

**LaGuardia Community College  
Minutes of the Senate Meeting  
23 March 2005**

**Present:** M. Rossillo (for C. Baldonado), R. Bandelt, D. Davidson, P. Dillon, C. Feng, L. Forrester (for J. Gao), M. Glick, A. Harrigan, J.G. Ianni, E. Johmann, J. Karlen, T. Litvay-Sardou, J. Michello, E. Murray, R. Octaviano, J. Oh, A. Pappas, G. Rhodes, G. Richmond, E. Rivas, P.J. Ryoo, L. Teplin, S. White

**Absent:** E. Yamaguchi

**Excused:** J. Cantwell, F. Egger-Sider, H. Johnsen, W. Kurzyna, G. McCormack

**Guests:** L. Aarons, M. Brooks, J. Chaffee, B. Cohen, L. Fluk, A. Hernandez, G. Moretto, M. Rodriguez, S. Sanchirico, J. Williams

Chairperson Ianni called the meeting to order at 2:25 p.m. in room M-104.

**I. Approval of Minutes for 18 February 2005**

It was moved and seconded to approve the draft version of the minutes of the Senate meeting held on 18 February 2005 as presented. The motion passed unanimously.

**II. Report from the Chairperson**

**A.** The ceremony to honor LaGuardia's first class of professor emeriti will be held on Wednesday, 18 May 2005. According to Audrey Harrigan, an announcement with complete details will be coming soon from President Mellow.

**B.** The new Co-Chairs of the Committee on Professional Development, a standing committee of the College Senate, are Terence Julien and Phyllis E. van Slyck.

**C.** On 24 February 2005, Chairperson Ianni reported that he sent Recall Notices for unexcused and excessive absences to 2 senators by certified mail with return receipt requested. One senator, Mr. Mohammed S. Chowdhury, submitted a letter of resignation. The recall motion for the other senator will be considered later today.

**D.** The third installment in the Senate's Open Forum discussion series on the Calendar Study Group report will take place during the Senate meeting on 13 April 2005.

**III. Recall of Senate Members**

On behalf of the Executive Committee, Chairperson Ianni presented a motion to recall the membership of Senator Eisaku Yamaguchi. Dr. Ianni summarized Mr. Yamaguchi's Senate attendance record, and he summarized the formal basis for the recall motion. A brief discussion followed. The motion passed unanimously.

**IV. Curriculum Committee Report**

Louise Fluk, Acting Chairperson of the Collegewide Curriculum Committee, presented the Senate with several curriculum items. Listed below are the items along with corresponding Senate action. Whenever the phrase "with some technical corrections" appears, it refers to minor adjustments in the written presentation of the proposal. It does not refer to substantive changes in the proposal.

**Humanities Department Items:**

- It was moved and seconded to approve the revised course proposal HUP106, Social and Political Philosophy: Making a World of Difference, as presented. The motion passed unanimously. It was moved and seconded to approve the revised course proposal

HUM140, Music Theory I, as presented with some technical corrections. The motion passed unanimously.

- It was moved and seconded to approve the new course proposal HUC175, Directing for the Stage, as presented. The motion passed unanimously.
- It was moved and seconded to approve the new program proposal for a Dual/Joint AAS Program in Music Recording Technology offered with the Institute of Audio Research as presented with some technical corrections. The motion passed unanimously.
- It was moved and seconded to approve the revised option proposal for a Latin American Studies Option of Liberals Arts: Social Sciences and Humanities AA Degree, as presented. The motion passed unanimously.

#### **Cooperative Education Department Items:**

- It was moved and seconded to approve the revised course proposal CPA041, Critical Reflections and Learning at Work, as well as the application to teach this course online, as presented. The motion passed unanimously.

#### **Natural & Applied Science Department Courses:**

- It was moved and seconded to approve the revised program proposal for the Nursing Program concerning the addition of a course objective to four clinical courses and a grade change policy, as presented. The motion passed unanimously.

#### **Information Item:**

- A draft of a supplemental form to new course proposals that will list information necessary for DegreeWorks was presented for comments. A discussion followed.

#### **Policy on Experimental Courses:**

- A Modified Policy on Experimental Courses (see Exhibit I) was presented to the Senate. Chairperson Ianni noted that both the existing policy and the proposed modified policy require formal action only from the Departmental Curriculum Committee to approve a course experiment. He then commented that while this flexibility might spur creativity, it might result in “permanent experiments”. Thus, some checks and balances might need to be developed. After further discussion, it was moved and seconded to approve the Modified Policy on Experimental Courses with the following three stipulations:
  1. The last sentence in Item #3 is revised as follows: “The syllabus serves as the necessary documentation in cases where the student may be seeking transfer credit for the course.”
  2. The following Item #4 is added: “A syllabus will be provided to the students in each section of an experimental course.”
  3. The Collegewide Curriculum Committee must prepare a report on the implementation of this policy and forward it to the Senate in December 2006.The motion passed unanimously.

#### **Syllabus Template:**

Prof. Fluk presented a revised syllabus template, approved by the Collegewide Curriculum Committee on 13 January 2005, to the Senate. She sought advice from Jemma LaCaille, the College’s attorney, about the legal status of a syllabus. Ms. LaCaille gave her the following reply:

“A syllabus is not a contract per se, but some elements of it might be actionable. In cases where the court must interpret whether a specific term in the syllabus is contractually binding, it will

apply a "reasonableness" standard test, from the perspective of the students, i.e., what the student may have reasonably expected after reading and interpreting the specific term or language. Therefore, a syllabus should be carefully and realistically written and every effort must be made to abide by its stated terms.”

There was considerable discussion about the revised syllabus template and its implementation. This discussion included suggestions to move certain items around and to change some of the language. Senator Janice Karlen stated that the Department of Accounting and Managerial Studies has objections to the current proposal. Among the difficulties noted were the following:

- If the proposal were implemented as proposed, it would be impossible for students in AMS courses to have course syllabi on the first day, or even the first week of class;
- If the current system of listing topics/chapters/assignments as Week 1, Week 2, etc. were not permitted, each instructor would have to create their own schedule for each section rather than using a common syllabus as is now done;
- The current proposal indicates that the syllabus has to be distributed, implying the use of paper. This would be difficult for online courses and superfluous in courses that use Blackboard or websites;
- Prof. Fluk indicated that syllabi that were available electronically would be acceptable even though the proposal indicated otherwise.

It was moved and seconded to postpone action on the syllabus template until the 13 April 2005 meeting. The motion passed unanimously.

#### **V. Old Business**

No old business was presented at this meeting.

#### **VI. New Business**

No new business was presented at this meeting.

#### **VII. General Announcements**

No general announcements were made at this meeting.

#### **VIII. Adjournment**

It was moved and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:32 p.m.

Respectfully Submitted,

Eneida Rivas  
Executive Committee Member  
College Senate

*Nota Bene:* The Senate approved this final version of these minutes at its meeting of 13 April 2005.