

**Minutes for the York College Curriculum Committee Meeting
October 6, 2020**

Present: Brazill, Chery, Cooper, Davidson, Dinsman, Emtage, Ghelli, Gray, Grosskopf, Hansen, Kolmos, Korkou, Kranacher, Lynch, Ortega, Robie, Rodriguez, Roebach, Shearin-Paterson, Singh, Taylor-Haslip, Tung, Tzanova, and Wojciechowski

Absent: Githuku, Kaur, Sarmin, Shelley, St. Hillaire and Veeria

Meeting was called to order by Wojciechowski at 12:05pm. Quorum was achieved.

i. Approval of Minutes (September 24, 2020)

Motion: Robie

Second: Hansen

Vote: For: 17; Against: 0; Abstain: 1

Motion Passed

ii. Chair's Report

1. Level of Formality: Meetings will more-or-less follow Robert's Rules. Please discuss ongoing concerns regarding meeting format/formality with the chair.
2. The chair will do his best to monitor the chat for those who are participating via chat only.
3. If members would like to speak during the meeting, the chair asks that members/participants use the "raise hand" function on Zoom.
4. Proposals submitted as part of a package must be voted on as part of that package (proposals cannot be split up after being placed on the agenda).
5. The CCC secretary is serving as the York Pathways representative. The College bulletin is updated every two years with newly approved Pathways courses; however, colleges can submit proposals for new Pathways courses four times a year.
 - a. The next deadline to the CCC secretary is October 26th. Proposals will be then forwarded to CUNY by November 6th.
 - b. Department representatives should email both the CCC chair and secretary a copy of the course syllabus and completed Pathways form (can be found on the CCC Bb site) for each course being proposed.
 - c. Future deadlines will be announced soon.
6. The November CCC deadline is October 20th. The November meeting is usually the last meeting at which passed proposals (changes) will appear in next year's bulletin.
7. Upcoming Workshop: Using Assessment to Drive Curriculum Changes (October 29th, 12:15-1:45pm).
8. Dr. Derrick Brazill, Interim Provost (Acknowledged; Update on Curriculum Transparency):

- a. NYSDOE has provided waivers to the College allowing the majority of Spring 2021 course to be taught fully online; however, MSCHE has not.
- b. All York College departments and programs must submit documentation to MSCHE requesting a waiver to do so (should be completed by October 16th). Forms have been distributed to department chairs.
- c. *Question:* Do the MSCHE forms have to be filled out for courses not originally scheduled to be taught online?
 - i. *Answer:* Forms should be completed for programs, not courses. All programs (except Aviation Management) should complete the forms.
- d. *Question:* What exactly is the College requesting of MSCHE with these forms?
 - i. *Answer:* The College is requesting to offer over 50% of our courses/programs online (the College is not currently accredited to do so).
- e. *Question:* Are these temporary or permanent changes?
 - i. *Answer:* There are no temporary changes. The College is doing this in accordance with CUNY policies regarding the modality of teaching during COVID-19. Programs can withdraw their application at a later date.
 - ii. *Answer:* NYSDOE and MSCHE require separate waivers. So even if MSCHE allowed for permanent online degrees, the College would still have to complete the request through local governance processes and the NYSDOE. Additionally, externally accredited programs would have to seek approval from those accrediting bodies as well.

iii. Proposal Review

- 1. Accounting & Finance
 - a. New Course: ACC 100
 - i. Course number should not appear in catalogue description.

Motion to Approve (with minor changes): Grosskopf

Second: Roebach

Vote: For: 21; Against: 0; Abstain: 2

Motion Passed

NOTE: Since all ballots are secret, the chair may vote (including when there is a tie).

- 2. Teacher Education
 - a. Course changes: 268, 285, 286, 323, 340, 341, 351, 352, 369, 370, 371, 390, 395, 397, 398
 - i. If courses impact a major, the major IRP code should be listed on the template for each course (5-digit code; list is on CCC Bb site).
 - ii. *Question:* Is fieldwork (15 hours) for the total semester?
 - 1. *Answer:* Fieldwork is essentially a one-hour homework assignment (one hour per week).

- iii. CCC representatives should discuss proposals that may affect their departments with their departmental colleagues.
 - iv. Signatures on CCC cover sheets do not necessarily indicate that an affected department approves of a proposal; it merely indicates that the department is aware of the proposal (chairs may choose to check off “approved” should the affected department approve of the proposal).
 - 1. Signature from Behavioral Sciences is missing from the cover sheet.
 - 2. Signature from Health & Human Performance is missing from cover sheet.
 - v. Courses were withdrawn by department.
3. Performing & Fine Arts
- a. Course changes: FA 290, 291, 296, 298, 303, 304, 325, 390, 393, 394, 395, 396, 397, 398, 402
 - i. *Question:* If department is no longer offering FA 104, how will ECI students (who eventually become matriculated York students) use the course to fulfill degree requirements? At some point FA 104 will need to be withdrawn from the curriculum.
 - 1. *Answer:* The representative will discuss with department chair.
 - ii. *Question:* Is it possible to keep FA 104 open (in the curriculum) for YECA students only (perhaps a special distinction)?
 - 1. *Answer:* A college course cannot be different for matriculated students and ECI/YECA students.

Motion to Approve (with minor changes): Kranacher

Second: Roebach

Vote: For: 20; Against: 0; Abstain: 2

Motion Passed

Meeting adjourned at 1:38pm.

--Respectfully submitted, NG