

Lehman College
City University of New York
Minutes of the Meeting of March 24, 2010
Senate Undergraduate Committee on Curriculum

Present: Amoama, C.; Badru, L.; Banoum, B.; Bennet, M.; Feinerman, R.; Jacobson, B.; Peruyero, C.; Whittaker, R.

A quorum was present. All votes taken were unanimous.

1. The minutes of the meeting of March 17, 2010 were approved.
2. The committee approved a proposal from the Department of Latin American and Puerto Studies to change the title of LAC 312.
3. A proposal from the Department of Social Work to change the program description of the 55 credit major in Social Work, B.A., was approved.
4. The committee approved proposals from the Department of Social Work to change the course descriptions and pre- and co-requisites of SWK 305, SWK 306, SWK 311 and SWK 312, pending minor editing.
5. The committee approved proposals from the General Education liaisons to move POL 217 from Area II of the Distribution Calendar into Area I.
6. The committee approved proposals from the General Education liaisons to add the following courses to the Distribution Calendar: AAS 225 in Area II, WST 220 in Area V, and PHI 169 and PHI 177 in Area VII.
7. The committee discussed the latest draft of the “New Procedure for Submission of Curricular Changes” circulated by the Provost’s office.

First, the UCC feels that proposals should be directed to one person, preferably in the Provost’s office, who formats the proposals, enters their submission into a data base that tracks the submissions and then distributes them to Deans, Department Chairs, members of the UCC, the Student Conference and all members of the faculty.

Second, if it is not feasible for proposals to be sent to the Provost’s office for formatting and they are to be routed instead to the respective Dean’s offices, then the UCC reiterates its resolution of last fall that Departments should simultaneously send their proposals to the Chair of the Undergraduate or Graduate Curriculum Committees and the respective Deans.

However, the UCC strongly feels that having a committee (indeed 3

committees) responsible for the formatting is both inefficient and impractical. Although members would like to see one person in the Provost's office be responsible for this task it also believes it is possible for the formatting to be handled by one person in the respective Dean's offices. The Dean and Associate Dean of Arts and Humanities have done a remarkable job with the formatting this year and that would be a helpful model to follow.

Members of the UCC also think it would be instructive to explain the type of "review" the Divisional Curriculum Committees are expected to do. In addition, it suggests that the flow chart indicate that other interested parties may conduct a "review". Presumably these divisional faculty committees are appointed by the Deans. Conceivably, students and interested faculty could also form ad hoc committees and conduct similar reviews. We suggest that the possible formation of these ancillary committees also appear in the flow chart, not as a mandate but as an invitation. We might also add that "review" by Divisional committee has been a procedure used in the past creation of interdisciplinary programs.

The committee is concerned with acting on proposals in a timely manner and would like to suggest some safeguards to reflect this concern. It suggests that Step 3 of the flow chart read that Senate curriculum Committees wait for a week to ten days after proposals have been circulated to the college before taking action. This interval gives sufficient time for interested parties and committees to meet and communicate any concerns to the Committee, it also insures that new proposals will be taken up without any further delay. The committee would like to see more involvement in curriculum by divisional curriculum committees, student and faculty ad hoc committees as well as interested individual administrators, faculty members and students. Committees or individuals should transmit concerns about proposals to the UCC Chair who will decide whether to ask interested parties to come to the UCC meeting to discuss their concerns or even call a hearing if the concerns seem widespread.

Finally, in order to insure continuity and accuracy, the committee recommends that the person who prepares the approved items for the Chancellor's Report after approved by the Senate should be the same person who formats the original proposals for distribution to the college.

The committee looks forward to discussing our concerns with the Provost. We feel confident that by working together we will be able to enact procedural curriculum changes that will be of benefit to the entire Lehman Community.

8. The next meeting will be held when warranted by sufficient data items.

Respectfully submitted,
Barbara Jacobson
Secretary, pro tempore