

**COLLEGE-WIDE CURRICULUM COMMITTEE**

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

**Tuesday, April 16, 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

Professor Haruko Yamauchi

Guests:

Ms. Johanna Arroyo Peralta (Curriculum Office)

Ms. Wendy Small-Taylor (Curriculum Office)

Professor Joe Carvalho (Humanities)

Professor Jacqueline DiSanto (Education)

Professor AJ Stachelek

Professor Natasha Lorca Yannacañedo

Absent:

Kobe Jacobs, *SGA*

1. Call to Order - The meeting was called to order at 3:30 p.m.
2. Prof. Steinberg moved to accept the CWCC agenda for meeting 16 April 2024 ([**see link to agenda**](https://docs.google.com/document/d/1LU8arYBrz1cxB2eqHm1xJkzLgNsKjATUx6uP8v6l8jQ/edit?usp=sharing)). The motion was seconded by Prof. Ozuna. All ayes accepted.
3. The CWCC minutes for the meeting of 05 March 2024 ([**see link to minutes**](https://docs.google.com/document/d/1gb2KhcYq2Ob4WOzpOAwihM918m3FeJcf0bkeknCnDPc/edit?usp=sharing)) were reviewed on screen. Dean Audant moved to accept the minutes. Prof. Lundberg seconded the motion. There were no corrections, and all ayes accepted.
4. Curricular Items – To be voted on
5. OT 101 – Course Change
	1. OT 101 Computer Keyboarding and Document Formatting I. Changing title to Keyboarding and Computer Applications. Changing course description (see link to [form](https://docs.google.com/document/d/1m1WKuqNgRv7Fb20RDckGhSFVUHGcxO9b8RTn6kpf8WA/edit?usp=sharing)); Professor AJ Stachelek (Business) presented.

This is one of three course changes for the Office Technology Program. This revised OT 101 combines material that was covered in OT 101 and 102. Formerly a heavy focus on typing, this change will provide other skills, including more computer software knowledge than typing.

 CWCC Vote Results:Yes 12 No 0 Abstain 0

1. OT 209 – Course Change
	1. OT 209, Medical Office Procedures. Changing title to Medical Office Procedures with Lab. Changing pre/co-requisite from OT 104 to pre-requisite OT 105, co-requisite HLT 124. Changing course description (see link to [form](https://docs.google.com/document/d/11oN7DWl_onvV7vpOBrU51NcvxKDb251djh-IPS90a0U/edit?usp=sharing)); Professor AJ Stachelek (Business)presented.

This is the second of three changes to the Office Technology Program, upgrading Medical Office Procedures. A lab was added, providing a career simulation incorporating skills in real setting (experiential learning). Two more hours per week were added to accommodate the lab. Dean Audant emphasized that this change was in response to employers’ stated need for students who can demonstrate better soft skills.

CWCC Vote Results:Yes 12 No 0 Abstain 0

1. COOP 102 – Course Change
	1. COOP 102, Work Experience I. Changing title to Work Experience. Changing pre/co-requisite from ESL 86/91/93 OR ENG 100/110 or higher to pre-requisite COOP 101. Changing from 10 hours and 1 credit to 3 hours and 3 credits (see link to [form](https://docs.google.com/document/d/1cZCJVWKLUBOjggk54dm38zuS7Ncfq4QrSPpF3zsooZY/edit?usp=sharing)); Professor AJ Stachelek (Business)presented.

The merging of two courses in the Office Technology Program opened the program for additional credits. In this course, the amount of work required of students was not fully reflected in the credits. The course thus increases from 1 to 3 credits to provide credit for the hours of work put into the course.

 CWCC Vote Results:Yes 12 No 1 Abstain 0

1. A.A.S. degree in Office Technology – Program Change
	1. A.A.S. degree in Office Technology. Changing credit allocations in accordance with course changes proposed above (see link to [form](https://docs.google.com/document/d/1hjIcn6ngJY7Ru3kwq3dGuU9flB8cVyJ3mYnfQ1BzGuc/edit?usp=sharing)); Professor AJ Stachelek (Business) presented.

 CWCC Vote Results:Yes 12 No 0 Abstain 0

1. DM 103 – Course Change
	1. DM 103, History of Electronic Music. DM 103, Popular Music Since 1900 (see link to [form](https://docs.google.com/document/d/1VpnkYccp-XJQ0yfvelokY_NjGgtUagawUf8CTQZSg5w/edit?usp=sharing)); Professor Caravalho (Humanities) presented.

This is a title change that more accurately reflects the course content covering the history of recorded music.

CWCC Vote Results:Yes 12 No 0 Abstain 0

1. HUM 151 – Pathways Submission
	1. HUM 151, Race, Gender, and Sexuality in the Media. (see link to [form](https://docs.google.com/document/d/18ODSVzp-EwbJYfWpsvobdXY5eVPFAAdjoFb-HnCi_oc/edit?usp=sharing) and [syllabus](https://docs.google.com/document/d/1-LrMpDDTa5zKgQH7g94WvuZFFkCqJZB-YBHAr0nkEe4/edit?usp=sharing)); Professor Yannacañedo (Humanities) presented.

This is the first course on individual and society designation for all of Humanities. Professor Yannacañedo received many plaudits for her presentation.

CWCC Vote Results:Yes 14 No 0 Abstain 0

1. VPA 172 – Pathways Submission
	1. VPA 172, Play and Performance Analysis. (see link to [form](https://docs.google.com/document/d/1n1xDr5e8Y2QzKULB0Klz-xMvA9cXv1BOIbbx3hDQiKU/edit?usp=sharing) and [syllabus](https://docs.google.com/document/d/1qUjNikMudyYs9fEr0y7UMTqBM8f_NET3oNxrCRsvJ34/edit?usp=sharing)); Professor Yannacañedo (Humanities) presented.

CWCC Vote Results:Yes 14 No 0 Abstain 0

1. SPA 101 – Pathways Submission
	1. SPA 101, Elementary Spanish I. (see link to [form](https://docs.google.com/document/d/1U214vOD9mdOTlMzB-h5s4ZAHAohvpfjig2hbqb5koEM/edit?usp=sharing) and [syllabus](https://docs.google.com/document/d/11gavVIj2W_izAS67Rc5yjnm1dvfRJGUU6qlFTHgww5E/edit?usp=sharing)); Professor Ballesteros (Humanities) -

Prof. Ballesteros was not present to submit. Prof. Doyle motioned to table SPA 101 until such time as Prof. Ballesteros can present. Prof. Steinberg seconded the motion. All ayes. CWCC tabled the item.

1. EDU 117 – Course Change
	1. EDU 117, Adolescent Development. Changing course description. Changing from 3 hours and 3 credits to 3 lecture, 1 field hours and 3 credits (see link to [form](https://docs.google.com/document/d/11XgITej3haGe3tQTsWHUfhivxd8V5e5pO-SFFv0e10k/edit?usp=sharing)); Professor Jacqueline DiSanto (Education) presented.

Field experience of 20 hours was added. Prof. Steinberg questioned how students would arrange field activity. Prof. DiSanto affirmed that a field experience coordinator would assist students in locating opportunities.

CWCC Vote Results:Yes 12 No 0 Abstain 0

1. EDU 150 – Course Change
	1. EDU 150, Introduction to Special Education. Changing course description. Changing from 3 hours and 3 credits to 3 lecture, 1 field hours and 3 credits (see link to [form](https://docs.google.com/document/d/1KjFFCV0oUg4L41Rn7rSYoIbsnIcjCGqrQRo1g6DBFY4/edit?usp=sharing)); Professor Jacqueline DiSanto (Education) presented.

This course has 15 hours of field experience. It mimics EDU 101, which is 20 hours in the field. Discussion about Special Needs vs. Special Education. Prof. DiSanto affirmed that Special Education is a broad term; Special Needs can be temporary; finally, Neurodiversity usually has an IEP and covers a spectrum.

CWCC Vote Results:Yes 11 No 0 Abstain 0

1. Latina/o, Latin American, and Caribbean Studies Option – Option Change
	1. Latina/o, Latin American, and Caribbean Studies Option Change. Adding LAC 108 to the option (see link to [form](https://docs.google.com/document/d/1tt168cPxSNrpNhDqtzGVGZ-f8aMK2pgqPIYNZRH848Q/edit?usp=sharing)); Professor Ana Ozuna presented on behalf of Prof. Lara Bonilla Immaculada.

LAC 108 was inadvertently excluded from the curriculum.

 CWCC Vote Results:Yes 12 No 0 Abstain 0

1. Informational Items and New Business – Not voted on
2. GERO 299 – Challenge Exam for Prior Learning Assessment
	1. Prior Learning Experience: The Challenge Exam for GERO 299, 3 credits. (see link to [form](https://drive.google.com/file/d/1bM6aCIJJYbpwzkQj_MpRIJqAD_afFu4g/view?usp=sharing)); Professor Denise Cummings Clay (Education) presented.

The addition of the Challenge Exam assists students in completing Gerontology field work for their courses.

1. **We will be adding a CWCC meeting on Tuesday May 7, 2024. Please send the information to your department curriculum committees. Items for the 5/7 CWCC meeting need to be sent to Curriculum Office by noon on 5/1.**

Prof. Ozuna suggested that resources might be collected for faculty who are working on articulation agreements and Pathways submissions. She suggested a guidance document listing specific steps would be helpful along with suggestions on those who can help —whom to talk to; how to vet, etc.

Wendy Small-Taylor advised against a static manual due to Central’s advice that too many curricular guides, which quickly become outdated, can end on the web. She stated that resources can be temporary but not permanent. Ms. Small-Taylor offered to assist anyone by Zoom, email or text to assist in demystifying the curriculum work.

1. Announcements and Resources
2. Resource: Curriculum Proposal Guide & Workflow Process, by Wendy Small-Taylor [2024 Curriculum Proposal Guide & Workflow Process.pdf](https://drive.google.com/file/d/1krFA4f3VB7Bav7BX2YzpreSZlJa25TCP/view?usp=sharing)
3. 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)
4. 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 **Fall 2024** **(**[**full CWCC calendar link here**](https://docs.google.com/document/d/1iyZgA5Hcnh0L6u9GAATgp14O7Nr01hfbW7tV2Dc-BaU/edit?usp=sharing)**)**

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

Fall 2024 CWCC, SEC, and Senate dates

| **CWCC** | **SEC** | **Senate** |
| --- | --- | --- |
|  | September 11 | September 19 |
| September 17 |  |  |
| October 8 | October 9 | October 17 |
| October 29 | November 13 | November 21 |
| November 19 |  |  |
| December 10 | December 11 | December 19 |

7. Adjournment

Prof. Cummings-Clay motioned to adjourn the meeting; Professor Ozuna seconded the motion. The meeting was adjourned at 5:04 pm.

## Christine Hutchins is inviting you to a scheduled Zoom meeting

Topic: CWCC Meeting

Time: This is a recurring meeting

Join Zoom Meeting

https://hostos-cuny-edu.zoom.us/j/6756681908

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213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

207.226.132.110 (Japan Tokyo)

149.137.24.110 (Japan Osaka)

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