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


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. Advance 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


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,

[Signature]

J. L. Chelton
Secretary Pro Tem