



To: Members of the College Council  
Date: May 11, 2015  
From: Michael Sokolow, Secretary  
Subject: Agenda for the Meeting of May 21, 2015

The College Council will meet on Thursday May 21, 2015 in room M146-M147 at 3:00 PM.

**Meeting I: Final meeting of the 2014-2015 College Council**

**AGENDA**

I. Approval of the minutes of the meeting held on March 31, 2015.

II. Reports

A. President's Report

B. Curriculum Committee Report

The Curriculum Committee presents the following resolutions for approval. Below is a short summary of the major resolutions; for the complete version, please see Attachment A at the end of the Agenda. (The section numbering reflects those used in Attachment A):

**III. CHANGE IN DEGREE REQUIREMENT**

BUS: AS in Accounting

1. In Recommended: Replace ECO 1200 with ECO 1300.
2. In Dept Requirements: Replace ECO 1400 with ECO 1200.

BUS: AS in Business Administration

3. In Recommended: Replace ECO 1200 with ECO 1300.
4. In Dept Requirements: Replace ECO 1400 with ECO 1200.

COM: AS in Media Arts

5. In Program Elective options: Add THA 4700.

MAT: AS in Mathematics

6. In the "2 Choice" Dept Requirement options: Add MAT 7100.

TOU: AAS in Tourism & Hospitality

In Dept Requirements:

7. Rename TAH 100 to "Intro to Tourism & Hospitality"
8. Delete TAH 1200.
9. Rename & renumber TAH 9200 to "Field Experience in Tourism & Hospitality" (9250)

In Tourism Concentration:

10. Change "TWO" to "THREE" courses
11. Rename TAH 6500 to "Airport & Aviation **Security & Management**"
12. Replace TAH 6900 with TAH 6600 "Cruise Line Marketing & Sales"

In Hospitality Concentration:

13. Rename the concentration "Hospitality" to "Hotel Management"
14. Rename TAH 5200 to "Hotel Property Management Systems"
15. Delete "TWO Options"
16. Rename TAH 4100 to "Meeting & Convention Management"
17. Delete TAH 4300 & 7100 and add "Housekeeping Management" (TAH 5500)

In Sports Management Concentration:

18. Add "Introduction to Recreation" (RPE 1100)
19. Add "Sports and American Society" (RPE 4000)

In Food & Beverage Management Concentration:

20. Add "Menu & Dining Room Management" (CA 7400)

**Section AIV. NEW COURSES**

21. ENG 7000 "Sexuality & Literature"
22. HS 4100 "Global Health Issues"
23. PEC 6800 "Introduction to Fencing"
24. MAT 7100 "Applications of Linear Algebra & Vector Analysis"
25. TAH 5500 "Housekeeping Management"

**V. NEW 82 COURSES**

26. THA 82XX, Advanced Theatrical Practicum
27. ENG 82XX, Bridge Course in Intensive Writing
28. PHI 82XX, Political Philosophy
29. HIS 82XX, History of U.S. Civil Rights and the Movements it Inspired

**VI. PATHWAYS COURSES**

30. HIS 4100 (A)
31. MAT 700 (REQ) (Changes in titles, descriptions, hours follow.)

### C. Strategic Planning and Budget Committee

1. The Strategic Planning and Budget Committee presents the following resolution on Strategic Priorities:

WHEREAS, Kingsborough Community College continuously strives to support student progress and achievement, to offer general education and major programs that will allow students to achieve their goals, to provide a range of services to students, and to wisely manage the resources available;

WHEREAS, The College supports an atmosphere that embraces and promotes academic excellence, student, faculty and staff diversity, and innovation; and

WHEREAS, The following priorities were identified as the most important at a college-wide strategic planning dinner on April 27, 2015 attended by more than 150 faculty and staff: Be It Therefore

RESOLVED, That the College's strategic priorities be updated as follows:

- Develop and strengthen new and existing programs in allied health and STE(A)M.
- Develop additional degree options and workforce initiatives that respond to labor market needs.
- Improve student learning and progress through the developmental education sequence.
- Make a focused push to achieve equity and address achievement gaps between groups of students.
- Improve services for freshmen and expand opportunities for enrollment in learning communities.
- Develop transportation and scheduling alternatives for students, and consider varying the current class schedule grid.
- Enhance and maintain instructional and other facilities.

2. The Strategic Planning and Budget Committee presents the following resolution on equity:

WHEREAS, Kingsborough Community College recognizes that there are a number of areas where there are significant disparities in the experiences and outcomes between various groups on campus, and

WHEREAS, these disparities are evident in areas such as graduation rates, participation rates in various academic programs and co-curricular activities, and

WHEREAS, issues of inclusion and equity are also involved in the experience of different groups of faculty and staff within the College, and

WHEREAS, the President of Kingsborough Community College has established a standing *Committee on Inclusion and Equity* to develop proposals and strategies to address this situation, and

WHEREAS, the Committee has determined that the first step in this effort is to develop a common statement and set of definitions to frame the upcoming and ongoing discussions of these issues, therefore, be it

RESOLVED that the following Statement and Definitions be approved as the official perspective of the College,

### DIVERSITY STATEMENT

The administration, faculty, staff, and students at Kingsborough Community College believe that the college is best served by having a campus that is truly diverse. We strive to create a campus where the voices, talents, and skills of all members of the college are valued and respected, and where all members of the college community can thrive. We maintain that a student body, faculty, staff, and administration that reflect the diversity of New York City is vital for the success of our community, allowing opportunities for people with different perspectives, abilities and backgrounds to interact with and learn from each other. We at Kingsborough Community College believe that a focus on inclusive excellence—the proactive fostering of greater diversity, inclusion, and ultimately equity at every level of college life—will maximize success for all members of the college community.

### DEFINITIONS

Diversity refers to the range of differences represented in our community, including, but not limited to, differences of race, ethnicity, sex, gender identity and expression, sexual orientation, socioeconomic status, age, physical ability, neurological makeup, learning style, cultural affiliation, country of origin, religion, veteran status or political ideology.

Inclusion refers to the understanding, acceptance and respect for all members of the community. This requires a forthright, intentional and exploratory engagement with diversity. Such engagement works to recognize and eliminate discrimination that ultimately excludes some members of the community from resources, opportunities and experiences to which they have a right. Inclusion also requires a deep commitment to equality for all members of the community.

Equality as defined by Merriam Webster is “the quality or state of being equal: the quality or state of having the same rights, social status, etc.” Equality assumes that there are no hindrances to “having the same rights, social status, etc.”

Equity, often confused with equality, recognizes that there are hindrances for some in attaining equality. Equity is achieved through inclusion and through the active removal or mitigation of hindrances to full access to opportunities, resources and support for all members of a community. It also means ensuring that all members of said community have consistent and meaningful opportunities to participate in communal life and to play a role in shaping the culture of the community.

#### D. Legislative Committee Report

1. The Legislative Committee will announce the results of the campus elections held from May 4 – May 19, 2015.
2. The Legislative Committee reports the results of the triennial assessment performed by each of the College Council Committees:

##### Curriculum Committee

The Curriculum Committee reaffirms (and modifies) its mission statement from 2009 and 2012 to read as follows:

The Curriculum Committee of College Council shall be concerned with the formulation, development, modification, and evaluation of curricula, as follows:

1. The committee shall consider proposals for new degrees, certificates, and courses (including experimental or special topic 82 courses) or the modification of existing degrees, certificates and courses with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.
2. The committee may receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by appropriate department committees and chairpersons (and/or other such approval required by the department). Proposals and transmittals shall be forwarded to the Provost for review, and then referred to this committee's chairperson for purposes of recommendation and evaluation, as well as preparation for review and approval by the committee as a whole. After consultation with appropriate departments, proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).
3. This committee's chairperson shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost

or designee, who shall be responsible for distributing the calendar to department chairpersons.

4. The committee shall report its recommendation to the College Council for review and approval. Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.

#### Instructional Committee

The Committee has voted to maintain its current mission statement in the College Council Constitution. It also offers the following summary of its activities since the last triennial assessment in 2012:

- The Instructional Committee has worked to review the peer-observation forms that are in use. This includes having developed a form for the review of online and hybrid courses.
- The Instructional Committee has discussed the work of the Committee on Academic Technology and Online and Hybrid Education as it develops policies.
- The Instructional Committee continues to review the process for student assessment of courses as it has moved to an online format.
- The Instructional Committee plans, in the short-term, to review the processes by which final examinations are administered at Kingsborough.

#### Legislative Committee

The Committee has voted to maintain its current mission statement in the College Council Constitution.

Since 2012, the Committee has continued to serve its primary function as arbiter of campus elections, coordinating and administering elections within the Academic Departments, and online elections for Student Government, College Council Delegates, University Faculty Senators, and overseeing voting for all campus constituencies including students, instructional faculty and staff, support staff, and administrators.

The Committee has also kept track of the operational functions of the Council since the last major Constitutional overhaul was completed in 2009. It has overseen and coordinated ongoing assessment efforts, and in Spring 2015 has proposed some modest tweaks to the Constitution in response to those assessment results.

### Strategic Planning and Budget Committee

The Committee has voted to modify its name and mission statement in the College Council Constitution to read as follows:

**The Strategic Planning Committee**: shall recommend and review the strategic plans for the college for the purpose of ensuring that planning is based on broad input from the College community, assessment results and other evidence; and plans shall support academic programs, student services, staff and organizational development, facilities and other institutional priorities.

The Committee also offers the following summary of its activities since the last triennial assessment in 2012:

Since its inception the Strategic Planning and Budget Committee has reviewed and updated the College Mission Statement and sponsored development of strategic plans for the College (most recently the 2012-2016 Strategic Priorities). It has also been the recipient of briefings regarding the state of the college's budget. However, given the complex budget development process, it has been the responsibility of the administration to ensure that resource allocation reflects the priorities that have been identified. As such, the committee had no direct role in budget development beyond the identification of priorities and plans, and therefore the committee is proposing to simplify its expected function to reflect the realities of the planning and resource allocation processes.

### Students Committee

The Committee has voted to maintain its current mission statement in the College Council Constitution. It is also conducting an assessment of the functionality of the Constituency Councils of Student Government, and will act on that assessment in upcoming semesters.

3. The Legislative Committee presents the following resolution on Adjunct Faculty Delegates-At-Large to the College Council:

WHEREAS, on November 23, 2010 the Legislative Committee of the College Council created two additional Delegate-at-Large seats designated for eligible members of the adjunct Faculty, a resolution subsequently approved by the College Council and CUNY Board; and

WHEREAS, the Legislative Committee promised to revisit and assess the need for these separate adjunct seats within several years; and

WHEREAS, recent assessment of the 2011-2015 elections demonstrates that very few adjuncts have voted, run for, or otherwise shown interest in maintaining these separate Delegate-at-Large seats, despite a significant outreach effort to raise awareness and participation among adjuncts; be it

RESOLVED, That the College Council shall eliminate these two Delegate-at-Large seats designated for eligible members of the adjunct Faculty. All of those eligible adjunct voters shall be returned to the voting pool for the existing general Delegate-at-Large seats, as they were prior to the resolution of November 23, 2010; and be it further

RESOLVED, that the language of the College Council Constitution in Articles I and III, and the official annual Elections Memo and Rules be revised to reflect these changes once they are enacted.

4. The Legislative Committee presents the following resolution concerning Constitutional changes voted on by the College Council:

WHEREAS, changes to the KCC College Council Constitution and Bylaws may have far-reaching effects, and Council members would benefit from having additional time to review and discuss any proposed Constitutional changes, be it

RESOLVED, That any proposed changes to the College Council Constitution which are submitted at a full meeting of the College Council shall not be voted upon by Council members until the next consecutive College Council meeting.

5. The Legislative Committee will conduct an election for six (6) full-time faculty members and one alternate full-time faculty member to serve on the Search Committee for the College's new Chief Academic Officer and Provost.

Only full-time faculty members of the 2014-2015 Council shall be eligible to participate in nominations and voting in this election. The six eligible nominees who receive the highest number of votes shall be elected to serve on the Search Committee, and the seventh shall serve as alternate.

### III. New Business

**Meeting II: First meeting of the 2015-2016 College Council**

- A. The Council will elect one faculty or staff member to the Committee on Committees.

*(The current member whose term is expiring is Prof. Caterina Pierre.)*

- B. The Committee on Committees will meet to (a) select officers, and (b) to confirm the standing committee assignments for new Council members
- C. The membership of the individual standing committees will be announced, and each standing committee will meet briefly to elect its officers for the 2015-2016 academic year.

**Members of the Committee on Committees, and date their terms expire:**

Prof. Caterina Pierre .....	2015
Prof. Jeffrey Lax .....	2016
Prof. Michael Miranda .....	2016
Ms. Marissa Schlesinger .....	2016
Prof. Susan Farrell .....	2017
Prof. Don Hume .....	2017
Prof. Michael Sokolow .....	2017c
Three students elected at a later date .....	2016