College Curriculum Committee

Minutes of February 20, 2018 Meeting

Chancellor’s Room

The meeting convened at 3:30 p.m.

Members present:

Business: Fiona Maclachlan Yassir Samra

Education and Health: Jeff Cherubini

Engineering: John Leylegian (Chair), Evriclea Voudouri-Maniati

Liberal Arts: Kimberly Fairchild

Science: Yelda Hangun-Balkir

CFA: Joan Cammarata

Excused: Jennifer Edwards, Lisa Rizopoulos, Helene Tyler

Guests: Walter Matystik, Thom Gencarelli

1. Approval of Agenda: The agenda for the meeting was approved unanimously.
2. Approval of Minutes: The minutes of the December 11 meetings were approved unanimously.
3. Associate Provost Walter Matystik was a guest speaker who spoke about clarifying some issues that the committee is charged with. He mentioned the following:

i – Concentrations within a major need to be sent to the New York Education Department (NYSED) for approval. There is no regulatory definition of an option or concentration however the guideline has been that a concentration would need 9-12 credits. These options and concentrations are not listed as part of NYSED’s inventory of programs that the college offers but approval is still required.

ii – Any program that we offer must be accredited by Middle States otherwise students cannot receive any financial aid package for their academic studies. Middle States should also be informed about programs that are no longer offered.

iii -NYSED approves higher education programs and approves professional licenses. Every new program needs to be sent to NYSED as well as any name changes needs to be sent to NYS. Any change that is listed on the inventory of NYSED needs to have a form of change submitted so that the listing matches what the school is offering. Also, the program’s focus or design needs to be sent to NYSED.

iv - Program title changes or changes from a BA to a BS need to be sent to NYSED. If we are discontinuing a program, we need to officially notify the NYS.

v - A change in a total number of credits for a certificate or degree must be submitted for NYSED approval. Furthermore, gainful employment information for the certificate programs that the college currently offers should be posted and include such items like: what the costs are and prospects for employment. We should have at least 24 students in any certificate program.

vi - Dual programs like an MBA/JD or a BS in Eng. & Business need to be submitted to NYSED for approval.

vii – If a department is offering a concentration and would like to change it to a major, then that would have to be submitted to NYSED for approval.

viii – The CCC needs to review and approve concentrations before submitting them to the NYSED.

ix – Dual majors and dual programs are not necessarily the same thing. A dual/double major is for students who complete the curriculum requirements for two different majors. A dual program may take some aspects from two different curricula but it may be considered misleading. Such dual programs need to be approved by the NYSED and listed as such in their inventory of program offerings for the college.

x – Associate Provost Matystik mentioned that the Accounting department has received approval from the NYSED for its BS/MBA Professional Accounting and that it satisfies the 150 credit hour requirement for the CPA Exam.

1. The committee skipped ahead to Item 7 in the agenda to allow Dr. Thom Gencarelli to speak about the concentration in Sports Media Production. The Admissions office is on board with the concentration and since this is an academic program, it does not conflict with any other programs offered through different departments at the college. Approval of this concentration was unanimous.
2. Dr. John Leylegian discussed the Chair’s Report. Specifically, he mentioned the following:

i – The Registrar’s office has seen an increase in mid-term grades being submitted and that might be a reason for subsequently higher final grades as students have a better indication of their progress.

ii - Approval of transfer courses discussed. There is a database that has courses from other places and their equivalent courses that are acceptable for transfer credit.

iii – Obtaining minutes from different curriculum committee’s meetings from each school was discussed. In the Engineering and Science schools, decisions are made and then passed on to the CCC, when appropriate.

1. The Masters Program in Nanoscience was discussed and passed unanimously.
2. The Minor in Mandarin Chinese was discussed and passed unanimously.
3. Two issues were raised concerning the by-laws:

i – Who would call the 1st meeting besides the Provost? Discussion was held and it was decided that a new chairperson shall be elected at the end of the last meeting of the academic year so that he/she will call the 1st meeting of the new academic year. If not, then the Provost will designate someone from the CCC to do so. This measure was approved unanimously.

ii – Article V, Section 9 was discussed and later decided that it should be removed from the bylaws. This measure was approved unanimously.

The meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Yassir M. Samra