

MINUTES OF THE  
CURRICULUM COMMITTEE  
BRONX COMMUNITY COLLEGE

I. CALL TO ORDER

The meeting was convened at 2:15 p.m. by Dr. B. Witlieb, Chairperson.

II. ATTENDANCE

- A. Department Representatives: A. Cosentino, J. D'Angelo, D. Davidson, B. Ettinger, J. Furst, A. Galub, A. Glasser, J. Juechter, M. Kanuck, J. Kolliner, P. Lalli, A. Levey, J. Ryan, J. Seals, H. Stein, H. Tyson, H. Weiman, B. Witlieb
- B. Division Coordinators: A. Hirshfield
- C. Office of the Dean of Academic Affairs: A. Resto
- D. Guests: R. Kor, F. Terrell

III. CORRESPONDENCE AND ANNOUNCEMENTS

- A. Letter from Dr. M. Salzberg to Dean Polowczyk indicating the Music and Art Department will be presenting a proposal for a new curriculum in commercial art leading to an A.A.S. degree.
- B. Prof. Ryan indicated that several departments have not responded to the request for course evaluation. Letters will be sent to alert these departments.
- C. Cancellation of Agenda Item 4C,1, Elimination of CMV 96 as a prerequisite to AVT 12. Postponed to later date.
- D. Advanced Legal Research and Writing will be numbered as Law 96; the present Legal Research and Writing will be Law 95.

IV. OLD BUSINESS

- A. Motion: A recommendation be sent to the scheduling office and the college relations office in charge of the College Catalogue that the codification of experimental courses and programs include a character that identifies them as experimental.

Approved: 11-5-2



- B. Donald Canty, Library and Learning Resource Dept., Distribution of a proposal for a new course:

Television Editing and Post Production Techniques, AVT 23.

Discussion followed.

- C. Discussion of Law Office Management (B & C Dept.)

1. Motion: That Law Office Management be accepted by Committee. Motion deferred until the Committee is in possession of the official description.  
(Received at 3:45 p.m.)

Course: Introduction to Law Office Management

Text: Relevant Special Material will be duplicated for distribution

Course Description - 1 rec - 1 cr

An introductory survey of principal areas of law office management. These include docket control, calendar monitoring, bookkeeping/accounting systems for timekeeping, functions of a law library, filing, office equipment and supplies, and physical facilities.

Corequisites: ENG 02 or RDL 02, if required.

Approved: 13-3-2

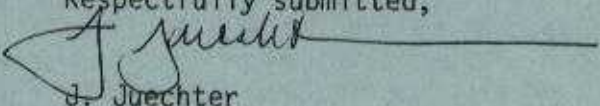
- D. Blanch Ettinger: Secretarial Studies. Distribution of a new course, "Keyboarding for Computers" (non-secretarial major).

No action Possible

V. ADJOURNMENT

The meeting was adjourned at 4:02 p.m. The next meeting will be Tuesday, April 12, 1983 at 2:15 p.m.

Respectfully submitted,

  
J. Juechter  
Secretary Pro Tem

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