

BRONX COMMUNITY COLLEGE
of The City University of New York

MINUTES OF THE CURRICULUM COMMITTEE

Tuesday, March 21, 1989
Vol. 1988-89 No. 8
South Hall Conference Room

I. Attendance

P. Baskett, A. Cosentino, F. Donnangelo, S. Friedlander, A. Galub,
M. Kanuck, N. McLaughlin, M. Pulver, J. Ryan, presiding, P. Schira
P. Schwartz, S. Schwartz, M. Shopkow, J. Todaro, M. Todorvich,
M. Wise, B. Witlieb

Dean of Academic Affairs

A. Fuller

Registrar

A. Glasser

Division Coordinators

J. Graham, M. Wenzel

Guests

B. Ettinger, N. Grill, A. Wolk

II. The meeting was called to order at 2:19 P.M.

III. The minutes of March 7, 1989 were approved as submitted.

IV. Correspondence and Announcements
No correspondence or announcements were submitted.

V. Old Business

A. Change in Title and Course Description for an existing course -
Law 47 (Department of Business)

1. Request to change - title of Law 47 from "Introduction to Paralegalism and Legal Procedures" to "Introduction to Paralegalism and Civil Procedures"
2. Request to change course description of Law 47 (see attachment A).

Motion to make these changes passed 18-0-0 with no discussion.

B. Proposed New Course (Department of Business)

1. Proposal to create "Survey of Law and Paralegal Studies"
1 lecture , 1 credit was moved (see attachment B)

Motion passed 13-7-0 with no discussion.

C. Change in Prerequisite and Co-requisite for existing courses (Department of Physics).

1. Proposal to change the prerequisites for AST 11 and AST 18 from MTH 05 and RDL 02 to MTH 03, or permission of the department.
2. Proposal to change the co-requisite for AST 11 and AST 18 from ENG 02 to ENG 02 or RDL 02 if required.
3. Proposal to change the prerequisite for AST 12 from MTH 06 or equivalent to MTH 03 or permission of the department.
4. Proposal to add ENG 02 or RDL 02 if required, as co-requisites for AST 12.

Mr. Todorovich made a distribution and a discussion of the changes in the mathematics requirement followed. There also followed a discussion about AST 11 and AST 12 not being sequential courses and the differences in the courses was stressed by the department.

Chairperson Ryan requested the committee ^{to} decide on a course of action. No motion was made and the Chairperson ruled the item would return to the agenda for the next meeting. A request for the Syllabi for the Astronomy courses was made.

D. Changes in the Title and or Number for Existing Courses (Department of Secretarial Studies).

1. Motion made by M. Wise to approve a package of changes in courses and or numbers of existing courses (see attachment C, C1, C2)

Motion for changes was approved 21-0-0.

E. Changes in Title and Requirements for an Existing Certificate Program (Department of Secretarial Studies).

1. B. Ettinger responded to questions regarding the proposed changes in the certificate program in Word Processing.
 - a. Communications Department suggested the replacement of CMS 12 with CMS 20. The department will take this suggestion under advisement.

This proposal will be returned to the agenda for possible action at the next meeting.

F. Changes in Curricula Options (Department of Business) (See attachment D, D1, D2)

Motion to approve the requested changes was passed 19-2-0.

G. Change in Credit Value for an Existing Courses (Department of Special Education Services).

1. The Department of Special Education Services requested a postponement of this item to the next meeting of the Committee.

Note: February 21, 1989 minute - Item 1v-3 should read three credits.

VI. New Business

- A. Proposed New Experimental Course (Department of English).
 - 1. N. Gill presented a new course (ENG 10) which is being offered on an experimental basis, for committee endorsement.
 - 2. Professors Grill and Witlieb responded to questions regarding this course which is currently running with an enrollment of approximately 50 students in two sections.

- B. Proposed New Course (Department of Secretarial Studies).
 - 1. B. Ettinger responded to questions regarding a proposed new course "Word Processing For Non-Secretarial Majors".
 - a. The emphasis on this new course is the production of documents using word processing software packages.

The proposal will return to the agenda at the next meeting.

VII. The meeting was adjourned at 4:00 P.M. The next meeting is scheduled for Tuesday, April 4, in the South Hall Conference Room.

Respectfully submitted



Allan Glasser
Secretary Pro-Tem

PART A: Academic Affairs
SECTION AIII: Changes in Existing Course Name and Description
PROPOSED: That the course name and description for LAW 47
be changed

BUSINESS DEPARTMENT (PARALEGAL STUDIES)

From: LAW 47
Introduction to Paralegalism and Legal Procedures
- Common, statutory and constitutional law; the
judicial system, proceedings, civil and criminal,
from initiation to enforcement and judgment. Role
of the paralegal.

To: LAW 47
Introduction to Paralegalism and Civil Procedures
- Common, statutory and constitutional law; the
judicial system, civil proceedings from initiation
to enforcement and judgment. Role of the paralegal.

Explanation: New name and description more accurately describes
content of the course.

PART A: Academic Affairs Curricular Items

SECTION AII: New Course

PROPOSED: LAW 16 - Survey of the Law and Paralegal Studies (1 credit)

Course Description: Survey of the law, touching upon: All of the law courses offered in the BCC Paralegal Studies Program; the legal profession, its ethical problems and considerations; the role of paralegals within the legal system; and career goals and employment opportunities available to paralegals.

Corequisite: ENG 02 or RDL⁰² if required. For students who have completed up to 9 law course credits or with special permission of the department.

DEPARTMENT OF BUSINESS (PARALEGAL STUDIES)

RATIONALE: Provide the paralegal student, as well as other students who are seeking a major, with a comprehensive survey (preview or review) of the law and the BCC Paralegal career curriculum. This smorgasbord type of course will enable students to better understand and grasp the structure, purpose and day-to-day workings of the legal profession.

The course will not be part of the mandated Paralegal Studies curriculum, but can be taken voluntarily at the beginning or at the end of the paralegal student's course of study. It can also be offered in conjunction with continuing education courses outside the college.

This type of curriculum gestalt would greatly enhance learning ability and retention.

CURRICULUM ITEMS

PART A: Academic Affairs
SECTION AIV: Change in Course Title

SECRETARIAL STUDIES

PROPOSED:

FROM

WPR 21 - Word Processing Administration
WPR 22 - Word Processing Office Simulation

TO

WPR 21 - Information Processing Applications and Administration- 3 cr
WPR 22 - Information Processing Office Simulation - 3 cr.

RATIONALE: Information processing is the current terminology being used in business environments. It more accurately reflects the broad scope of the responsibilities of secretaries working in a technological setting.

CURRICULUM ITEMS

PART A: Academic Affairs

SECTION AIV: Change in Course Title

SECRETARIAL STUDIES

PROPOSED:

<u>FROM</u>	<u>TO</u>	<u>CREDITS</u>
SEC 41 - Secretarial Practice	SEC 41 - Office Procedures	2
SEC 35 - Medical Office Practice and Management	SEC 35 - Medical Office Procedures and Management	2

RATIONALE: In office environments, more emphasis is placed on procedural methods rather than practices, which implies applications.

CURRICULUM ITEMS

PART A: Academic Affairs
 SECTION AIV: Change in Course Title
 SECRETARIAL STUDIES
 PROPOSED:

<u>FROM</u>	<u>TO</u>	<u>CREDITS</u>
TYP 11 - Typewriting 1	KEY 11 - Keyboarding 1	2
TYP 12 - Typewriting 2	KEY 12 - Keyboarding 2	2
TYP 13 - Typewriting 3	KEY 13 - Keyboarding 3	2
TYP 14 - Typewriting 4	KEY 14 - Keyboarding 4	3
TYP 01 - Refresher Typewriting	KEY 01 - Refresher Keyboarding	0

RATIONALE: Keyboarding is the generic term currently being used in educational institutions.

BRONX COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
3/15/88 REV 1/18/89 DEPARTMENT OF BUSINESS

PROPOSED CURRICULUM
BUSINESS CAREER CURRICULUM 65-66 cr.
Marketing Management Specialization
Management of the Retail Enterprise Option
COURSE TITLE CREDITS

FIRST SEMESTER

ENG 11	Fund. of Written Comp. I	3
BUS 11	Business Mathematics	3
CMS 11	Fund. Communications	3
MKT 11	Principles of Marketing	3
DAT 33	Microcomputer Applications or	
DAT 34	Macintosh Facilities	2
PEA XX	Physical Education	1
		15 cr.

SECOND SEMESTER

ACC 11	Fund. Accounting I	4
MTH 12	Intro. to Math. Thought	3
BUS 51	Bus. Org. and Management	3
MKT 32	Principles of selling	3
ENG 12	Fund. of Written Comp II or	
ENG 14	Written Comp & Prose	or
ENG 15	Written Comp & Drama	3
		16

THIRD SEMESTER

HIS 10	Hist. of the Mod. World	3
ECO 11	Micro or	
ECO 12	Macro Economics	3
SCI xx	Chm 10 or BIO 18 or AST 18	3-4
ART 10	Art Survey or	
MUS 10	Music Survey	1
LAW 41	Business Law	3
PEA xx	Physical Education	1
		15-16 cr.

FOURTH SEMESTER

33	Coop. Work Experience	4
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FIFTH SEMESTER

MKT 51	Channel Management and Physical Distribution	3
MKT 33	Retail Buying Techniques	3
BUS 21	Small Business Mgt or	
FIN 31	Principles of Finance or	
MKT 43	Principles of Advertising	3
MKT 41	Mgt. of Retail Operations	3
#	Elective	3
		15 cr.

one course from Art, Communications Eng., Hist., Mod. Lang, Music, Soc. Science.

CURRENT CURRICULUM
BUSINESS CAREER
Marketing Management & Sales

COURSE TITLE CREDITS
FIRST SEMESTER

ENG 11	Fund. of Eng. Comp I	3
BUS 11	Business Mathematics	3
BUS 10	Introduction to Business	3
CMS 11	Fund. Communications	3
MKT 11	Principles of Marketing	3
PEA xx		1
		16 cr

SECOND SEMESTER

ACC 11	Fund. Accounting I	4
MTH 12	Intro. to Math. Thought	3
MKT 18	Consumer Behavior	3
MKT 41	Mgt. of Retail Operations	3
#	Elective	3
PEA xx		1
		17 cr

THIRD SEMESTER

CWE 33	Coop. Work Experience	4 cr
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FOURTH SEMESTER

MKT 43	Principles of Advertising	3
HIS 10	Hist. of the Modern World	3
ECO 11	or	
ECO 12	Micro or Macro Economics	3
SCI xx	BIO 18 or AST 18	3-4
ART 10	or	
MUS 10	Art or Music Survey	1
		13-14 cr.

FIFTH SEMESTER

MKT 70	International Mrktng.	3
BUS 51	Bus. Org. & Management	3
DAT 30	Introduction to Systems	3
#	Elective	3
LAW 41	Business Law	3
		15 cr.

two courses from Art, Communications
English, Music, Mod. Lang., Hist,
or Soc. Science.

BRONX COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF BUSINESS

PROPOSED CURRICULUM REV 1/18/89
BUSINESS CAREER CURRICULUM 64-65 cr.
Marketing Management Specialization
Small Business Management Option

COURSE TITLE	CREDITS
FIRST SEMESTER	
ENG 11 Fund. of Written Comp. I	3
BUS 11 Business Mathematics	3
BUS 10 Introduction to Business	3
CMS 11 Fund. Communications	3
MKT 11 Principles of Marketing	3
	15 cr.
SECOND SEMESTER	
ACC 11 Fund. Accounting I	4
DAT 33 Microcomputer Applications	2
BUS 51 Bus. Org. and Management	3
MKT 43 Principles of Advert.	3
ENG 12 Fund. of Written Comp II or	
ENG 14 Written Comp & Prose or	
ENG 15 Written Comp & Drama	3
PEA xx Physical Education	1
	16
THIRD SEMESTER	
HIS 10 Hist. of the Mod. World	3
MTH 12 Intro to Math. Thought	3
PEA xx Physical Education	
SCI xx Chm 10 or BIO 18 or AST 18	3-4
ART 10 Art Survey or	
MUS 10 Music Survey	1
LAW 41 Business Law	3
	14-15 cr.
33 Coop. Work Experience	4 cr.
FIFTH SEMESTER	
BUS 21 Small Business Management	3
# Elective	3
MKT 51 Channel Management and Physical Distribution	3
MKT 41 Management of Ret Operations	3
ECO 11 Micro or	
ECO 12 Macro Economics	3
	15 cr.
One course from ART, Communications, Eng., Mus., Mod Lang., Hist., Soc. or Science	

CURRENT CURRICULUM
BUSINESS CAREER
Marketing Management & Sales

COURSE TITLE	CREDITS
FIRST SEMESTER	
ENG 11 Fund. of Eng. Comp I	3
BUS 11 Business Mathematics	3
BUS 10 Introduction to Business	3
CMS 11 Fund. Communications	3
MKT 11 Principles of Marketing	3
PEA xx	1
	16 cr
SECOND SEMESTER	
ACC 11 Fund. Accounting I	4
MTH 12 Intro. to Math. Thought	3
MKT 18 Consumer Behavior	3
MKT 41 Mgt. of Retail Operations	3
# Elective	3
PEA xx	1
	17 cr.
THIRD SEMESTER	
CWE 33 Coop. Work Experience	4 cr.
FOURTH SEMESTER	
MKT 43 Principles of Advertising	3
HIS 10 Hist. of the Modern World	3
ECO 11 or	
ECO 12 Micro or Macro Economics	3
SCI xx BIO 18 or AST 18	3-4
ART 10 or	
MUS 10 Art or Music Survey	1
	3-14 cr.
FOURTH SEMESTER	
MKT 70 International Mrktng.	3
BUS 51 Bus. Org. & Management	3
DAT 30 Introduction to Systems	3
# Elective	3
LAW 41 Business Law	3
	15 cr.
# Two courses from Art, Communication, English, Music, Mod. Lang., Hist., or Soc. Science.	