

BRONX COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

Minutes of the CURRICULUM COMMITTEE

Tuesday, February 16, 1971 - Faculty Cafeteria - 2:15 P.M.

PRESENT: Michael Steuerman, Chairman, presiding  
 N. Bindler, A. Campbell (student), R. Farrelly, J. Hamell,  
 H. Harris, F. Heinz, G. Hobbs, H. Jick, M. Kalin, M. Kanuck,  
 J. Kolliner, A. Lande, A. Levey, T. Opium (student),  
 M. Pollack, O. Rodzianko, M. Rosenstock, E. Weiss, W. Zalkin

GUESTS: J. Brand, M. Krieger

I. Approval of Minutes

The minutes of February 9 were approved.

II. Communications

A memo dated February 9 from Dr. Eagle to Prof. Steuerman informing him of a February 22 deadline for submission of items for the Student Opinion Survey, spring '71.

III. Curriculum Revision - Secretarial Studies

A.A.S. Degree in Secretarial Studies

Executive, Legal, School, and Medical Secretarial Assistant Options

\*(65-68 credits required for A.A.S. Degree)

I. Core

A. Courses required of all students

|  | <u>Credit</u> |
|--|---------------|
| English 13                                       | 3             |
| History 11 <u>or</u> 12                          | 3             |
| Speech 11  | 3             |
| **Biology 18 (or one term of any science course) | 4             |
| #Mathematics 11                                  | 3             |
|  | <hr/> 16      |

B. Areas required of all students

|  |         |
|--|---------|
| Humanities B-any course or courses in Art or Music | 3       |
| Physical Education (HLT 11-81) Activity            | 1       |
|  | <hr/> 4 |

II. Specialization Requirements-Executive Secretary Option

|                                   |          |
|-----------------------------------|----------|
| Typewriting 11, 12, 13            | 6        |
| Shorthand 11, 12, 13, 14 (Gregg)  |          |
| <u>or</u>                         |          |
| Shorthand 15, 16, 17, 18 (Pitman) | 12       |
| Sec 38 (Business Communications)  | 3        |
| Sec 41 (Secretarial Practice)     | 2        |
| +Orientation 43                   | 0        |
|                                   | <hr/> 23 |
| Business 11                       | 3        |
| Accounting 11                     | 4        |
| ***Business & Commerce Electives  | 6        |
| Social Science Elective           | 3        |
|                                   | <hr/> 16 |

Specialization Requirements-Legal Secretary Option

|                               |   |
|-------------------------------|---|
| Typewriting 11, 12, 13        | 6 |
| Shorthand 11, 12, 13 (Gregg)  |   |
| <u>or</u>                     |   |
| Shorthand 15, 16, 17 (Pitman) | 9 |



III. (continued)

|   |          |
|---|----------|
| Shorthand 31, 32 (Legal Shorthand)  | 7        |
| Sec 38 (Business Communications)  | 3        |
| Sec 41 (Secretarial Practice)   | 2        |
| *Orientation 43   | 0        |
|   | <hr/> 27 |
| Business 11   | 3        |
| Accounting 11   | 4        |
| Law 41 (Business Law)   | 3        |
| Law 47 (Legal Procedures)   | 3        |
| Social Science Elective   | 3        |
|   | <hr/> 16 |
| <u>Specialization Requirements-Medical Secretarial Assistant Option</u>         |          |
| Typewriting 11, 12, 13  | 6        |
| Biology 22, 46, 47  | 6        |
| Sec 38 (Business Communications)  | 3        |
| Sec 34, 35 (Medical Office Practice I and II)                                   | 4        |
| Law 45 (Medical Law)  | 3        |
| +Orientation 43   | 0        |
|   | <hr/> 22 |
| Business 11   | 3        |
| Accounting 11   | 4        |
|   | <hr/> 7  |
| Health 91   | 2        |
| Psychology 11 +1 Psychology elective chosen from<br>Clinical Psychology courses | 6        |
| Sociology 21  | 3        |
|   | <hr/> 11 |
| <u>Specialization Requirements-School Secretary Option</u>                      |          |
| Typewriting 11, 12, 13  | 6        |
| Shorthand 11, 12, 13, 14 ( Gregg )  |          |
| or  |          |
| Shorthand 15, 16, 17, 18 ( Pitman )   | 12       |
| Sec 38 (Business Communications)  | 3        |
| Sec 41 (Secretarial Practice)   | 2        |
| Sec 45 (School Records and Accounts)  | 2        |
| Sec 47, 48 (Educational Problems of School<br>Secretary I and II)               | 4        |
| +Orientation 43   | 0        |
|   | <hr/> 29 |
| Business 11   | 3        |
| Accounting 11   | 4        |
| Social Science Elective   | 3        |
|   | <hr/> 10 |

III. Free Electives

To complete the required minimum of 65 or maximum of 68 credits, students may take courses in any department or discipline.

Total credits 68

\*Students receiving exemption in Shorthand or Typewriting need 65 credits; others require 68 credits.

\*\*Students considering transfer to senior colleges should consult their curriculum advisors for science requirement. Students in Medical Option must take Biology 18.

\*\*\*Ret 11, Bus 51, Law 41 or any other course subject to the approval of the counselor.

#Students may qualify for advanced math placement resulting from evaluation of high school math background. Math30 is recommended for students considering transfer to a senior college.



III. (continued)

+May be waived for evening students with approval of curriculum advisors.

It was moved and seconded to approve the above revised A.A.S. Degree in Secretarial Studies for Executive, Legal, School, and Medical Secretarial Assistant Options.

Motion carried: Yes - 15      No - 1

IV. Business Department Proposal for New Courses - Cooperative Experience I (0 rec.-2 credits) and Cooperative Experience II (0 rec.-2 credits)

Prof. Pollack informed the Committee of the department acceptance to withdraw Ret. 51 from the roll of courses offered at Bronx Community College and substitute Cooperative Experience I. As a result, two courses were now being proposed for approval by the Curriculum Committee.

Prof. Krieger spoke of the grant received by the college and additional money anticipated in the future for the program. The Cooperative Experience courses will place students in local marketing houses and enable them to gain valuable experiences in their field of interest. In addition, they will have the opportunity to gain financial assistance.

Rigorous standards would be maintained and grades of P or F will be earned by the students. Student responsibilities will increase with student learning. The program will be initiated in Data Processing and be expanded into other business curricula.

Catalog Description: Cooperative Work Experience I (0 rec-2 cr)  
Cooperative Work Experience II(0 rec-2 cr)  
Conference hours to be arranged.

Students are assigned to a job with a cooperating employer for part-time work (minimum of 15 hours per week for 13 weeks a semester) under the supervision of a professional Job Coordinator. Students are compensated at the prevailing wage rate for the job they hold. To receive a passing final grade for the Internship period, each student is required to attend a periodic job review with the Job Coordinator, maintain a daily log of the job activities, prepare a semester report analyzing the problems and procedures of the organization where the student is assigned, demonstrate the proper job attitude, receive a satisfactory job accomplishment evaluation from the employer.  
Prerequisite: Fully matriculated students carrying a minimum of 12 credits per semester, and satisfactorily completed 30 credits in the chosen curriculum pattern for Cooperative Work Experience I, 45 credits for Cooperative Work Experience II.

It was moved and seconded to approve Cooperative Experience I (0 rec-2 credits) and Cooperative Experience II (0 rec-2 cr.)

Motion carried: Yes - 17      No - 0



V. Business Department Proposal for Curricula Revision in Business Administration and Business Teaching

Proposed  
Business Administration & Business Teaching  
Curricula Patterns (Transfer)

|   | <u>Credits</u> |
|---|----------------|
| <b>I. <u>Core</u></b>   |                |
| <b>A. <u>Courses Required of All Students</u></b>   |                |
| English 13, 14  | 6              |
| Speech 11, 21 (for Business Teaching, Distributive Education Option, only SPH 11 is required)   | 3-5            |
| History 11 <u>or</u> 12   | 3              |
| Modern Language (for Business Administration: two courses in conversation or reading are required for all students who have not completed three years of a language in high school; for teaching: one course in Spanish conversation required for those who have not had three years of Spanish in high school) | 0-8            |
| Physical Education (two courses to be selected)   | 2              |
| Mathematics 30 <u>or</u> 31   | 4              |
| Any Art or Music courses (only one credit may be chosen in the Accounting Option)   | 1-3            |
|   | 19-31          |
| <b>B. <u>Areas Required of All Students</u></b>   |                |
| Social Sciences and History (choose two)<br>To be chosen from: History, Philosophy, Political Science, Psychology, or Sociology.<br>(only one course may be chosen in History)  | 6              |
| Science (choose one)<br>To be chosen from Biology 11, Chemistry 11, or Physics 11.  | 4              |
|   | 10             |
| <b>II. <u>Option Requirements - Business Administration</u></b>   |                |
| <b>1. <u>Business Administration-Accounting Option</u></b>  |                |
| <b>A. <u>Business Courses</u></b>   |                |
| Accounting 11, 12, 13, 14   | 16             |
| Business 41, 51   | 6              |
| Economics 21 <u>or</u> 22   | 3              |
| Law 41  | 3              |
|   | 28             |
| <b>B. Core A (Art or Music, only one credit may be taken)</b>   | 21-29          |
| <b>C. Core B</b>  | 10             |
| <b>D. Electives</b><br>Where the language requirements have been fulfilled, the student must select one course in Marketing (Ret 11)  | 0-8            |
|   | 67             |
| <b>2. <u>Business Administration (Management Option)</u></b>  |                |
| <b>A. <u>Business Courses</u></b>   |                |
| Accounting 11, 12   | 8              |
| Business 41, 51   | 6              |
| Data Processing 30 or Finance 31  | 3              |
| Economics 21  | 3              |
| Law 41  | 3              |
| Retailing 11  | 3              |
|   | 26             |
| <b>B. Core A</b>  | 21-31          |
| <b>C. Core B</b>  | 10             |



V. (continued)

|   |                                    |              |
|---|------------------------------------|--------------|
| 2. D. Electives   |                                    | 0-8          |
|   | Total Management Option            | <u>65-67</u> |
| 3. Business Administration (Retailing Option)                               |                                    |              |
| A. Business Courses   |                                    |              |
| Accounting 11   |                                    | 4            |
| Business 41   |                                    | 3            |
| Data Processing 30  |                                    | 3            |
| Economics 21  |                                    | 3            |
| Law 41  |                                    | 3            |
| Retailing 11, 33, 35, 41  |                                    | <u>11</u>    |
|   |                                    | 27           |
| B. Core A   |                                    | 21-31        |
| C. Core B   |                                    | 10           |
| D. Electives  |                                    | <u>0-8</u>   |
|   | Total Retailing Option             | <u>66-68</u> |
| III. <u>Option Requirements-Business Teaching</u>                           |                                    |              |
| 1. Business Teaching Curriculum (High School Distributive Education Option) |                                    |              |
| A. Business Courses   |                                    |              |
| Accounting 11   |                                    | 4            |
| Business 11   |                                    | 3            |
| Economics 21  |                                    | 3            |
| Law 41  |                                    | 3            |
| Retailing 11, 13, 31, 33, 35  |                                    | <u>15</u>    |
|   |                                    | 28           |
| B. Core A (Art or Music, only one credit may be taken)                      |                                    | 19-29        |
| C. Core B   |                                    | 10           |
| D. Electives  |                                    | <u>0-8</u>   |
|   | Total H.S. Distributive Ed. Option | <u>65-67</u> |
| 2. Business Teaching (High School Bookkeeping and Accounting Option)        |                                    |              |
| A. Business Courses   |                                    |              |
| Accounting 11, 12, 13   |                                    | 12           |
| Business 11, 51   |                                    | 6            |
| Economics 21  |                                    | 3            |
| Law 41  |                                    | 3            |
| Retailing 11  |                                    | <u>3</u>     |
|   |                                    | 27           |
| B. Core A   |                                    | 21-31        |
| C. Core B   |                                    | 10           |
| D. Electives  |                                    | <u>0-8</u>   |
|   | Total Credits                      | <u>66-68</u> |

It was moved and seconded to approve the revision of the Business Administration Curricula Transfer Options for Accounting, Management and Retailing, and Business Teaching Options for High School Distributive Education & High School Bookkeeping and Accounting.

Motion carried: Yes - 16      No - 0

VI. Liberal Arts and Sciences - Art Option (A.A. degree)

Dr. Heinz explained the need for the curriculum; it was to prepare potential art majors with a proper foundation to pursue an art specialization at a senior college.



VI. (continued)

It was recommended by some members of the Curriculum Committee that the basic Liberal Arts core be utilized in this curriculum. Objection was expressed over the omission of Math from the core.

A letter was presented from the Art Department Chairman of Lehman College, confirming acceptance of all courses in the proposed curriculum.

Discussion to continue at the next meeting.

VII. The meeting adjourned at 4:10 P.M.

Respectfully submitted,

*Michael J. Kanuck*

Michael J. Kanuck *MJK*  
Secretary

MJK:gk