

To: Members of the College Council  
Date: November 8, 2010  
From: Michael Sokolow, Secretary  
Subject: Agenda for the Meeting of November 23, 2010

The College Council will meet on Tuesday, November 23, 2010 in Room M-240 at 3:00 PM.

**AGENDA**

I. Approval of the minutes of the meeting held on September 21, 2010.

II. Reports

1. President's Report

2. Curriculum Committee

The Curriculum Committee presents the following resolutions:

(a) Resolved, that the following Proposal (see attachment A) be approved:

Department of Nursing: A.A.S. Emergency Medical Services-Paramedic

(b) Resolved, that the following changes in Degree Programs be approved:

A. Department of Art

1. A.S. Fine Arts

Delete: ART 03700

Recommended Electives – 6 credits

Add: Recommended Electives – 9 credits

Selected from ART 03200, 03700, 03900, 04700, 09500, 09800

2. A.A.S. Graphic Design and Illustration

Add: Concentration in the Art of Animation

Note: Move “Recommended elective: Web Design (ART 72)” to be listed under departmental requirements

B. Department of Communications and Performing Arts

A.A.S. Broadcasting Technology and Management

1. Delete: MCB 03500

Delete: MUS 04000-04200 from Program Electives

Delete: Music Technology Concentration

Add: TEC 05300, TEC 05900 to Program Electives

2. Change in Degree Title

From: Broadcasting Technology and Management

To: Media Technology and Management

C. Liberal Arts Program

A.A. Liberal Arts

1. Add: Concentration in English: (the following statement will be placed within Group A of the existing degree) Majors electing this concentration must satisfy the literature requirement and six credits of Group A electives by selecting from the following literature and creative writing courses: Eng 03000 – 07800 excluding Eng 55

2. For the Concentration in Global and Environmental Studies:

2a. Delete: Group A; 18 credits

Add: Group A; 18-20 credits

From: Students must take the following:

Delete: Foreign Language I and II – 6 credits

To: Students must take two of the following courses:

Add: Foreign Language Level I-00100, 4 credits

Foreign Language Level II-00200, 4 credits

2b. Delete: Group B; 18 credits

Add: Group B; 15 credits

From: Students must take the following:

Delete: HIS 01700

To: Students must take one of the following History courses:

Add: HIS 01700

2c. Add: Students must take no more than 3 of the following 4-credit elective courses:

Foreign Language Level I (00100), Foreign Language Level II (00200), EPS 03800, and BIO 03300.

2d. Add: Electives: 0-3 credits

Note: delete the “If required . . . proficiency.” from the college requirements list

D. Department of Tourism and Hospitality

A.A.S. Tourism and Hospitality

Delete: TAH 07200

Add: TAH 07100

The Committee strongly suggests that any degree program description that offers concentrations or options should read “Students must select from the following concentrations:”

(c) Resolved, that the following New Courses be approved:

A. Department of Art

1. ART 04800, The Art of 3D Animation, 3 crs., 4 hrs

Prerequisite: ART 09600

2. ART 04900, The Art of Storyboarding, 3 crs., 4 hrs.

Prerequisite: ART 09600

The Curriculum Committee presents the following items for informational purposes:

*Changes in Prerequisites and/or Corequisites*

A. Department of Art

ART 09600, The Art of Animation

From: ART 04600 or 09400

To: None

B. Department of Business

ACC 03100, Cost Accounting

From: Prerequisite: ACC 01200

To: Prerequisite: ACC 01200 with a minimum grade of “C”

C. Department of Communications and Performing Arts

MCB 03800, Broadcast Management

From: MCB 03500

To: MCM 03000

D. Department of Health and Physical Education

RPE 01200, Leadership in Recreation and Physical Education

From: RPE 01100

To: None

E. Department of Tourism and Hospitality

TAH 07200, Restaurant Operations

From: TAH 00100 or TAH 07100

To: CA 00100 and CA 02100

*Changes in Credits or Hours*

A. Department of Nursing

ST 00600, Professional Strategies for the Surgical Technologist

From: 2 crs., 3 hrs.

To: 3 crs., 3 hrs.

*Changes in Catalog Descriptions*

A. Department of Business

ES 05200, Legal Issues for the Entrepreneurial and Small Firm

From: The American legal system: problems and consideration of the essential principles of the laws of business contracts and their relationship to typical business situations. Appropriate recent Federal and State Appeals Court decisions are reviewed to highlight the legal issues under consideration with special emphasis on those issues affecting the small entrepreneurial enterprise.

To: An introduction to the American Legal environment. Topics include the U.S. court system, contract law and the elements to form a contract, employment law and e-commerce, taught with a focus on the particular issues affecting today's business entrepreneur.

B. Department of Mathematics and Computer Science

CP 00500, Introduction to Computer Programming

From: Introduction to microcomputer programming used in data information environments including: microcomputer hardware, microcomputer operating systems, algorithm design using flowcharts and computer programming. Students who have completed BA 06000 or CP 00500 or CP 02800 or CIS 01100 or TECH 02500 will not receive credit for this course.

To: Introduction to microcomputer programming used in data information environments including: microcomputer hardware, microcomputer operating systems, algorithm design using flowcharts and computer programming.

*Changes in Course Titles*

Department of Communications and Performing Arts

MCB 03700

From: Broadcast Journalism

To: Writing, Directing and Performing TV News

MCB 04600

From: Broadcast Technology

To: Media Technology  
MCB 03800  
From: Broadcast Management  
To: Electronic Media Management  
MCB 03400  
From: Broadcast Advertising  
To: Advertising in Electronic Media

3. Strategic Planning and Budget Committee

- (a) The Strategic Planning and Budget Committee presents the following resolution, which is co-sponsored by the Legislative Committee:

WHEREAS, The 2005-06 Self-Study prepared for the Middle States Commission on Higher education recommended: “In coordination with strategic planning, the College Council should establish a permanent process that systematically reviews and renews the college mission, goals, and objectives, based on the assessed needs of the communities it serves”; be it therefore

RESOLVED, That the description of duties of the Committee on Strategic Planning and Budget will read as follows: (The suggested additions are in bold italics)

Strategic Planning and Budget Committee: shall review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence-based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.

The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data.

The Committee will review the information presented and report to the College Council on its review.

***Every five years, in preparation for either a Self-Study or Periodic Review Report required by the Middle States Commission on Higher Education, the Committee will facilitate a review of the College’s mission, goals, and objectives. After this review, the Committee will report to the Council on changes it proposes to the statement of mission, goals, and objectives, or it will propose reaffirmation of the current statement.***

- (b) Strategic Planning and Budget Committee report on current activities

4. Legislative Committee

- (a) The Legislative Committee presents the following resolution concerning the number of delegates and composition of the College Council:

WHEREAS, the most recent Middle States review of Kingsborough Community College recommended that “the College Council should develop and implement an ongoing plan to assess its structure, operations and effectiveness”; and

WHEREAS, the Middle States standard on Leadership and Governance mandates “the involvement of appropriate institutional constituencies in policy development and decision making”; and

WHEREAS, recent assessment of governance suggests that there exist constituencies who have been historically underrepresented as members of the College Council; be it

RESOLVED, That the College Council membership be expanded to include two additional Delegate-at-Large seats designated for eligible members of the adjunct Faculty, as defined by the College Council Constitution. Each of these seats would have two-year terms so arranged that the terms expire in successive years, with elections held each May. Voters eligible for these elections would not vote in any other Delegate-at-Large elections; and be it further

RESOLVED, That the College Council membership be expanded to include one additional Delegate-at-Large seat designated for Emeritus/Emerita Teaching Faculty. This seat would have a two-year term. Nominees for this seat would be recommended by the President of the College and appointed with the advice and consent of the College Council, with confirmation to be voted upon at the appropriate May Council meeting; and be it further

RESOLVED, that the language of the College Council Constitution in Articles I and III, and the official annual Elections Memo and Rules be revised to reflect these changes once they are enacted.

- (b) The Legislative Committee proposes the following policy change regarding department elections, and requests input and feedback from the College Council:

The Legislative Committee, in its capacity as arbiter of campus elections, proposes that its Elections Committee shall conduct and supervise the special election meetings held by each department for Departmental Delegate to the College Council, Department P&B Committee, and Department chair (where applicable).

The department’s special elections meeting (generally held every three years, in the first week of May) will be attended by members or designees of the Elections Committee who are not affiliated with that department. The Elections Committee representative(s) will bring a list of eligible voters and a copy of the relevant election rules to the meeting.

At that meeting, the Elections Committee representative(s) shall call the meeting to order and then conduct each of the departmental elections scheduled to take place, following the College's protocols. For each election, this includes:

1. Having eligible voters for each election sign in before voting.
2. Holding a secret nominations ballot for the available position(s).
3. Counting the nominations, then offering candidates the opportunity to decline.
  - a. Allowing time for discussion or statements, as desired by the eligible voters present.
4. Holding a secret elections ballot for the available position(s), then counting and announcing the results.
  - a. If vacancies remain unfilled after the first election ballot, additional nomination and election ballots will be cast according to the official rules.
5. Ratifying the results and declaring them official.

Following the conclusion of the last scheduled election, the Elections Committee representative(s) would close the elections portion of the departmental meeting and leave to report the results to the full Elections Committee.

### III. New Business