

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

DATE: August 28, 2002

TO: Gayne Bablanian, Amparo Coddling, Louis Crescitelli, Judi Davis, Peter Dlugos, Jessica Fegueroa (SGA), Jean Goldstein, Joshua Guttman, Compton Jenkins, Thomas Jewell, Corinne Kallman, Alan Kaufman, Anne Maganzini, Ron Mazurek, Rubil Morales-Vazquez, Michael Orlando, Robert Saldarini, Kevin Sullivan, and Barbara Walcott

FROM: George Cronk, Chair

RE: Committee Meeting, 9/24/02

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The next meeting of the BCC Committee on General Education is scheduled for Tuesday, September 24, 2002, 2:40-3:35 PM, in Room C-311.

The agenda will include the following items:

- Status of the TIL pilot project
- American Sign Language proposal
- The model syllabus forms I sent to you on 6/13/02 (hard copy)

Anything else for the 9/24 agenda? RSVP ASAP.

The Committee's meeting schedule for 2002-2003 will be as follows (subject to subsequent revision):

September 24  
October 22  
November 19  
December 17 (if necessary)  
January 28  
February 25  
April 1  
May 13 (if necessary)

All meetings are scheduled on Tuesdays, at 2:40-3:35 PM, in Room C-311.

GC/phr

Enc.

cc: VP David Levinson  
Patricia Denholm

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**AGENDA**

Meeting of Tuesday, September 24, 2002  
2:40-3:35 p.m., Room C-311

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1. Review minutes of meeting of February 26, 2002 (attached).
2. Committee membership changes: Jessica Figueroa (SGA), Patricia Denholm (LLRC *ex officio*, replacing N.J. Wolfe); Thomas Jewel (A&H Dept., replacing Ken Bonnaffons), Jared Saltzman (Arts; replacing Gene Garone).
3. Status of TIL pilot project – 2002FA and 2003SP.
4. American Sign Language I and II proposal.
5. The syllabus review project: development of college-wide syllabus format - a model syllabus for GE courses.
6. Other matters?
  - a. Meeting schedule for 2002-2003:  
  
September 24  
October 22  
November 19  
December 17 (if necessary)  
January 28  
February 25  
April 1  
May 13 (if necessary)  
  
All meetings are scheduled on Tuesdays, at 2:40-3:35 PM, in Room C-311.
  - b. GE course transfer approval process – some problems.
7. Adjournment.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, February 26, 2002  
2:40-3:35 p.m., Room C-311

Members and Others Present: Gayne Bablanian, Denise Checki (PTK), Amparo Coddling, Louis Crescitelli, Judi Davis, Peter Dlugos, Jessica Figueroa (SGA), Gene Garone, Jean Goldstein, Joshua Guttman, Compton Jenkins, Corinne Kallman, David Levinson, Anne Maganzini, Ron Mazurek, Michael Orlando, Robert Saldarini, and Barbara Walcott

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1. Minutes of meeting of January 29, 2002 reviewed and approved without objection.
2. Updates:
  - a. TIL pilot proposal approved by Curriculum Committee on 1/29/02 and by Faculty Senate on 2/19/02.
  - b. Philosophy and Religion Dept. proposal for course title and course description changes for PHR-102 (from "Ethics" to "Contemporary Moral Issues") and PHR-110 (from "Introduction to Moral Philosophy" to "Introduction to Ethical Theory") approved by Curriculum Committee on 1/29/02 and by Faculty Senate on 2/19/02.
  - c. American Sign Language I and II proposal still in process.
  - d. The syllabus review project continues (development of college-wide syllabus format).
3. George Cronk reported on an upcoming proposal from Math/CIS Department to change MAT/CIS general education requirements for AA/Liberal Arts and AS/Professional Studies programs – introduction of a "Development of Mathematics" course.
4. Presentation by Dr. Levinson on general education assessment.
5. Adjournment: 3:35 PM.

# **BERGEN COMMUNITY COLLEGE**

## **Committee on General Education**

DATE: \_\_\_\_\_, 2002

TO: Gayne Bablanian, Amparo Coddling, Louis Crescitelli, Judi Davis, Peter Dlugos, Jessica Figueroa (SGA), Jean Goldstein, Joshua Guttman, Toby Hunter (SGC); Compton Jenkins, Thomas Jewell, Corinne Kallman, Alan Kaufman, Anne Maganzini, Ron Mazurek, Rubil Morales-Vazquez, Michael Orlando, Christine Pajo (SGC); Robert Saldarini, Jared Saltzman, Kevin Sullivan, and Barbara Walcott

FROM: George Cronk, Chair

RE: Committee Meeting, 10/22/02

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The next meeting of the BCC Committee on General Education is scheduled for Tuesday, October 22, 2002, 2:40-3:35 PM, in Room C-311.

The agenda will include the following items:

GC/phr

Enc.

cc: VP David Levinson  
Patricia Denholm

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, September 24, 2002  
2:40-3:40 p.m., Room C-311

Members Present: Amparo Codding, Louis Crescitelli, Judi Davis, Peter Dlugos, Jean Goldstein, Joshua Guttman, Compton Jenkins, Thomas Jewell, Corinne Kallman, Alan Kaufman, Anne Maganzini, Ron Mazurek, Michael Orlando, Robert Saldarini, Jared Saltzman, Kevin Sullivan, Barbara Walcott; David Levinson (*ex officio*), Pat Denholm (*ex officio*)

Guests: Nancy Carr, Beth Pincus

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1. Minutes of meeting of February 26, 2002 reviewed and approved without objection.
2. Committee membership changes announced: Jessica Figueroa (SGA), Patricia Denholm (LLRC *ex officio*, replacing N.J. Wolfe); Thomas Jewell (A&C Dept., replacing Ken Bonnaffons), Jared Saltzman (Arts, replacing Gene Garone).
3. Report on status of TIL pilot project – 2002FA and 2003SP.
  - Three courses (IST-101-001; WRT-101-068/IST-102-003; and WRT-101-069/IST-102-004) running (more or less) successfully in 2002FA. SPE-111-046/IST-102-001 and SPE-111-047/IST-102-002 were offered but did not run in 2002FA because of insufficient enrollment.
  - TIL courses to be offered in 2003SP: IST-101-001; SPE-111-035/IST-102-001; WRT-101-060/IST-102-002; and WRT-101-061/IST-102-003.
4. Proposal to add American Sign Language I and II to the BCC list of general education courses in the area of World Languages and Cultures – discussed and debated. Vote postponed for clarification of the position on this matter of the Department of World Languages and Cultures. When it became clear that the ASL course proposals did have the support of the WL&C Department, the Committee held a "virtual" voting meeting via the BCC email system. The results of the vote were: For = 15 (plus 2 *ex officio* affirmative votes); Against = 0; Abstaining = 2; Not Voting = 3.
5. Adjournment. 3:40 PM.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**AGENDA**

Meeting of Tuesday, October 22, 2002  
2:40-3:35 p.m., Room C-311

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1. Review minutes of meeting of September 24, 2002 (attached – see preceding page).
2. Committee membership changes: Toby Hunter and Christine Pajo (SGC).
3. Update on TIL pilot project – 2002FA and 2003SP.
4. Update on "Development of Mathematics" proposal (report attached).
5. The American Sign Language controversy: Should we require course and curriculum proposals with general education features or implications to come to us only from academic disciplines, departments, or divisions?
6. The syllabus review project: development of college-wide syllabus format – a model syllabus for GE courses.
7. Other matters?
  - a. Meeting schedule for 2002-2003:  
  
September 24  
October 22  
November 19  
December 17 (if necessary)  
January 28  
February 25  
April 1  
May 13 (if necessary)  
  
All meetings are scheduled on Tuesdays, at 2:40-3:35 PM, in Room C-311.
  - b. GE course transfer approval process – some problems.
8. Adjournment.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, October 22, 2002  
2:40-3:35 p.m., Room C-311

Members Present: Amparo Codding, Jean Goldstein, Joshua Guttman, Toby Hunter (SGC), Compton Jenkins, Thomas Jewell, Corinne Kallman, Alan Kaufman, Anne Maganzini, Ron Mazurek, Bill Morales, Michael Orlando, Robert Saldarini, Kevin Sullivan, Barbara Walcott, David Levinson (*ex officio*).

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1. Review minutes of meeting of September 24, 2002. Approved without objection.
2. Committee membership changes announced: Toby Hunter and Christine Pajo (SGC).
3. Update report on the TIL pilot project – 2002FA and 2003SP.
4. Update on "Development of Mathematics" proposal: The proposal did not receive a sufficient number of approvals for BCC's four-year transfer-target schools. The Chair's "Transfer Report on Proposed Development of Mathematics Course" was distributed to the Committee.
5. In response to the process by which the American Sign Language courses were approved recently by the Committee (the proposal not originating from nor presented by authorized representatives of the Department of World Languages and Cultures but rather from and by the BCC Office of Specialized Services), the Committee adopted the following resolution: "Henceforth, the BCC Committee on General Education will accept course and curriculum proposals with general education features or implications only when such proposals are presented to the Committee by authorized representatives of the College's various academic disciplines, departments, or divisions (including the Library and the Division of Student Services)." The resolution was approved 15-0-0.
6. Discussion: the syllabus review project – development of college-wide syllabus format (a model syllabus for all GE courses).
7. Adjournment: 3:40 PM.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

**REVISED**

Meeting of Tuesday, October 22, 2002  
2:40-3:35 p.m., Room C-311

Members Present: Amparo Coddling, Jean Goldstein, Joshua Guttman, Toby Hunter (SGC), Compton Jenkins, Thomas Jewell, Corinne Kallman, Alan Kaufman, Anne Maganzini, Ron Mazurek, Bill Morales, Michael Orlando, Robert Saldarini, Kevin Sullivan, Barbara Walcott, David Levinson (*ex officio*).

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1. Review minutes of meeting of September 24, 2002. Approved without objection.
2. Committee membership changes announced: Toby Hunter and Christine Pajo (SGC).
3. Update report on the TIL pilot project – 2002FA and 2003SP.
4. Update on "Development of Mathematics" proposal: The proposal did not receive a sufficient number of approvals from BCC's four-year transfer-target schools. The Chair's "Transfer Report on Proposed Development of Mathematics Course" was distributed to the Committee.
5. In response to the process by which the American Sign Language courses were approved recently by the Committee (the proposal not originating from nor presented by authorized representatives of the Department of World Languages and Cultures but rather from and by the BCC Office of Specialized Services), the Committee adopted the following resolution: "**Henceforth, the BCC Committee on General Education will hear and act on course and curriculum proposals only when such proposals are sponsored by, and are presented to the Committee by a member (or members) of, the discipline and/or department that will offer and administer the course or curriculum proposed.**" The resolution was approved 15-0-0.

**Explanation:**

The purpose of this resolution is to protect the integrity of academic disciplines and departments, allowing them to maintain control over their own course and program offerings. The resolution is aimed at preventing the following kinds of situations (the listing is neither exclusive nor exhaustive):

(1) A member of Department A seeks to present to the General Education Committee a proposal for a course or curriculum that is intended to be offered and administered by Department B.

(2) A party from an organization external to BCC seeks to present to the General Education Committee a proposal for a course or curriculum that is intended to be offered and administered by Department C.

(3) A student or group of students seeks to present to the General Education Committee a proposal for a course or curriculum that is intended to be offered and administered by Department D.

However, the resolution DOES NOT rule out any of the following (again, the listing is neither exclusive nor exhaustive):

(1.1) A member of Department A wishes the General Education Committee to consider a proposal for a course or curriculum that is intended to be offered and administered by Department B. The member of Department A consults with the members of Department B and secures Department B's sponsorship of the course or curriculum, including Department B's agreement to delegate one of its own members to present the proposal to the General Education Committee.

(2.1) A party from an organization external to BCC wishes the General Education Committee to consider a proposal for a course or curriculum that is intended to be offered and administered by Department C. The party consults with the members of Department C and secures Department C's sponsorship of the course or curriculum, including Department C's agreement to delegate one of its own members to present the proposal to the General Education Committee.

(3.1) A student or group of students wishes the General Education Committee to consider a proposal for a course or curriculum that is intended to be offered and administered by Department D. The student(s) consult(s) with the members of Department D and secure(s) Department D's sponsorship of the course or curriculum, including Department D's agreement to delegate one of its own members to present the proposal to the General Education Committee.

6. Discussion: the syllabus review project – development of college-wide syllabus format (a model syllabus for all GE courses).
7. Adjournment: 3:40 PM.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**AGENDA**

Meeting of Tuesday, November 19, 2002  
2:40-3:35 p.m., Room C-311

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1. Review minutes of October 22, 2002 (attached – see preceding page).
2. Introduction of new members.
3. Syllabus review project: the model syllabus package.
  - a. Modifications?
  - b. How mandatory/voluntary?
  - c. Samples other than PHR (e.g., from the Sciences or Mathematics area)?
  - d. Ready to go?
4. Other matters?
5. Adjournment.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, November 19, 2002  
2:40-3:35 PM, Room C-311

Members Present: Amparo Coddling, Louis Crescitelli, Jean Goldstein, Joshua Guttman, Toby Hunter (SGC), Thomas Jewell, Corinne Kallman, Alan Kaufman, Ron Mazurek, Michael Orlando, Robert Saldarini, Barbara Walcott, Patricia Denholm (ex officio)

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1. Review minutes of October 22, 2002. There was much discussion of the wording of the resolution (passed by the Committee on 10/22/02) requiring course and curriculum proposals to come to the Committee only from academic disciplines, departments, or divisions. It was agreed that the minutes should be revised and re-presented at a subsequent meeting.
2. Syllabus review project: the model syllabus package – continued discussion, especially of how mandatory/voluntary the new syllabus guidelines should be (to be continued at a subsequent meeting).
3. Adjournment: 3:40 PM

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**AGENDA**

Meeting of Tuesday, December 17, 2002  
2:40-3:35 PM, Room C-311

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1. Review minutes of October 22, 2002, and of November 19, 2002 (attached – see preceding page).
2. Introduction of new members.
3. Syllabus review project: the model syllabus package.
  - a. Further modifications?
  - b. Samples other than PHR (e.g., from the Sciences or Mathematics area)?
  - c. Ready to go?
4. Other matters?
5. Adjournment.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, December 17, 2002  
2:40-3:35 PM, Room C-311

Members Present: Judi Davis, Peter Dlugos, Jean Goldstein, Joshua Guttman, Compton Jenkins, Thomas Jewell, Corinne Kallman, Anne Maganzini, Christine Pajo (SGC), Jared Saltzman, Kevin Sullivan, Barbara Walcott

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1. Review minutes of October 22, 2002 (revised), and of November 19, 2002. Approved without objection.
2. Introduction of new members: Christine Pajo (SGC).
3. Syllabus review project: The model syllabus package was discussed further. Final revisions were made to the documents.
4. It was agreed without objection to send two proposals forward to the Curriculum Committee: (1) the model syllabus proposal and (2) a proposal that the Committee's resolution of October 22, 2002, on the necessity for course and curriculum proposals to be sponsored and presented by academic departments and/or disciplines be adopted on a college-wide basis.
5. Adjournment: 3:35 PM.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**AGENDA**

Meeting of Tuesday, February 25, 2003  
2:40-3:35 PM, Room C-311

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- a. Review minutes of December 17, 2002 (attached – see preceding page).
  
- b. Introduction of new members: Mary Kate McCrary (PTK).
  
- c. Committee's recent proposals to Curriculum Committee and Faculty Senate: Both proposals approved by Curriculum Committee. The Model Syllabus proposal passed with no difficulty; the Course Proposal Process proposal passed by the skin of its teeth (several Curriculum Committee members seeing no need for it). Senate action on March 11, 2003.
  
- d. The TIL (Technological and Information Literacy) Pilot and the future of the TIL project.
  - a. Discussion with current TIL faculty: Michael Bodek (English); Maria Makowiecka (English); and Lynn Schott (Library).
  
  - b. Where do we go from here? Continue the program on a small-scale, free elective basis? The need for a Committee proposal for the Faculty Senate on March 11, 2003.
  
  - e. Transfer and articulation problems.
    - a. Background: the statewide articulation agreement of 1997 and collateral agreements (1998-2000), such as the "Foundation" agreement of 1999-2000.
  
    - b. How are community college students affected by these agreements?
  
    - c. Rutgers and ARTSYS.
  
    - d. Montclair State University: Gen Ed 2002 (impact on transfer students as of fall 2003)
  
    - e. The need for legislation?
  
  - f. Other matters?
  
  - g. Adjournment.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, February 25, 2003  
2:40-3:35 PM, Room C-311

Members present: Louis Crescitelli, Judi Davis, Peter Dlugos, Jean Goldstein, Compton Jenkins, Corinne Kallman, Anne Maganzini, Ron Mazurek, Mary Kate McCrary (PTK), Rubil Morales-Vazquez, Michael Orlando, Christine Pajo (SGC), Barbara Walcott, Patricia Denholm (ex officio)

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1. Review minutes of December 17, 2002 – approved without objection.
2. Introduction of new members: Mary Kate McCrary (PTK).
3. Chair's report: Committee's recent proposals to Curriculum Committee and Faculty Senate: Both proposals approved by Curriculum Committee. The Model Syllabus proposal passed with no difficulty; the Course Proposal Process proposal passed by the skin of its teeth (several Curriculum Committee members seeing no need for it). Senate action scheduled for March 11, 2003.
4. The TIL (Technological and Information Literacy) Pilot and the future of the TIL project.
  - a. Discussion with current TIL faculty: Michael Bodek (English); Maria Makowiecka (English); and Lynn Schott (Library).
  - b. Discussion: Where do we go from here? Continue the program on a small-scale, free elective basis. Need for further consideration of curriculum-wide TIL expansion. Study and further efforts to be continued.
5. Adjournment: 3:45 PM.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**AGENDA**

Meeting of Tuesday, April 1, 2003  
2:40-3:35 PM, Room C-311

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1. Review minutes of February 25, 2003 (attached – see preceding page).
2. Chair’s report on “legislative” actions on Committee proposals: The Committee's Model Syllabus proposal and Course Proposal Process proposal were both approved by the Faculty Senate on March 11, 2003. The Senate also approved the Committee’s request to continued the TIL project on a free elective basis for the time being.
3. Further discussion on the TIL (Technological and Information Literacy) project (if desired at this time by the Committee).
4. Transfer and articulation problems.
  - c. Background: the statewide articulation agreement of 1997 and collateral agreements (1998-2000), such as the "Foundation" agreement of 1999-2000.
  - d. How are community college students affected by these agreements?
  - e. Rutgers and ARTSYS.
  - f. Montclair State University: Gen Ed 2002 (impact on transfer students as of fall 2004?).
  - g. The need for legislation? The dangers of legislation?
5. Other matters?
6. Adjournment.

**BERGEN COMMUNITY COLLEGE**  
**Committee on General Education**  
**MINUTES**

Meeting of Tuesday, April 1, 2003  
2:40-3:35 PM, Room C-311

Members present: George Cronk, Judi Davis, Peter Dlugos, Jean Goldstein, Compton Jenkins, Thomas Jewell, Corinne Kallman, Alan Kaufman, Anne Maganzini, Ron Mazurek, Michael Orlando, Christine Pajo (SGC), Kevin Sullivan, Barbara Walcott

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1. Review minutes of February 25, 2003 – approved without objection.
  
2. Chair's report on "legislative" actions on Committee proposals: The Committee's Model Syllabus proposal and Course Proposal Process proposal were both approved by the Faculty Senate on March 11, 2003. The Senate also approved the Committee's request to continue the TIL project on a free elective basis for the time being.
  
3. Further discussion on the TIL (Technological and Information Literacy) project.  
  
Henceforth (until further action by the Committee and/or the Faculty Senate), IST-101 Intro to TIL (A) and IST-102 Intro to TIL (B) will be offered as free electives. IST-101 will continue to be offered through the aegis of the BCC Library, and the running of IST-102 as a TIL enhancement of standard general education courses will be determined by the scheduling plans of the various academic departments. The Committee will continue to monitor the operation of the TIL project.
  
4. Transfer and articulation problems – discussion led by Prof. Jean Goldstein, who presented an online demonstration of the ARTSYS system.
  - a. Background: the statewide articulation agreement of 1997 and collateral agreements (1998-2000), such as the "Foundation" agreement of 1999-2000. (George Cronk)
  - b. How are community college students affected by these agreements? (George Cronk and Jean Goldstein)
  - c. Rutgers and ARTSYS. (Jean Goldstein)
  - d. Montclair State University: Gen Ed 2002 (impact on transfer students as of fall 2004). (Report by George Cronk)
  - e. The need for legislation? The dangers of legislation? (General [brief] discussion)
  
5. Adjournment: 3:35 PM.