I. ATTENDANCE

Department Representatives

Dean of Academic Affairs
J. Rempson

Registrar
A. Glasser

Division Coordinators
F. Costello, A. Fuller

Student Government
R. Kassner

Guest
I. Dutra

II. The meeting was called to order at 2:20 p.m.

III. MINUTES OF THE MEETING OF SEPTEMBER 23, 1986

It was noted that the page attached to the minutes of the meeting of September 23, 1986, and numbered 51A, is to be appended to the Minutes of 1985-86, and does not form part of the current minutes of the Curriculum Committee.

The minutes were corrected to indicate that the name of one of the representatives of the Student Government is A. Nunez, not A. Munez.

IV. COMMUNICATIONS AND ANNOUNCEMENTS

Professor Huang will replace Professor Levey as representative from the Department of Nursing.

Professor Lal will replace Professor Prince as representative from the Department of Physics.

Responding to correspondence between the Dean of Academic Affairs and the Principal of the University Heights High School, which is to be
housed on campus, Professor Ryan will address an invitation to the Principal of the High School to attend meetings of the Curriculum Committee.

The Chair reported that all committee items reported out to the College Senate had been acted upon by that body, with the exception of the proposal to designate MTH 12 as an acceptable College-level course for students in Liberal Arts curricula. That item was debated, but no final determination was reached by the Senate.

The Chair reminded those departments that had not already done so to forward formal notification of the appointment of their respective representatives.

The Chair distributed copies of the charge of the Subcommittee on Course Evaluation. (See below.) The Chair urged those departments which had not yet done so to forward the appropriate materials to the Subcommittee, or to complete submissions already under way.

At the unanimous request of the members, the Chair agreed to draft and submit an appropriate motion in recognition of Professor Levey's retirement and long and useful service to the Committee.

V. OLD BUSINESS

The roster of the Subcommittee on Continuing Education was completed when Professor Terrell was unanimously elected to the Subcommittee.

VI. NEW BUSINESS

A. The Department of Business distributed materials relating to a new 3-credit course combining LAW 17 and LAW 18, to be titled "Introduction to Law Office Management and Computers," and intended to form part of the Paralegal Lawyer's Assistant Curriculum.

No action was possible at this time. Questions were addressed to Professor Terrell, the department representative, which will be answered at the next meeting of the Committee.

B. The Department of English offered a motion relating to the exemption of ESL students from the requirement that they pass the CUNY Writing Assessment Test (WAT) for placement in ENG 11.

A point of order raised by Dean Rempson was tentatively ruled out of order by the Chair, in the light of subsequent Senate approval of action taken by the Committee last year on this subject. However, Dr. Rempson was requested to submit his point of order in writing when the Committee continues its discussion of the motion.
C. It was agreed that the Committee would meet on October 21, 1986 and November 18, 1986.

VII. ADJOURNMENT

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Arthur L. Galub
Secretary pro tem
TO: Members of the Curriculum Committee
   for Course Evaluation—
   D. Canty, A. Cosentino, A. Fuller,
   A. Glasser (ex officio), F. Terrell

FROM: James D. Ryan, Chairman, Curriculum Committee

SUBJECT: Charge to the Subcommittee on Course Evaluation

Thank you for your willingness to serve on this important standing subcommittee and congratulations on your election.

On April 8, 1986, the Curriculum Committee received without dissent an amended report from the Subcommittee on Course Evaluation recommending a restructuring of the Subcommittee on Course Evaluation. Accordingly, the subcommittee now has the following tasks as its charge:

A. Complete the evaluation of college courses undertaken by the original subcommittee during the period 1982-1985. This will require that the following steps be taken:

1) Follow-up with delinquent departments that did not respond to requests from the original committee for self-studies of their courses. You can accomplish this by (a) encouraging these departments to comply with the original requests and follow the original evaluation model, (b) devising new requests and create a new evaluation model for these courses, which were not evaluated by the prior subcommittee, undertaking an evaluation, using college resources (extra-department), in the event that departments do not cooperate with you.

The following table shows the departments that failed to respond to the previous subcommittee. The years in parenthesis are the academic years in which no response was received (NOTE: The previous committee evaluated 1/3 of each department's total course list in each of three years).

<table>
<thead>
<tr>
<th>Department</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>(82-83, 83-84, 84-85)</td>
</tr>
<tr>
<td>Engineering Tech</td>
<td>(82-83, 83-84, 84-85)</td>
</tr>
<tr>
<td>Communications Arts &amp; Science</td>
<td>(83-84)</td>
</tr>
<tr>
<td>Physics</td>
<td>(83-84, 84-85)</td>
</tr>
<tr>
<td>English</td>
<td>(84-85)</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>(84-85)</td>
</tr>
</tbody>
</table>

2) Complete the evaluation for those departments that submitted material after the final meeting of the previous subcommittee (March 12, 1985). Such material has been received and is on file for the following departments:

<table>
<thead>
<tr>
<th>Department</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>(supplemented material for 84-85)</td>
</tr>
<tr>
<td>Music &amp; Art</td>
<td>(83-84, 84-85)</td>
</tr>
<tr>
<td>Secretarial Studies</td>
<td>(83-84, 84-85)</td>
</tr>
<tr>
<td>Social Science</td>
<td>(82-83, 83-84, 84-85)</td>
</tr>
<tr>
<td>Student Development</td>
<td>(84-85)</td>
</tr>
</tbody>
</table>
B. Undertake a systematic evaluation of all new and revised courses. As part of this evaluation, you should:

1) Establish a list of courses adopted or revised since 1983-84.

2) Gather data concerning these courses between 2 and 3 years after their adoption.

3) Evaluate them.

4) Report the results of your evaluations back to the full committee.

In evaluating new or revised courses, please be guided by the work of the prior subcommittee, but do not feel bound to follow in that pattern. If you materially change the criteria for evaluation, however, please report such changes back to the Curriculum Committee and obtain the full committee's approval before any new criteria for evaluation are implemented.

After you have met and constituted yourselves as a working group, I will be happy to meet with you all or with your elected chairman and convey to you the subcommittee files.

JDR: f