**COLLEGE-WIDE CURRICULUM COMMITTEE**

**MINUTES**

**TUESDAY, SEPTEMBER 5, 2017**

**PRESENT:** Dean Felix Cardona

Dean Ann Mester

 Mr. Terrence Brown

 Professor Kathleen Doyle

Professor Andrea Fabrizio

 Professor Sandy Figueroa

 Professor Catherine Lewis Cannon

 Professor Paula Korsko

 Professor Miriam Laskin

 Professor Sherese Mitchell

 Ms. Nelida Pastoriza

 Professor Felipe Pimentel

 Ms. Wendy Small Taylor

 Professor Olga Steinberg-Neifach

Professor Jarek Stelmark

**GUESTS:** Professor Ernest Ialongo

**CALL TO ORDER**

Committee Chair Professor Sandy Figueroa called the College-Wide Curriculum Committee meeting to order at **3:35** p.m. in the Office of Academic Affairs Conference Room, B 401.

This was the first meeting of the new academic year and the only item to be voted on was an election of the Chair of the CWCC. Prof. Sandy Figueroa was nominated. She accepted the nomination. Professor Pimentel nominated Professor Korsko; however, she refused the nomination. The nominations were closed, and the vote was taken. The results of the vote were: 9 Yes and 1 Abstain.

Professor Figueroa was voted to chair the College-Wide Curriculum Committee.

**Discussion**

Prof. Ernest Ialongo, Co-Chair of the College Senate and a member of the Hostos Senate Executive Committee, reminded the committee members of the announcements and e-mails that he sent concerning membership on College Senate committees.

Professor Felipe Pimentel asked the reason that the representative from Student Services is not serving on the College-Wide Curriculum Committee. Professor Ialongo responded that the Charter of Governance states the membership of the College-Wide Curriculum Committee. Student Services is a not an academic department and that the Committee has a HEO representative chosen from the HEO Association and two student representatives chosen by the Student Government Association. A discussion ensued and ended by Professor Ialongo’s final reiteration of the Charter of Governance.

**Pre-/Co-Requisites**

Dean Ann Mester went over with the committee members two handouts. One is from EVC Vita C.Rabinowitz from July 20, 2016 to CAOs about “a potential problem in how prerequisite courses for degree requirements are presented in course catalogues”. It came to her attention from a TAP audit. In brief, there can be no “hidden” prerequisites for courses, degrees and programs. All hidden prerequisites must be revealed and clearly identified for students in college catalogues.

In addition, “any course or disciplinary area that is required of all students and is not specifically required for a student’s major must fall within the Common Core or College Option courses”. This means that any specific required course must fall within either General Education (including the Common Core and College Option) or major requirements. All other courses are free electives” (from EVC Vita Rabinowitz’s letter).

Dean Mester also took the committee through a handout that listed all or most of Hostos courses and programs that have specific pre-requisites for the courses within the department or program.

**Adjournment**

There being no further business, the meeting of the College-Wide Curriculum Committee was adjourned at 4:35 PM.

The next meeting of the College-Wide Curriculum Committee is scheduled for Tuesday, September 26, at 3:30 in the OAA conference room B401.

Respectfully submitted,

Miriam Laskin