

College Curriculum Committee Meeting – Minutes
27 September 2012, 4 p.m.
Miguel 204

Present: Ricardo Dello Buono (Arts); Richard Goldstone (at-large); Hany Guirguis (Bus.); Jeff Horn, Committee Chair (Arts); Michael Judge (Sci.); Tedd Keating (Ed.); Sr. Remigia Kushner (Ed.); Bahman Litkouhi (Eng.); Janet Rovenpor (Bus.); Graham Walker (Eng.); and John Wasacz (Sci.)

I. The prior circulated agenda was approved without revision.

II. It was decided by acclamation that the responsibility for taking minutes will rotate. The Secretary will be charged with keeping a full archive of committee minutes and other documents.

III. Elections:

- Jeff Horn was nominated to serve as committee chair and re-elected unanimously by the full committee.
- Richard Goldstone was nominated to serve as committee secretary and elected unanimously by the full committee.

IV. A brief discussion of the submission protocols and procedures took place. Since issues vary widely across the five schools, some concern for flexible formats was voiced. A consensus developed that the list of program requirements used by the State of New York (Office of Higher Education) could serve as an initial, minimal set of guidelines or “checklist” with which we can work to further refine and expand as considered appropriate. A sample list of checklist categories was circulated to facilitate further discussion. It was then moved to create a Checklist Subcommittee that would be charged with drafting a proposed copy with the aim of producing a more definitive checklist by year’s end:

Jeff Horn (Arts)
Michael Judge (Sci.)
Tedd Keating (Ed.)

V. The committee then identified an initial list of issues for AY2012-13:

- Some concern was raised about oversight of academic internships but the Chair reminded the committee that programs involving less than 9 academic credits fall outside of the College Curriculum Committee’s purview.
- Considerable concern was raised about the overall operations of the School of Continuing and Professional Studies. These included but were not limited to concerns about the recently announced move towards a hybrid mode of instruction that will involve a significant component of distance learning. Since substantial concerns about quality control, the use of adjunct instructors and the overall role of faculty in curriculum oversight were found to be present, the

committee agreed to consider a review of the program. The chair indicated that he would initiate the process by contacting the program director to request existing reports and other relevant documentation to assist in the committee's consideration. The committee may then decide to request a visit by the program director to address the committee's concerns. A separate sub-committee may be subsequently formed if deemed necessary by the full committee once the requested documentation is examined and any additional information requested by the committee has been obtained.

- From the September 2012 EAC Minutes, it was noted that the ARCHES program may continue to expand in order to include all students. In so doing, we believe that it will become subject to College Curriculum Committee oversight.
- From the September 2012 EAC Minutes, it was further noted that new study abroad programs (those involving more than nine credits) should come before the College Curriculum Committee for approval.

VI. Chair's Report:

- It was reported by the chair that the minutes from the curriculum committees of all of the schools have been requested for routine collection and review by the College Curriculum Committee. In addition, the full minutes from the EAC will be placed on the Moodle site. The College Curriculum Committee Moodle site will be made available to all faculty members.
- It was further noted that a total of 27 credits consisting of general requirements currently exist for all Manhattan College students in part to comply with state mandated guidelines. General education requirements are part of the charge of the College Curriculum Committee.

VII. Future meetings of the College Curriculum Committee will be held on the fourth Wednesday of each month at 3:45 p.m.

VIII. With no old business or additional new business being raised, the meeting adjourned at 5:00 p.m.

Respectfully submitted by Ricardo A. Dello Buono, Sociology Department, School of Arts