

**COLLEGE-WIDE CURRICULUM COMMITTEE**

**Online Meeting,** [**CLICK THIS LINK TO JOIN**](https://hostos-cuny-edu.zoom.us/j/6756681908)

**Tuesday, March 5, 2024**

**3:30-5:00 pm**

**Minutes**

**PRESENT:**

Dean Babette Audant

Professor Denise Cummings-Clay

Professor Kathleen Doyle

Professor Nancy Genova

Professor Christine Hutchins

Professor Karin Lundberg

Professor Ana Ozuna

Mr. David Primak

Dr. Silvia Reyes

Professor Linda Ridley

Professor Olga Steinberg

Professor Jarek Stelmark

Guests:

Prof. Nieves Angulo

Prof. Marcella Bencivenni

Prof. Andrew London

Prof. Elizabeth Porter

Ms. Johanna Arroyo Peralta (Curriculum Office)

Ms. Wendy Small-Taylor (Curriculum Office)

Absent:

Professor Haruko Yamauchi

Kobe Jacobs, Student Representative

1. Call to Order - The meeting was called to order at 3:33 p.m.
2. Prof. Steinberg moved to accept the CWCC agenda for meeting 5 March 2024 ([**see link to agenda**](https://docs.google.com/document/d/1aFgYKn_fcFXFx0LnVTwedG146icV88IRtqwhtESo0Sg/edit?usp=sharing)). The agenda was accepted with all ayes.
3. The CWCC minutes for the meeting of 28 November 2023 ([**see link to minutes**](https://docs.google.com/document/d/1mnfKh6CZZEZs4dU4nzJ4ZZgsyhkmPCPeAJpJK2cDQRQ/edit?usp=sharing)) were reviewed on screen. Prof. Steinberg moved to accept the minutes. Prof. Doyle seconded the motion. There were no corrections, and all ayes accepted.
4. Curricular Items – To be voted on

a. PHY 299 – Course Change

PHY 299 Independent Studies in Physics. Changing pre-requisite from CHE 220 and PHY 220 with a minimum grade of B and co-requisite MAT 310 to CHE 220 and PHY 220 and co-requisite MAT 310 (**see link to** [**form**](https://docs.google.com/document/d/1WV3Xza3M1gXaTBQaKjK-nuL1w5JPdwtm_3tnu3fhkl0/edit?usp=sharing)); Professor Anna Ivanova (Natural Sciences) presented.

This item was an oversight that should have been voted on at the 28 November 2023 meeting along with BIO 299 and CHE 299.

CWCC Vote Results:Yes 11 No 0 Abstain 0

b. DD 108 – Course Change

DD 108 Visual Narrative. Changing pre-requisite from VPA 121 to DD 100 (**see link to** [**form**](https://docs.google.com/document/d/18Pck3w8n3pmlPOXWrzYl_bL0uIive9B2sgjx_Pz4vWQ/edit?usp=sharing)); Professor Andrew London (Humanities) presented.

This is a storyboarding class that has DD 100 as a pre-req. The pre-req was formerly VPA 121 and was changed to DD 100.

CWCC Vote Results:Yes 10 No 0 Abstain 1

c. CST 140 – New Course

CST 140 Introduction to Computer Hardware. Creating a course for part of the new Cybersecurity program (**see link to** [**form**](https://docs.google.com/document/d/1zHpg23dz_G4Rw7AtQlSFVaUCb0R1DMR8ZOxdzerPxHw/edit?usp=sharing) **and** [**syllabus**](https://docs.google.com/document/d/1ZTHof-9SCh3QxCX0_0KkZ0LMcAdFDHT2fbcjzy3wg-o/edit?usp=sharing)); Professor Junghang Lee (Mathematics) presented with comment from Prof. Angulo.

This new course is a cybersecurity certification course. It is suggested that the course also be advertised with the Admissions offices, perhaps notifying Carlos Rivera. The modules within the course plan are connected with the content and are being done by industry experts. Discussion continued to the next item before voting.

CWCC Vote Results:Yes 11 No 0 Abstain 0

d. CST 160 - Course Change

CST 160 Introduction to Computer Software and Operating Systems. Changing course description and pre-requisite from CSC 140 to CST 140 for the new Cybersecurity program (**see link to** [**form**](https://docs.google.com/document/d/1NIJ0UbDwqPZi4MyabZnlscYXYdlggRQHPhU_3sbOa00/edit?usp=sharing)). Professor Junghang Lee (Mathematics) presented.

Question from David - CST 140 has 3+3 hours; and CST 160 has 3+4 hours - why? Explanation is that CST 160 is rigorous and has a lab component. Simulation and emulation are required to pass TIA A+.

Prof. Angulo emphasized that this change was discussed a year ago; they only tweaked the hardware in one course and the software in one course.

CWCC Vote Results:Yes 11 No 0 Abstain 0

e. AA Liberal Arts Option in Women’s and Gender Studies – Option Change.

i. AA Liberal Arts Option in WGS. Adding to the Liberal Arts WGS Option the course HIS 212 Major Themes in U.S. Women’s History (**see link to** [**form**](https://docs.google.com/document/d/1z-XWsdKPwFdOS67UsGmw_2qU5ESy99bSNugOyjQ9zZc/edit?usp=sharing)); Professors Elizabeth Porter and Marcella Bencivenni (WGS, Behavioral and Social Sciences) presented.

This is a natural fit for WGS. There was discussion regarding a conflict of where the course might belong in Liberal Arts.

Dean Audant emphasized that we have until now had a focus on creating rather than amending the Liberal Arts Options. We have an opportunity to test functions, roles and responsibilities of each department. As of now, there is a lack of clarity on who makes decisions regarding Liberal Arts Options. This is a discussion to be had because Liberal Arts is not a department and there is nothing in writing regarding governance and housing - every department has a role in Liberal Arts.

Prof Bencivenni suggested that faculty who teach the courses are the ones who have the expertise. This item was decided as part of conversation between the WGS Coordinator, English Department, and Behavioral and Social Sciences Departments as well as the faculty who teach the courses.

Prof. Ozuna shared that she welcomed the discussion regarding Liberal Arts changes moving forward. She suggested that a major issue is that the curriculum protocols do not include information on Liberal Arts options. The only information we have regarding different protocols for submitting is that for Pathways, to Prof. Burrell. She acknowledged that the lack of clarity should not prohibit the Committee from moving forward with this item. Prof. Hutchins shared that she would make a note regarding Prof. Ozuna’s observation.

Dean Audant shared that it is not even clear who completes the form when it comes to new and changed Liberal Arts Options. The approval process is muddy. She emphasized that everyone should ask for clarification. We need to know who could have an objection. It is worth having a faculty-led conversation. What are the protocols around Liberal Arts Options and the Liberal Arts Committee? Who makes the decisions? How do we anticipate the inevitable changes? Who leads the conversation? Prof. Lundberg suggested a Q&A with Prof. Hirsch would be helpful for clarification.

CWCC Vote Results:Yes 11 No 0 Abstain 0

5. Informational Items and New Business – Not voted on

* 1. Public Policy and Administration program – NYSED Change

i. Public Policy and Administration program. Adding to the program a distance education format (**see link to** [**form**](https://drive.google.com/file/d/17Ibek5ASvCK3jhOWIyD33lw4_5AYp8PU/view?usp=sharing)); Professor Nancy Genova (Behavioral and Social Sciences) presented. Recruiting will be aided by a support document to go with the degree map. It will be helpful to potential recruits. Prof. Genova suggested it would be helpful to have an OAA graduate student.

b.. Criminal Justice program – NYSED Change

i. Criminal Justice program. Adding to the program a distance education format (**see link to** [**form**](https://drive.google.com/file/d/12rFD0aIbho2HTyFHDSHZyYSmD8kXvktb/view?usp=sharing)); Professor Nancy Genova (Behavioral and Social Sciences) presented.

c. Public Interest Paralegal Studies program – NYSED Change

i. Public Interest Paralegal Studies program. Adding to the program a distance education format (**see link to** [**form**](https://drive.google.com/file/d/1y_lOc6pSASkQJLTen2AF7kuKSv_xyEqz/view?usp=sharing)); Professor Nancy Genova (Behavioral and Social Sciences) presented.

d. New Resource: Curriculum Proposal Guide & Workflow Process, Wendy Small-Taylor, [2024 Curriculum Proposal Guide & Workflow Process.pdf](https://drive.google.com/file/d/1krFA4f3VB7Bav7BX2YzpreSZlJa25TCP/view?usp=sharing)

The Curriculum Office is responsible for the curriculum management and catalog management modules in [Coursedog (link)](https://www.coursedog.com/). The curriculum proposal workflow process drives these two modules. Once the academic departments change their curriculum, the changes are viewed in the Coursedog Catalog system. Therefore, accuracy and completeness of the forms are essential when curricular changes are submitted to college governance and BoT for approval. The curriculum management tool within Coursedog automatically moves course proposals through a transparent curriculum approval process through a workflow that begins in the Curriculum Office (after governance approval) to the Central Office Academic Program Review Office, and then final approval from the Board of Trustees before publication in the CUNY-wide Academic University Reports.

The Curriculum Office has prepared a curriculum proposal guide (attached) that illustrates an overview of the curricular change process and completing some required forms to assist with the curriculum proposal process. This guide includes annotated samples of the CUNY-required forms for submitting curricular proposals (changes). In addition to the guide, the Curriculum Office is available at your convenience to provide in-person or virtual meetings to support your department with any assistance required when completing the forms, archival curricular data, or policies and procedures that govern curricular submissions.​

Ms. Small-Taylor noted that there are 25 approved liberal arts options. She always works with Prof Hirsch; if she’s not included in an email, Wendy includes her.

Prof. Genova commented that we cannot tell students which course in Pathways. Central set it up and we must leave it general.

Wendy noted that all forms are CUNYFirst. A new process for curriculum submission is a tedious process. Wendy’s workflow process was created to assist faculty. The forms must be precise.

The Dean shared that she was worried about the timing of courses and when to submit for pilots/experimental. When do you apply for a pilot course to run? Course Dog creates a gap.

6. Announcements and Resources

* 1. Resource: Flowcharts for ESL, ENG, MAT gateway courses [Flowcharts NEW ESL ENG MAT 2022 Fall.pdf](https://drive.google.com/file/d/1uAYd5Vl3fZB_zRVVhAavByr_sjWY8OY8/view?usp=share_link)
  2. Resource: CWCC membership Spring 2024, [College-Wide Curriculum Committee - Hostos Community College (cuny.edu)](https://www.hostos.cuny.edu/Administrative-Offices/College-Wide-Senate/Standing-Committees/College-Wide-Curriculum-Committee)​

Dean Babette Audant, *Provost's Designee*

Denise Cummings Clay,*Education*

Kathleen Doyle, *Mathematics*

Nancy Genova, *Behavioral and Social Sciences*  
Christine Hutchins, *English, Chair*  
Kobe Jacobs, *SGA*

Karin Lundberg, *Language & Cognition*  
Ana Ozuna, *Humanities*  
David Primak, *Registrar*

Silvia Reyes,*Office of Academic Affairs, HEO*

Linda Ridley, *Business, Recording Secretary*

Wendy Small-Taylor, *Curriculum Office*

Olga Steinberg, *Natural Sciences*

Jarek Stelmark, *Allied Health Sciences*

Haruko Yamauchi, *Library*

* 1. Resource: CWCC meetings Spring 2024 **(**[**full CWCC calendar link here**](https://docs.google.com/document/d/10EN7qmOLG_t8fRpxtgMO_MUe2LUXtRbhtVM_2m82niU/edit?usp=sharing)**)**

All meetings at 3:30 at <https://hostos-cuny-edu.zoom.us/j/6756681908>

| **CWCC** | **SEC** | **Senate** |
| --- | --- | --- |
|  | February 7 | February 15 |
| March 5 | March 13 | March 21 |
| March 26 | April 10 | April 18 |
| April 16 | May 8 | May 16 |

1. Adjournment - Prof. Doyle motioned to adjourn the meeting. The motion was seconded by Prof. Ozuna. The meeting ended at 4:51 p.m.