

Queensborough Community College
The City University of New York

MINUTES
of the December 10, 2013
Academic Senate

President Diane Call called the fourth regularly scheduled meeting of the Academic Senate to order at 3:18 p.m.

I. Attendance:

57 votes were recorded at the time attendance was taken; 60 members of the Academic Senate cast votes during the meeting. (See the Voting Report below.)

Absentees:

Georgiana Albanese	Mangala Tawde	17
Georgina Colallilo	Paul Weiss	
Sasan Karimi	Eileen White	
Isabella Lizzul	Reuvain Zahavy	
Paul Marchese	Ngawang Yangki	
Jose Osorio	Chaojun Dong	
Dion Pincus	Latiffa Facey	
Andrea Salis	Benjamin Linsy	
Julian Stark		

II. Consideration of minutes of the November 12, 2013:

- A motion was made, seconded, and unanimously adopted to approve the November 12, 2013 minutes as presented (see *Attachment A of the December 10, 2013 Agenda*).

III. Communications from President Call: President Call referred to her written report (*Attachment B of the December 10, 2013 Agenda*)

- President Call provided the Academic Senate with an enrollment update, indicating that both Winter Session and Spring enrollment were underway. She said that although the College did not want to increase any further, we do want to hold on to current students. To that end, she said, the College retention rate is slightly up. She thanked departments for offering Winter Session courses for students and explained how the College is offering Winter Session Merit Scholarships for students who are within three or four credits of completing half of their degrees in one calendar year.
- President Call thanked the staff and faculty for their work on the Saturday, November 9 open house, which was well-attended.
- President Call acknowledged the successes of faculty who have won grants and other awards, especially those who will be honored at CUNY’s Annual Salute to Scholars Reception on December 11: Dr. Megan Elias (History), Dr. Sharon Ellerton (Biology), Dr. Nidhi Gadura (Biology), Dr. Urszula Golebiewska (Biology), Dr. Tirandai Hemraj-Benny (Chemistry), Dr. Susan McLaughlin (Biology), Dr. Andrea Salis (HPED) and Professor Aaron Slodounik (Art & Design).

- 45 • President Call said that the College was still accepting applications and working with faculty to
46 prepare applications for PSC-CUNY Research Awards Program. She suggested that if anyone
47 was interested at this point they should contact the Sponsored Programs office for assistance.
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- 49 • President Call congratulated students who won awards, including the annual Biomedical
50 Research Conference for Minority Students (ABRCMS) held November 12-16 and also two
51 students who won Grainger Tools for Tomorrow Scholarship awards.
52
- 53 • In her report, President Call asked for help from faculty identifying students for the Phi Theta
54 Kappa National Honor Society and acknowledged the work of Dr. Emily Tai and Dr. Paris
55 Svoronos in leading that effort.
56
- 57 • President Call mentioned two upcoming events: the Nursing Department's Candlelighting
58 ceremony for recent graduates on January 8th and the Convocation of the College on Friday,
59 January 24th, where she said the College would get to meet the new Provost and Senior Vice
60 President for Academic Affairs, Dr. Michael Reiner.
61
- 62 • President Call acknowledged Dr. Reiner, who was in attendance at the Academic Senate.
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- 64 • President Call asked Dr. Birchfield to provide an update on the Early College Initiative. Dr.
65 Birchfield described the process as very preliminary, with only some conference calls and an
66 initial kickoff meeting having happened to date. She did provide the working name for the school,
67 B-Tech, which underscores the focus on business and technology at the school. Dr. Birchfield
68 indicated that a curriculum planning committee had been formed, including Dr. Birchfield, Dr.
69 Francis and the Chairs of Business, Math, English and a representative of the SAP corporation.
70 She also described the Steering Committee, which will include some QCC department
71 chairpersons, but also representatives from SAP and the new high school principal. Dr. Birchfield
72 said that they would be meeting to discuss which degrees might be offered, since the
73 departments involved offer a number of different degrees.
74
- 75 • President Call announced that retired Engineering Technology Professor Jackson Lum and his
76 wife Muriel have established a \$100,000 endowed scholarship fund for the students in technology
77 programs. She acknowledged Professor Lum who was in attendance at the Academic Senate
78 and thanked the Department of Engineering Technology for hosting Professor Lum and his wife
79 during their visit to the campus.
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82 **IV. Senate Steering Committee Report:**

Chair Pecorino referred to his written report:
(Attachment C of the December 10, 2013 Agenda)
focusing on some of the following:

- 86 • Chair Pecorino described a project to increase the number of positions available for committees
87 of the Academic Senate and he indicated that the proposals would be brought forward to the
88 Senate in February 2014. This will include an increase in the number of spots available for
89 service, but also instituting three year terms for service on committees, with overlapping terms.
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- 91 • Chair Pecorino described updates to the Academic Senate website. Major updates include:
92 information about the charge of each committee; a space for candidates for the Senate to include
93 a brief statement about themselves and/or their views.
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- 95 • Vice Chair Tai thanked the chairs of the committees of the Academic Senate for their work in
96 assembling information about each committee for the website.
97
- 98 • Chair Pecorino, in response to concerns about the ability of the committees to make quorum,
99 discussed the idea that perhaps some work needed to be done to standardize committee
100 meeting times, noting in the past that committees for the most part met on Tuesday afternoons.

101 Such stabilization of committee meeting times would most likely aid in student member
 102 participation at committee meetings.
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104 **V. Monthly Reports of Standing Committees of the Academic Senate**

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- 106 • Committee on Curriculum – December 2013 (Attachment E of the December 10, 2013
 107 Agenda)

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109 The Committee on Curriculum has sent the following recommendations to the Academic Senate:
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111 1. Changes in Courses

112 **DEPARTMENT OF ACADEMIC LITERACY**

113 **BE-205 Advanced Composition for ESL Students**

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<p>From: BE-205 Advanced Composition for ESL Students Hours and Credits: 3 class hours 1 recitation hour 1 laboratory hour 0 credit Prerequisite: BE-201 and BE-203 (if required) or placement in BE-205. <i>Pre- or co-requisite: BE-226 or Exempt Reading.</i> Course Description: Designed for students who speak English as a second language and have had some experience in English composition, but who still require remedial work before taking content area courses. It is also the final course of the sequence for ESL students with serious writing deficiencies. Emphasis is on advanced grammar and organizing and writing a five-paragraph essay.</p>	<p>From: BE-205 Advanced Composition for ESL Students Hours and Credits: 3 class hours 1 recitation hour 1 laboratory hour 0 credit Prerequisite: BE-201 and BE-203 (if required) or placement in BE-205. <i>Pre- or co-requisite: BE-226 or Exempt Reading. <u>Students may only enroll in this course two times. If students have not passed after taking this course twice, they will be advised to enroll in a CATW Writing Immersion Seminar.</u></i> Course Description: Designed for students who speak English as a second language and have had some experience in English composition, but who still require remedial work before taking content area courses. It is also the final course of the sequence for ESL students with serious writing deficiencies. Emphasis is on advanced grammar and organizing and writing a five-paragraph essay.</p>
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117 Rationale: BE205 is an advanced composition course for English-Language Learners. At the end of this
 118 course, the students are expected to pass the CUNY Aligned Test of Writing (CATW). However, since
 119 many of the students in this class are unable to acquire the academic skills needed to pass this exam,
 120 they become “multiple repeaters.” As a result, at the present 60% of the students in BE205 have taken
 121 this course at least two or more times. In fact, some have taken the course as many as ten times. Thus,
 122 the Department of Academic Literacy desires to limit students so that they can only take this course two
 123 times. After they have failed this course twice, they will be required to participate in a CATW Immersion
 124 Seminar that will be specifically designed to enhance their writing skills so that they can retake this
 125 standardized exam and pass it.
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127 **BE-226 College Reading and Study Skills for ESL Students**

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<p>From: BE-226 College Reading and Study Skills for ESL Students Hours: 3 class hours 1 recitation hour 0 credit Prerequisite: BE-225 or placement in BE-226. Description: Designed for students who speak</p>	<p>To: BE-226 College Reading and Study Skills for ESL Students Hours: 3 class hours 1 recitation hour 0 credit Prerequisite: BE-225 or placement in BE-226. <u>Students may only enroll in this course two</u></p>
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<p>English as a second language who need to develop college level reading and study skills. It is also the second course of a two-semester sequence (with BE-225) for students with serious skill deficiencies in reading. Emphasis is placed on development of fluency, patterns of organization in text type material, vocabulary in context, note-taking skills, test-taking skills, library and reference techniques, and knowledge of English idioms.</p>	<p><i>times. If students have not passed after taking this course twice, they will be advised to enroll in a ACT Reading Immersion Seminar.</i> Description: Designed for students who speak English as a second language who need to develop college level reading and study skills. It is also the second course of a two-semester sequence (with BE-225) for students with serious skill deficiencies in reading. Emphasis is placed on development of fluency, patterns of organization in text type material, vocabulary in context, note-taking skills, test-taking skills, library and reference techniques, and knowledge of English idioms.</p>
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129 Rationale: BE226 is an advanced reading course for English-Language Learners. At the end of this
 130 course, the students are expected to pass the standardized ACT Reading Compass Exam. However,
 131 since these students are English Language Learners, many are unable to acquire the academic skills
 132 required to pass this exam. Thus, they become “multiple repeaters.” As a result, at the present 43% of
 133 the students in BE226 have taken this course at least two or more times. In fact, some have taken the
 134 course as many as ten times. Thus, the Department of Academic Literacy desires to permit students to
 135 take this course only two times. After they have failed this course twice, they will be required to participate
 136 in a Reading Immersion Seminar that will be specifically designed to enhance their reading skills so that
 137 they retake the ACT Compass standardized exam and pass it.

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BE-112 Composition Workshop

<p>From: BE-112 Composition Workshop Hours: 3 class hours 1 recitation hour 0 credit Prerequisite: BE-111 or placement in BE-112. <i>Pre- or co-requisite: BE-122 or Exempt Reading.</i> Description: For students with special writing problems who need intensified instruction, as determined by a standard skills assessment or placement test and screening results. Paragraph and essay composition and preparation of reports stressed, with emphasis on organization, thought development, and grammar.</p>	<p>From: BE-112 Composition Workshop Hours: 3 class hours 1 recitation hour 0 credit Prerequisite: BE-111 or placement in BE-112. <i>Pre- or co-requisite: BE-122 or Exempt Reading. <u>Students may only enroll in this course two times. If students have not passed after taking this course twice, they will be advised to enroll in a CATW Writing Immersion Seminar.</u></i> Description: For students with special writing problems who need intensified instruction, as determined by a standard skills assessment or placement test and screening results. Paragraph and essay composition and preparation of reports stressed, with emphasis on organization, thought development, and grammar.</p>
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 143 Rationale: BE 112 is an advanced composition course for students whose primary language is English.
 144 At the end of this course, the students are expected to pass the CUNY Aligned Test of Writing (CATW).
 145 However, since many of the students in this class are unable to acquire the academic skills needed to
 146 pass this exam, they become “multiple repeaters.” As a result, at the present almost 40% of the
 147 students in BE112 have taken this course at least two or more times. Thus, the Department of
 148 Academic Literacy desires to limit students so that they can only take this course two times. After they
 149 have failed this course twice, they will be required to participate in a Writing Immersion Seminar that will
 150 be specifically designed to enhance their writing skills so that they can retake this standardized exam
 151 and pass it.

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 153 **BE-122 College Reading**
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<p>From: BE-122 College Reading and Study Skills Improvement Hours: 3 class hours 1 recitation hour 0 credit Prerequisite: BE-121 or placement in BE-122. Description: Workshop in college reading improvement to help develop reading skills and effective use of time in required college reading. Emphasis on organizing ideas, increasing speed, improving comprehension and interpretation, developing vocabulary, and reading to remember facts.</p>	<p>From: BE-122 College Reading and Study Skills Improvement Hours: 3 class hours 1 recitation hour 0 credit Prerequisite: BE-121 or placement in BE-122. <u>Students may only enroll in this course two times. If students have not passed after taking this course twice, they will be advised to enroll in a ACT Reading Immersion Seminar.</u> Description: Workshop in college reading improvement to help develop reading skills and effective use of time in required college reading. Emphasis on organizing ideas, increasing speed, improving comprehension and interpretation, developing vocabulary, and reading to remember facts.</p>
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 156 Rationale: BE122 is an advanced reading course for students whose primary language is English. At the
 157 end of this course, the students are expected to pass the standardized ACT Reading Compass Exam.
 158 However, many students are unable to acquire the academic skills required to pass this exam. Thus, they
 159 become “multiple repeaters.” As a result, at the present 23% of the students in BE122 have taken this
 160 course at least two or more times. In fact, some have taken the course as many as ten times. Thus the
 161 Department of Academic Literacy desires to permit students to take this course two times. After they have
 162 failed this course twice, they will be required to participate in a Reading Immersion Seminar that will be
 163 specifically designed to enhance their reading skills so that they retake this standardized ACT Compass
 164 exam and pass it.

- A motion was made, seconded, and adopted 57-0-1 to approve changes to BE205, BE226, BE112, and BE122 in the Department of Academic Literacy (*Attachment E of the December 10, 2013 Agenda*). Abstentions: Aithne Bialo-Padin

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 170 **DEPARTMENT OF BUSINESS**

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 172 **BU-916 Medical Coding and Billing I**
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<p>From: BU-916 Medical Coding and Billing I [Prerequisites: BI-520 and either BI-403 or BU-903]</p>	<p>To: BU-916 Medical Coding and Billing I</p>
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 176 **Rationale:**

177 *Please note: This is just a change in prerequisites; no changes are proposed in the Medical Office
 178 Assistant A.A.S, the Medical Office Assistant Certificate or the Healthcare Office Administration:
 179 Managing, Coding, and Billing Certificate curricula.

180 The prerequisites that are presently required in BU-916 are unnecessary for the following reasons:

- 181
- 182 • The textbook used in this course includes an overview of medical terminology as well as overview
 183 of anatomy and physiology. This textbook incorporates coding chapters which correlate directly
 184 with the ICD-9, ICD-10 and CPT coding manuals. Students have the opportunity to look up any
 185 medical terms with which they are unfamiliar prior to coming up with appropriate medical and
 186 billing codes.
- 187
- 188 • This course is often desired by students who come to QCC with diverse employment and
 189 educational backgrounds--some have employment experience in healthcare, some have
 190 completed the associate, baccalaureate, or advanced degrees. By eliminating this course's
 191 prerequisites, BU-916 will be available to be used as a free elective or as a business elective.
- 192
- 193 • Scheduling issues will become a lot more palatable, especially for evening students. Those
 194 needing BU-916 often have difficulty with scheduling these prerequisites. They often wind up
 195 with the need to take one of the prerequisites and BU-916 in their last semester.

196 Prerequisite overrides are often granted so that students can complete their curricula and graduate.

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- 199 • A **motion** was **made, seconded, and adopted** 58-0-1 to **approve** changes to BU-916
 200 Medical Coding and Billing I in the Department of Business (*Attachment E of the December*
 201 *10, 2013 Agenda*).
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205 **BU-111 Computer Applications in Accounting**

<p>FROM BU-111 COMPUTER APPLICATIONS IN ACCOUNTING 3 class hours 2 laboratory hours 3 credits Prerequisite: BU-500 & [BU-102, both] with the minimum grade of C. [The prerequisite of BU-102 may be waived for students in the Office Administration Assistant Certificate Program in the Accounting/Office Administration Option who have earned a minimum grade of C in BU-101].</p> <p>A review of business applications currently used to enhance the productivity of the accountant. The student is expected to be able to apply new tools, such as electronic spreadsheets, integrated accounting and data base management, to solve selected business problems through hands-on</p>	<p>TO BU-111 COMPUTER APPLICATIONS IN ACCOUNTING 3 class hours 2 laboratory hours 3 credits Prerequisite: BU-500 & BU-101, both with the minimum grade of C. A review of business applications currently used to enhance the productivity of the accountant. The student is expected to be able to apply new tools, such as electronic spreadsheets, integrated accounting and data base management, to solve selected business problems through hands-on experience in a microcomputer laboratory.</p>
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experience in a microcomputer laboratory.	
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RATIONALE

A minimum grade of C in BU-101 will sufficiently prepare students for BU-111. The material covered in BU-101 is all that is needed for the integrated accounting software. The material covered in BU-102 is not part of the curriculum in BU-111. This will open this course to students right after they have completed BU-101 and the content is fresh in their memory.

- A **motion** was **made, seconded, and adopted** 60-0-1 to **approve** changes to BU-111 Computer Applications in Accounting in the Department of Business (*Attachment E of the December 10, 2013 Agenda*).

- BU-909 Cooperative Education in Business: Office Administration and Technology**
- BU-910 Cooperative Education Business: Management**
- BU-911 Cooperative Education in Business: Computer Information Systems**
- BU-912 Cooperative Education in Business: Accounting/Office Administration and Technology**

<p>From: [BU-909 Cooperative Education in Business: Office Administration and Technology BU-910 Cooperative Education in Business: Management BU-911 Cooperative Education in Business: Computer Information Systems BU-912 Cooperative Education in Business: Accounting/Office Administration and Technology]</p> <p>Hours to be arranged; 3 credits</p> <p>Course Description: [BU-909 Cooperative Education in Business: Office Administration and Technology] Open to matriculated business majors in certificate or degree programs [in Office Administration and Technology, Management, Computer Information Systems, Health Care Office Administration, Microsoft Office Applications Proficiency Preparation, and Accounting/Office.] Students planning to register for the internship should contact the business faculty</p>	<p>To: <u>BU-600 Business Internships</u></p> <p><u>Prerequisites: minimum 2.5 cumulative GPA, matriculated business major in degree or certificate curricula, or enrollment in the Medical Office Assistant A.A.S. or Medical Office Assistant Certificate curricula.</u></p> <p><u>A student is usually accepted as an intern only if the student is near the end of his/her curricula.</u></p> <p>Hours to be arranged; 3 credits</p> <p>Course Description: BU-600 <u>Business Internships</u> Open to matriculated business majors in degree or certificate programs <u>and to students enrolled in the Medical Office Assistant A. A. S and the Medical Office Certificate curricula.</u> Students planning to register for the internship should contact the <u>Business Department Internship Faculty Coordinator</u> and should have a <u>minimum 2.5 cumulative GPA.</u> <u>Students are usually accepted as an interns only if they are near the end of</u></p>
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<p>coordinator in their area in the semester prior to registering. The cooperative education experience in business includes employment in a field [experience or internship] which supplements classroom [theory]. Students are placed with cooperative employers for a specified number of hours (minimum 135 hours). Students participate in seminars and submit a final paper related to the work experience. A written evaluation from the employer may be required. Students receive a grade of pass or fail.</p>	<p><u>their curricula.</u> The <u>internship</u> (cooperative) experience in business includes employment in a field that supplements classroom <u>learning</u>. Students will be assisted with their search for an internship and are required to work a minimum of 135 hours during the semester. Students participate in seminars and submit a final paper related to their work experience. A written evaluation from the employer may be required. Students receive a grade of pass or fail.</p>
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Rationale:

Replacing “cooperative” with “internship” in the course title makes it easier for the student body to understand the nature and purpose of the course.

BU-600 (Business Internships) is offered to students who have a minimum 2.5 cumulative GPA, matriculated as a business major in degree or certificate curricula or enrolled in the Medical Office Assistant A.A.S. or Medical Office Assistant Certificate curricula, and are nearing the end of their curricula. These requirements provide assurance to participating employers that QCC is sending well-trained, qualified students to their companies or professional establishments.

At the present time, the Business Department offers four separate internship courses—one for each of the areas in the Business Department which includes Accounting/Office Administration Technology, Management/Marketing, Computer Information Systems, and Office Administration and Technology. Running four separate internship courses (BU-909, 910, 911, 912) is cumbersome and unnecessarily tedious as it relates to enrollment issues. It is extremely difficult and usually impossible to run separate internship courses for different business majors. We consistently run two internship courses per semester with a maximum of 15 students in each course.

One internship course that welcomes all qualified business students is the best way to offer our very capable accounting, management/marketing, computer information systems, office administration and technology/medical office assistant students this opportunity. One internship course (with multiple sections) assures that no student will be denied an internship because the Business Department is unable to fill an entire section with students who have the same major.

In addition, all students enrolled in BU-600 (Business Internships) will be required to attend scheduled seminars and will have an opportunity to share their work experiences with students who are working in different aspects of the business world. Students must submit a final paper related to their work experience. A written evaluation from the employer may be required. Students receive a grade of pass or fail.

- A **motion was made, seconded, and adopted** 57-0-0 to **approve** changing BU-909, 910, 911 and 912 Business Cooperatives in Department of Business to BU-600 Business Internships (*Attachment E of the December 10, 2013 Agenda*).

2. Program Revisions

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DEPARTMENT OF BUSINESS

Health Care Office Administration: Managing, Coding, and Billing – Certificate

From:

General Education Core Requirements		Credits
EN-101 or EN-103	English Composition I Writing for the New Media	3

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Requirements for the Major

BI_520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
[BU-909	Cooperative Education in Business	3]
[BU-914	Critical Issues in Health Care Administration	3]
BU-916	Medical Coding and Billing I	3
Two courses selected from the following (dependent on typing ability) BU-801 BU802 BU-812	Typewriting/Keyboarding I Typewriting/Keyboarding II Transcription and Dictation of Business Documents	4
Choose three credits: BI-150 BI-403 SS-640 HE-101 or HE-102 or CPR	Organization & Delivery of health Care Medical Terminology Medical Ethics Health Education CPR	3
Total		30

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To:

General Education Core Requirements		Credits
EN-101 or EN-103	English Composition I Writing for the New Media	3

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Requirements for the Major

BI_520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3

<u>BU-917</u>	<u>Healthcare Information Management</u>	3
BU-916	Medical Coding and Billing I	3
Two courses selected from the following (dependent on typing ability) BU-801 BU802 BU-812	Typewriting/Keyboarding I Typewriting/Keyboarding II Transcription and Dictation of Business Documents	4
<u>Business Electives</u>		<u>3</u>
Choose three credits: BI-150 BI-403 SS-640 HE-101 or HE-102 or CPR	Organization & Delivery of health Care Medical Terminology Medical Ethics Health Education CPR	3
	Total	30

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<p>From:</p> <p>[BU-909 Cooperative Education in Business Office Administration and Technology 3 credits</p> <p>BU-914 Critical Issues in Health Care Administration]</p>	<p>To:</p> <p><u>Business Electives</u> 3 credits</p> <p><u>BU-917 Healthcare Information Management</u></p>
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Rationale:

BU-909 (Cooperative Education in Business Office Administration and Technology) is offered to students who have a minimum 2.5 cumulative GPA, are matriculated as a business major in degree or certificate curricula or are enrolled in the Medical Office Assistant A.A.S. or the Medical Office Assistant Certificate curricula, and are nearing the end of their curricula. These requirements provide assurance to participating employers that QCC is sending well-trained, qualified students to their companies or professional establishments.

However, not every student enrolled in the Health Care Office Administration Certificate can meet the above requirements, nor will every student enrolled in this curriculum benefit from a business internship. Students enrolled in this program have diverse employment and educational backgrounds. Some students have employment experience in healthcare, while others may have completed the associate, baccalaureate, or advanced degrees. Many of these students will be better served by substituting 3 credits of business electives that will contribute to their future career objectives instead of participating in a business internship.

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As a result of this change, BU-909 (Cooperative Education in Business Office Administration and Technology) can be used to fulfill the 3-credit business elective requirement in the Health Care Office

302 Administration Certificate; BU-909 (Cooperative Education in Business Office Administration and
303 Technology) will no longer be listed as a requirement in the Health Care Office Administration: Managing,
304 Coding, and Billing – Certificate.

305 BU-914 (Critical Issues in Health Care Administration) is no longer offered at Queensborough and has
306 been replaced by BU-917 (Healthcare Information Management).

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308 **DEPARTMENT of ENGINEERING TECHNOLOGY**

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310 **Mechanical Engineering Technology (A.A.S.)**

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312 **SUMMARY OF CHANGES**

313
314 The proposed changes to the MT curriculum will maintain the same number of credits and hours needed
315 for graduation as in the existing MT curriculum. Furthermore, there are no changes to the general
316 education and liberal arts and sciences course requirements.

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318 The Engineering Technology Department strives to keep all its curriculums up to date in order to provide
319 our students with the best preparation for current jobs and for successful transfer to quality baccalaureate
320 programs upon graduation. This proposal is in full compliance with the ETAC/ABET accreditation
321 guidelines and will remove the shortcoming from the recent evaluation visit.

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323 **New Courses**

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325 1.) MT-101 Introduction to Engineering & Technology 3 Lab Hours/1 Credit
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327 **Rationale:**
328 Students often come to Mechanical Engineering technology without a clear sense of the discipline or what
329 it entails. Before a long-term commitment is made to study the material in-depth, it is wise to give a broad
330 overview of the entire profession and other related disciplines. For those students who continue on in the
331 major, this overview will give them a firm foundation in technical skills on which to build future studies.

332
333 2.) MT-140 Engineering Analysis 3 Lab Hours/1 Credit
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335 **Rationale:**
336 This course introduces students to a variety of topics, all of which will be studied in more detail in future
337 courses. This course is designed to help them to see inter-relationships between various topics, and how
338 the pieces fit together to form the entire discipline. Further, the course creates a bridge to help students
339 transition from abstract mathematical reasoning to the type of physical problem solving common in
340 engineering practice.

341
342 3.) MT-523 Thermodynamics 3 Class hours/3 Credits
343

344 **Rationale:**
345 The curriculum currently contains a survey course (MT-513, Thermo-Fluid Systems). An excessive
346 number of topics and limited time prevent an in-depth study of any particular topic. MT-523 (which will
347 replace MT-513) focuses exclusively on thermodynamics in order to allow an in-depth study of the subject
348 matter. This is also more aligned with other schools such as NYCCT and SUNY Farmingdale, which will
349 allow for a more efficient transfer process. The fluid mechanics portion of the survey course will be
350 proposed as a separate new course.

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352 4.) MT-525 Measurement Techniques in the Thermal Sciences 3 Lab hours/1 Credit
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354 **Rationale:**

355 This new course replaces a survey course (MT-514, Thermo-Fluid Systems Lab). The new course is
356 focused on the use of laboratory equipment in practical settings and the application of this equipment to
357 pursue and satisfy scientific curiosity. This will allow students to investigate the thermal sciences from a
358 conceptual standpoint prior to undertaking a more formal study with the appropriate mathematical rigor.
359 The course will be offered as an elective.

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- 361 • A motion was made, seconded, and adopted 58-0-0 to approve MT-101, MT-140, MT-523,
362 and MT-525 as new courses in Department of Engineering Technology (*Attachment E of the*
363 *December 10, 2013 Agenda*).
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366 Course Revisions

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368 From required courses to electives:

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370 1.) MT-125 Metallurgy & Materials Laboratory 3 Lab Hours/1 Credit
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372 **Rationale:**
373 MT-125, Metallurgy & Materials Lab, is being removed as a required course in order to make room for
374 new courses to be added to the curriculum. MT-125 will continue to be offered as an elective course.
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376 2.) MT-346 Strength of Materials Laboratory 3 Lab Hours/1 Credit
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378 **Rationale:**
379 MT-346, Strength of Materials Lab, is being removed as a required course in order to make room for new
380 courses to be added to the curriculum. MT-346 will continue to be offered as an elective course.
381

382 3.) MT-514 Thermo-Fluid Systems Laboratory 3 Lab Hours/1 Credit
383

384 **Rationale:**
385 MT-514, Thermo-Fluid Systems Lab, is being removed as a required course in order to make room for
386 new courses to be added to the curriculum. MT-514 will be replaced by MT-525, Measurement
387 Techniques in the Thermal Sciences, which will be offered as an elective course.
388

389 4.) MT-900 Cooperative Education/Design Projects 1 Class Hour/3 Credits
390

391 **Rationale:**
392 The Cooperative Education course is being removed as a required course, but will be offered as an
393 elective course.
394

395 **Other revisions:**

396

397 **From:** MT-122 Manufacturing Processes 2 class hours 3 laboratory hours 3 credits

398 **[Prerequisites (and/or) co-requisites: none]**
399

400 Production techniques in manufacturing, including introduction to materials, gaging, machining, welding,
401 casting and molding, forming and finishing processes. Laboratory practice in the use of hand tools,
402 machine tools, and precision measuring instruments.
403

404 **To:** MT-122 Manufacturing Processes 2 class hours 3 laboratory hours 3 credits

405 **Prerequisite or Co-requisite: MT-111**
406

407 Production techniques in manufacturing, including introduction to materials, gaging, machining, welding,
408 casting and molding, forming and finishing processes, are introduced. [Laboratory practice] Techniques in
409 the use of hand tools, machine tools, and precision measuring instruments are employed in the lab.
410

- 411 **Rationale:**
412 The prerequisite or co-requisite has been added to ensure that students taking this course will have the
413 necessary background knowledge.
414
- 415 **2.) From:** MT-293 Parametric Computer-Aided Design *1 lecture hour 2 recitation hours 3 laboratory hours*
416 *3 credits*
417
418 Use of mechanical design software to build parametric models of parts and assemblies. Students create
419 parts using techniques such as extrude, revolve and sweep. Emphasis is on the concepts of design intent
420 and scalability. Assemblies are created using appropriate geometric constraints. Theory of engineering
421 graphics is covered so that appropriate working drawings can be created from the parametric models.
422 Introduction to the theory and practice of basic engineering drawing and blueprint reading. Multi-view
423 projection including sectional and auxiliary views. Principles of dimensioning.
424
- 425 **To: From:** MT-293 Parametric Computer-Aided Design *1 lecture hour 2 recitation hours 3 laboratory*
426 *hours 3 credits*
427 Prerequisite or Co-requisite: MT-111
428
- 429 Use of mechanical design software to build parametric models of parts and assemblies. Students create
430 parts using techniques such as extrude, revolve and sweep. Emphasis is on the concepts of design intent
431 and scalability. Assemblies are created using appropriate geometric constraints. Theory of engineering
432 graphics is covered so that appropriate working drawings can be created from the parametric models.
433 Introduction to the theory and practice of basic engineering drawing and blueprint reading. Multi-view
434 projection including sectional and auxiliary views. Principles of dimensioning.
435
- 436 **Rationale:**
437 The prerequisite or co-requisite has been added in order to relate the subject matter to fundamentals of
438 drafting and engineering graphics. The fundamentals of engineering graphics, which are introduced in
439 MT-111, are expanded on and refined in this course.
440
- 441 **3.) From:** MT-341 Applied Mechanics *3 class hours 3 credits*
442 *Prerequisite: [MA-114] with a grade of C or better*
443
- 444 Vector treatment of the static equilibrium of particles and rigid bodies. Equivalent force and couple
445 systems. Distributed force systems. Application of basic analytical techniques to mechanical devices and
446 structures. Centroids, center of gravity, moments of inertia. Friction and impending motion.
447
- 448 **To:** MT-341 Applied Mechanics *3 class hours 3 credits*
449 *Prerequisite: PH-201 with a grade of C or better*
450
- 451 Vector treatment of the static equilibrium of particles and rigid bodies. Equivalent force and couple
452 systems. Distributed force systems. Application of basic analytical techniques to mechanical devices and
453 structures. Centroids, center of gravity, moments of inertia. Friction and impending motion.
454
- 455 **Rationale:**
456 The pre-requisite has been changed in order to ensure that students are more familiar with the
457 background knowledge that is necessary for success in this course. This will ensure that the instructor
458 has the appropriate time available for an in-depth coverage of the subject matter.

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From:

GENERAL EDUCATION CORE REQUIREMENTS

		Credits
EN-101, 102	English Composition I, II	6
MA-114❖	College Algebra & Trigonometry for Technical Students	4
MA-128❖	Calculus for Technical and Business Students	4
PH-201*, 202*	General Physics I, II	8
SS- or HI-	Electives in Social Science§ or History§ (HI-100 series)	6

Sub-total28

REQUIREMENTS FOR THE MAJOR

MT-111	Technical Graphics	2
MT-122	Manufacturing Processes	3
MT-124§	Metallurgy and Materials	3
[MT-125§	Metallurgy Laboratory	1]
MT-161	Fundamentals of Computer Numerical Control	3
MT-293	Parametric Computer-Aided Design	3
MT-341	Applied Mechanics	3
MT-345§	Strength of Materials	3
[MT-346§	Strength of Materials Laboratory	1]
MT-369	Computer Applications in Engineering Technology	3
MT-491	Computer Controlled Manufacturing	2
MT-492	Introduction to Virtual Automation	2
[MT-513	Thermo-Fluid Systems	3]
[MT-514§	Thermo-Fluid Systems Laboratory	1]
[MT-900	Cooperative Education/Design Projects	3]

Sub-total36

Total Credits Required

64

To:

GENERAL EDUCATION CORE REQUIREMENTS

		Credits
EN-101, 102	English Composition I, II	6
MA-114❖	College Algebra & Trigonometry for Technical Students	4
MA-128❖	Calculus for Technical and Business Students	4
PH-201*, 202*	General Physics I, II	8
SS- or HI-	Electives in Social Science§ or History§ (HI-100 series)	6

Sub-total28

REQUIREMENTS FOR THE MAJOR

<u>MT-101</u>	<u>Introduction to Engineering & Technology</u>	<u>1</u>
MT-111	Technical Graphics	2
MT-122	Manufacturing Processes	3
MT-124§	Metallurgy and Materials	3
MT-161	Fundamentals of Computer Numerical Control	3
<u>MT-140</u>	<u>Engineering Analysis</u>	<u>1</u>
MT-293	Parametric Computer-Aided Design	3

515	MT-341	Applied Mechanics	3
516	MT-345§	Strength of Materials	3
517	MT-369	Computer Applications in Engineering Technology	3
518	MT-491	Computer-Controlled Manufacturing	2
519	MT-492	Introduction to Virtual Automation	2
520	MT-523	Thermodynamics	3

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ELECTIVES

524	MT-xxx	MT Electives	4
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Sub-total 36

Total Credits Required

6

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- A **motion** was **made**, **seconded**, and **adopted** 59-0-0 to **approve** changes in the Mechanical Engineering Technology (A.A.S.) program in Department of Engineering Technology (*Attachment E of the December 10, 2013 Agenda*).

533

VII. Old Business

NONE

536

VIII. New Business

Professor Tarasko, Chair of the Faculty Executive Committee, reminded the Academic Senate that ballots for the University Faculty Senate referendum on by-laws changes would be soon distributed to eligible voting members of the faculty.

541

The meeting was adjourned at 3:50 PM

543

Respectfully Submitted,

545

Joel Kuszai

546

Secretary, Steering Committee of the Academic Senate

547