

**APPENDIX A: MISSION STATEMENT: Curriculum Committee - Update for Fall 2019:**

We reaffirm (and modify) our mission statement from 2009, 2012, 2015, 2019 to read as follows:

The Curriculum Committee of College Council shall be concerned with the formulation, development, modification, and evaluation of curricula, as follows:

1. The committee will consider proposals for new degrees, certificates, and courses (including experimental or special topic 82 courses) or the modification of existing degrees, certificates and courses with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.
2. **Curriculum proposals may originate from faculty, program directors/coordinators, or department chairpersons.** Such proposals (in approved, standard format with appropriate documentation and transmittal forms) must be submitted through, and approved by, appropriate department curriculum committees (and/or other such approval required by the department), signed (or co-signed) by the department chair, forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the curriculum committee. (Proposals that have been remanded by the Provost may still be considered by the Committee after a positive vote by the committee's Remand Sub-Committee.)  
**NOTE: Proposals that relate to the Liberal Arts degree (concentrations or the degree itself) must be submitted to the Liberal Arts Subcommittee chair with sufficient lead time to allow consideration before the submission deadline.**
3. Prior to the start of each semester, the committee's chairperson will create a submission calendar in consultation with the Provost or designee, who will distribute the calendar to department chairpersons.
4. The committee will report those proposals that receive a majority of positive votes (either in face-to-face meetings or by email vote) to the College Council for review and approval. Minor changes--such as course numbering, modifications of course names--will be reported as informational items.

**APPENDIX B: LIBERAL ARTS SUB-COMMITTEE of the CURRICULUM COMMITTEE**

1. We resolve that a “Liberal Arts Subcommittee” of the Curriculum Committee be established, consisting of current members of the curriculum committee who represent the five liberal arts departments: Art, Behavioral Science, Communications, English, and History. Members of the subcommittee shall elect a chair annually at the first meeting of College Council.
2. The subcommittee shall be empowered to create or review proposals for (1) changes to the degree or major requirements in the liberal arts degree, (2) adding, deleting, or modifying liberal arts concentrations, and (3) creation/modification/deletion of courses only if they affect a liberal arts concentration or degree requirement.
3. It shall decide by majority vote to recommend forwarding such proposals to the Provost (and thus the Curriculum Committee).

Process:

1. Liberal Arts proposals generated by any department shall be forwarded to the subcommittee chair, who will convene the subcommittee with sufficient time to evaluate proposals and submit accepted ones to the Provost according to the Submission schedule deadline (typically two weeks into each semester).
2. It is suggested that any department considering a liberal arts proposal, contact the subcommittee chair well in advance of the upcoming semester to ensure adequate lead time. (Liberal Arts proposals sent directly to the Provost will be forwarded to the subcommittee chair in a timely manner.)
3. The process used by the subcommittee is determined by its chair and members, who may hold discussions face-to-face, by email, by phone or any combination thereof. The subcommittee should review the proposal and may contact any other persons deemed appropriate to provide additional insight, clarification, or edits. The subcommittee may suggest any changes they deem appropriate.
4. A positive vote is simple majority—it need not be unanimous. The Subcommittee Chair shall inform the Provost and Curriculum Chair, and will submit approved proposals directly to the Provost at or before the submission deadline for consideration that semester. Proposals forwarded to the Provost will then follow the standard procedure for curriculum review before being placed on the agenda.
5. The subcommittee chair should inform the appropriate department chair (and the Provost) about items that did not receive a positive vote. Those should not be forwarded to the Provost and will not be discussed at the Curriculum Committee meeting. However, they may be resubmitted the next semester for reconsideration.

## **APPENDIX C: ADVANCED STANDING CREDIT**

**BACKGROUND:** CUNY is reaching out to adult students with some college credit but no degree. They would like to be able to direct students to KCC's AA online degree in Liberal Arts, which would provide an excellent opportunity for us to increase our enrollment. In order to be designated as such, they have asked us to consider our residency requirement *for the online program only*.

It is very likely that we'll encounter students who have already accumulated significant credits from another CUNY institution (or elsewhere) but do not yet have a degree. These students will encounter challenges with our residency requirement, currently 50%.

This proposal seeks to lower the residency requirement for the KCC Flex Transfer Student enrolled in the fully online LA program to 25%, or 15 credits. CUNY will then refer these students to us, and use our online LA program as a completion initiative.

### **PROPOSAL:**

WHEREAS over 36 million American adults and over 1.8 million across New York State fall into the category of "some college, no degree;"

WHEREAS adults with some college no degree are disproportionately students of color;

WHEREAS a college credential is an essential driver of economic mobility;

WHEREAS CUNY has made a commitment to better serving the needs of adult learners in New York City, particularly those with some college no degree;

WHEREAS KCC implemented fully online programs specifically to serve this new population of students and to close equity gaps;

BE IT RESOLVED that KCC's current "Advanced Standing" policy be amended to read (additional asterisk and text in BOLD):

**ADVANCED STANDING CREDIT:** A maximum of 30\* credits will be accepted toward degree completion through the combined options of testing and course transfer, provided that each course was completed with a satisfactory grade; the course content is equivalent to a Kingsborough course; and the course is appropriate to the student's graduation requirements.

**\*45 credits for students who are enrolled in KCC's DOE-approved fully online Liberal Arts program.**