **Academic Dean Signature and Date** | **2020-10-14** |
| **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. | Creation of a Minor in Business using existing courses. This program will allow students throughout the college to add the designation “Minor in Business” to their transcript. |
| **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 minor consists of five courses: Accounting (ACC-1101 or ACC-1162), Law (BUS-1122), Finance (BUS-2339), 1 other BUS, BUF, MKT class, and Macroeconomics (ECON-1101). Students in the Data Analytics & Economics - BS and the Applied Mathematic/Financial Science - BS may satisfy the Minor requirements without BUS-2339 by completing the full Accounting sequence (ACC-1101 & 1201), BUS-1122, and ECON-1101 for a total of 14 credits. Thus, the minor is approximately 15-credits and may be more or less depending on student needs. The required sequence of courses provides an adequate preparation for general business practice. It is designed to provide a fundamental understanding of the key concepts that all businesses share and will offer students options for alternative careers, leveraging their current majors and interests. |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | v1 (2020-10-14) - Initial submission.  v2 (2020-11-05) - Adds clarity to explain how this minor helps students to meet WI/GenEd/Pathways requirements. |

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 |
| 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) |  |

**Proposal for a Minor in Business Department of Business**

**Introduction**

The Minor in Business provides students at City Tech with an opportunity to explore new professional possibilities and a more diverse range of applications for their studies at the college. It delivers a venue for the development of a basic understanding of the foundational principles and language of Business. Students in the program will learn underlying principles and gain competency in solving problems that typically arise in the administration of firms.

Within CUNY, undergraduate minors with a focus on business are already offered at the following campuses: Brooklyn, Queens, Baruch, John Jay, York, Staten Island, CCNY, and Lehman. Undergraduate minors in Business are ubiquitous across the country. *This minor is proposed in response to the General Education Committee’s recommendation for the creation of new minors at City Tech*.

**Detailed Description of the Proposed Minor**

The Business Minor provides non-Business majors with an opportunity to complement their current fields of study and future career paths. It consists of five classes: Accounting, Law, Finance, Macroeconomics, and one additional BUF, BUS, or MKT class. It may include, with Business Departmental approval, one relevant class from another area, e.g., Construction Management for Civil Engineering Technologists (CMCE-3520), in lieu of the fifth Business Department class. The minor is approximately 15 credits and may include more or less depending on student needs. It is designed to provide a fundamental understanding of the core concepts that all businesses share and will offer students options for alternative careers, leveraging their current major and interests.

Based on selection, the required and elective courses of this minor may fulfill some Writing Intensive (WI) requirements. These include but are not limited to BUF-1101 (Introduction to the Fashion Industry), BUF-2203 (Visual Merchandising), BUS-2339 (Financial Management), BUS-2341 (Financial Forecasting), and BUS-2425 (Business Management). Additionally, portions may fulfill parts of the City Tech General Education requirements. ECON-1101 (Macroeconomics) fulfills the USED Pathways requirement. With Business Department approval, an additional general education course could be added if the “relevant class from another department” described in the paragraph above is itself a liberal arts course.

The set of courses for this minor will significantly benefit students from any 4-year program at the college, reinforcing majors in areas with a focus on marketing, communications, technical writing, and visual culture, adding a practical dimension to their degree. This minor will also round out the training for majors in Data Science – Economics, Architecture, Construction Management, Data Science – Computer Systems Technology, Health Management, Applied Mathematics – Finance, and any of the engineering concentrations.

**Required and Elective Courses for the Minor**

Students take four required courses plus one additional course. Students must earn a “C” or better in all minor course work in order to be granted a minor designation on their transcripts.

**REQUIRED COURSES**

* Accounting (ACC-1101 or ACC-1162)
* Law (BUS-1122)
* Finance (BUS-2339)
* Macroeconomics (ECON-1101)
* Any BUF, BUS, MKT class OR a relevant class, approved by the Minor Director, in another department.

**Note:**

Students in the Data Analytics & Economics - BS or the Applied Mathematic/Financial Science - BS may satisfy the Minor requirements without BUS-2339 by completing the full Accounting sequence (ACC-1101 & 1201), BUS-1122, and ECON-1101 for a total of 14 credits.

**Programmatic Learning Outcomes**

Students will:

* Display an understanding of economic and industry issues, and the roles of accounting, finance, and law within that environment;
* Apply appropriate accounting concepts, principles, standards, and processes;
* Identify and analyze business problems and opportunities and formulate recommendations for courses of action;
* Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, listening, and electronic media;
* Demonstrate awareness of economic, environmental, political, ethical, legal and regulatory contexts of global business practices.

**Chancellor’s Report Form**

**New Minor in Business**

**Offered by the Department of Business**

|  |  |
| --- | --- |
| **From**: | **To**: |
| No such minor is currently offered. | **MINOR IN BUSINESS**  Creation of a Minor in Business using existing courses. This program will allow students throughout the college to add the designation “Minor in Business” to their transcript. |
| **Rationale**: |  |
| This minor consists of five courses: Accounting (ACC-1101 or ACC-1162), Law (BUS-1122), Finance (BUS-2339), 1 other BUS, BUF, MKT class, and Macroeconomics (ECON-1101). Students in the Data Analytics & Economics - BS and the Applied Mathematic/Financial Science - BS may satisfy the Minor requirements without BUS-2339 by completing the full Accounting sequence (ACC-1101 & 1201), BUS-1122, and ECON-1101 for a total of 14 credits. Thus, the minor is approximately 15-credits and may be more or less depending on student needs. The required sequence of courses provides an adequate preparation for general business practice. It is designed to provide a fundamental understanding of the key concepts that all businesses share and will offer students options for alternative careers, leveraging their current majors and interests. | |
| **Effect Outside Department:** None | |
| **Date of Department Approval**: October 12, 2020 | |
| **Date of College Council Approval**: | |



13 October 2020

Lucas M. Bernard, Ph.D.

Business Department

Department Chair N-1012

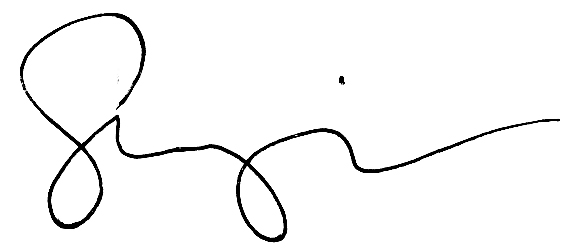
718-260-5773  
LBernard @citytech.cuny.edu

RE: Letter of Support for the Proposal for a Minor in Business submitted by the Department of Business, prepared by Department Chair Lucas Bernard, Ph.D.

Dear Dr. Bernard,

I write this note in strong support of the curriculum proposal submitted by your department to create a Business minor. It is important that students in all majors at City Tech, and particularly those in the Department of Architectural Technology, increase their awareness and fluency with the principles of business. This is an inevitable step toward empowerment for students whose future careers are directly affected by the economic forces behind urban development and construction. The New York Building Congress estimated construction spending in New York City at $61.8 billion in 2018. This is a historic amount of spending which should inform those studying design and planning. It indicates opportunities and growth as students customize their academic plans within the revised four year B.Tech degree. The proposed minor’s focus on majors in communications, technical writing, engineering and visual culture, enhances the Architectural Technology degree. It creates agency and underpins our departments efforts to fortify student leadership skills.

Sincerely,



**Sanjive S. Vaidya**

Department Chair | **Department of Architectural Technology** New York City College of Technology

**twitter | instagram | archinect | techne | vimeo**

: svaidya@citytech.cuny.edu

**o:** 718.260.5262

**From:** Ann Delilkan <adelilkan@citytech.cuny.edu>  
**Sent:** Wednesday, October 14, 2020, 2:11 PM  
**To:** Lucas M. Bernard  
**Subject:** Re: Proposed Minor in Business

Dear Lucas,

I'm delighted to see this long-overdue minor is finally being proposed! It can't be overstated how much the designation would help countless students taking professional degrees across campus, of course--HMGT, ARCH-TECH, ENT-TECH come to mind immediately.

I can assure you our Art History students, many of whom are Communication Design majors, will find the additional specification on their transcripts extremely useful as they enter the job market, and so, too, down the road, will our Health Communication majors, who will be studying health campaigns and their messaging.

Visual culture, whether it involves the creation, analysis or selling of it, is an area that will continue to provide employment to many. The more well-versed our students are in the matter of conducting business for the precise form they have chosen, the better their real-world job prospects.

All good wishes,

Ann

Ann Delilkan, Ph.D.

Chair and Associate Professor, Department of Humanities

New York City College of Technology, City University of New York

300 Jay Street, Room L630 (formerly A630)

Brooklyn NY 11201

Tel: (718) 260-5018

**From:** German Kolmakov  
**Sent:** Wednesday, May 20, 2020 1:35 PM  
**To:** Lucas M. Bernard  
**Subject:** Re: Minor in Business at City Tech?

Hello Lucas,

Thank you for your email!

It is great to know that you and your department is doing well in this turbulent time.

I enthusiastically support your idea.

And I agree that it is time of big opportunities (if we think right way:)

One of my students, Shaina Raklyar, just opened a quantum computing startup company.

I know from her that the lack of business knowledge is not helping.

So I really think that Minor in business can help our students a lot.

By the way, would it be possible for Shaina  to talk with you for 5-10 min?

You are an expert in business and your input

If it is fine with you, I could connect her with you.

Very best, and please stay safe,

German

**From:** Renata Budny <rbudny@citytech.cuny.edu>  
**Sent:** Wednesday, October 14, 2020, 12:01 PM  
**To:** Lucas M. Bernard  
**Cc:** David Smith  
**Subject:** Fw: Business Department creates a proposal for a minor in business

Dear Lucas,

I reviewed your minor proposal in business and it is a great addition to City Tech's program offerings.

I hope that Restorative Dentistry students will take advantage of Accounting, Law, Finance, Macroeconomics, and BUF, BUS, or MKT classes.

All courses would be very beneficial once our students graduate and enter the dental laboratory profession. Either working as a supervisor, manager, or business owner, this minor will offer critical knowledge to better understand the complex world of business.

Sincerely,

Renata Budny  MDT, CDT, FNGS

Associate Professor

Department of Restorative Dentistry

New York City College of Technology, City University of New York

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718 260-5137

Restorative Dentistry Website: <http://www.citytech.cuny.edu/restorativedentistry/>

Restorative Dentistry Chair: Prof. Anthony Sena asena@citytech.cuny.edu, 718 2605137

Restorative Dentistry  Main Office: Josephine Glennon, Administrative Assistant, [jglennon@citytech.cuny.edu](mailto:jglennon@citytech.cuny.edu), (718) 260-5137

Restorative Dentistry  CLT Office: (718) 260-5139

*Confidentiality Notice: This email, including all attachments, is confidential and intended solely for the use of the individual(s) or entity to which it is addressed. This communication may contain information that is protected from disclosure under State and/or Federal law. Please notify the sender immediately if you have received this communication in error and delete it from your system. If you are not the intended recipient, you are hereby notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.*