

To: Members of the College Council  
Date: November 20, 2012  
From: Michael Sokolow, Secretary  
Subject: Agenda for the Meeting of November 27, 2012

The College Council will meet on Tuesday, November 27, 2012 in Room M-240 at 3:00 PM.

**AGENDA**

I. Approval of the minutes of the meeting held on October 23, 2012.

II. Reports

1. President's Report
2. Curriculum Committee

The Curriculum Committee presents the following resolutions:

(a) Resolved, that the following Program Deletion be approved:

- A. Department of Business  
Deletion of Certificate in Entrepreneurial Studies

(b) Resolved, that the following changes in Degree Requirements be approved:

- A. *A.A. Degree in Liberal Arts*
  1. Add: Concentration in Philosophy
- B. Department of Business
  1. *A.A.S. in Business Administration*  
Delete: Concentration in Entrepreneurial
  2. *A.A.S. in Retail Merchandising*  
Delete: FM 3600, Visual Merchandising  
Add: FM 3200, Product Development (New course, see Item 2(d) A2 below on p.3)

C. Department of Communications and Performing Arts

1. *A.S. in Theatre Arts*  
Delete: THA 5900, *Play Production*
2. Add to Performance Concentration:
  - (a) THA 4000, *Performance Practicum* 0-2 crs (New course, see Item 2(d) B4 below on p.3)

- (b) THA 4100, *Production Practicum* 1-3 crs. (New course, see Item 2(d) B5 below on p.3)
- (c) Add to choice of two courses: THA 5400, *Voice and Diction* for the Actor (New course, see Item 2(d) B6 below on p.3). Delete from choice of two courses: THA 6600, *Directing: the Fundamentals*

3. Add to Technical Production Concentration:  
 THA 4100, *Production Practicum* – Must be repeated for a total of 3 crs.

D. Department of Health, Physical Education and Recreation

1. A.S. in *Community Health*

- (a) Delete: Substance Abuse Counseling Concentration
- (b) Change: From: *Health Administration* Concentration  
 To: *Health Services Administration* Concentration

E. Department of Tourism and Hospitality

1. A.A.S. in *Culinary Arts*

- (a) From: BA 1100 or ES 5100  
 To: BA 1100 or TAH 500
- (b) From: CA 5000 or ACC 1100 or BA 1400 or BA 1200  
 To: CA 5000
- (c) From: CA 300 or CA 1200  
 To: CA 300 or CA 1200 or TAH 7300

(c) Resolved, that the following changes in A.A.S. Degrees be approved:

The following degrees have been modified to accommodate the CUNY Common Core:

1. Accounting
2. Business Administration
3. Computer Information Systems
4. Culinary Arts
5. Fashion Design
6. Graphic Design and Illustration
7. Maritime Technology
8. Media Technology and Management
9. Office Administration and Technology
10. Physical Education, Recreation and Recreation Therapy
11. Physical Therapist Assistant
12. Retail Merchandising
13. Surgical Technology
14. Tourism and Hospitality
15. Website Development and Administration

(See Appendix A at end of Agenda, on p.9)

(d) Resolved, that the following New Courses be approved:

A. Department of Business

1. BA 6200, *Management Information Systems*, 3 crs. 3 hrs.
2. FM 3200, *Product Development*, 3 crs. 3 hrs. Pre-requisite: FM 3700

B. Department of Communications and Performing Arts

3. SPE 1000, *Introduction to Communication*, 3 crs. 3 hrs.- CUNY Flexible Core C
4. THA 4000, *Performance Practicum*, 1 cr. 6 hrs. – may repeat once  
Prerequisite: Theatre Arts majors
5. THA 4100, *Production Practicum*, 1 cr. 3 hrs. – may be repeated twice.  
Prerequisite: Theatre Arts majors
6. THA 5400, *Voice and Diction for the Actor*, 3 crs. 3 hrs  
Pre-requisite: THA 5200  
Pre- or Co-requisite: THA 5300

(e) Resolved, that the following new 82 courses be approved:

A. Department of Art

1. ART 82XX, *Survey of Latin American Art* 3 crs. 3hrs.

B. Department of Communications and Performing Arts

1. SPE 82XX, *Integrative Speech Seminar*, 1 cr. 2 hrs  
Co-requisite: ESL 82XX, *Accelerated Academic ESL II*
2. THA 82XX, *Stage Management*, 3 crs. 3 hrs  
Prerequisite: Theatre Arts majors

(f) Resolved, that the following changes in Pre- or Co-requisites be approved:

A. Department of Communications and Performing Arts

1. MUS 2200, *Music of the Twentieth Century*  
From: Prerequisite: MUS 3100  
To: Prerequisite: MUS 3000 or MUS 3100

B. Department of Health, Physical Education and Recreation

1. COH 91E1, *Field Experience in Community Health*  
From: Prerequisite: COH 1100,1200,1300 and 2000 or Department permission  
To: Prerequisite: COH 1100, 1200 and 2000  
Pre- or co-requisite: COH 1300

(g) Resolved, that the following Changes in Course Titles, Hours and Catalog Descriptions be approved:

A. Department of Behavioral and Human Services

1. EDC 2200, *Art Workshop in Education*

From: 2 crs., 2 hrs.

To: 3 crs., 3 hrs

From: Various art media are explored to understand principles, methods, planning and classroom organization necessary to achieve curricular and behavioral objectives of programs in education. 10 hours per semester working with children in art activities.

To: Various art media are explored to understand principles, methods, planning and classroom organization necessary to achieve curricular and behavioral objectives of programs in education. Theory and history of art education as it relates to curriculum and diverse cultures. 10 hours per semester working with children in art activities

B. Department of Health, Physical Education and Recreation

1. PEC 3300

From: *Swimming for Fitness*

To: *Advanced Swimming*

(h) Resolved, that the following Change of Academic policy be approved:

A. Department of Nursing

1. A.A.S. in Nursing Change in Retention Policy

From:

Criteria for retention in the Nursing Program mandates that students:

- 1) receive no grades below a “C” in any of the co-requisite courses;
- 2) earn a minimum a “C” grade in every required Nursing course with a clinical component;
- 3) students who fail a clinical nursing course achieving a grade of not less than “C–” may apply to repeat the course one time only in the semester immediately following the failure. Repeating the course is subject to space availability. The minimum grade for Clinical courses that are repeated is a “B.”
- 4) Students must submit an “Intent to Return to Nursing Courses Form” outlining what they thought caused them to be unsuccessful and include a plan for success that demonstrates

significant changes in how they will approach the course when repeated

- 5) A second earned grade of less than a "C" in any subsequent nursing course with a clinical component will result in dismissal from the Nursing program.

Nursing students who enter Nursing 17 and Nursing 18 for the first time **must** complete the Nursing Program within four years from the date of entry into the core nursing courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations may be repeated only once.

To:

Criteria for retention in the Nursing Program mandates that students:

- 1) Earn a minimum of a "C" grade in every required Nursing and co-requisite course.
- 2) **Students who achieve a "C - " grade in a required clinical nursing course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The minimum grade for clinical courses that are repeated is a "B".** The "Intent to Return to Nursing Course" form is available on the KCC Nursing Department website under "Forms".

This must be completed with a plan of success that demonstrates significant changes in how the course material will be mastered when repeated. Only one required nursing course may be repeated.

- 3) Students who enter NUR 1700 and 1800 **MUST** complete the Nursing program within four years from the date of entry into these courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in the required nursing courses previously completed successfully. Qualifying examinations may be repeated only once.

(i) Resolved, that the following Course Deletions be approved:

- A. Department of Biological Sciences  
BIO 2600, BIO 3200, BIO 3500, BIO 6400

B. Department of Business  
ES 5100, ES 5200, ES 5500, ES 5700

(j) Resolved, that the following actions be taken by the Council regarding the College's course submissions for the CUNY Pathways Common Core:

- A. Department of Foreign Languages (previously tabled)  
YD 3000, *Yiddish Literature in Translation* shall be submitted to Group B., U.S. in its Diversity
- B. Department of Mathematics and Computer Science (previously tabled)  
MAT 1900, *Statistics and Probability in Today's World* shall be submitted to Group E., Scientific World
- C. Department of Communications and Performing Arts (new submissions)
  - 1. MUS 2200, *Music of the Twentieth Century* shall be submitted to group C., Creative Expression
  - 2. MUS 2400, *Opera* shall be submitted to group C., Creative Expression
  - 3. MUS 2700, *Music of the World's People* shall be submitted to group A., World Cultures and Global Issues

### 3. Strategic Planning and Budget

The Strategic Planning and Budget Committee presents the following resolution:

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; and

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

BE IT THEREFORE RESOLVED, That the College's strategic objectives be updated to include:

**Improve communication with students in the developmental sequence regarding financial aid, course sequences in their majors, and possible obstacles they may face.**

- Provide technology so that all students will be able to view their placements in English and Math.
- Incorporate technology that works in conjunction with student e-mail to send alerts to students regarding their developmental sequence, financial aid, and course information.
- Freshman Services, Transfer Services, and Advisement should collaborate to enhance the Student Road Map that currently exists to include English and Math

sequences. Show incoming freshmen and transfers how to use this system during their first contact.

- Advisement collaborating with the English and Math departments should identify students who are failing a developmental course for the second time and refer them to advisement (and Counseling as appropriate).
- Mandate advisement for students who have completed 12 real credits but have not begun to address their English and Math developmental needs. Mandate advisement also for any student needing to repeat the same developmental course.

**Increase student learning opportunities in Civic Engagement, research, internships, field experiences, and Economic and Workforce Development.**

- Prepare for the initiation of Civic Engagement requirements (in Fall 2013): Course identification, process for component courses and activities; open the CE Center.
- Expand mentoring and faculty-student research opportunities.
- Improve collaboration between Career Development and departments in terms of internships and field experiences, as well as between field sites and the College.
- Improve/expand data collection regarding internships, labor market, and alumni.
- Increase opportunities for employed alumni to network with current students for the purpose of developing internships.
- Identify and expand additional pipelines into degree programs for CEWD participants.

**Continue to develop new allied health programs.**

- Monitor developments in health-related occupations and investigate programs to meet those needs.
- Improve student access to and success in allied health by using contextualized strategies to teach quantitative skills.
- Reassess space and resources for new allied health programs and their affiliated departments (e.g., Biology, Mathematics, Physical Sciences, Behavioral Sciences).
- Continue to pursue an AAS in Respiratory Care.
- Consider pursuing an AAS in Occupational Therapy Assistant.
- Improve communication within the College community about allied health programs.

**Provide adequate resources to enhance and maintain facilities, and provide appropriate instructional spaces.**

- Develop a plan to protect the campus from future major storms. Invest the resources needed to implement the plan as soon as possible.
- Invest in sustainability and energy conservation to allow Kingsborough to recapture energy funds.
- Develop a plan to utilize campus buildings more efficiently.

- Review space utilization in the Library. Consider developing an information commons in the Library.
- Move storage off campus and/or utilize scanning technologies to free up space that can be used as faculty offices, etc.
- Increase the number of hybrid courses to allow more efficient use of classroom space.
- Investigate various means to utilize technology to deliver essential services (e.g., use of Skype by faculty to hold office hours with students; online tutoring).

**Develop strategies to assess and improve student learning throughout the College.**

- Departments should ensure that Student Learning Outcomes (SLOs) have been identified for all courses and should amend course level SLOs currently posted on the KCC website to reflect those identified by Pathways, where relevant (e.g., core courses and other courses where CUNY-wide committees have determined SLOs).
- Following the model of the Communications and Performing Arts Department, all departments should hyperlink SLOs to courses on the website in addition to including them in syllabi.
- Identify SLOs for all programs.
- Identify SLO assessments for all programs; two possibilities might be capstone projects that may or may not be tied to capstone courses, and aggregation of the SLOs achieved across courses required by programs.
- On the web, hyperlink program SLOs to program descriptions.
- Establish a regular, workable reporting cycle for assessment activities.

Explanation: These objectives were identified by diverse committees, and represent five out of eight major priority areas identified at a gathering of 135 faculty, administration and staff. Objectives for the three remaining areas are in the process of being developed.

### III. New Business

**APPENDIX A: Proposed Changes to all AAS Degrees**

**COLLEGE REQUIREMENTS**

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or ENG 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. See the KCC catalog *General Education: Civic Engagement* section.
- HE 1400: Critical Issues in Personal Health.....1 credit

**CUNY CORE**

**REQUIRED CORE:**

- ENG 1200.....3 credits
- ENG 2400.....3 credits
- ❖ Mathematical & Quantitative Reasoning.....3 credits
- ❖ Life and Physical Sciences.....3 credits

**FLEXIBLE CORE:**

Nine (9) credits with one (1) course from three (3) groups A-E. (Each course from a different discipline.) Courses that satisfy each group are listed in the *Programs and Course Requirements* section of the KCC Catalog.

- A. World Cultures & Global Issues
- B. U.S. Experience In Its Diversity
- C. Creative Expression
- D. Individual & Society
- ❖ E. Scientific World

- ❖ You may take a math or science course that is 4 credits or more. (Note: Only 3 credits will count towards TAP.) See STEM variant courses in the *Programs and Course Requirements* section of the KCC Catalog.

**DEPARTMENT REQUIREMENTS** follow.