

**COLLEGE-WIDE CURRICULUM COMMITTEE**

**HYFLEX in B502 and Online Meeting,** [**CLICK THIS LINK TO JOIN**](https://hostos-cuny-edu.zoom.us/j/6756681908)

**Tuesday, September 26, 2023**

**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

Ms. 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)

Absent:

Awaiting appointments of 2 student representatives

1. Call to Order
2. Election of Officers
   1. Elect CWCC chair 2023
      1. The CWCC Chair works in accordance with the Charter of Governance and in consultation with Curriculum Office and Senate to schedule and call meetings, ensure full rosters of members, review items sent from Unit and Department Curriculum Committees, and update the CWCC site ([Charter link here](https://www.hostos.cuny.edu/Administrative-Offices/College-Wide-Senate/Charter-of-Governance))

CWCC Nominations - Christine Hutchins nominated to assume Chair. Nomination was seconded and votes taken.

CWCC Vote Results:Yes 11 No 0 Abstain 0

* 1. Elect CWCC recording secretary 2023
     1. The CWCC Recording Secretary creates minutes of meetings. We have in the past generated minutes using our agenda as template, filling in member attendance, vote outcomes, and discussion notes after meetings. After being approved, agenda and minutes are sent to Senate Executive Committee for posting to the CWCC site ([CWCC site link here](https://www.hostos.cuny.edu/Administrative-Offices/College-Wide-Senate/Standing-Committees/College-Wide-Curriculum-Committee)).

CWCC Nominations Linda Ridley and Silvia Reyes nominated to become Recording Secretary. Nominations were seconded and votes taken.

CWCC Vote Results:Ridley 9 Reyes 5 Abstain 0

1. Acceptance of CWCC agenda for meeting 26 September 2023 ([see link to agenda](https://docs.google.com/document/d/1BQOjuvL43ikNsbsUq_imQlfmUPfYGIHf8ZHEKTAZbos/edit?usp=sharing))
2. Approval of CWCC minutes for meeting 02 May 2023 ([see link to minutes](https://docs.google.com/document/d/1Ql8uTZFyQK9ytRBmsiV96FlQl-aTcDmCXSRe0ZZIND0/edit?usp=drive_link))
3. Additional Business
   1. Wendy Small-Taylor update on Coursedog Curriculum Management System

Curriculum Office will be submitting curricular items through the newly implemented Coursedog system instead of CUNYfirst. This is an integrated academic platform that integrates Curriculum & Program Management, Academic/Class scheduling, Catalog Development & Management​, and other scheduling modules.

Coursedog implementation will not impact the college governance process or submission guidelines, only the operational/submission process for the Curriculum Office.

Courses listed in Coursedog are updated and maintained by the Registrar's Office after new courses are developed or existing courses revised through college governance and after the Central Office final approval process. This module includes course data (discipline, number, title, credits, hours, description, etc.) that is managed by the Registrar’s Office, which automatically populates into the catalog section within Coursedog. If you have any queries or concerns about courses within your department, or how these courses display in Coursedog, please feel free to contact the Registrar’s Office for assistance​.

* 1. Wendy Small-Taylor update on effective dates for Course Creation (via governance) as opposed to Effective dates for Course Scheduling.

Relevant Q&A following presentation on Coursedog CMS:

* + - 1. *Olga - Will paper catalogs be created?*

*Wendy - Coursedog is online. A pdf will be sent to New York State. In addition, Hostos will keep a few copies if needed by departments or in case we are audited.*

1. *Karin - Is there a lag time between the effective course creation date and the scheduling date?*

*Dean Babette - When a program is urgent, is there a solution to getting a course quickly active? Should we run courses as pilot courses?*

*Wendy - It is up to the department and the Registrar to work something out. A pilot can run only two semesters. Good advice is to submit right away as a full course. Note that if you change prerequisites, it affects the course.*

*Karin - Pilots could backfire if student needs change or the course isn’t effective.*

1. *Kathleen - Are Pathways designations retroactive?*

*Wendy - Yes, if it remains the same. Pathways designations are always retroactive.*

*For cross-listed courses, the only thing different should be the discipline. It should be the same course number, same prerequisites - for instance in the example of cross-listed courses in Philosophy and Anthropology, it should be PHI 100 and ANT 100. In Coursedog, everything needs to aligned for cross-listed courses.*

*For articulation agreements, departments need to make sure that both in courses are offered and active.*

*Ana - Re Pathways, what is the protocol? Kris Burrell is the new point person. Jackie did it as a favor.*

*Wendy - There is no official protocol, Jacki was graceful to help the departments as a favor. However, Kris Burrell could be contacted for assistance.*

1. 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 Fall 2023

Dean Babette Audant, *Provost's Designee*

Denise Cummings Clay,*Education*

Kathleen Doyle, *Mathematics*

Nancy Genova, *Behavioral and Social Sciences*  
Linda Ridley, *Business, Recording Secretary*  
Christine Hutchins, *English, Chair*  
Karin Lundberg, *Language & Cognition*  
Ana Ozuna, *Humanities*  
David Primak, *Registrar*

Silvia Reyes,*Office of Academic Affairs, HEO*

Wendy Small-Taylor, *Curriculum Office*

Olga Steinberg, *Natural Sciences*

Jarek Stelmark, *Allied Health Sciences*

Haruko Yamauchi, *Library*

TBA, *SGA*

TBA, *SGA*

* 1. Resource: CWCC meetings Fall 2023

All meetings at 3:30 hybrid in room B502 or at https://hostos-cuny-edu.zoom.us/j/6756681908

[**Fall 2023 Detailed Curriculum Schedule (link here)**](https://docs.google.com/document/d/1Ei2d28e4iXuQfFaZjhHNzhCexFcF3uk8SaEnj6fU9Qo/edit?usp=sharing)​

| **CWCC** | **SEC** | **Senate** |
| --- | --- | --- |
|  | September 13 | September 21 |
| September 26 | October 11 | October 19 |
| October 17 |  |  |
| October 31 | November 8 | November 16 |
| November 14 |  |  |
| November 28 | December 13 | December 21 |

1. Adjournment - A motion was made to adjourn the meeting. The motion was seconded.