



Borough of Manhattan Community College
The City University of New York
Academic Senate

Agenda
January 29th, 2020
Room N451

- I. CALL TO ORDER
- II. APPROVAL OF MEETING MINUTES
- III. STANDING COMMITTEE REPORTS FROM REPRESENTATIVES:
 - a. CURRICULUM COMMITTEE:
 - i. **New Course:** ENG 111 Creative Writing Foundations
Description: Through a combination of reading and writing, this new course exposes students to the practice of writing fiction, poetry and plays.
Vote: APPROVED: The motion to approve the new course passed 15-0-0 pending required revisions.
 - ii. **Pathways Proposal:** ENG 111 Creative Writing Foundations
Description: This proposal places ENG 111 in the Creative Expression Flexible Core Pathways bucket.
Vote: APPROVED: The motion to approve inclusion of the course in Pathways passed 15-0-0.
 - iii. **New Course:** HED 340 Global Nutrition and Disease
Description: This new course explores global nutrition in relation to health and disease through examinations of nutrition epidemiology, chronic diseases, politics, hunger and malnutrition. Students will explore nutrition intervention and sustainable development.
Vote: APPROVED: The motion to approve the new course proposal passed 15-0-0 pending required revisions.
 - iv. **New Course:** HED 341 Nutrition Across the Lifespan
Description: This new course examines current concepts in human nutrition as applied to individual needs across the life span.
Vote: APPROVED: The motion to approve the new course proposal passed 15-0-0 pending required revisions.
 - v. **Curriculum Revision:** Community Health Education
Description: The major is revised to add four focus areas of which students will choose one, two new courses. These changes better align the program with BS

health degrees and professional requirements and allow students to better focus on and prepare for future career choices.

Vote: APPROVED: Motion to approve the curriculum revision passed 15-0-0.

- b. COMMITTEE ON STUDENT AFFAIRS
 - c. FACULTY DEVELOPMENT COMMITTEE
 - d. INSTRUCTION COMMITTEE – proposal (below)
 - e. ACADEMIC STANDING COMMITTEE
 - f. ADMISSIONS COMMITTEE
 - g. ACADEMIC FREEDOM COMMITTEE
- IV. CHAIR’S REPORT
- V. NEW BUSINESS
- VI. OLD BUSINESS
- VII. ADJOURNMENT

INSTRUCTION COMMITTEE PROPOSAL

The newest PSC-CUNY contract now includes language concerning peer observation of online courses. (See Article 18.2 (b) 1-3.) The intent is to “replicate as closely as possible the longstanding teaching observation practices” that have existed in previous contracts. Consistent with these new contractual obligations, the Instruction Committee proposes the following guidelines for e-learning observation. Both the Observer and Observee should be made aware of these guidelines.

Proposed BMCC E-Learning Observation Guidelines

1. Online course observations should be as close as possible in structure to in-class observations. The same reporting form departments use for in-class peer observations should also be used for online class evaluations.
2. Absent specific instructions from a chairperson, program coordinator, or other designee, the Observer and the Observee should mutually agree on (i) which type of class should be observed, traditional face-to-face course OR online course, and (ii) should agree on the time of observation. If the observation is of an online class, the Observer must be trained in online teaching.
3. The Observer’s primary responsibility is to provide feedback regarding teaching and learning, rather than course design.
4. In order to mirror the time frame of face-to-face course observations, the observation of online courses should be of a past class period’s content, as defined by the Observee, and decided upon in advance. As per contractual obligations, (i) the Observer will be allocated a 48-hour (maximum) window of time to observe the lesson, and (ii) should not observe course activity that occurred more than 7 days prior to the observation.

5. As per contractual obligations, the Observer must be enrolled in student/guest access. The Observer's access to the class will be closed (unenrolled) by the Observee after the mutually decided upon 48-hour (maximum) window.
6. In the case that significant interactions between the Observee and students are not visible to the Observer through student/guest access, the Observee may choose to make this activity available to the Observer in some other way. This could mean meeting in person to review the material, emailing PDFs or screenshots, etc.
7. The Observee should inform the students enrolled in the online class of the observer's presence in the class prior to the observation.