



**GUIDELINES FOR THE PRESENTATION OF  
ACADEMIC MATTERS  
IN THE CHANCELLOR'S UNIVERSITY REPORT  
THE CITY UNIVERSITY OF NEW YORK**

**Office of Academic Affairs  
April, 2010**

**Revised February 2012**



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## **Foreword**

This guide is intended to serve primarily those faculty and administrators who are responsible for preparing and reviewing campus submissions of Academic Matters to the Chancellor's University Report (CUR). Any questions or suggestions concerning these guidelines should be directed to:

Dr. Ekaterina Sukhanova  
Director of Program Review, Transfer, and Articulation  
Office of Academic Affairs  
The City University of New York  
535 East 80th Street  
New York, NY 10075  
212-794-5699/5493  
Ekaterina.Sukhanova@mail.cuny.edu

These guidelines cannot answer every question about the substance and format of academic items being submitted to the Chancellor's University Report. Colleges are invited to submit advance drafts of individual items to the Office of Academic Affairs to Dr. Ekaterina Sukhanova at the above address for a preliminary review prior to their inclusion in the Chancellor's University Report.

## INTRODUCTION

### *The Chancellor's University Report*

All academic curricula must be approved by the Board of Trustees. There are two channels for approval. New academic program proposals are approved via Board of Trustees, Committee on Academic Policy Program and Research (CAPPR). Other academic curricular matters, such as revisions in existing degree programs, the introduction of new courses, or revisions in existing courses, must be submitted through the **Chancellor's University Report**, which is approved by vote of the Board of Trustees. In addition to academic matters, the Chancellor's University Report also includes personnel and fiscal matters. Each campus prepares its own submission through Stellant for the Chancellor's University Report for Academic and Fiscal Matters and through CUNYfirst for Personnel Matters.

The Office of Academic Affairs (OAA) reviews all academic submissions to the Chancellor's University Report for conformity with University policy and State Education Department (SED) regulations. If OAA finds any item to be inconsistent with University policy or SED regulations, the OAA may modify or withdraw that item pending further review or revision.

At the Board meeting itself, the Trustees may raise questions about any item in the Chancellor's University Report. Occasionally, Trustees will ask that a specific item be removed pending further discussion or referred to the appropriate Board committee. Except where an item is deleted in that fashion, once the **Board approves** the Chancellor's University Report, most items in the report become effective and may be implemented without further notice to the college. However, major revisions in academic programs also require **approval by the State Education Department** before they may be implemented. Program changes that require SED approval are listed in Part A. (Other program changes require notification of SED, but not approval.) As with new programs, The Executive Vice Chancellor for Academic Affairs and University Provost will forward program revisions to SED requesting registration of the changes the day following the Board meeting; copies of the Executive Vice Chancellor's letter will go to the President and Chief Academic Officer of the college. When it registers the change, SED will send notification to the President with a copy to The Executive Vice Chancellor and University Provost. SED registration constitutes final approval of a major program change.

## THE PLACEMENT OF ITEMS

### CHANCELLOR'S UNIVERSITY REPORT

#### PART A: ACADEMIC MATTERS

- Section I: Special Actions
- Section II: Changes in Generic Degree Requirements
- Section III: Changes in Degree Programs
- Section IV: New Courses
- Section V: Changes in Existing Courses
- Section VI: Courses Withdrawn
- Section VII: Affiliation Agreements

## **ITEM NUMBERING**

Each item number is comprised of three fields. First is a capital letter “A” which is followed by a Roman numeral which indicates the appropriate section of the report (see previous page). Following a period is an Arabic number which indicates a request for approval of a specific action appropriate to that section. A second Arabic number preceded by a period is only used when one is listing multiple items with the same action within the same academic department.

### **College XYZ**

AIV.1.1

New English Course Description #1

AIV.1.2

New English Course Description #2

AIV.2

New History Course Description #1

AIV.3.1

New Accounting Course Description #1

AIV.3.2

New Accounting Course Description #2

**Part A**

**Program Changes Requiring Approval  
by the State Education Department**

For all changes that need prior approval by the State Education Department (as described below), a completed SED “Request to Change or Adapt a Registered Program” is required, and should be submitted as part of the CUR submission. If technical difficulties prevent this, the forms should be sent to the Office of Program Review, Articulation and Transfer at the Central Office of Academic Affairs, before the college submits the Chancellor’s University Report (CUR) in which the item is mentioned. The form should be marked on top with the appropriate CUR month and item number. For all other changes, entry into the CUR in a side by side, “to/from” format (see page 26 in this guide for an example) will suffice. If you are not sure how to proceed, please consult with:

Dr. Ekaterina Sukhanova  
Director of Program Review, Articulation, and Transfer  
(212)-794-5493/699  
[Ekaterina.Sukhanova@mail.cuny.edu](mailto:Ekaterina.Sukhanova@mail.cuny.edu)

This information and a printable version of the “Request to Change or Adapt a Registered Program” can be found at  
<http://www.cuny.edu/academics/programs/resources/changeofprogram.html>

## Change or Adapt a Registered Program

Use the [Request to Change or Adapt a Registered Program](#) form to request program changes that require approval by the State Education Department (see chart).<sup>1</sup> For **programs that are registered jointly** with another institution, all participating institutions must confirm support for the changes.

**Exception:**

- **To change a registered teacher certification or educational leadership certification program or add a certificate qualification to an existing program, use the education program change form.**

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<sup>1</sup> CUNY and SUNY institutions: contact System Administration for guidance.



## Changes and Adaptations Requiring State Education Department Approval

### Changes in Program Content (all programs)

1. Any of the following substantive changes:
  - Cumulative change from the Department's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)
  - Changes in the program's focus or design (e.g., eliminating management courses in a business administration program), including a change in the program's major disciplinary area
  - Adding or eliminating an option, concentration, or track.
  - Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience
  - Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](#)

### Other Changes (all programs)

2. Program title
3. Program award (e.g., change in degree)
4. Mode of delivery (**Note:** if the change involves adding a **distance education format** to a registered program, please complete the [distance education application](#) included in **Part C of this Handbook**)
5. Discontinuing a program
6. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)
7. A change in the total number of credits of any certificate or advanced certificate program

NEW YORK STATE EDUCATION DEPARTMENT  
Office of Higher Education—Office of College and University Evaluation  
89 Washington Avenue, Albany, NY 12234  
(518) 474-2593 Fax: (518) 486-2779

### Establishing New Programs Based on Existing Registered Programs

8. Creating a dual-degree program from existing registered programs
9. Creating a new program from a concentration/track in an existing registered program

[ocueinfo@mail.nysed.gov](mailto:ocueinfo@mail.nysed.gov)

#### PLEASE NOTE:

Establishing an existing program at a new location requires new registration of the program. If the requested action changes the program's major disciplinary area, master plan amendment may be needed if the revised program represents the institution's first program in that major subject area, at that degree level. If a requested **degree title** is not authorized for an institution chartered by the Board of Regents, charter amendment will be needed.



NEW YORK STATE EDUCATION DEPARTMENT  
 Office of Higher Education—Office of College and University Evaluation  
 89 Washington Avenue, Albany, NY 12234  
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<http://www.highered.nysed.gov/ocue/>

## Request to Change or Adapt a Registered Program

| Item   | Response <i>(type in the requested information)</i>  |
|--|--|
| <b>Institution name and address</b>  | <i>Additional information:</i> <ul style="list-style-type: none"> <li>▪ Specify campus where program is offered, if other than the main campus:</li> </ul>   |
| <b>Identify the program you wish to change</b>   | Program title:<br><u>Award</u> (e.g., B.A., M.S.):<br><br>Credits:<br><br>HEGIS code:<br><br><u>Program code</u> :   |
| <b>Contact person for this proposal</b>  | Name and title:<br><br>Telephone: _____ Fax: _____ E-mail: _____   |
| <b>CEO (or designee) approval</b>  | Name and title: <b>NOT REQUIRED</b><br>Signature and date: <b>NOT REQUIRED</b>   |
| <i>Signature affirms the institution's commitment to support the program as revised.</i> | If the program will be registered jointly <sup>2</sup> with another institution, provide the following information:  |
|  | Partner institution's name:<br>Name and title of partner institution's CEO: <b>(Required only if external to CUNY)</b><br>Signature of partner institution's CEO: <b>(Required only if external to CUNY)</b> |

- For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the changes.
- To change a registered professional licensure program or add a license qualification to an existing program, contact the [Office of the Professions](#) for guidance.

<sup>2</sup> If the partner institution is non-degree-granting, see CEO Memo 94-04 at [www.highered.nysed.gov/ocue/ceo94-04.htm](http://www.highered.nysed.gov/ocue/ceo94-04.htm).

- To change a registered teacher certification or educational leadership certification program or add a certificate qualification to an existing program, use the education program change form.
- If the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

**Check all changes that apply and provide the requested information.**

**Changes in Program Content** (*Describe and explain all proposed changes; provide a side-by-side comparison of the existing and newly modified programs.*)

- Cumulative change from the Department's last approval of the registered program that impacts one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)
- Changes in a program's focus or design
- Adding or eliminating an option or concentration
- Eliminating a requirement for program completion
- Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](#)

**If new courses are being added as part of the noted change(s)**, provide a syllabus for each new course and list the name, qualifications, and relevant experience of faculty teaching the course(s). Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.

**Other Changes** (*describe and explain all proposed changes*)

- Program title**
- Program award**
- Mode of Delivery** (**Note:** if the change involves adding a **distance education format** to a registered program, please complete the [distance education application](#).)
- Discontinuing a program:** indicate the date by which the program will be discontinued.<sup>3</sup>
- Format change** (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)
  - a) Indicate proposed format:
  - b) Describe availability of courses and any change in faculty, resources, or support services:
  - c) Use the Sample Program Schedule to show the sequencing and scheduling of courses in the program.

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<sup>3</sup> If any students do not complete the program by the proposed termination date, the institution must request an extension of the registration period for the program or make other arrangements for those students.

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## Establishing New Programs Based on Existing Registered Programs

### [ ] **Creating a dual-degree program** from existing registered programs

- a) Complete the following table to identify the existing programs:

|           | <b>Program Title</b> | <b>Degree Award</b> | <b>Program Code</b> |
|-----------|----------------------|---------------------|---------------------|
| Program 1 |                      |                     |                     |
| Program 2 |                      |                     |                     |

- b) Proposed dual-degree program (title and award):<sup>4</sup>  
c) Courses that will be counted toward both awards:  
d) Length of time for candidates to complete the proposed program:  
e) Use the Sample Program Schedule to show the sequencing and scheduling of courses in the dual-degree program.

### [ ] **Creating a new program from a concentration/track in an existing program.**

If the new program is based **entirely** on existing courses in a registered program, provide the current program name, program code, and the following information:

**Note:** this abbreviated option applies only if a master plan amendment is NOT required **and** there are no new courses or changes to program admissions and evaluation elements. If these conditions are not met, submit a new registration application for the proposed program.

- a) Information from the Application for Registration of a New Program\_form: cover page (page 1), Sample Program Schedule form, and faculty information charts (full-time faculty, part-time faculty, and faculty to be hired)  
b) Brief description of the proposed program and rationale for converting the existing coursework to a separately registered program:  
c) Expected impact on existing program:  
d) Adjustments the institution will make to its current resource allocations to support the program:  
e) Statement confirming that the admission standards and process and evaluation methods are the same as those in the existing registered program:

**Note:** if the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

September 2009

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<sup>4</sup> Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program.

## Part B

### Models of Academic Items

**PART A: ACADEMIC MATTERS**

**Section AI: Special Actions**

Special Actions Include but are not limited to:

- A. Changes in the name of a School or Academic Department
- B. Discontinuing degree or certificate programs
- C. Approval of a certificate or Advanced certificate program
- D. Establishing a Dual-degree program (B.A./M.A., B.S./M.S.)

**EXAMPLE OF DEPARTMENT CHANGE**

**Part A: Academic Matters, Section AI: Special Actions**

AI.1.1 Change in the name of the Department of Journalism.

RESOLVED, that the Department of Journalism at XYZ College be renamed the Department of Media Studies, effective September 1, 2010.

EXPLANATION: The Department of Journalism wishes to change its name to Media Studies to reflect the broadening of its offerings to include electronic media as well as traditional print media. The action is a name change only and does not affect the tenure or seniority status of any faculty member in the Department.

**NOTE: If the name change includes the name of an individual or organization being honored, a separate resolution must be presented the meeting of the Board Committee on Faculty, Staff and Administration. Contact the Office of Human Resources Management at the Central Office for details.**

**EXAMPLE OF A PROGRAM NAME CHANGE**

**AIII:10.2b. BBA in Finance and Investment (HEGIS Code: 050500; Program Code: 01918) Change in Name of Program**

|  |                                  |
|--|----------------------------------|
| <b>FROM:</b> <del>BBA in Finance and Investments</del> | <b>To:</b> <u>BBA in Finance</u> |
|--|----------------------------------|

Rationale: This name change is desired because everyone -- faculty, students, academic counselors, and administrators - refers to the "finance major" rather than the "finance and investments" major. The change of name will simply bring the formal name into conformance with universal current usage. No changes are being proposed to the requirements of the major itself.

**EXAMPLE OF A DEREGISTRATION OF A PROGRAM**

**Part A: Academic Matters, Section AI: Special Actions**

AI.1.2 Discontinuation of the B.A. in Communications program

RESOLVED, that the program in Communications leading to the B.A. degree at XYZ College (HEGIS number 0601, State program code 12345) be deregistered, effective September 1, 2010.

EXPLANATION: The B.A. in Communication programs has been losing enrollment for several years as faculty have retired and not been replaced, and the College's priorities have shifted. Admissions to the program were suspended with the fall semester, 2009. At its meeting of November 3, 2008, the Faculty Senate voted to suspend all further admissions to the program and to discontinue the program when currently enrolled students complete their degrees. All currently enrolled students are expected to complete their degrees by the end of the spring semester, 2011.

**EXAMPLE OF A DEREGISTRATION FOR MULTIPLE PROGRAMS**

AI.1.2 Program Closings

RESOLVED , that the following programs at XYZ College be de-registered, effective on the dates shown for each program:

| <u>Program Title</u> | <u>Degree</u> | <u>HEGIS</u> | <u>State Program Code</u> | <u>Effective Date</u> |
|----------------------|---------------|--------------|---------------------------|-----------------------|
| Communications       | B.A.          | 0601         | 12345                     | Sep. 1, 2010          |
| Spanish "7-12"       | B.A.          | 1105         | 23456                     | Sep. 1, 2010          |
| Sociology            | M.A.          | 2208         | 34567                     | Sep. 1, 2010          |

EXPLANATION:

## **FORMAT FOR SUBMITTING REQUEST FOR APPROVAL OF A NEW CERTIFICATE PROGRAM**

### **\*APPROVAL OF A NEW CERTIFICATE OR ADVANCED CERTIFICATE PROGRAM**

RESOLVED, that the proposed program in [program title] leading to the [IDENTIFY CERTIFICATE] to be offered at [name of college] College be approved, effective January 1, 2010, subject to financial ability.

EXPLANATION: [insert explanation and rationale] Add final sentence: “A copy of the full proposal is on file in the CUNY Office of Academic Affairs.”

\*Additional documentation is always required for these matters. Colleges must consult with the Director of Program Review and Articulation and Transfer **before** the submission of a resolution into the CUR. Please include the attached form in Part C entitled “**EXPEDITED APPLICATION FOR REGISTRATION OF A NEW CERTIFICATE OR ADVANCED CERTIFICATE**”. It is strongly advised to submit the necessary forms as part of the Chancellor’s Report item. In case this is not feasible, and additional materials need to be submitted in paper copy, please add the following statement “ A copy of the full proposal is on file with OAA.” Also two copies of the documentation, a memo referencing the CUR month and item number must be submitted.

### **EXAMPLE OF A CERTIFICATE PROGRAM**

#### **Part A: Academic Matters, Section AI: Special Actions**

SECTION: AI.1.3

##### **A.I.1: CERTIFICATE PROGRAM IN PUBLIC POLICY**

RESOLVED, that the undergraduate certificate program in Public Policy to be offered at [XYZ] College be approved, effective September 1, 2010.

EXPLANATION: The proposed certificate program consists of 27 credits, of which 18 credits are required and 9 additional credits must be chosen in a specialty area to complete the certificate. Students must also declare and complete the degree requirements of one of the registered degree programs offered by [XYZ] College, for example: Anthropology, History, Political Science, Urban Affairs and Planning, etc.

Undergraduate public policy programs have emerged in response to demands from students for areas of study that are more socially relevant. Understanding what government does and how it affects the lives of people is an essential part of a good education in a free society. It not only trains young people for work in a wide range of fields, it prepares them to be educated and responsible citizens in our democracy. The certificate is open only to students currently enrolled in an undergraduate degree program and will be issued together with the degree. These courses are applicable to programs in either Political Science (IRP: 02520) or History (IRP: 02501).



A full proposal is on file in the Office of Academic Affairs

**FORMAT FOR THE APPROVAL OF AN DUAL-DEGREE PROGRAM**

**Part A: Academic Matters, Section AI: Special Actions**

SECTION: AI.1.4.

\*APPROVAL OF A DUAL DEGREE PROGRAM IN (PROGRAM TITLE) [BS/MS; BA/MA; BA/MS; ETC.)

RESOLVED, that the College’s existing programs [list undergraduate program title and SED program Code and degree award] and [list graduate program title and SED program Code and degree award] be combined to establish an accelerated program leading to a [list combined degree award BA/MA and program title etc.], effective January 1, 2010, subject to financial ability.

EXPLANATION: [ insert explanation and rationale] Add final sentence: “A copy of the full proposal is on file in the CUNY Office of Academic Affairs.”

Supplementary to putting this change in the Chancellor’s University Report, the following table below must also be completed and submitted to OAA. This table can be found at <http://www.highered.nysed.gov/ocue/documents/changesept09.doc> or in our CD in this packet.

**\*Please include the table below and the Program schedule on page 14.**

**Creating a dual-degree program** from existing registered programs. Approval from the Central Office of Academic Affairs is required prior to submitting a new academic program through the Chancellor’s University Report.

a) Complete the following table to identify the existing programs:

|           | <b>Program Title</b> | <b>Degree Award</b> | <b>Program Code</b> |
|-----------|----------------------|---------------------|---------------------|
| Program 1 |                      |                     |                     |
| Program 2 |                      |                     |                     |

- b) Name the proposed dual-degree program (title and award).<sup>5</sup>
- c) List the courses that will be counted toward both awards.
- d) Indicate the length of time for candidates to complete the proposed program.
- e) Use the Sample Program Schedule to show the sequencing and scheduling of courses in the dual-degree program.

<sup>5</sup> Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program.



**In addition to the table, and submitting the program through the CUR, the program schedule should also be included.**

**Table 1: Program Schedule**

- Indicate **academic calendar** type: \_\_Semester \_\_Quarter \_\_Trimester \_\_Other (describe)
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Copy/expand the table as needed to show additional terms

|                                  |                 |     |                 |                                  |         |     |                 |
|----------------------------------|-----------------|-----|-----------------|----------------------------------|---------|-----|-----------------|
| <b>Term:</b>                     |                 |     |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits         | New | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
| Term credit total:               |                 |     |                 | Term credit total:               |         |     |                 |
| <b>Term:</b>                     |                 |     |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits         | New | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
| Term credit total:               |                 |     |                 | Term credit total:               |         |     |                 |
| <b>Term:</b>                     |                 |     |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits         | New | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
| Term credit total:               |                 |     |                 | Term credit total:               |         |     |                 |
| <b>Term:</b>                     |                 |     |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits         | New | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
|                                  |                 |     |                 |                                  |         |     |                 |
| Term credit total:               |                 |     |                 | Term credit total:               |         |     |                 |
| <b>Program Totals:</b>           | <b>Credits:</b> |     |                 |                                  |         |     |                 |

**New:** indicate if new course **Prerequisite(s):** list prerequisite(s) for the noted courses

## EXAMPLE OF A DUAL-DEGREE PROGRAM

### Section AI: Special Actions

### AI:10.1 Approval of a Dual Degree

#### Program [BA in Economics/MPA]

RESOLVED, that a dual degree award, established as a stand-alone program, leading to the B.A. in Economics/M.P.A be created from the College's existing programs, the B.A in Economics (SED program code 00000) and the the M.P.A. (SED program code 00000 effective September 1, 2010, subject to financial ability. The BA in Economics (SED program code 00000) and M.P.A. (SED program code 00000) will also be retained as self-standing programs.

Program Description: The Five-Year Economics BA/MPA offers qualified students the opportunity to earn both a Bachelor of Arts degree and a Master of Public Administration degree which may be completed in as little as five years. The curriculum is composed of the common core for the BA degree, the economics BA curriculum, and 36 credits of graduate coursework in the MPA program for a total of 144 credits. Candidates must apply to the program no later than the first semester of their senior year, and may apply as early as the start of their junior year. The accelerated pace is made possible by offering qualified students the opportunity to take four graduate courses (12 credits) in the School of Public Affairs during their final year of undergraduate work (these credits do not form part of the undergraduate major but rather function as elective credits towards the BA degree). Students qualify by maintaining an overall GPA of 2.8 as well as a GPA of 3.0 in the economics major through the first three years of study and by completing all of the necessary prerequisites for those courses, which will ensure that they are prepared for graduate level work.

| Requirements for the Five-Year Economics BA/MPA Program  |   |       |
|--|---|-------|
| Course   | Description                                     | Crs   |
| <b>BA in Economics</b>   |   |       |
| <b>Prerequisites for BA Economics</b>  |   |       |
| ECO 1001   | Microeconomics                                  | 3     |
| ECO 1002   | Macroeconomics                                  | 3     |
| STA 2100   | Statistics for Social Sciences                  | 3     |
| OR   |   |       |
| STA 2000   | Business Statistics I                           |       |
| MTH 2003   | (Pre-calculus) OR a calculus course             | 3-4   |
| Subtotal of Prerequisites  |   | 12-13 |
| <b>Required courses for BA Economics</b>   |   |       |
| ECO 3100   | Intermediate Microeconomics                     | 3     |
| OR   |   |       |
| PAF 9130   | Economic Analysis and Public Policy             |       |
| ECO 3200   | Intermediate Macroeconomics                     | 3     |
| ECO 4000   | Statistical Analysis for Economics and Finance  | 3     |
| Subtotal of Required courses   |   | 9     |
| Electives for BA Economics (Choose five courses from the following; at least two must be 4000-level economics courses) |   |       |
| BLS/HSP 3015   | Black Economic Development: 1860 to the Present | 3     |

|   |   |       |
|---|---|-------|
| BLS/HSP 3016  | Urban Economic Structure                          | 3     |
| ECO 3110  | Industrial Organization and Public Policy         | 3     |
| ECO 3220  | Money, Banking, and Monetary System               | 3     |
| ECO 3250  | International Economics and Finance               | 3     |
| ECO 3310  | Principles of Public Finance                      | 3     |
| OR  |   |       |
| PAF 3103  | Public Finance/Managing Public Resources          | 3     |
| OR  |   |       |
| PAF 9133  | Economics of the Public Sector and Public Finance | 3     |
| ECO 3400  | Evolution of Economic Thought                     | 3     |
| ECO 3501  | Economics of Labor                                | 3     |
| ECO 4100  | Advanced Microeconomics                           | 3     |
| ECO 4200  | Advanced Macroeconomics                           | 3     |
| ECO 4201  | Monetary Economics                                | 3     |
| ECO 4300  | Mathematical Economics                            | 3     |
| ECO 4501  | Advanced Labor Economics                          | 3     |
| HIS 3410  | History of American Business Enterprise           | 3     |
| PHI 3050  | Ethics, Economics, and the Business System        | 3     |
| POL 3103  | Political Economy                                 | 3     |
| POL 3315  | Government and the American Economy               | 3     |
| PAF 9145  | Social Welfare Policy                             | 3     |
| PAF 9766  | Health Care Costs and Financing                   | 3     |
| Subtotal of Electives   |   | 15    |
| Total for BA in Economics   |   | 36-37 |
| Master of Public Administration   |   |       |
| 4 Courses taken in 4 <sup>th</sup> year   |   |       |
| PAF 9100  | Introduction to Public Affairs                    | 3     |
| PAF 9103  | Communication in Public Settings                  | 3     |
| PAF 9120  | Public and Nonprofit Management I                 | 3     |
| PAF 9172  | Research and Analysis II                          | 3     |
| Subtotal of 4 <sup>th</sup> year courses  |   | 12    |
| <b>3 Required courses in 5<sup>th</sup> year</b>  |   |       |
| PAF 9140  | Budgeting, Accounting, and Financial Analysis     | 3     |
| PAF 9190  | Capstone Seminar                                  | 3     |
| PAF 9195  | Internship in Public Affairs                      | 3     |
| Subtotal of Required 5 <sup>th</sup> year courses   |   | 9     |
| <b>5 Electives in 5<sup>th</sup> year</b>   |   |       |
| Choose from any PAF course in 9100, 9600, or 9700 series, excluding those taken toward the economics major (if applicable). |   |       |
| Subtotal of 5 <sup>th</sup> year Electives  |   | 15    |
| Total for MPA   |   | 36    |

| <b>Year 1</b>                           | <b>Fall Semester</b>                                | <b>Credits</b> | <b>Year 1</b> | <b>Spring Semester</b>                                     | <b>Credits</b> |
|---|---|----------------|---------------|--|----------------|
| ENG 2100                                | Writing I   | 3              | ENG 2150      | Writing II   | 3              |
| MTH                                     | Precalculus (2003)<br>or<br>Calculus (2207 or 2610) | 3-4            | ECO 1001      | Microeconomics   | 3              |
| COM 1010                                | Speech Communication                                | 3              | POL 1101      | American Government (Social Sciences #1)                   | 3              |
| ART 1011                                | Art History Survey I (Humanities #1)                | 3              | SOC 1005      | Introduction to Sociology (Social Sciences #2)             | 3              |
| HIS 1000                                | Themes in American History (Humanities #2)          | 3              | PHI 1500      | Major Issues in Philosophy (Humanities #3)                 | 3              |
| FRO 1000                                | Freshman Seminar                                    | 0              |               |  |                |
|   | Total semester credits                              | 15-16          |               | Total semester credits                                     | 15             |
| <b>Year 2</b>                           | <b>Fall Semester</b>                                | <b>Credits</b> | <b>Year 2</b> | <b>Spring Semester</b>                                     | <b>Credits</b> |
| ECO 1002                                | Macroeconomics                                      | 3              | ECO 3100      | Intermediate Microeconomics (Major # 1)                    | 3              |
| BIO 1003                                | Survey of the Living World (Natural Sciences I)     | 4              | ECO 4000      | Statistical Analysis for Economics and Finance (Major # 2) | 3              |
| ENG 2800                                | Great Works of Literature (Humanities #4)           | 3              | PSY 1001      | Psychology   | 4              |
| STA 2100                                | Statistics for Social Science                       | 3              |               | Free Elective  | 2-3            |
|   | Foreign Language I                                  | 3              |               | Foreign Language II  | 3              |
|   | Total semester credits                              | 16             |               | Total semester credits                                     | 15-16          |
| <b>Year 3</b>                           | <b>Fall Semester</b>                                | <b>Credits</b> | <b>Year 3</b> | <b>Spring Semester</b>                                     | <b>Credits</b> |
| ECO 3200                                | Intermediate Macroeconomics (Major # 3)             | 3              |               | (Major # 5)  | 3              |
|   | (Major # 4)   | 3              |               | (Major # 6)  | 3              |
|   | (Major # 5)   | 3              |               | (Major # 7)  | 3              |
|   | Tier III Minor # 1                                  | 3              |               | Tier III Minor # 2   | 3              |
| CHM 1000                                | Chemistry and the Environment (Natural Sciences II) | 4              |               | Free Elective  | 3              |
|   | Total semester credits                              | 16             |               | Total Semester Credits                                     | 15             |
| <b>Year 4</b>                           | <b>Fall Semester</b>                                | <b>Credits</b> | <b>Year 4</b> | <b>Spring Semester</b>                                     | <b>Credits</b> |
|   | (Major # 8)   | 3              | PAF 9120      | Public and Nonprofit Management I                          | 3              |
| PAF 9000                                | Introduction to Public Affairs                      | 3              | PAF 9172      | Research and Analysis II                                   | 3              |
| PAF 9103                                | Communication in Public Settings                    | 3              |               | Cultural Studies   | 3              |
|   | Tier III Minor # 3                                  | 3              |               | Free Elective  | 3              |
|   | Free Elective                                       | 3              |               |  |                |
|   | Total semester credits                              | 15             |               | Total Semester Credits                                     | 12             |
| <b>Total credits for BA degree: 120</b> |   |                |               |  |                |
| <b>Year 5</b>                           | <b>Fall Semester</b>                                | <b>Credits</b> | <b>Year 5</b> | <b>Spring Semester</b>                                     | <b>Credits</b> |
| PAF 9140                                | Budgeting, Accounting, and Financial Analysis       | 3              | PAF 9xxx      | Elective   | 3              |
| PAF 9195                                | Internship in Public Affairs                        | 3              | PAF 9xxx      | Elective   | 3              |
| PAF 9xxx                                | Elective  | 3              | PAF 9xxx      | Elective   | 3              |
| PAF 9xxx                                | Elective  | 3              | PAF 9190      | Capstone Seminar   | 3              |
|   | Total semester credits                              | 12             |               | Total Semester Credits                                     | 12             |

Rationale: Economics is the third largest major in the college, with well over one hundred students working toward a BA degree in the subject at any given time, although the size of the group who meet the GPA requirements for this program is relatively modest—about 20. Our research has revealed not only that some of these students are among the highest achievers in the college, as measured by their overall GPAs, but also that members of this group have an interest in combining the study of economics with the study of social issues.

During a May 2009 focus group, a number of students expressed enthusiasm for the idea of a five-year BA/MPA program and indicated that if it had been in existence when they were beginning their study of economics, they would have taken advantage of it. This information suggests that a steady source of qualified students exists ready-made, so to speak; we anticipate that approximately 3-5 students per year will enter the program. Thus, while we do not expect this program to draw a large number of students, we feel that it will provide a welcome opportunity for a select few who have both the interest and the ability to take advantage of it. Completion of the proposed program will certify said students as qualified to pursue a variety of career opportunities in the public sector and the world of non-profit organizations.

Because it is a coordination of two existing programs, the Five-Year economics BA/MPA program has no additional costs attached to it. Every student who enrolls in the program and thus chooses to stay on and complete an extra year of coursework at the college (rather than leave to pursue graduate work or employment opportunities elsewhere) represents a financial gain for the institution.

All academic programs at the College are assessed on a regular basis according to the guidelines established by the Middle States Commission for Higher Education. Accordingly, both the BA Economics major and the MPA program submit regular assessment reports. Students in the Five-Year Economics BA/MPA program will form a cohort within the MPA program proper, and it will be possible to assess the learning of this cohort both in its own right and in relation to other MPA students.

The recommendations of the Committee on Undergraduate Curriculum were approved at the Faculty Meeting on January 17, 2010 effective the Spring 2010 semester, pending approval of the Board of Trustees.

## EXAMPLE OF A CHANGE IN GENERAL EDUCATION REQUIREMENTS

### Section AII: Changes in Generic Degree Requirements

Changes in College-wide Degree Requirements include:

- Changes in general education requirements

#### AII.1 College-wide Requirements

All students must satisfy the following general education requirements:

1. The basic skills requirements in mathematics, reading, English composition, and speech as stated in this Bulletin under the heading “Basic skills requirements.”
2. The Core Studies courses and the foreign language requirement of the core curriculum as stated in this Bulletin under the heading “Core curriculum.”
3. [The writing-across-the-curriculum requirement as stated in this Bulletin under the heading “Writing across-the-curriculum requirement.” ] All students must satisfy the College Writing Intensive requirement by (1) completing a writing-intensive course (designated with a W after the number) or (2) completing a writing-intensive major (currently English, Music, Philosophy, and Political Science). Students should be aware that most programs require one or more W courses within their major or a related discipline. See “Transfer Students” for waiver regulations.
4. Starting September 1, 2003, all enrolled students, regardless of when they entered CUNY, are subject to the CUNY Proficiency Examination (CPE) requirement. Students who transfer with 45 credits or more must take the examination in their first semester.

Rationale: The college-wide requirement formerly referred to as “writing-across-the-curriculum” is now designated as a “writing intensive” requirement with the revised stipulations as indicated in this item.



## Section AIII: Changes in Degree Programs

Changes in Degree Programs include:

- Changes in the admissions, course, or graduation requirements
- Addition or deletion of an option, track, or concentration<sup>8</sup>.
- Cumulative change from the department's last approval of the registered program that impacts one-third or more of the minimum Credits required for the award (e.g. 20 credits in an associate degree)
- Changes in a program's focus or design
- Altering the liberal arts and science content in a way that changes the degree classification.
- Change in program title
- Change in program award
- Program Delivery Format change. With format changes please indicate the proposed format (e.g. evening, weekend). Describe the availability of course and any change in faculty, resources, or support services. Also use the program schedule on page 14 to show the sequencing and scheduling of the courses in the program.

**Please indicate the type of change, the title of the program, its IRP code, and all other relevant information so that we may speed up the process!**

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<sup>8</sup> Options are used in associates' degrees, concentrations in bachelors' degree, and tracks in graduate degree programs.

## EXAMPLE OF A PROGRAM CHANGE

### AIII.1 The following revisions are proposed for the A.A.S. in Computer Technology

**Program:** A.A.S. in Computer Technology

**Program Code:** 12345

**Effective:** Fall 2010

| From   |   | TO   |  |
|--|---|--|--|
| Course                                       | Description                                   | Course                                       | Description  |
| <b>Requirements for the Concentration</b>    |   | <b>Requirements for the Concentration</b>    |  |
| ET-110                                       | Electric Circuit Analysis I                   | ET-110                                       | Electric Circuit Analysis I                        |
| ET-140                                       | Sinusoidal and Transient Circuit Analysis     | ET-140                                       | Sinusoidal and Transient Circuit Analysis          |
| ET-210, [220]                                | Electronics I, [II]                           | ET-210                                       | Electronics I                                      |
| ET-350                                       | Computer Control Systems                      | ET-350                                       | Computer Control Systems                           |
| ET-420                                       | Computer Project Laboratory                   | ET-420                                       | Computer Project Laboratory                        |
| ET-501                                       | Computer Applications                         | ET-501                                       | Computer Applications                              |
| ET-502                                       | Introduction to Computer Programming          | ET-502                                       | Introduction to Computer Programming               |
| [ET-503                                      | Introduction to Assembly Language Programming | <u>ET-509</u>                                | <u>C++ Programming for Embedded Systems</u>        |
|  |   | ET-504                                       | Operating Systems and System Deployment            |
| ET-504                                       | Operating Systems and System Deployment       | ET-540                                       | Digital Computer Theory I                          |
| ET-540                                       | Digital Computer Theory I                     | <u>ET-542</u>                                | <u>Computer and Electrical Device Applications</u> |
| ET-560                                       | Microprocessors and Microcomputers            | ET-560                                       | Microprocessors and Microcomputers                 |
|  |   | <u>ET-704</u>                                | <u>Networking Fundamentals</u>                     |
| <b>Sub-total</b>                             |   | <b>Sub-total</b>                             |  |
|  |   |  |  |
|  | <b>Electives</b>                              |  | <b>Electives</b>                                   |
|  |   | _____  | ET electives+                                      |
|  |   | <b>Total credits required for the A.A.S.</b> |  |
| _____  | ET electives+                                 |  |  |
| <b>Total credits required for the A.A.S.</b> |   |  |  |

**Rationale:** The proposed changes will maintain the same number of credits and hours as in the existing curriculum. There are no changes to the liberal arts and sciences courses. The proposed Computer Technology curriculum represents a balance of instruction in computer hardware, software, system design, liberal arts and science, and communications. It has been updated to insure that students are familiar with current programming languages and technologies.

<sup>9</sup> Please note: Credit totals must be included for all changes in degree programs. Program credit totals must be in compliance with the University's 60/120 policy unless the college has an approved waiver. If a waiver is required, colleges should consult with Dr. Ekaterina Sukhanova prior to submission for a change in degree programs.

**FORMAT FOR SUBMITTING REQUEST FOR APPROVAL OF A NEW MINOR**

DATE OF CHANCELLOR’S UNIVERSITY REPORT

COLLEGE NAME

PART A: ACADEMIC MATTERS

SECTION AIII: CHANGES IN DEGREE PROGRAMS

SCHOOL OR DEPARTMENT NAME

ITEM NUMBER (AIII: 0.0.) and ITEM TITLE: REQUIREMENTS FOR A NEW MINOR IN (provide title of minor).

EXPLAIN PROGRAM REQUIREMENTS (including such things as grade requirements, for example, “each course must be completed with a grade of C or higher”). LIST ALL COURSE REQUIREMENTS INCLUDING COURSE TITLES AND CREDITS, PREREQUISITES, AND ELECTIVES (if applicable).

RATIONALE: (provide a rationale including any important additional information).

**PLEASE NOTE: TWELVE CREDITS WILL BE CONSIDERED THE UPWARD LIMIT FOR MINORS. MINORS EXCEEDING TWELVE CREDITS MUST INCLUDE A FURTHER RATIONALE AND EXPLANATION, INCLUDING ASSURANCES THAT STUDENTS WILL BE ABLE TO COMPLETE ALL DEGREE REQUIRMENTS WITHIN THE BOARD’S 60/120 DEGREE CREDIT LIMIT.**

**EXAMPLE OF A NEW MINOR**

**New Minor in Business Practice Offered by the Department of Economics, Accounting and Business Administration.**

|  |  |
|--|--|
| <p><b>From :</b></p> <p>No such minor is currently offered.</p>  | <p><b>To :</b></p> <p><b>MINOR IN BUSINESS PRACTICE.</b><br/>                 This minor consists of any four courses with a BBA prefix. Not open to students majoring in Accounting or Business Administration. Students majoring in Economics cannot elect BBA 303 under this minor.</p> |
| <p><b>Rationale</b></p> <p>The required sequence of courses provides an adequate preparation for general business practice. Students dropped from the BBA major for not having achieved the minimum 2.7 (B-) cumulative index in the first four BBA-prefixed courses taken in the program, may count these courses toward this minor without loss of credit; however, they cannot elect a new major offered by the Department of Economics, Accounting and Business Administration, with the exception of Economics.</p> <p>Students majoring in Economics, conversely, should be given the opportunity to take a series of business courses to improve their career prospects, if they wish. There is no overlap in course requirements of B.A. in Economics and this minor, except that Economics majors must not elect BBA 303 under this minor.</p> <p><b>Effect Outside Department:</b> None</p> <p>Date of Department Approval: October 15, 2010</p> <p>Date of Senate Approval: December 10, 2010</p> |  |

**FORMAT FOR A NEW COURSE**

**Section AIV: New Courses**

**AIV.1**

|   |  |   |   |
|---|--|---|---|
| <b>Department(s)</b>  | <b>Theatre</b>   |   |   |
| <b>Career</b>   | <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate  |   |   |
| <b>Academic Level</b>   | <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Compensatory <input type="checkbox"/> Developmental <input type="checkbox"/> Remedial   |   |   |
| <b>Subject Area</b>   | <b>Theatre</b>   |   |   |
| <b>Course Number</b>  | <b>635</b>   |   |   |
| <b>Course Title</b>   | <b>American Theatre of the early 20<sup>th</sup> Century</b>   |   |   |
| <b>Catalogue Description</b>  | <b>This course explores playwrights and the theatre scene of the first half of the 20<sup>th</sup> century. The works of authors such as Eugene O’Neill, Susan Glaspell and Clifford Odets will be read extensively. Includes discussions of such groups as the Provincetown Players, the Group Theatre and the Theatre Guild.</b>   |   |   |
| <b>Pre/ Co Requisites</b>   | <b>n/a</b>   |   |   |
| <b>Credits</b>  | <b>3</b>   |   |   |
| <b>Contact Hours</b>  | <b>3</b>   |   |   |
| <b>Liberal Arts</b>   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |   |   |
| <b>Course Attribute (e.g. Writing Intensive, WAC, etc)</b>  |  |   |   |
| <b>General Education Component</b>  | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <b>Not Applicable</b><br/> <input type="checkbox"/> <b>Required</b><br/>           <input type="checkbox"/> <b>English Composition</b><br/>           <input type="checkbox"/> <b>Mathematics</b><br/>           <input type="checkbox"/> <b>Science</b> </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <b>Flexible</b><br/>           <input type="checkbox"/> <b>World Cultures</b><br/>           <input type="checkbox"/> <b>US Experience in its Diversity</b><br/>           <input type="checkbox"/> <b>Creative Expression</b><br/>           <input type="checkbox"/> <b>Individual and Society</b><br/>           <input type="checkbox"/> <b>Scientific World</b> </td> </tr> </table> | <input type="checkbox"/> <b>Not Applicable</b><br><input type="checkbox"/> <b>Required</b><br><input type="checkbox"/> <b>English Composition</b><br><input type="checkbox"/> <b>Mathematics</b><br><input type="checkbox"/> <b>Science</b> | <input type="checkbox"/> <b>Flexible</b><br><input type="checkbox"/> <b>World Cultures</b><br><input type="checkbox"/> <b>US Experience in its Diversity</b><br><input type="checkbox"/> <b>Creative Expression</b><br><input type="checkbox"/> <b>Individual and Society</b><br><input type="checkbox"/> <b>Scientific World</b> |
| <input type="checkbox"/> <b>Not Applicable</b><br><input type="checkbox"/> <b>Required</b><br><input type="checkbox"/> <b>English Composition</b><br><input type="checkbox"/> <b>Mathematics</b><br><input type="checkbox"/> <b>Science</b> | <input type="checkbox"/> <b>Flexible</b><br><input type="checkbox"/> <b>World Cultures</b><br><input type="checkbox"/> <b>US Experience in its Diversity</b><br><input type="checkbox"/> <b>Creative Expression</b><br><input type="checkbox"/> <b>Individual and Society</b><br><input type="checkbox"/> <b>Scientific World</b>  |   |   |

Rationale: The graduate theatre program is lacking in coursework in American theatre. This course will help fill that void.

**NOTE**: At least one Title and IRP code of a program to which the new course is applicable, as per SED regulation.

AIV.2

|  |   |  |   |
|--|---|--|---|
| <b>Department(s)</b>   | <b>History</b>  |  |   |
| <b>Career</b>  | <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate   |  |   |
| <b>Academic Level</b>  | <input type="checkbox"/> Regular <input type="checkbox"/> Compensatory <input type="checkbox"/> Developmental <input type="checkbox"/> Remedial   |  |   |
| <b>Subject Area</b>  | <b>History</b>  |  |   |
| <b>Course Number</b>   | <b>222</b>  |  |   |
| <b>Course Title</b>  | <b>Contemporary American Immigration</b>  |  |   |
| <b>Catalogue Description</b>   | <b>This course explores the very latest wave of American immigration. Topics include: countries of origin; development of communities in the US and current immigration law.</b>  |  |   |
| <b>Pre/ Co Requisites</b>  | <b>History 133</b>  |  |   |
| <b>Credits</b>   | <b>3</b>  |  |   |
| <b>Contact Hours</b>   | <b>3</b>  |  |   |
| <b>Liberal Arts</b>  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |   |
| <b>Course Attribute (e.g. Writing Intensive, WAC, etc)</b>   | <b>Writing Intensive</b>  |  |   |
| <b>General Education Component</b>   | <p> <input type="checkbox"/> Not Applicable<br/> <input type="checkbox"/> Required                 </p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> English Composition<br/> <input type="checkbox"/> Mathematics<br/> <input type="checkbox"/> Science                 </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Flexible<br/> <input type="checkbox"/> World Cultures<br/> <input checked="" type="checkbox"/> US Experience in its Diversity<br/> <input type="checkbox"/> Creative Expression<br/> <input type="checkbox"/> Individual and Society<br/> <input type="checkbox"/> Scientific World                 </td> </tr> </table> | <input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science | <input checked="" type="checkbox"/> Flexible<br><input type="checkbox"/> World Cultures<br><input checked="" type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World |
| <input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science | <input checked="" type="checkbox"/> Flexible<br><input type="checkbox"/> World Cultures<br><input checked="" type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World   |  |   |

Rationale:

**NOTE:** At least one Title and IRP code of a program to which the new course is applicable, as per SED regulation.

**EXAMPLE OF A CHANGE IN COURSE TITLE, DESCRIPTION AND PREREQUISITES**

**AV: 1 Changes to be offered in the Engineering Science and Physics Department**

| <b>FROM</b>   |  | <b>TO</b>   |  |
|---|--|---|--|
| Departments   | Engineering Science and Physics  | Departments   | Engineering Science and Physics  |
| Course  | ENS <del>309</del> Basic Measurements Laboratory   | Course  | ENS <u>249</u> Basic Measurements Laboratory   |
| Pre or co requisite                                 | ENS 241  | Prerequisite  | N/C  |
| Hours   | 4  | Hours   | 4  |
| Credits   | 2  | Credits   | 2  |
| Description   | Basic instrumentation and precise measurements in engineering applications. Design construction, testing, and analysis of simple analog systems using the circuit design tools and simulation software. Comparison of measured data to simulated data and reconciliation of discrepancies is emphasized.   | Description   | N/C  |
| Requirement Designation                             |  | Requirement Designation                             |  |
| Liberal Arts  | <input type="checkbox"/> Yes <input type="checkbox"/> No   | Liberal Arts  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Course Attribute (e.g. Writing Intensive, WAC, etc) |  | Course Attribute (e.g. Writing Intensive, WAC, etc) |  |
| General Education Component                         | <p><input type="checkbox"/> <b>Not Applicable</b></p> <p><input type="checkbox"/> <b>Required</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>English Composition</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Mathematics</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Science</b></p> <p><input type="checkbox"/> <b>Flexible</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>World Cultures</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>US Experience in its</b></p> | General Education Component                         | <p><input type="checkbox"/> <b>Not Applicable</b></p> <p><input type="checkbox"/> <b>Required</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>English Composition</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Mathematics</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Science</b></p> <p><input type="checkbox"/> <b>Flexible</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>World Cultures</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>US Experience in its Diversity</b></p> |

|           |  |           |  |
|-----------|--|-----------|--|
|           | <b>Diversity</b><br><b>___ Creative Expression</b><br><b>___ Individual and Society</b><br><b>___ Scientific World</b> |           | <b>___ Creative Expression</b><br><b>___ Individual and Society</b><br><b>___ Scientific World</b> |
| Effective | Fall 2007  | Effective | Fall 2007  |
|           |  |           |  |

**Rationale:** This change is the result of assessment process for continuous program improvement as required by EAC-ABET. This course is become pre-major requirement for BS in Engineering Science. Assigning this course a number at the 200 level helps students to take the right courses in proper sequences for timely graduation.

**AV: 2 Changes to be offered in the Engineering Science and Physics Department**

| <b>FROM</b>   |   | <b>TO</b>   |                                 |
|---|---|---|---------------------------------|
| Departments   | Engineering Science and Physics   | Departments   | Engineering Science and Physics |
| Course  | ENS 459 Applied Mechanics Laboratory  | Course  | N/C                             |
| Prerequisite  | <del>[ENS 309 or ENS 359]</del>   | Prerequisite  | <u>ENS 249</u>                  |
| PRE OR COREQUISITE                                  | ENS 450   | PRE OR COREQUISITE                                  | N/C                             |
| Hours   | 4 lecture hours,  | Hours   | 4 <u>laboratory</u> hours       |
| Credits   | <del>[4]</del>  | Credits   | <u>2</u>                        |
| Description   | Experiments in conduction, convection, and radiation. Experiments with floating body stability, fluid losses under different flow configurations. Experiments with engines, governors, and pumps. Design, building, testing, and evaluation of simple heat transfer and mechanical systems. | Description   | N/C                             |
| Requirement Designation                             |   | Requirement Designation                             |                                 |
| Liberal Arts  | [ ] Yes [ ] No  | Liberal Arts  | [ ] Yes [ ] No                  |
| Course Attribute (e.g. Writing Intensive, WAC, etc) |   | Course Attribute (e.g. Writing Intensive, WAC, etc) |                                 |
| General Education Component                         |   | General Education Component                         |                                 |

|           |  |           |  |
|-----------|--|-----------|--|
|           | <input type="checkbox"/> <b>Not Applicable</b><br><br><input type="checkbox"/> <b>Required</b><br><input type="checkbox"/> <b>English Composition</b><br><input type="checkbox"/> <b>Mathematics</b><br><input type="checkbox"/> <b>Science</b><br><br><input type="checkbox"/> <b>Flexible</b><br><input type="checkbox"/> <b>World Cultures</b><br><input type="checkbox"/> <b>US Experience in its Diversity</b><br><input type="checkbox"/> <b>Creative Expression</b><br><input type="checkbox"/> <b>Individual and Society</b><br><input type="checkbox"/> <b>Scientific World</b> |           | <input type="checkbox"/> <b>Not Applicable</b><br><br><input type="checkbox"/> <b>Required</b><br><input type="checkbox"/> <b>English Composition</b><br><input type="checkbox"/> <b>Mathematics</b><br><input type="checkbox"/> <b>Science</b><br><br><input type="checkbox"/> <b>Flexible</b><br><input type="checkbox"/> <b>World Cultures</b><br><input type="checkbox"/> <b>US Experience in its Diversity</b><br><input type="checkbox"/> <b>Creative Expression</b><br><input type="checkbox"/> <b>Individual and Society</b><br><input type="checkbox"/> <b>Scientific World</b> |
| Effective | Fall 2007  | Effective | Fall 2007  |
|           |  |           |  |

**Rationale:** This course is designed as a laboratory course. 4 laboratory hours correspond to 2 credits. In addition, ENS 309 is re-numbered to ENS 249. ENS 359 is no longer offered.

**AV: 3 Changes to be offered in the Performing and Creative Arts Department**

| <b>FROM</b>  |   | <b>TO</b>    |   |
|--------------|---|--------------|---|
| Departments  | Performing and Creative Arts Department   | Departments  | Performing and Creative Arts Department |
| Course       | ART 240 Women and the Fine Arts   | Course       | N/C                                     |
| Crosslisted  | WMS 270   | Crosslisted  | N/C                                     |
| Credits      | 4   | Credits      | N/C                                     |
| Hours        | 4   | Hours        | N/C                                     |
| Prerequisite | ENG 111, and WMS 100 or ART 100 or Art 200 or Art 201 or the permission of the instructor   | Prerequisite | N/C                                     |
| Description  | This course examines the two-fold relationship of women to the fine arts; their role as subjects and as artists. Topics such as the portrayal of women as goddess, mother, and housewife, and as artist will be undertaken with a view to the social and historical input and implication of this | Description  | N/C                                     |



|   |   |   |   |
|---|---|---|---|
|   | imagery. The circumstances of women artists from the Renaissance to the present will also be considered.  |   |   |
| Requirement Designation                             |   | Requirement Designation                             |   |
| Liberal Arts  | <input type="checkbox"/> Yes <input type="checkbox"/> No  | Liberal Arts  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Course Attribute (e.g. Writing Intensive, WAC, etc) |   | Course Attribute (e.g. Writing Intensive, WAC, etc) |   |
| General Education Component                         | <p><input type="checkbox"/> <b>Not Applicable</b></p> <p><input type="checkbox"/> <b>Required</b></p> <p>    <input type="checkbox"/> <b>English Composition</b></p> <p>    <input type="checkbox"/> <b>Mathematics</b></p> <p>    <input type="checkbox"/> <b>Science</b></p> <p><input type="checkbox"/> <b>Flexible</b></p> <p>    <input type="checkbox"/> <b>World Cultures</b></p> <p>    <input type="checkbox"/> <b>US Experience in its Diversity</b></p> <p>    <input type="checkbox"/> <b>Creative Expression</b></p> <p>    <input type="checkbox"/> <b>Individual and Society</b></p> <p>    <input type="checkbox"/> <b>Scientific World</b></p> | General Education Component                         | <p><input type="checkbox"/> <b>Not Applicable</b></p> <p><input type="checkbox"/> <b>Required</b></p> <p>    <input type="checkbox"/> <b>English Composition</b></p> <p>    <input type="checkbox"/> <b>Mathematics</b></p> <p>    <input type="checkbox"/> <b>Science</b></p> <p><input type="checkbox"/> <b>Flexible</b></p> <p>    <input type="checkbox"/> <b>World Cultures</b></p> <p>    <input type="checkbox"/> <b>US Experience in its Diversity</b></p> <p>    <input type="checkbox"/> <b>Creative Expression</b></p> <p>    <input type="checkbox"/> <b>Individual and Society</b></p> <p>    <input type="checkbox"/> <b>Scientific World</b></p> |
| Effective   | Fall 2007   | Effective   | Fall 2007   |
|   |   |   |   |

**Rationale:** This course will be added to the list of general education courses that fulfill the Pluralism and Diversity requirement and the Textual, Aesthetic and Linguistic Analysis requirement.

**AV: 4 Changes to be offered in the Media Culture Department**

| FROM        |   | TO          |                                     |
|-------------|---|-------------|-------------------------------------|
| Departments | Media Culture Department                              | Departments | Media Culture Department            |
| Course      | CIN 274 [ <del>Introduction to Screen Writing</del> ] | Course      | CIN 274 <u>Narrative Strategies</u> |
| Crosslisted | <del>{(Also ENL 274)}</del>                           | Crosslisted | none                                |

|   |   |   |   |
|---|---|---|---|
| Credits   | 4   | Credits   | N/C   |
| Hours   | 4   | Hours   | N/C   |
| Prerequisite  | ENG 151   | Prerequisite  | ENG 151 and CIN 100   |
| Description   | <del>[Writing for television and film. Class discussions of students' work and the problems of creating in this field. Selected readings.]</del>  | Description   | <u>Formal analysis of the basics of story structure and storytelling technique in film, television and video production. The course focuses on narrative theory and its production application in both mainstream and alternative films, television programs, and other media productions.</u>  |
| Requirement Designation                             |   | Requirement Designation                             |   |
| Liberal Arts  | [ ] Yes [ ] No  | Liberal Arts  | [ ] Yes [ ] No  |
| Course Attribute (e.g. Writing Intensive, WAC, etc) |   | Course Attribute (e.g. Writing Intensive, WAC, etc) |   |
| General Education Component                         | <p><input type="checkbox"/> <b>Not Applicable</b></p> <p><input type="checkbox"/> <b>Required</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>English Composition</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Mathematics</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Science</b></p> <p><input type="checkbox"/> <b>Flexible</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>World Cultures</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>US Experience in its Diversity</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Creative Expression</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Individual and Society</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Scientific World</b></p> | General Education Component                         | <p><input type="checkbox"/> <b>Not Applicable</b></p> <p><input type="checkbox"/> <b>Required</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>English Composition</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Mathematics</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Science</b></p> <p><input type="checkbox"/> <b>Flexible</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>World Cultures</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>US Experience in its Diversity</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Creative Expression</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Individual and Society</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Scientific World</b></p> |
| Effective   | Fall 2007   | Effective   | Fall 2007   |
|   |   |   |   |

**Rationale:** This course replaces the practical introduction to screenwriting with the intensive study of narratives constructed for film and television. A course in narrative studies will provide important tools for the analysis of storytelling in film, television, and other media.

**AV: 5 Changes to be offered in the Media Culture Department**

| <b>FROM</b>   |  | <b>TO</b>   |  |
|---|--|---|--|
| Departments   | Media Culture Department   | Departments   | Media Culture Department   |
| Course  | CIN 436 Screen Writing   | Course  | N/C  |
| Crosslisted   | (Also ENL 436)   | Crosslisted   | N/C  |
| Credits   | 4  | Credits   | N/C  |
| Hours   | 4  | Hours   | N/C  |
| Prerequisite  | CIN[ <del>ENL</del> ] 274 or permission of the instructor  | Prerequisite  | CIN 274 or permission of the instructor  |
| Description   | [ <del>Study of the craft of constructing the screenplay, treatment, synopsis, and shooting script. The student will work on the problems of creating the original film script as well as adapting a piece of existing material for the screen.</del> ] (arts & com.)  | Description   | <u>A workshop on the craft of screenwriting that progresses from story idea to character sketch, synopsis, outline, treatment, and a final draft of a feature-length screenplay.</u> (arts & com.)   |
| Requirement Designation                             |  | Requirement Designation                             |  |
| Liberal Arts  | [ ] Yes [ ] No   | Liberal Arts  | [ ] Yes [ ] No   |
| Course Attribute (e.g. Writing Intensive, WAC, etc) |  | Course Attribute (e.g. Writing Intensive, WAC, etc) |  |
| General Education Component                         | <p>___ <b>Not Applicable</b></p> <p>___ <b>Required</b></p> <p>    ___ <b>English Composition</b></p> <p>    ___ <b>Mathematics</b></p> <p>    ___ <b>Science</b></p> <p>___ <b>Flexible</b></p> <p>    ___ <b>World Cultures</b></p> <p>    ___ <b>US Experience in its Diversity</b></p> <p>    ___ <b>Creative Expression</b></p> <p>    ___ <b>Individual and Society</b></p> <p>    ___ <b>Scientific World</b></p> | General Education Component                         | <p>___ <b>Not Applicable</b></p> <p>___ <b>Required</b></p> <p>    ___ <b>English Composition</b></p> <p>    ___ <b>Mathematics</b></p> <p>    ___ <b>Science</b></p> <p>___ <b>Flexible</b></p> <p>    ___ <b>World Cultures</b></p> <p>    ___ <b>US Experience in its Diversity</b></p> <p>    ___ <b>Creative Expression</b></p> <p>    ___ <b>Individual and Society</b></p> <p>    ___ <b>Scientific World</b></p> |
| Effective   | Fall 2007  | Effective   | Fall 2007  |

**Rationale:** Revised course description focuses on more manageable task of original screenplay writing, leaving issues of adaptation for other courses.

## **Section AVI: Courses Withdrawn**

**List the course number and title of all courses to be withdrawn.**

FR 303 Readings in French Literature

### **EXAMPLE OF COURSE WITHDRAWN**

Rationale: This course has been replaced by two courses covering specific historical periods.

## **Section AVII: International Program Agreements**

### **EXAMPLE OF INTERNATIONAL PROGRAM AGREEMENT**

#### **AVII.1 International Agreement with Freie Universität, Berlin, Germany**

RESOLVED: That the Board of Trustees of The City University of New York authorize the President of College ABC to execute an international study abroad agreement on behalf of College ABC with Freie Universität, Berlin, Germany, to enable students enrolled in the College's Education Abroad Program to study History, Politics, German Language and other courses as part of the Freie Universität Berlin International Summer and Winter programs. Other than the transmission of tuition by the College to Freie Universität Berlin, neither party to this agreement is obligated to pay any monetary consideration to the other. The agreement is for a one-year period beginning June 1, 2009 and shall include up to two two-year options for the College to renew in its best interest. The agreement shall be subject to approval as to form by the University Office of the General Counsel. This agreement {or revised agreement} was approved by the Office of General Counsel for submission to the Chancellor's University Report on {insert date}.

EXPLANATION: CUNY students enrolled in the College ABC Education Abroad Program will be able to attend FUBiS programs and take courses that are pre-approved by College ABC. Approximately thirty (30) CUNY students will participate in this program each academic year, which will include the following terms for the first year of the agreement: Summer 2009 Session I and Session II.

The requirements for international program agreements are described in the Tuition and Fee Manual. Authorizations to sign international program agreements follow the general model of affiliation agreements, with appropriate adjustments.

EXPLANATION:

- Colleges should consult with the CUNY Office of General Counsel prior to submitting information to the CUR. Prior approval by the CUNY Office of Legal Affairs is required **before** the submission of any international agreement resolution. Contact:

Office of General Counsel  
(212)794-5382

Section AVII: Affiliation Agreements

**Affiliation agreement authorizations between a CUNY college and a non-CUNY institution, such as a hospital, for the benefit of students enrolled in a registered degree program at that college are no longer submitted through the Chancellor's University Report. They are now handled through the Office of General Counsel, at Central Office.**

## Part C

### Other New York State Education Department Forms

- A. Expedited Application for Registration of a New Certificate or Advanced Certificate Program
- B. Application for Addition of a Distance Education Format



|  |  |
|--|--|
| <b>Signature affirms the institution's commitment to support the proposed program.</b> | Partner institution's name:<br>Name and title of partner institution's CEO:<br>Signature of partner institution's CEO: |
|--|--|

Please enter the requested information about the proposed program. Answer rows will expand as needed when information is entered.

### 1. Program Description and Purpose

Provide a brief description of the program as it will appear in the institution's catalog.

Answer: \_\_\_\_\_

State educational and (if appropriate) career objectives.

Answer: \_\_\_\_\_

How does the program relate to the institution's mission and/or master plan?

Answer: \_\_\_\_\_

Describe the role of faculty in the program's design.

Answer: \_\_\_\_\_

Describe the input by external partners, if any (e.g., employers and institutions offering further education).

Answer: \_\_\_\_\_

What are the anticipated Year 1 through Year 5 enrollments?

Answer: \_\_\_\_\_

### 2. Sample Program Schedule

Complete the sample program schedule (**Table 1**) for the first full cycle of the program (e.g., two semesters for a traditional 24 credit-hour Certificate program).

- If the program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.
- For existing courses, submit a copy of the catalog description. Provide syllabi for all new courses. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.

### 3. Faculty

a) Complete the faculty tables that describe full-time faculty (**Table 2**), part-time faculty (**Table 3**), and faculty to be hired (**Table 4**), as applicable. Faculty curricula vitae should be provided only on request.

b) What is the institution's definition of "full-time" faculty?

Answer: \_\_\_\_\_

### 4. Financial Resources and Instructional Facilities

a) Summarize the instructional facilities and equipment committed to ensure the success of the program.

Answer: \_\_\_\_\_

b) Complete the new resources table (**Table 5**).

### 5. Admissions

a) List all program admission requirements (or note if identical to the institution's admission requirements).

Answer: \_\_\_\_\_

b) Describe the process for evaluating exceptions to those requirements.



Answer:

---

c) How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?

Answer:

---

#### 6. Academic Support Services

---

Summarize the academic support services available to help students succeed in the program.

Answer:

---

#### 7. Credit for Experience

---

If this program will grant substantial credit for learning derived from experience, describe the methods of evaluating the learning and the maximum number of credits allowed.

Answer:

---

#### 8. Program Assessment and Improvement

---

Summarize the plan for periodic evaluation of the new program, including a timetable and the use of data to inform program improvement.

Answer:

---

#### 9. Transfer Programs

---

If the program will be promoted as preparing students for transfer to a program at another institution, provide a copy of an articulation agreement with the institution

---

**Table 1: Program Schedule**

- Indicate **academic calendar** type: \_\_Semester \_\_Quarter \_\_Trimester \_\_Other (describe)
- Label each term in sequence, consistent with the institution’s academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Copy/expand the table as needed to show additional terms

|                                  |         |                 |                 |                                  |         |     |                 |
|----------------------------------|---------|-----------------|-----------------|----------------------------------|---------|-----|-----------------|
| <b>Term:</b>                     |         |                 |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits | New             | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
| Term credit total:               |         |                 |                 | Term credit total:               |         |     |                 |
| <b>Term:</b>                     |         |                 |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits | New             | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
| Term credit total:               |         |                 |                 | Term credit total:               |         |     |                 |
| <b>Term:</b>                     |         |                 |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits | New             | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
| Term credit total:               |         |                 |                 | Term credit total:               |         |     |                 |
| <b>Term:</b>                     |         |                 |                 | <b>Term:</b>                     |         |     |                 |
| <b>Course Number &amp; Title</b> | Credits | New             | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New | Prerequisite(s) |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
|                                  |         |                 |                 |                                  |         |     |                 |
| Term credit total:               |         |                 |                 | Term credit total:               |         |     |                 |
| <b>Program Totals:</b>           |         | <b>Credits:</b> |                 |                                  |         |     |                 |

**New:** indicate if new course **Prerequisite(s):** list prerequisite(s) for the noted courses

**Table 2: Full-Time Faculty**

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on faculty members who are full-time at the institution and who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

| Faculty Member Name and Title (include and identify Program Director) | Program Courses to be Taught | Percent Time to Program | Highest and Other Applicable Earned Degrees & Disciplines (include College/University) | Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc. |
|---|------------------------------|-------------------------|--|---|
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |
|   |                              |                         |  |   |

**Table 3: Part-Time Faculty**

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program.

| Faculty Member Name and Title | Program Courses to be Taught | Highest and Other Applicable Earned Degrees & Disciplines<br>(include College/University) | Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc. |
|-------------------------------|------------------------------|---|---|
|                               |                              |   |   |
|                               |                              |   |   |
|                               |                              |   |   |
|                               |                              |   |   |
|                               |                              |   |   |
|                               |                              |   |   |

**Table 4: Faculty to be Hired**

If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications.

| Title/Rank of Position | No. of New Positions | Minimum Qualifications<br>(including degree and discipline area) | F/T or P/T | Percent Time to Program | Expected Course Assignments | Expected Hiring Date |
|------------------------|----------------------|--|------------|-------------------------|-----------------------------|----------------------|
|                        |                      |  |            |                         |                             |                      |
|                        |                      |  |            |                         |                             |                      |
|                        |                      |  |            |                         |                             |                      |

**Table 5: New Resources**

List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.

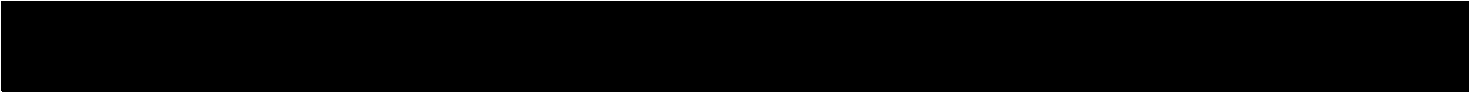
| New Expenditures                                     | Year 1 | Year 2 | Year 3 |
|--|--------|--------|--------|
| Personnel  |        |        |        |
| Library  |        |        |        |
| Laboratories and Equipment                           |        |        |        |
| Supplies & Expenses<br>(Other Than Personal Service) |        |        |        |
| Capital Expenditures                                 |        |        |        |
| Other  |        |        |        |
| <b>Total all</b>                                     |        |        |        |

**This completes the application for a Certificate or Advanced Certificate program.**

**State Education Department Contact Information**

New York State Education Department  
Office of Higher Education  
Office of College and University Evaluation  
89 Washington Avenue  
Albany, NY 12234  
(518) 474-2593 Fax: (518) 486-2779

[EXPEDITEDCERTS@mail.nysed.gov](mailto:EXPEDITEDCERTS@mail.nysed.gov)





THE STATE EDUCATION DEPARTMENT /THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234

**OFFICE OF HIGHER EDUCATION**  
Office of College and University Evaluation  
5 North Mezzanine, Education Building  
89 Washington Avenue

Albany, New York, 12234

Tel: [\(518\) 474-2593](tel:(518)474-2593)  
Fax: (518) 486-2779

## Application to Add the Distance Education Format to a Registered Program

Name of Institution:

CEO or Designee:

Signature:

Date:

**The signature of the institutional representative indicates the institution's commitment to support the proposed distance education program.**

Distance Education Contact Person:

Telephone:

Fax:

E-mail:

Program Title:

Program Code:

Degree or Certificate Awarded:

HEGIS Code:

**Anticipated enrollment** in distance program:

Initial:

Maximum by year 3:

**Term length** (in weeks) for the distance program:

(Is this the same as term length for classroom program?) Yes  No

How much "**instructional time**" is required per week per credit for a distance course in this program?

(Do not include time spent on activities that would be done outside "class time", such as research, writing assignments, or chat rooms.)

What proportion or percentage of the program will be offered in Distance Education format?

What is the maximum number of students who would be enrolled in an online course section?

**Part A: Institution-wide Issues:** Submit this part for the first Distance Education program proposed by your institution. This will be kept in a master file, and will not need to be resubmitted for each new proposed online program, unless there are changes.

## **I. ORGANIZATIONAL COMMITMENT**

1. Describe your institution's planning process for Distance Education, including how the need for distance access was identified, the nature and size of the intended audiences, and the provisions for serving those audiences.
2. Describe your institution's resources for distance learning programs and its support services to ensure their effectiveness. What course management system does your institution use?
3. Describe how faculty are trained and supported in developing and teaching online courses, including the pedagogical and communication strategies to function effectively. Describe the qualifications of those who train faculty, or are otherwise in charge of online education.
4. If your institution uses courses or academic support services from **another provider**, describe the process used (with faculty participation) to evaluate their quality, academic rigor, and suitability for the award of college credit and a degree or certificate.
5. Does your institution have a clear **policy on ownership of course materials** developed for its distance education courses? How is this policy shared with faculty and staff?

## **II. LEARNER SUPPORT**

1. Describe how your institution provides distance students with **clear information** on:
  - Program completion requirements
  - The nature of the learning experience
  - Any specific student background, knowledge, or technical skills needed
  - Expectations of student participation and learning
  - The nature of interaction in the courses.
  - Any technical equipment or software required or recommended.
2. Describe how your institution provides distance learners with adequate **academic and administrative support**, including academic advisement, technical support, library and information services, and other student support services normally available on campus. Do program materials clearly define how students can access these support services?
3. Describe how **administrative processes** such as admissions and registration are made available to distance students, and how program materials inform students how to access these services.
4. What **orientation** opportunities and resources are available for students of distance learning?



**Part B: Program-Specific Issues:** Submit this part for each new request to add Distance Education Format to a registered program.

### III. LEARNING DESIGN

1. How does your institution ensure that the **same academic standards and requirements** are applied to the program on campus and through distance learning? If the curriculum in the Distance Education program differs from that of the on-ground program, please identify the differences.
2. Are the courses that make up the distance learning program offered in a sequence or configuration that allows **timely completion of requirements**?
3. How do faculty ensure that **the technological tools** used in the program are appropriate for the content and intended learning outcomes?
4. How does the program provide for appropriate and flexible interaction between faculty and students, and among students?
5. How do faculty teaching online courses verify that students are doing their own work?
6. **For programs that prepare candidates for teacher or educational leadership certification:**  
Explain how the required field/student teaching/practicum/internship experiences meet requirements for the selection of cooperating teachers (licensed/certified in the certification areas of candidates); college faculty supervision and assessment of candidates; and collaboration between the faculty supervisor and cooperating teacher in assessing the candidate within the goals and objectives of the program and the State Learning Standards.

### IV. OUTCOMES AND ASSESSMENT

1. Distance learning programs are expected to produce the **same learning outcomes** as comparable classroom-based programs. How are these learning outcomes identified -- in terms of knowledge, skills, or credentials -- in course and program materials?
2. Describe how the **means chosen for assessing student learning** in this program are appropriate to the content, learning design, technologies, and characteristics of the learners.

### V. PROGRAM EVALUATION

1. What process is in place to monitor and **evaluate the effectiveness** of the distance learning program on a regular basis?
2. How will the evaluation results will be used for **continuous program improvement**?
3. How will the evaluation process assure that the **program results in learning outcomes appropriate to the rigor and breadth** of the college degree or certificate awarded?