

The meeting will come to order:

Chair Roberta Brody called the meeting to order at 3:37 p.m.

1. Approval of Agenda:

- i. MOTION: Duly made by Chair Brody:

“To Adopt the Agenda”

Hearing no objection to the motion the Agenda was approved as distributed.

2. Approval of Minutes:

- i. MOTION: Duly made and seconded:

“To accept the minutes dated October 10, 2013 as distributed”

The following editorial correction was made to the October 10, 2013 minutes: pg 3. Item 4b.

NOTE: As the votes were being counted, Chair Brody moved on to accept UCC and GCC minutes. While there was still a quorum, the UCC minutes and the GCC minutes were approved during the count of for the last student nominee for the Dean of Social Science Search Committee. By the time the count concluded, the Senate no longer had a quorum.

- ii. MOTION: Duly made and seconded:

“To approve the minutes dated October 10, 2013 as amended”

Hearing no objection to the motion, Chair Brody moved unanimous consent.

3. Announcements, Administrative Reports, and Memorials:

1. Chair Brody announced that a Presidential Search Committee will be formed. The College’s Personnel and Budget Committee has already submitted names to the Academic Senate for the President Search. These names will be included on the ballot along with any other names of people who submit a Nominating Petition with twenty-five (25) signatures to the Academic Senate office by noon on Monday, November 25. A Nomination Petition can be picked up in the Academic Senate office, Kiely Hall room. 141A. It may also be found at the Academic Senate website at:
<http://www.qc.cuny.edu/Academics/AcademicSenate/documents/nomination%20petition%20to%20website.pdf>. A Special Limited Academic Senate meeting to elect the President Search Committee will be on December 5, 2013. The next Regular Academic Senate meeting will be on December 12, 2013.

4. **Special Motions**
None

5. **Committee Reports**

5a. Undergraduate Curriculum Committee

- i. MOTION: Duly made by Senator Ken Lord, Chair of the UCC:

Editorial corrections: Pg 2.withdraw Item 6a. Computer Science BA/MA policies

“To accept the UCC minutes of October 10, 2013 as amended”

A. General Education

Numbered proposals available for review at senate.qc.cuny.edu/Curriculum

1. General Education Advisory Committee (meeting of 9/25/2013)
 - a. #608. ENGL 254. American Literature Survey II. (College Option: Literature)
 - b. #550. GRKMD 335. Studies in Modern Greek Literature (College Option: Literature)
 - c. #351. CSCI 100. Information and Intelligence (Flexible Core: Scientific World)
2. Mathematics and Quantitative Reasoning Advisory Committee
3. Writing Intensive Advisory Committee
4. STEM variant courses.

B. Curriculum Changes

1. PSYCH (13-20)

- a. Change in prerequisite.
To read:

PSYCH 238. Social Behavior.

3 hr.; 3 cr. Prereq.: PSYCH 101.

A critical analysis of basic psychological principles involved in the behavior of individuals in social situations, with emphasis on social perception and interaction and the psychology of attitudes and of communication. Designed for students concentrating in psychology.

2. Biology (13-683)

- a. New Course.

BIOL 13. Writing in the Sciences - Evolutionary Themes.

3 hr.; 3 cr.; Pre-requisite: English 110.

BIOL 13 fulfills the College Writing 2 requirement and builds on the work of English 110 (College Writing 1), in order to teach the conventions of writing in the discipline of science. It is a discipline-based writing seminar that provides students with the opportunity to hone their writing skills within a field of scientific inquiry. Because lucid writing is essential to communicating science, students will work on the clear expression of ideas within different genres of scientific literature, adapted for different audiences. In developing the science writer's craft, students will also gain techniques applicable to other academic disciplines since writing skills have a universal application.

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(5a. UCC continued)

3. English

a. New Course.

English 350: Topics in Early American Literature

3 hrs, 3 cr. Prerequisite: English 170W

A study of the literatures, theory, and cultures of the early transnational United States (approximately 1760-1850). Topics might include revolution, slavery, national identity, citizenship, literacy, diaspora, cosmopolitanism, sovereignty, and liberty. This course is repeatable for credit if the topic is different.

b. New Course

English 360. Topics in Latino/Latina Literature in English

3 hrs. 3 cr.

Literature written by and directed at those of Latino descent, including classic and contemporary influential texts by such writers as Sandra Cisneros, Junot Diaz, Gloria Anzaldúa, and Julia Alvarez. Topics for investigation may include experiences of immigration, coming of age, sexuality, gender, race, identity, community, and language. This course may be repeated for credit if the topic is different.

4. History

a. Change in number

From:

HIST 163. VT: Social and Cultural History: The United States

To Read:

HIST 163, 163H. VT: Social and Cultural History: The United States

5. Music

a. Clarification of description of the major.

To Read:

3. Performance Activities

All music majors are required to perform in at least one large ensemble in each semester of enrollment at Queens College. This rule applies to part-time students as well as full-time students, even those enrolled only for general-education courses or other classes outside the School of Music. Students will be assigned to a large ensemble based on their major instrument and level of proficiency. Music majors may not elect the zero-credit option for large ensembles without permission of the Chair. A maximum of one grade below C– will be permitted in any large ensemble during a student’s enrollment. A second such grade will result in dismissal from the major.

6. Computer Science (withdrawn)

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(5a. UCC continued)

7. URBST (Journalism)

- a. Restoration of course to the bulletin

JOURN 100W. News Media.

3 hr., 3 cr.

This course will provide an overview of the industry, including a discussion of ethics, the role of journalism in society, an exploration of the role of business in journalism, and an analysis of the differences among various branches of the media.

8. Psychology

- a. New course.

PSYCH 372. Practicum: Intervention For Children With Autism and Their Families.

3 hr; 3 cr. Prereq.: PSYCH 213W and permission of instructor.

Introduction to applied behavior analysis techniques for children with developmental disabilities such as autism or Down syndrome. One portion of the class is devoted to classroom instruction regarding technical language of applied behavior analysis; basic principles; strategies to increase appropriate behavior; strategies to decrease challenging behavior; operational definition; direct observation of behavior; graphing and evaluation of data; and family needs. The second portion of the class involves students directly working with a child diagnosed with a developmental disability and providing behavior analytic interventions in social, communication, play, and leisure skills.

9. Political Science.

- a. Change to a Major: Political Science

To Read:

Requirements for the Major in Political Science (Major Code 086)

Required

30 credits in political science, including three of the following courses: PSCI 100, 101, 102, 103, 104, and 105; and a seminar plus 18 elective credits in political science courses. No more than four 100-level courses may be counted toward the requirements of the major. The introductory course in each category is, on principle, a prerequisite for the intermediate courses and seminars in each category. Exemptions from this rule may be given by the adviser with the concurrence of the instructor.

- b. Change to course title and description.

To Read:

PSCI 264. The Politics of American Security.

3 hr.; 3 cr.

The forces shaping U.S. security and military policies, including military interventions, military spending, and efforts to limit arms and the use of force. Case studies are explored to engage debates about how to improve U.S. security from threats posed by terrorism, the proliferation of weapons of mass destruction, and regional powers; and to understand how U.S. policies are

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(5a. UCC continued)

affected by international developments, domestic politics, civil-military relations, organizational politics, and cultural and psychological factors.

- c. Change to course description.

To Read:

PSCI 287. Law, Politics, and the Environment. 3 hr.; 3 cr.

Major issues in contemporary American and international environmental law and policy. Through a series of case studies, students study the activities of state and non-state actors, and explore a variety of environmental laws, policies and the sources of environmental law (common law, legislation, and international agreements).

10. Courses taken off Reserve and returned to Active Status

None.

11. Courses Put on Reserve

None.

12. Courses Withdrawn

None.

5b. Graduate Curriculum Committee.

- i. MOTION: Duly made by Professor Richard Bodnar, Dean of Research and Graduate Studies

“To accept the GCC minutes dated October 16, 2013”

Hearing no objection to the motion, the Chair moved unanimous consent.

1. FNES

- a. Change in description.

To Read:

FNES 781, 782. *VT. Seminar in Family and Consumer Sciences Education. 3 hr.; 3 cr. Topics will vary from semester to semester, but will focus on emerging educational issues and professional interests in Family and Consumer Sciences Education.

2. Urban Studies

- a. Change in course description

To Read:

URBST 733. Introduction to Urban Planning. 3 hr.; 3 cr. This course provides a broad introduction to urban planning theories, practices, actors, and issues. It reviews the historical

development of modern city planning and introduces the administrative and legal context in which planning takes place. It identifies the multiple players that engage in city planning, as well as the theories that shape different types of planning practice. This class provides an overview of key planning issues including issues like land use and zoning, comprehensive planning, affordable housing, community and neighborhood planning, transportation planning, economic development, and environmental sustainability

b. New Course.

URBST 743. Advocacy, Politics, and Disease

3 hrs, 3 cr.

This course is concerned with the politics of emergent diseases, the controversies and conflicts among various social groups and the impact on whether or not an emergent disease is recognized as a legitimate ailment. These groups might include communities of sufferers, "disease champions," medical specialists, and their disciplinary organizations, biomedical researchers and their institutions, politicians and political institutions at the local, state and federal levels, and governmental bureaucracies. It also examines factors that determine what level of priority emergent diseases receive in the allotment of scarce financial and bio/scientific resources. The course emphasizes diseases found disproportionately in urban populations, but not to the exclusion of diseases found scattered in the general population.

c. New course.

URBST 728. Non-profit Organization Management.

3 hr.; 3 cr.

This course is an introduction to the management and operation of non-profit organizations. Non-profit organizations have a long and respected history in the delivery of services to the communities of New York City and State. This course reviews their and evolution to their current status and importance for the millions of constituents that depend on their existence. We focus on the different types of non-profit organizations, from those whose mission is to deliver services to seniors, adults, and children, to entities that are primarily advocates for specific services and constituencies, to watchdog groups whose oversight and expertise influence public policy. We review their mission statements, corporate infrastructure, budgeting, governance, community outreach, advocacy, the dangers of non-compliance with laws and regulations, and the role they play in the development of public policy.

d. New course.

URBST 708. New York City Politics.

3 hrs., 3 cr.

This course will provide a historical view of the development of New York City governmental and non-governmental institutions involved in policy-making, such as the development of Democratic and Republican parties, the impact of immigrant and ethnic groups on City politics, reform movements, and changes in NYC governmental structure over time. It will discuss the relation of policy-making in New York City to New York State and federal decision-making. It will analyze the roles and relative political resources of official actors such as the Mayor, the City Council and other citywide elected officials and of non-governmental political actors such as unions, corporations, business associations, civic and neighborhood associations, etc., in the policy-making process. The role of ethnicity, immigrant status, gender and sexual orientation in terms of access to political resources and influence in policy-making will be discussed. The

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(5b. GCC continued)

instructor will use a series of historical and contemporary policy case studies as illustrations. The course may include invited speakers involved in the policy-making process who can discuss some of the case studies used in the course.

3. Physics

- a. Change in title, prerequisite and description

To Read:

PHYS 625. Fundamentals of Quantum Mechanics.

4 hr.; 4 cr. Prereq: graduate standing and/or an undergraduate course in modern physics and mathematics approved by the Department.

Topics will include Formalism of quantum mechanics (operators, state vectors, probabilistic interpretation), quantum-mechanical effects in potential wells and barriers (tunneling, resonant transmission, bound states), quantum harmonic oscillator, quantum angular momentums (orbital and spin), hydrogen atom, identical particles in quantum mechanics

5c. Nominating Committee

MOTION: Duly made by Professor Marian Fish:

Editorial Correction: to withdraw Irma Llorens (GCC) from the report.

“To accept the Nominating Committee Report dated November 7, 2013 as amended”

Hearing no objection to the motion, the Chair moved unanimous consent.

1. Admissions and Re-Entry Standards, Committee on Undergraduate

- a. The following faculty member was elected by unanimous consent:

Joyce Tang	Social Science	December, 2015
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- b. The following student members were elected by unanimous consent:

Huyuni Suratt	M&NS	December, 2015
Karamvir Singh	Social Science	December, 2014

2. Campus Affairs, Environment, and Graduation Advisory Committee

- a. The following student members were elected by unanimous consent:

Mikhal Abitol	A&H	December, 2015
Cleopatra Haviaras	Social Science	December, 2014

3. Elections Committee

- a. The following student members were elected by unanimous consent:

Gary Younger		December, 2014
Dilshod Khoadjayev		December, 2014

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(5c. Nominating Committee Report continued)

4. Graduate Curriculum Committee

- a. The following student members were elected by unanimous consent:

Shauna McGee Education December, 2015

Marcy Miller Social Science December, 2014

5. International Student Affairs

- a. The following student member was elected by unanimous consent:

Anna Rodionova December, 2014

6. Teaching Excellence and Evaluation, Committee on

- a. The following faculty member was elected by unanimous consent:

Michelle Fraboni December, 2015

- b. The following student members were elected by unanimous consent:

Cecilia Vega Britez December, 2014

Brian Tobar December, 2015

7. Undergraduate Curriculum Committee

- a. The following faculty member was elected by unanimous consent:

Sandra Babb A&H December, 2015

- b. The following student member was elected by unanimous consent:

Deane Yvette Social Science December, 2014

8. Undergraduate Scholastic Standards Committee

- a. The following student member was elected by unanimous consent:

Daniela Pena December, 2014

9. Special Committee on Governance

- a. The following students were elected by unanimous consent:

Howard Wong April, 2015

Phillip Tarantini April, 2015

10. Special Committee on Technology and Library

- a. The following student member was elected by unanimous consent:

Dana Brody April, 2015

5d. Undergraduate Scholastic Standards Committee: New College-Wide Procedure

- i. MOTION: Duly made by Charles Lloyd, Executive Officer of the Undergraduate Scholastic Standards Committee:
“To accept the USSC Proposal Rational: New College-wide Procedure for Appealing an Earned Grade”

Discussion followed.

- ii. MOTION: Duly made by Parliamentarian Dave Fields:
“To amend the New College-wide Procedure for Appealing an Earned Grade *from* to take effect [immediately] *to* Spring, 2014”
Hearing no objection to the amendment the Chair moved unanimous consent.

- iii. MOTION: Duly made by Charles Lloyd, Executive Officer of the USSC:
Friendly amendment: Proposal Item #1. 2nd sentence: change the word explanation *to* understanding.
“To accept the USSC Proposal Rations: New College-wide Procedure for Appealing an Earned Grade as amended”

Hearing an objection the Senate voted.

Motion iii. passed (yes 50, no1, abstentions 0)

THE UNDERGRADUATE SCHOLASTIC STANDARDS COMMITTEE
PROPOSAL RATIONALE:
NEW COLLEGE-WIDE PROCEDURE FOR APPEALING AN EARNED GRADE

WHEREAS the Undergraduate Scholastic Standards Office and Undergraduate Scholastic Standards Committee (hereinafter collectively “USSC”) is responsible for ensuring compliance with Queens College policies and procedures by the Queens College community, and

WHEREAS the USSC has regular and substantial involvement with the Queens College Procedure for Appealing an Earned Grade, and

WHEREAS such involvement typically includes addressing student concerns regarding both the awarding of grades and the policies to ensure that grading was done consistently with Queens College policy, for which the USSC is tasked with seeking a resolution satisfactory to all parties, and

WHEREAS through experience and research the USSC has made the following determinations:

- a. the parties most qualified to perform an independent academic evaluation of a student’s work are professors in the respective department, not the USSC or other third party;

- b. there is much uncertainty in the Queens College academic and administrative communities as to the responsibilities of relevant parties with respect to the procedure for appealing an earned grade, and that current policy does not adequately clarify such responsibilities;
- c. it is imperative that the roles of the principals in the grade appeals process be clearly defined; and
- d. Queens College has the right and responsibility to ensure that all grades are determined in accordance with Queens College policies and procedures, as well as all applicable laws,

THEREFORE, Be it resolved that the current Questioning Grade Procedures (also known as the Appealing Grade Procedures) be rescinded and replaced by the following Procedure for Appealing an Earned Grade to take effect Spring, 2014.

THE UNDERGRADUATE SCHOLASTIC STANDARDS COMMITTEE PROPOSAL:
PROCEDURE FOR APPEALING AN EARNED GRADE

The procedure for a student who wishes to appeal an assigned grade is as follows. All appeals must be made within one year of the issuance of the grade in question.

1. Request to discuss the grade with the instructor. The instructor must provide the student with a clear explanation of how the assigned grade was determined and to consider the student's arguments in support of a different grade.
2. If there has been no satisfactory resolution, the student may raise the issue with the departmental chairperson or, where applicable, the chairperson's designee (hereinafter collectively referred to as "chairperson"), who may make a non-binding recommendation to the professor.
3. If the student is still not satisfied s/he may submit a formal typed appeal to the departmental chairperson and divisional dean within 30 days of the resolution of Step 2. Such an appeal is to be considered only where the student is alleging that the assigned grade is inconsistent with the instructor's stated grading policy or inconsistent with the grading calculation for other students in the class; the professor's judgment may not be appealed. The appeal must include copies of all work and supporting documentation on which the appeal is based.
4. The chairperson will review the student's appeal and the instructor's calculation of the assigned grade as expeditiously as is practicable (the dean will instead perform this role only in cases where a conflict makes it inappropriate for the chairperson to do so). If the chairperson finds the grade to be consistent with the instructor's stated grading policy and consistent with the grading calculation of other students in the class, the student's appeal is denied. If the chairperson finds otherwise, s/he may make a non-binding recommendation to the instructor. The chairperson does not have the authority to change the assigned grade.
5. The procedures in this paragraph will be implemented: a) automatically in the event that the instructor does not accept the chairperson's recommendation to change the grade; b) upon the student's appeal of the chairperson's finding that the grade was proper, or; c) if the dean determines that the interest of time or fairness makes it appropriate to do so. In such case, the divisional dean will, at the earliest opportunity, appoint a three-person faculty committee from the respective department to review all relevant evidence and

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(5d. USSC continued)

6. make whatever grade determination it deems appropriate. The committee must notify the student, the instructor, the chairperson and the divisional dean of its decision and its reasoning within 30 days of its
7. formation. If a majority of the faculty committee finds the assigned grade to be improper according to the established criteria, the chairperson must then submit a Report of Change of Grade along with the decision of the committee on departmental letterhead to the Undergraduate Scholastic Standards Committee (USSC), which will direct the Registrar to change the grade as indicated.

Decisions of the faculty committee are final and may not be appealed.

8. In the event the instructor is unavailable or unable to comply with this process, these procedures will be followed as nearly as practicable, except that the departmental chair may make a change of grade recommendation directly to the USSC, which will consider that recommendation and either order that grade change or send it back to the department where the faculty committee may then be convened.
9. The student may appeal to the USSC only on the basis that these procedures have not been adequately followed. It is not in the USSC's jurisdiction to change an assigned grade other than as set forth in the prior Paragraphs.

THIS WILL BE DELETED

[THE UNDERGRADUATE SCHOLASTIC STANDARDS COMMITTEE

CURRENT PROCEDURE FOR APPEALING AN EARNED GRADE

As per the Academic Senate Handbook:

GRADING POLICY

VII. Procedures for Grade Changes and Appeals.

B. The Undergraduate Scholastic Standards Committee (USSC) has established the following procedure for dealing with student appeals of submitted grades:

The student must first present his/her appeal to the instructor, then the departmental chairperson or program director, then Dean of the division to which the department or program belongs, to see if the dispute can be settled at any one of these stages.

Only after the above has been done will the USSC accept a formal appeal. The committee will then investigate the matter thoroughly and, in consultation with the instructor, chairperson (director), and Dean, attempt to achieve a resolution satisfactory to all parties concerned.

C. Students who wish to appeal their grades directly to a member of the faculty shall have a one year period from the date the grade was entered on their record to make such appeal. Any student who wishes to appeal a grade after one year must first petition the USSC and provide sufficient reason as to why the grade was not appealed within the one year period. If the USSC finds that there was a sufficient reason for the delay, it shall inform the Registrar's Office and shall refer the student to the appropriate instructor. The instructor shall then determine if any change in grade is warranted. If the USSC finds no sufficient reason for the delay, the grade appeal will be considered denied. (2/14/02)]

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6. **Old Business (none)**

7. **New Business (none)**

MOTION: Duly made:

“To Adjourn”

The meeting was adjourned at 4:15. The next Special Limited Academic Senate meeting will be on Thursday, December 5, 2013 and the next Regular Academic Senate meeting will be on Thursday, December 12, 2013.