**Minutes – College Curriculum Committee**

May 16, 2023

* Members present:
	+ O’Malley School of Business: Musa Jafar, Angela Grotto
	+ School of Education and Health: Jeff Cherubini, Sr. Mary Ann Jacobs – Chair
	+ School of Engineering: Peyman Honarmandi, Mahmoud Amin
	+ School of Liberal Arts: Nuwan Jayawickreme
	+ School of Science: Michael Judge, Matthew Jura – Secretary
	+ Council of Faculty Affairs (CFA) - Rocco Marinaccio
	+ Excused – Evelyn Scaramella (School of Liberal Arts)
* **Call to order with quorum at 3:33pm.**
* **Motion by** Peyman Honarmandi **to approve Agenda; seconded by Matthew Jura. Motion approved by voice vote.**
* Motion by **Michael Judge to** approve Minutes of April 18th 2023; seconded by Jeff Cherubini. Minutes approved by voice vote (Nuwan Jayawickreme abstained as he wasn’t present at the last meeting)
* Chair’s Report (Sr. Mary Ann Jacobs)

* + Update from EAC
* Jasper Wellness Day – concerns about the nature of the day; do all classes (including graduate courses) get cancelled? Do we have an extra day in the spring for the day? Has not been confirmed for next year; put on hold.
* Proposal by students to do mid-term reviews at week 5 and week 10; opposed by many faculty; many concerns, such as who benefits from such a review. Put on hold.
	+ Angela Grotto – inconsistencies in faculty practices – not all students receive midterm grades
* Proposals for review
	1. Masters in Astronomy – presented by Rosti Konoplich (Physics)
* Sr. Mary Ann Jacobs – Concerned about student interest in these new programs
* Musa Jafar – Concerned that new programs are created with course reductions for their program director, but they don’t have many students
* Sr. Mary Ann Jacobs – Need clarification on the number of courses that are needed for a minor
* Michael Judge – All courses are offered in Physics already
* Rosti Konoplich – Yes, but one course will be modified for the minor; new minor geared towards Computer Science majors and Engineer majors; expect only moderate number of minors
* Sr. Mary Ann Jacobs – To what degree do these minors attract new students
* Peyman Honarmandi – How do you advertise the new minor?
* Rosti Konoplich – Advertise in local newspapers; will add it to catalog in next two weeks if approved by committee
* Angela Grotto – Can Physics students who take the minor in Astronomy have some of their courses count twice?
* Rosti Konoplich – Yes, Physics majors just need to take PHY 223, which is only for the Astronomy minor
* Sr. Mary Ann Jacobs – Noted that provost is aiming for an average class size of 22, and that some of these courses may not have that number of students
* Rosti Konoplich – We will potentially teach courses as 2 credits instead of 3 credits; unclear what the official college position regarding how credits are allocated
* Peyman Honarmandi – would new faculty be needed?
* Rosti Konoplich – No
* Peyman Honarmandi – Do you think you’ll think this minor will bring new students to the college? Is so, what about a major?
* Rosti Konoplich – Maybe 2-3 students will come to the college because of the new minor; however, at this stage, on advice of the provost, they decided to change the name of the department (Physics and Astronomy) and to only focus on the minor. Noted Admissions prediction of 10% increase
* Matthew Jura – What new courses would you need to create in order to create a major?
* Rosti Konoplich – Haven’t discussed this yet
* Nuwan Jayawickreme – Can Physics majors who minor in Astronomy double count any courses?
* Rosti Konoplich – Yes, such students just have to take PHY 223 and they can have the Astronomy minor

(After Rosti Konoplich left)

* Peyman Honarmandi – If the department name changes, does that change the name on students’ diploma?
* Jeff Cherubini – No, name of department doesn’t appear on the diploma.
* Nuwan Jayawickreme – can you double-dip four courses towards a minor?
* Matthew Jura and Peyman – Yes, you can
* Sr. Mary Ann Jacobs – Do minors show up on the diploma?
* Angela Grotto – Minors do but not concentrations
* Sr. Mary Ann Jacobs – Education majors are hired based on their concentrations
* Mahmoud Amin – In Engineering, they do have concentrations
* Peyman Honarmandi – In Engineering, they do issue a separate certificate to graduates indicating their concentrations
* Nuwan Jayawickreme motioned to approve the proposal, and Matthew Jura seconded the motion. The committee unanimously approved the proposed minor by voice vote.
1. Creative Writing Concentration
	* Matthew Jura – Is this separate from the major
	* Nuwan Jayawickreme – No, it is a version of the major
	* Angela Grotto – Are there other concentrations in the English department
	* Nuwan Jayawickreme – No
	* Mahamoud Amin – Are their rules for the number of credits for the concentration?
	* Sr. Mary Ann Jacobs – No rules regarding the number of credits needed for a concentration
	* Peyman Honarmandi – Not clear how the catalogue entry will look
	* Angela Grotto – Requirements for creative writing concentration will appear soon after requirements for English major in catalog
	* Sr. Mary Ann Jacobs – Creative writing would be a specialization for those English majors who want to focus on writing
	* Nuwan Jayawickreme – can’t major in both English and the creative writing concentration
	* Angela Grotto – noted that a student of her asked about a minor in creative minor
	* Nuwan Jayawickreme – How do students find internships (which are required in the concentration)?

(Rocco Marrinacio joined meeting via Google Meet)

* + Rocco Marrinacio – Pre-existing relationships exist – also, students can find their own internship on their own or with the internship office; also, students can work for in-house publications and with the MARS program
	+ Matthew Judge – Was concerned about the enrollment estimates in the Excel sheet – there are increases in enrollment in the spring compared to the fall
	+ Rocco Marinaccio – Relying on data from open house and from other schools (e.g., majority of ENG students at Lehman College is Creative Writing majors)
		- It is a track in the major; can’t take the creative writing courses as part of the ENG minor; department is currently working on a Minor application; New concentration blends the expertise of the current faculty. Great fit for the college; supported by the SOLA dean and the provost.
* Nuwan Jayawickreme motioned to approve the proposal, and Michael Judge seconded the motion. The committee unanimously approved the proposed minor by voice vote.
* Discussion regarding CCC bylaws with Provost (led by Michael Judge)
* Michael Judge – Faculty should play a role in the removal of academic programs; understand that economic concerns play central a role, but there are also academic issues that occur when academic programs are removed; guidance in AAUP suggest that faculty play a role in the removal of programs; not saying that faculty should have primacy role in making these decision, but faculty should be allowed to have a voice; more voices in the decision means that mistakes are less likely to be made
* Provost Clyde – CCC focuses on program and curriculum quality only; Need to file a teach-out application with Middle States and the State if we decide to get rid of a program and you need to finish training students remaining in the program – maybe faculty play a role here? But program removal isn’t the purview of CCC. Program removal is discussed in Faculty Welfare and the chair of CFA.
* Michael Judge – In AAUP, it doesn’t say that CCC is about quality control. In the description of CCC at Manhattan College, it states that the committee “is the summit of curricular decision making “
* Provost Clyde – In the AAUP guidelines of governance – describes faculty primacy regarding curriculum and faculty status; BUT subject to financial realities; AAUP statement shared by Michael Judge indicates that faculty have primacy in curricular matters.
* Matthew Jura – Quality control issues arise when programs are removed; for example, if MATH were to be removed, then that would impact Engineers who need those courses
* Jeff Cherubini – CCC should look at the impact of program removals on other programs
* Provost Clyde – Is ok for letting CCC be aware of program removals; however, CCC makes recommendations, subject to approval to the provost
* Michael Judge – Noted that the proposed addition matches the existing language in the current bylaws
* Provost Clyde – Noted what happened with the Instructional Design and Delivery Masters program; what would happen if removing the program was opposed by this committee? Would assume that in the end, the decision to get rid of the program would be the provost’s. Noted that in the AAUP guidance of government, it does state that financial concerns “Budgets, personal limitations……may set limits to the faculty’s advice”
* Michael Judge – Are different faculty consulted when a program is removed? (I.e., CFA, Faculty Welfare)
* Provost Clyde – Maybe CCC could review current curriculum in AI is still appropriate?
* Rocco Marinaccio – The reorganization of the School of Education was done without faculty input; not optimal for a decision of that magnitude. We are stuck on language – understands that CCC cannot unilaterally vote to approve and remove program. But, we don’t just look at program quality; we also look at impact of programs. Come up with language so that CCC in the event of an examination of discontinuation of a program, so that CCC will be informed and given details so that it can examine impact (and ensures transparency). We are a large, diverse committee who could help with determining impact of program removal.
* Michael Judge – Remove of programs impact faculty status (if a department disappears, what happens to faculty?)
* Provost Clyde – Suggested new language that will give CCC the opportunity of review proposals to remove programs
* Sr. Mary Ann Jacobs – Will we be reviewing proposals to remove programs the same way that we approve proposals to approve programs
* Provost Clyde – No, when you’re removing a program, the committee is determining what are the implications of that program not being there
* Sr. Mary Ann Jacobs – Noted that the Instructional Design and Delivery was closed before the COVID pandemic, and suggested that faculty may have seen benefits to keeping that program that the administration did not; noted that the Petroleum Engineering program may no longer exists, but the CCC was not made aware
* Provost Clyde – It feels like it will create extra red tape and extra work for CCC to be given a role in program removal; suggested that CCC review all programs every 5 years,
* Musa Jafar- We do this already in my department – bring new courses to this body
* Jeff Cherubini – Noted that this only happens for changes over 9 credits
* Peyman Honarmandi – More inputs like from CCC, results in better decision making
* Provost Clyde – If CCC wants to be aware of programs that may be removed and wants to provide analyses of the implications of such removal, that would be useful
* Mahamoud Amin – Could CCC provide feedback to the administration?
* Provost Clyde – Yes
* Michael Judge – The AAUP guidelines suggests that faculty need more than just being informed; noted again that program removal does impact faculty status
* Provost Clyde – Noted that as interim provost, he doesn’t want to make a major decision, especially ones that he doesn’t agree with; wants CCC to do meaningful work; CCC have no role in “the lack of existence” of a program; doesn’t want to “do anything” with AAUP guidelines at this time.
* Sr. Mary Ann Jacobs – Proposed that CCC put wording together for a bylaw to be voted on by EAC; seconded by Michael Judge. Voted unanimously by voice vote.
* Rocco Marinaccio – asked about Nursing curriculum
* Provost Clyde – Didn’t hire a dean for new school in first round; hope to have a dean in June (currently interviewing semi-finalists); consultant is currently writing curriculum consistent with MC mission and state rules – will be ready by Aug. 15 and come to CCC in Sept 2023; nurse administrator will be in hired by then. Will be different from other proposals reviewed by CCC. Also noted the pre-nursing pathways (i.e., clusters of courses that prepare students for a particular training – not approved by the state) that aren’t approved by any body – students in the new school can start with these courses if the new curriculum isn’t approved at that time. Could take the state a year to approve the program, but another school submitted their Nursing program proposal in October and heard back in Feb.
* Matthew Jura – Are students being admitted into the Nursing program for this fall
* Provost Clyde – No, can’t recruit for nursing until the state approves the program; noted that CCC and P&T are very important committees; appreciated the fact that we work very hard and take our work seriously

(After Provost Clyde left)

* Nuwan Jayawickreme – Should we submit a bylaw to EAC that stated that we get information about programs-to-be-cut to evaluate the impract?
* Jeff Cherubini – EAC only meets next fall; can discuss this next fall
* Angela Grotto – noted that the provost has conversations with faculty (CFA and Faculty Welfare) that don’t focus on curricula; not supportive of a bylaw that simply provides impact information, as it will be a waste of time – need language that indicates our recommendation be considered.
* Committee for next year (2023-24)
* Jeff Cherubini – leading this committee is good leadership for those faculty going up for promotion
* Sr. Mary Ann Jacobs – Noted that Angela Grotto will be out all of next year;
* Jeff Cherubini – noted that we will have two faculty from the new school of health professions next year and that they should not hold office next year anyway
* Sister Mary – noted that Margaret Groarke stated that everything remains the same next year in terms of committee composition
* Matthew Jura will be chair; Nuwan Jayawickreme will be secretary. Jeff Cherubini nominated both; Sister Mary seconded both; both were voted into their positions unanimously by voice vote.

Meeting adjourned at 5:27 pm. (Michael Judge put forward motion; seconded by Nuwan Jayawickreme).

\* May 16th Minutes taken by Nuwan Jayawickreme