The York College Senate
Meeting of Tuesday, November 26, 2019
Senate Plenary - 12:30pm
Room 2M04

AGENDA

1. Call to Order

2. Approval of Minutes: October 29, 2019

3. President's Report

4. Student Caucus Report

5. Faculty Caucus Report

6. Standing Committee Reports
   - Curriculum Committee (Beaton)
   - Governance Committee (Ashton)
   - COACHE (Hoeffner)

7. New Business- TBA

8. Adjournment

The York College Senate
Meeting of Tuesday, November 26th, 2019
Senate Plenary - 12:30pm
Room 2M04

Minutes

Approved

Present:

Administrative Senators: Eanes, Meleties, Banrey, Thomas

Faculty Senators: Adams, Amaghionyeodiwe, Apkarian, Ashton, Barnes, Bradbury, Buxenbaum, Donahue, Ellis, Emtage, Henry, Keiler, Massimino, McGee, Meddeb, Moore, Nath, Profit, Rodgers, Sharpe, Silva, Silva-Sibilin, Simpson, Small, E. Vasquez, Wojciechowski

Student Senators: Cerda, Chery, Daniel, Dehkanov, Dhanpaul, Dixon, Fnu, Francis, Gordon, Harun, Hussain, Kaur, Loswijk, Ortega, Ramsaroop, Sarmin, Veeria

Guests: Joann Fellows (Registrar), Laura Beaton (Biology, Curriculum), Sabrina Schachtt (student?)

47 members recorded attendance, quorum was reached.

Agenda

1. Call to Order: President Eanes called the meeting to order at 12:36 pm

2. Approval of Minutes: October 29th, 2019
   Sen. Ashton made a motion to approve minutes; It was seconded by N. Donahue.
   Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.

3. President's Report (B. Eanes)
   a. Shared congratulations on Thanksgiving feast, and acknowledged administrators serving the food.
   b. Met with Disability services and listened to their concerns. Re-emphasized that accommodation is a law.
   c. Addressed revenue generating opportunities, reviving entrepreneurial work of college, grant development, activities in several venues, temporary food services in Café by January.
   d. Capital projects: PAC, Faculty Dining Room, thank you to SGA for replacing classroom chairs.
   e. Had budget conversations with CUNY: Access to success, Pedagogy, Faculty hiring, workforce readiness, campus facilities.
   f. Provost started an academic advising group, see him to give input.

g. Commencement planning underway.
h. Middle States prepping for Spring report.
i. Setting date for Spring symposium.
j. Organizing leadership retreat in Spring.

4. Student Caucus Report (K. Fnu)
   a. Homecoming: 1820 guests attended, it was a success.
   b. Ecofest with Senator Wayne was a success.
   c. Thanks to VP Banrey for helping to get the new classroom chairs in place.
   d. Thanksgiving Feast: Serving 900 from 12-2pm, serving 300 from 5-7pm. Thanks to Laura and Rosa for organizing.
   e. Christmas Tree/Menorah lighting: Scheduled for December 10th, 12-2pm. Childcare center kids (age 1-4) invited for gifts and Santa Claus. Thanks to VP Banrey for announcing on that day.
   f. Winter coat drive underway (500 coats collected at SGA office). Seeking other offices to set up donation boxes.

   Discussion ensued: IP Eanes added that the Children's center is under capacity and work is being done to bring it up to full capacity.

5. Faculty Caucus Report (W. Ashton)
   Sen. Ashton acknowledged Thanksgiving, gave wishes to all. He thanked SGA for the new classroom desks. He thanked SGA for bringing up campus morale with the homecoming event and Thanksgiving feast.

6. Standing Committee Reports
   - Curriculum Committee (Beaton): Report attached in Appendix A.
     Five points were presented from the executive summary of the committee. All motions passed uncontested.
     New Courses (3): W. Ashton made a motion to accept as a block, Seconded by N. Donahue
     Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.
     Course Changes (3): W. Ashton made a motion to accept as a block, Seconded by N. Donahue
     Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.
     Major redesign (3): A. Barnes made a motion to accept as a block, Seconded by W. Ashton
     Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.
     Minor redesign (1): W. Ashton made a motion to accept as a block, Seconded by L. Emtage
     Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.
     New Minor (1): W. Ashton made a motion to accept as a block, Seconded by N. Donahue
     Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.
   - Governance Committee (Ashton): Report attached in Appendix B.
     Several changes to the charter were presented.
     Discussion: SGA is working on amending the bylaws by the end of the year, to add representation for graduate students. The charter change will reduce the senate by 10 members (5 faculty and 5 students). The registrar suggested clarifying the wording for the changes to the CAPS committee from "grade change" to "grade appeal."
     Votes: None required

Approved

- COACHE (Hoeffner): Delayed until a later meeting, administrators were serving the Thanksgiving lunch in the atrium.

7. New Business
   a. Y. Small reminded the senators to check their email for the 1-question survey about changing the December 10th, plenary meeting to Dec. 12th. (Survey email attached in Appendix C). IP Eanes took a straw poll on the senate floor, 22 hands were raised. Acknowledged that 35 members are needed to reach quorum. Discussion: 5 members said they didn't receive the E-mail. Request for handwritten E-mails to be placed on the sign-in sheet. 17 members had already responded to the survey.
   b. IP Eanes invited S. Rodgers to provide an update on the accreditation process in the Dept. of Social Work. Site visit went well, only minor revisions needed, prep for moving to the next step underway.
   c. IP Eanes invited L. Keiler to provide an update on the accreditation process of the Dept. of Teacher Education. Accreditation process fully passed, no revisions needed.

8. Adjournment

   Motion to adjourn by W. Ashton. Seconded by N. Donahue.

   Vote results: all in favor, 0 against, and 0 abstentions. The motion passed.

   The meeting was adjourned at 1:15 pm.

Minutes submitted by Y. Small (2019-2020 Senate Secretary)

Approved

APPENDIX A

Executive Summary
November 2019 Curriculum Items

1. **New course**

1.1. Business

1.1.1. MKT 349 Marketing and Societal Well-being

1.2. Biology

1.2.1. BIO 312 Animal Behavior

1.2.2. CTM 517 SAS Programming

2. Course changes

2.1. Business

2.1.1. BUS 230, BUS 237, BUS 250, BUS 281, BUS 360, BUS 362, BUS 414, BUS 416, BUS 420, BUS 425, BUS 495
Prefixes changed from BUS to AVIA, course descriptions shortened.

2.1.2. BUS 410
Prefix changed from BUS to AVIA, course description shortened, course made writing intensive.

2.2. Health and Human Performance

2.2.1. MS 488 and MS 489
Prerequisites updated to include First Aid and CPR certification

3. Major redesign

3.1. Business

3.1.1. Aviation
Course prefixes changed from BUS to AVIA, list of elective courses is broadened.

3.2. Biology

3.2.1. BS Biology and BA Biology
List of electives expanded to include new Animal Behavior course

3.2.2. Clinical Trial Management
List of electives expanded to include new SAS programming course

4. Minor redesign

Executive Summary
November 2019 Curriculum Items

4.1. Biology

List of electives expanded to include new Animal Behavior course.

5. **New minor**

5.1. Business

5.1.1. FAA Dispatcher

Recently created FAA dispatcher courses are bundled together in a minor.

Department/Discipline: Business and Economics

Contact Person: Dr. Yong Kyu Lee

Please indicate items submitted for Committee approval

New Major Design	
Revised Major Design	
New Minor Design	
Revised Minor Design	
New Program	
Revised Program	
New Course Proposal	MKT349
Course Change Proposal	
Course Deletion	

Please provide an executive summary of your proposal

This new course will provide the great opportunity for students to learn social marketing principles and apply them to the real world social marketing activities in order to affect positive social change.

1. Department Curriculum Committee Approval

Signature _____ Date 5/7/19

2. Department Approval

Chairperson's Signature _____ Date 5/7/19

3. Other Departments Affected:

Department	Signature	Date

4. College Curriculum Committee Approval

Chairperson's Signature _____ Date _____

5. College Senate Approval

_____ _____

Section AIV: New Courses

Department	Business and Economics
Career	[X] Undergraduate [] Graduate
Academic Level	[X] Regular
Subject Area [Prefix]	MKT
Course Number	349
Course Title	Marketing and Societal Well-being
Catalogue Description	This course is designed to examine current theory and knowledge in the field of social marketing, and explore marketing's role in solving societal problems.
Pre-requisite(s)	MKT341 and Junior Status
Co-requisite(s)	
Credits	3
Contact Hours [total (lecture, lab)]	3
Liberal Arts	[ ] Yes [X] No
Course Attribute [WI; H-WEB; WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *College Option* __*Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World

Rationale:

Social marketing has become an indispensable tool for social change, this course will provide students with insights on how social marketing plays a role to play in addressing social problems.

IRP Code:

York College, The City University of New York
School of Business and Economics – Fall 2020

MKTG 349 Marketing and Societal Well-being (3 credits)
- **Prerequisite(s) – MKT341 and Junior Status**

Instructor Information

Professor XXX
Office: AC 2B06
Email: XXX@york.cuny.edu
Office Hours: by appointment only (Contact via email is preferred)

Course Information

Class time: XXX Classroom: XXX

Textbook

Lee and Kotler (2019) Social Marketing: Behavior Change for Social Good, 6ed, SAGE Publication, ISBN-13: 978-1544351490

Course Description:

This course is designed to examine current theory and knowledge in the field of social marketing, and explore marketing's role in solving societal problems.

Course Objectives:

Throughout the course, marketing techniques and practices will be examined and applied to social issues and behavioral change. More specifically, you will be able to:

- Explain the roles and responsibilities of marketing in society and give examples of how this marketing knowledge can positively influence public behavior.
- Identify and analyze relevant the societal issues and behavior through the social marketing theories and skills.
- Produce, implement and evaluate a social marketing plan.

Method of Evaluation

Students will be evaluated on their performance in class, written exams, and assignments. The relative contribution of each of the different criteria towards the final grade is listed below.

Attendance	*10%*
Individual assignment	*10%*
Group Project	*20%*
Exam I, II and Final	*60% [20% each]*

97-100% = A+	87-89.9% = B+	77-79.9% = C+	67-69.9% = D+
93-96.9% = A	83-86.9% = B	73-76.9% = C	60-66.9% = D
90-92.9% = A-	80-82.9% = B-	70-72.9% = C-	0-59.9% = F

Evaluation Criteria Details

1. Examinations (60%). Three exams will be given based on content from lectures, the textbook, and class discussions. All exams are closed-book, and closed-notes. While students are encouraged to study together and share notes in advance, all exams are strictly an individual effort.

Missed Exams

All students must take exams at their scheduled times. If you are late to an exam, you will not get extra time to complete it.

MAKEUP examinations for exams will **not** be given unless you have valid reasons. Valid reasons for missing an exam include a death in the family or severe illness (in this case, you must present a proof of medical emergencies). Invalid reasons include schedule conflicts, excessive workload, inadequate preparation, and travel plans. In addition, you must contact me about your intended absence prior to the test, if possible.

If an exam is not taken as scheduled and the absence from that examination is permitted in advance or excused after the fact by me, Makeup exams will be scheduled at the earliest possible date. Students missing an exam without prior notification and permission from the professor will receive a grade of zero for that exam.

2. Group Project (20%). Groups of students will develop a social marketing plan to combat a major social issue. Each group will be expected to provide a proposal of the topic, to present their findings, and provide resources to substantiate the presentation. The presentation will be worth 10%. Presentation date will be on the last week of semester. Each group will turn in a paper the day they present. The paper will be worth 10%. Specific guidelines will be posted online.

Project Submission

Late submission of project is accepted. However, your group will have points deducted unless otherwise stated.

3. Individual Assignment (10%). You will be asked to read and summarize each chapter of the textbook and/or reading articles. Each summary must be typed and posted on Blackboard by due date. Each chapter summary should be in the range of 1000 - 1200 words. Due dates will be announced on Blackboard. If you do not meet the requirement, you will have points deducted for the assignment.

Individual Submission

Late submission of assignment is accepted. However, you will have points deducted for late submission of assignment unless otherwise stated.

4. Attendance (10%).

Class attendance is mandatory. The attendance will be taken each lecture by me passing a roster in class. If you find it necessary to leave class early on any given day with a valid reason, you should inform me before class and choose an aisle seat. Otherwise, an early departure will be counted as an absence with regard to the Attendance Policy.

If absence is anticipated, you should inform me as soon as possible. Excused absences are allowed only if verifiable written documentation is provided to me, in person, on the first day you return to class following your absence. For instance, for absence due to sickness, you must present a proof of medical emergencies.

If you have more than one (1) undocumented absences, you will have points deducted. For example, two absences – 7%; three absences – 4%; four absences – 1%; five and more – 0%

[If this course is offered as a hybrid (or online) class, the following sentence will be added: *Please note that participation in online discussions is considered a form of attendance in this hybrid (or online) class. (You should post at least one response per discussion topic by due date; late posting will not be counted as participation)*]

You are responsible for the materials covered in each lecture and absence from class does not alter this responsibility. If you are absent from class, you should obtain information regarding assignments and course materials covered during their absence from classmates.

Grading Policy

This class follows grading scales provided by York College. Final Grade will be given as the letter grades based on the numerical values carried to one decimal place, ***with no rounding***.

Communication

To message the entire class, I will use Blackboard's email system to send any announcements that may come up during the semester (e.g. assignments, notification of grading, etc.). Please contact me via **your York email** for any class related issues. Email will often provide you with the quickest response, and also serves as a reminder for me to reply. *Please note that I will not respond to your email if you use your personal email rather than York email*.

Technology Requirements and Resources

- Students are required 1) to have access to a computer and the internet and 2) to have a York College e-mail address and access to the CUNY Portal, Blackboard, and the York College Library Database.
- Students need the ability to use word processing software. If you are using a word processing software other than MS Word, please save your documents in Rich Text Format (RTF).
- The Educational Technology Department has provided the following links to provide more informational resources for students:
  - Hybrid Course Information and Support: (all these links can be accessed from this page)
    : http://www.york.cuny.edu/it/acet/online-hybrid-course-support
  - Self-paced tutorials
    : http://www.york.cuny.edu/it/acet/blackboard/student (for Blackboard)
    : http://www.york.cuny.edu/it/webteam/eportfolios/tutorials (for ePortfolio)
  - IT Helpdesk hours and contact information:
    : http://www.york.cuny.edu/it/service-delivery-unit/service-desk/hours-of-operation

Student Resources

In the event of a weather-related or other college cancellation, visit the http:// www.york.cuny.edu website for immediate information. The York College Counseling Center is committed to providing a broad range of high quality, innovative, and ethical services that address the psychological, educational, social, and developmental needs of York students. Please review the college website for more information.

Students with Disabilities

Students with documented disabilities who believe they may need accommodations in this class are encouraged to contact The Office of Services for Students with Disabilities, located in room AC-1G03, which is a subdivision of the Counseling Center and within the Division of Student Development, so that the professor can be notified of your reasonable accommodation needs. "Reasonable accommodation" is

the term used to describe individualized services to facilitate the student with a disability's adjustment and development throughout his or her course of study.

Academic Integrity

Each student is expected to perform with academic integrity throughout the semester. All students are bound by York College Academic Integrity Policies and Procedures. Academic dishonesty includes, but is not limited to: cheating, plagiarism, obtaining unfair advantage, falsification of records and official documents. These are all punishable by penalties which include failing grades, suspension and expulsion. Please review the Academic Policy and Procedure guideline document on the college website to obtain complete details.

Syllabus/Course Changes Policy

I reserve the right to make changes to the content and scheduling of topics, readings, assignments, etc.

Note: This detailed schedule is TENTATIVE and is subject to change by the instructor (**※ some of topics or theories in this course may not be covered by the textbook**)

Week 1 CHAPTER 1. Defining and Distinguishing Social Marketing
CHAPTER 2. 10-Step Strategic Planning Model

Week2 CHAPTER 3. Research Options
CHAPTER 4. Behavior Change Theories, Models, and Frameworks

Week3 CHAPTER 5. Steps 1 & 2: Social Issue, Purpose, Focus, Situation Analysis
CHAPTER 6. Step 3: Selecting Priority Audiences

Week4 Review I

Week5 Exam I

Week6 CHAPTER 7. Step 4: Behavior Objectives and Target Goals
CHAPTER 8. Step 5: Audience Insights

Week7 CHAPTER 9. Step 6: Crafting a Desired Positioning
CHAPTER 10. Step 7: Product: Creating a Product Platform

Week8 CHAPTER 11. Step 7: Price: Determining Incentives and Disincentives
CHAPTER 12. Step 7: Place: Making Access Convenient and Pleasant

Week9 Review II

Week10 Exam II

Week11 CHAPTER 13. Step 7: Promotion: Deciding on Messages, Messengers, and Creative Strategies
CHAPTER 14. Step 7: Promotion: Selecting Communication Channels

Week12 CHAPTER 15. Step 8: Monitoring and Evaluation
CHAPTER 16. Step 9: Budget and Funding Plans
CHAPTER 17. Step 10: Implementation and Sustaining Behaviors Plans

Week13 Review III

Week14 Group Project Presentation

Week15 Final Exam

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- ☐ New Major Design
- ☐ New Minor Design
- ☐ New Program
- ☐ Revised Major Design
- ☐ Revised Minor Design
- ☐ Revised Program
- [x] New Course Proposal — BIO 312 Animal Behavior
- ☐ Course Change Proposal
- ☐ Course Deletion

Please provide an executive summary of your proposal

Creation of a new elective course in Animal Behavior.

Department Curriculum Committee Approval

Signature	Date
	02/03/2019

Department Approval

Chairperson Signature	Date
	10/02/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached
Behavioral Sciences		✓	n/a

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AIV: New Courses

Department	Biology
Career	[X] Undergraduate [] Graduate
Academic Level	[X] Regular
Subject Area [Prefix]	BIO
Course Number	312
Course Title	Animal Behavior
Catalogue Description	Intended for Biology majors. The course will introduce students to basic approaches to the scientific study of animal behavior. The first half of the course will focus on mechanisms of behaviors and their ontogeny (proximate causes); while the second half will focus on the adaptive value and evolution of behaviors (ultimate causes). Throughout the course, students will encounter examples demonstrating methods for measurement and analysis of behavior, and will learn to analyze and interpret behavioral data.
Pre-requisite(s)	BIO 201
Co-requisite(s)	
Credits	3
Contact Hours [total (lecture, lab)]	3 (3,0)
Liberal Arts	[x] Yes [ ] No
Course Attribute [WI; H-WEB; WEB]	
General Education Component	_x_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *College Option* __*Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World

Rationale: The study of Animal Behavior is highly relevant to diverse fields in biology, such as behavioral genetics, psychopharmacology, neuroscience, ecology and conservation biology. Currently no Animal Behavior course is offered by the Biology Department.

IRP Code: 02893 (Biology - BA), 35584 (Biology – BS)

BIO 312 Animal Behavior

Course Description:

3 hours (lecture); 3 credits. Prerequisites: Biological Principles I (Bio 201). Intended for Biology majors. The course will introduce students to basic approaches to the scientific study of animal behavior. The first half of the course will focus on mechanisms of behaviors and their ontogeny (proximate causes); while the second half will focus on the adaptive value and evolution of behaviors (ultimate causes). Throughout the course, students will encounter examples demonstrating methods for measurement and analysis of behavior, and will learn to analyze and interpret behavioral data.

Learning Outcomes:

1. Learn about the three major approaches to the study of animal behavior: Ethology/Behavioral Ecology, Comparative Psychology, and (Neo) Behaviorism.

2. Learn to think about animal behavior in terms of proximate and ultimate causes.

3. Apply key theoretical concepts to selected animal behaviors (e.g. song learning, foraging and predator avoidance, mating systems, cooperation, territoriality, communication and spatial navigation).

4. Learn about methods for measuring behavior; analyze the relative advantages and shortcomings of discrete measurements (ethograms) versus continuous measurements. Apply the acquired knowledge to interpret scientific data presented in figures and tables.

5. Discuss the relationship between animal and human behavior: learn how findings from non-human animal studies inform the study of human behavior.

Grading:

Exams: 60% (20% each)

Final exam: 30%

Two assignments: 10% (5% each)

Students who accumulate 97.0% or more points will earn an A+, 93.0-96.9% an A, 90.0-92.9% an A-, 87.0-89.9 a B+, 83.0-86.9% a B, 80.0-82.9% a B-, 2.30 77.0-79.9 a C+, 73.0-76.9 a C, 70.0-72.9 a C-, 67.0-69.9 a D+, 60.0-66.9 a D and 59.9 or lower an F.

Course materials:

- The course is lectures only. Students are encouraged to take notes and participate in class. Lecture slides will be posted on blackboard.

- Textbook: Rubenstein and Alcock, 2019, *Animal Behavior* 11th edition, Sinauer Associates, Inc. Pulishers. ISBN: 1605355488. Additional reading materials will be posted on blackboard (see course schedule).
- The exams format is 50% multiple choice and 50% short answer questions.
- There will be two homework assignments: 1. Organize, plot and interpret raw measurements from an animal behavior study (students could choose one of several data sets that will be made available on blackboard). 2. Read a scientific article (select one out of several posted on blackboard), and write a short summary.

Tentative schedule

Week	**Topic**	**Suggested reading**
1	Introduction Mechanisms of behavior (tropisms and taxis; reflexes)	Alcock, Chapter 10 Gallistel, Chapter 1
2	Mechanisms of behavior (internal oscillators; fixed action patterns)	Gallistel, Chapters 2 and 4
3	Measuring behavior: discrete and continuous methods Observation and experimentation	Burkhardt, 2010a, 2010b.
4	Development of behavior	Alcock, Chapter 11
5	Learning and plasticity	Gould and Marler, 1987
6	Orienting in space and time	Tolman, 1948 Roenneberg and Merrow, 2005
7	Sensory systems and sensory-motor integration	von Uexkull, 1957. Alcock, Chapter 12
8	Animal Communication	Alcock, Chapter 4
9	Molecular mechanisms of behavior (hormones and pheromones; genes and behavior)	Alcock, Chapter 13
10	Introduction to behavioral ecology: natural selection and behavior	Alcock, Chapter 1
11	Foraging behavior	Alcock, Chapter 5

	Predation and parasitism	
12	Sexual selection and reproductive behavior Mating systems and parental care	Alcock, Chapters 7 - 9
13	Social behavior; kin selection	Alcock, Chapters 2 and 3
14	Modeling behavior	Alcock, Chapter 6
15	Animal cognition and welfare Human behavior	 Alcock, Chapter 14

Reading materials:

- Gallistel, C. R. (1980a). Ch. 1: Introduction and overview: De anima and animals [excerpt]. In *The organization of action: A new synthesis*. Hillsdale, NJ: Laurence Erlbaum Associates, Inc.
- Gallistel, C. R. (1980b). Ch. 2: The Sherringtonian reflex [excerpt]. In *The organization of action: A new synthesis* (pp. 16-40). Hillsdale, NJ: Laurence Erlbaum Associates, Inc.
- Gallistel, C. R. (1980c). Ch. 4: Von Holst's coupled oscillators [excerpt]. In *The organization of action: A new synthesis* (pp. 69-101). Hillsdale, NJ: Laurence Erlbaum Associates, Inc.
- Burkhardt, Jr., R. W. (2010a). Konrad Lorenz. In M. D. Breed & J. Moore (Eds.), *Encyclopedia of Animal Behavior* (pp. 298-303). Oxford: Academic Press.
- Burkhardt, Jr., R. W. (2010b). Niko Tinbergen. In M. D. Breed & J. Moore (Eds.), *Encyclopedia of Animal Behavior* (pp. 428-433). Oxford: Academic Press.
- Gould, J. L., & Marler, P. (1987). Learning by instinct. *Sci. Am., 255,* 74-85.
- Tolman, E. C. (1948). Cognitive maps in rats and men. *Psychol. Rev., 55,* 189-208.
- Roenneberg, T., & Merrow, M. (2005). Circadian clocks – the fall and rise of physiology. *Nat. Rev. Mol. Cell. Biol., 6,* 965-971.
- von Uexkull, J. (1957 [1934]). A stroll through the worlds of animals and men. In C. Schiller (Ed.), *Instinctive Behavior* (pp. 5-80). New York: International Universities Press.

Academic Integrity

By enrolling in this course, students agree to act with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, sabotage, and falsification of records. It is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion. For definitions and an explanation of specific policies, see the College's Academic Integrity Policy on the York College Website: http://york.cuny.edu/president/legal-compliance/legal-affairs/cuny-legal-policiesprocedures/Academic-Integrity-Policy.pdf/view?searchterm=academic+integrity. Should the instructor become aware of any suspicious dishonest activity, the instructor is required by College policy to submit a report of suspected academic dishonesty (cheating, plagiarism, damage to lab materials, etc.) to the Department Chair and the Dean of Students office. This report becomes part of your permanent file and may result in serious

penalties. If a student is found guilty of Academic dishonesty and received a penalty, the grade affected by this penalty can not be dropped.

Plagiarism (York College's Academic Integrity Policy)

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but this is not an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Students who plagiarize will be brought before the Academic Integrity Committee for disciplinary action.

Policy on INC grades

A student who, because of extenuating circumstances, is absent from the final examination and has completed the work for the course with a passing average may be assigned an INC grade at my discretion. I must be consulted (in person, by phone or by e-mail) within 24 hours of the final exam to be considered for this option. If approved, the student will have up to three weeks in the subsequent semester within which to take the final and have the grade resolved. If not resolved, the INC grade will be changed to FIN by the Registrar's Office and be considered an F when computing the academic index.

A student who has taken the final examination, but, because of extenuating circumstances, has not completed the work for the course, and has a passing average may, at my discretion, receive an INC grade. The student must receive my permission for this option before the last day of class. If I agree, the student will have up to 10 weeks in the subsequent semester to complete the work and have the grade resolved. If not resolved in this time frame, the INC will be changed to FIN by the Registrar's Office and be considered an F when computing the academic index.

Accommodations for disabled students

Students with disabilities who will be taking this course and may need disability-related accommodations should visit the following website for information of accessibility resources.
http://www.york.cuny.edu/it/acet/online-hybrid-course-support/accessibility-resources

Student Support Services

Outside class, York College Student Support Services provides counselling, tutoring, computer resources and study skills workshops to improve your academic performance. Please visit AC-3E03 or visit their web site for more information:
http://york.cuny.edu/student-development/support-services/services-activities.

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [x] New Course Proposal — CTM 517 SAS programming.
- [ ] Course Change Proposal
- [ ] Course Deletion

Please provide an executive summary of your proposal

Creation of a new elective course in SAS programming for the Masters in Clinical Trials Management.

Department Curriculum Committee Approval

Signature	Date
	10/03/19

Department Approval

Chairperson Signature	Date
	10/03/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AIV: New Courses

Department	BIOLOGY
Career	[] Undergraduate [X] Graduate
Academic Level	[X] Regular
Subject Area [Prefix]	
Course Number	CTM517
Course Title	SAS PROGRAMMING
Catalogue Description	An introduction to the SAS programming environment, including program design, importing data, dataset creation and processing, statistical analysis, and creating tables and graphs.
Pre-requisite(s)	Department permission
Co-requisite(s)	
Credits	3
Contact Hours [total (lecture, lab)]	3 hours [3 lecture]
Liberal Arts	[ ] Yes [X] No
Course Attribute [WI; H-WEB; WEB]	
General Education Component	_x_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *College Option* __*Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World

Rationale: The proposed course complement the current MS program in Clinical Trial Management by adding and an elective course of 3 credits focused in SAS programming. This course is essential for individuals who want to specialize within the fields of Clinical Trial Management and Clinical Data Management, and thus, they must excel in writing their own SAS programs to analyze clinical trials data. The overall goal of this course is to provide the student with the skills necessary to perform SAS programing to access, analyze, and report large clinical database.

IRP Code: 39251

Clinical Trial Management
Introduction to SAS programming

Course Number: CTM 517
Lecture:
Instructor:
Office:
Phone:
E-mail:
Office Hours:

Course description:
3 hrs. lecture; 3 credits
An introduction to the SAS programming environment, including program design, importing data, dataset creation and processing, statistical analysis, and creating tables and graphs.

Prerequisites: Department permission.

Learning Objectives: Following completion of the course, the students will have the programming skills in SAS and they will be able:

a. To write SAS syntax
b. To importe/exporte data into SAS
c. To process conditional data
d. To modify data using functions such as subset and transform
e. To record data
f. To analyze and reporte data in SAS

Text:
1) The Little SAS Book: A Primer, 5th Edition (Required)
Lora D. Delwiche, Susan J. Slaughter

Grading Policy: Final grade will be determined as follows:

Quizzes	20%	
Homeworks		20%
Exams		25%
Final Exam		35%

Students who accumulate 97.0% or more points will earn an A^+, 93.0-96.9% an A, 90.0-92.9% an A-, 87.0-89.9 a B+, 83.0-86.9% a B, 80.0-82.9% a B-, 77.0-79.9 a C+, 73.0-76.9 a C, 70.0-72.9 a C-, 67.0-69.9 a D+, 60.0-66.9 a D and 59.9 or lower an F.

Lecture Schedule (subject to change)

Date	Topic
Week 1	Introduction to SAS
Week 2	Understanding SAS syntax
Week 3	Basic SAS programming tools
Week 4	Importing/Exporting data into SAS
Week 5	Creating permanent files in SAS
Week 6	Transforming variables and Recoding variables
Week 7	Conditional processing
Week 8	**EXAM**
Week 9	Concatenating, interleaving, and merging SAS Files I
Week 10	Concatenating, interleaving, and merging SAS Files II
Week 11	Formatting columns I
Week 12	SAS for statistical analysis
Week 13	Creating reports in SAS Tables and Graphs I
Week 14	Creating reports in SAS Tables and Graphs II
Week 15	**FINAL EXAM**

College Policies:

INC Grades:

The following overview is condensed from York's Grading Policies website:
http://york.cuny.edu/academics/policies/grading-policies

A student who, because of extenuating circumstances, has not taken the final examination and/or completed the work for the course and has a passing average may be assigned an INC grade. The student, in consultation with the instructor, has up to 10 weeks in the subsequent semester to complete the work and have the grade resolved even if not registered in the subsequent semester. Grade changes resolving INC grades must be received by the Office of the Registrar by the last day of the 10th week of

classes of the subsequent semester (See Academic Calendar for exact due date). Grades received after the deadline will not be processed unless the student has obtained approval from the Committee on Academic Standards.

The grade of INC is not considered in computing the academic index. However, if a grade change is not received by the Office of the Registrar within the above specified limits, the grade of INC is changed to FIN. This grade is considered an F grade when computing the academic index. When compiling the Dean's List INC grades are calculated as F.

W/*WN/WU Grades:

The following overview is condensed from York's Grading Policies website:
http://york.cuny.edu/academics/policies/grading-policies

In the case of a withdrawal from a course, three symbols are used:

W, signifying withdrawal from a course without penalty, which is recorded on the student's record after the end of the 3rd week of classes;
*WN signifying that a student never attended the course; and
WU signifying an unofficial withdrawal from a course (see Procedures for Change of Program and Withdrawal from a Course).
In computing the academic index, W and *WN are not counted, but WU counts as a failure.

Policy on Academic Integrity:

York College Policy and Procedures on Academic Integrity can be found at:
http://www.york.cuny.edu/academics/academic-affairs/academic-integrity-officer/york-college-policy-and-procedures-on-academic-integrity

Policy on Accommodations for Disabled Students:

Information about the services provided to students at York College can be found at the Office of Services for Students with Disabilities, located in room AC-1G02, and on-line at:
http://york.cuny.edu/student-development/ossd

Department/Discipline	Contact Person
Business and Economics	Dr. Cline

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [X] Course Change Proposal _____
- [ ] Course Deletion _____

The following courses have had their designation changed to AVIA to clarify that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. Prerequisites have been changed to reflect degree changes. Course descriptions have been changed for brevity and to better reflect actual course content.

Department Curriculum Committee Approval

Signature	Date
Paul E Cline	7/5/19 11/12/19

Department Approval

Chairperson Signature	Date
Jamieson	11/11/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 230 Introduction to the Aviation Business	**Course** [Prefix, #, title]	AVIA 230 Introduction to the Aviation Business
Prerequisite(s)		**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	A general survey of the field of aviation business. The course will include a historical overview of the development of aviation and will survey various aspects of the airline industry ~~such as regulation, the organization and management of aviation businesses (particularly airlines), airline marketing, airfreight and modes of competition in the airline and aircraft industry~~.	**Catalogue Description**	A general survey of the field of aviation business. The course will include a historical overview of the development of aviation and will survey various aspects of the airline industry.
Liberal Arts	[ ] Yes X No	**Liberal Arts**	[ ] Yes X No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible*

	__ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*		__ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 237 Introduction to Emergency Planning and Management	**Course** [Prefix, #, title]	AVIA 237 Introduction to Emergency Planning and Management
Prerequisite(s)	~~1. ECON 102~~	**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	An introduction to context, considerations and procedures in managing emergencies and disasters. The course will focus on the importance of developing and disseminating a disaster plan within the organization, as well as delineating and communicating areas of responsibility for action. ~~The role of the emergency planner in the overall planning function will be considered. Emphasis will be placed on strategies for mitigation of disaster from natural disasters, technological hazards, human errors, sabotage and terrorism~~	**Catalogue Description**	An introduction to context, considerations and procedures in managing emergencies and disasters. The course will focus on the importance of developing and disseminating a disaster plan within the organization, as well as delineating and communicating areas of responsibility for action.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: The information contained in ECON 102 is not necessary for the successful completion of this course. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business & Economics	**Department**	Business & Economics
Course [Prefix, #, title]	~~BUS~~ 250 Aeronautics	**Course** [Prefix, #, title]	AVIA 250 Aeronautics
Prerequisite(s)		**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course develops factual aeronautical knowledge to establish a foundation for aviation cognitive growth. In furtherance, here the effective component topics will allow the students to learn and appreciate the rationale for federal aviation regulations, safety, the national airspace system, communications, and weather analysis. Pilot responsibilities are with the realm of "skilled psychomotor" performance where the student is introduced to flight physiology (with respect to vision, hearing, and balance).~~	**Catalogue Description**	This course develops the aeronautical background necessary to understand the basics of flight and an understanding of the Federal Aviation Regulations and National Airspace System
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	
Course [Prefix, #, title]	~~BUS~~ 281 Air Traffic Control	**Course** [Prefix, #, title]	AVIA 281 Air Traffic Control
Prerequisite(s)	1. ~~BUS~~ 230 2. ~~BUS 250~~	**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	AVIA 230
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	This course introduces the various aspects of the present and future Air Traffic Control systems. ~~Among the topics in the present system include the systems-analysis approach to problems of capacity and safety, surveillance, including the National Airspace System and Automated Radar Terminal Systems, navigation subsystem technology, aircraft guidance and control, communications, collision avoidance systems and sequencing and spacing in terminal areas~~	**Catalogue Description**	This course introduces the various aspects of the present and future Air Traffic Control systems
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: The information contained in AVIA 250 is complementary but not necessary for the successful completion of AVIA 281. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 360 Airport and Aviation Security	**Course** [Prefix, #, title]	AVIA 360 Airport and Aviation Security
Prerequisite(s)	~~BUS 230~~ ~~BUS 250~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 250
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~Analysis of threats, security and asset protection within the aviation industry, emphasizing a political and public policy perspective, impact of international terrorism, hijacking, sabotage, bombings, theft, smuggling, and terminal invasion are examined. Airport, airline, and terminal security programs are developed and presented in accordance with applicable Transportation Security Administration (TSA), Department of Homeland Security (DHS), Federal Aviation Administration (FAA) and International Civil Aviation Organization (ICAO) procedures and agreements.~~	**Catalogue Description**	This course analyzes the threats facing the aviation industry. The role of government agencies and international agreements are addressed.

Liberal Arts	[ ] Yes X No	**Liberal Arts**	[ ] Yes X No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 362 Commercial Aviation Safety	**Course** [Prefix, #, title]	AVIA 362 Commercial Aviation Safety
Prerequisite(s)	~~BUS 230~~ ~~BUS 250~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 250
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This is a study of the essential skills and methodology needed to plan and manage an effective commercial aviation safety program. Emphasis will be placed on understanding the principles of risk management, emergency response planning, hazard and incident reporting, safety investigations, and safety performance monitoring. The principle tools and techniques used here have been successfully implemented by the FAA and ICAO in their respective Safety Management Systems (SMS).~~	**Catalogue Description**	This course explores the skills and methodology needed to develop and implement an effective Safety Management System (SMS)
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute		**Course Attribute**	

[WI, H-WEB, WEB]		[WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 410 Ethics Issues in Aviation	**Course** [Prefix, #, title]	AVIA 410 Ethics Issues in Aviation
Prerequisite(s)	~~1. BUS 230~~ ~~2. BUS 250~~ 3. Junior Status Required	**Prerequisite(s)**	1. ENG 126 2. AVIA 230 3. Junior Status Required
Corequisite(s)	~~Ethics issues in Aviation focuses on current concerns and trends, to reflect the changes that have occurred in this deregulated era, with a focus on major themes in civil aviation ethics, theoretical frameworks, employee responsibility, and diversity in aviation, ground issues regarding airports, air traffic control, security, and environmental issues~~	**Corequisite(s)**	Ethics issues in Aviation focuses on current concerns since the passage of the Airline Deregulation Act. This is a writing intensive course.
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description		**Catalogue Description**	
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	WI

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: Changing AVIA 410 to an upper division writing intensive class is in line with program learning goal 2.4 “Students can differentiate ethical vs. unethical activities, and identify conflict of interest situations and other situations that compromise business integrity,” as well as offering greater opportunity for students to explore subjects discussed in written form. ENG 126 is a prerequisite recommended by the Writing Intensive Advisory Committee for upper-level WI courses. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master’s degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 414 Airport Planning and Management	**Course** [Prefix, #, title]	AVIA 414 Airport Planning and Management
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 360
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course will provide the students with an understanding of the major elements in the process of airport planning and management from a system perspective. The course will cover such topics as airport financing and privatization, site selection and environment impact, airport capacity and delays, terminal plan and design, ground access plan, daily operations and security, international difference, multiple-airport system and airport's relationship with airlines~~	**Catalogue Description**	This course will discuss the major processes involved in airport planning and management from a regulatory and systems perspective.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 360 is complimentary but can be taken concurrently. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 416 Air Cargo Management	**Course** [Prefix, #, title]	AVIA 416 Air Cargo Management
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 362
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course offers intensive study of the practices and problems of management with respect to air cargo. The importance of air cargo service to the economy, current assets protection, development of the industry, screening, regulation, complexity of the market, carriers, freight forwarders and third party logistics, along with rate and tariff problems, aircraft, terminal facilities, and future prospects are all discussed. Field trips will be made to such places as an air cargo terminal, and an airfreight forwarder. The course culminates in an air cargo policy and procedures handbook.~~	**Catalogue Description**	This course is an intensive review of the air cargo market and its place in the overall aviation industry.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute		**Course Attribute**	

[WI, H-WEB, WEB]		[WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 362 is complementary but may be taken concurrently. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 420 Corporate and Business Aviation	**Course** [Prefix, #, title]	AVIA 420 Corporate and Business Aviation
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 362
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course provides an advance view with respect to the operation of a corporate flight department. Students will research topics that include aircraft and equipment evaluation, maintenance, flight operations, administration, and fiscal considerations. In furtherance, the student will be introduced to the concept value of management mobility. The course culminates in the construction of a corporate and business aviation procedures and policy handbook~~	**Catalogue Description**	This course is an intensive review of the corporate aviation market and its place in the greater aviation industry.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 362 is complementary and may be taken concurrently. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 425 Airline Management	**Course** [Prefix, #, title]	AVIA 425 Airline Management
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230 AVIA 362
Corequisite(s)		**Corequisite(s)**	FINC 321
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This is a study of the essential skills and methodology needed to plan and manage airline. Emphasis will be placed on understanding airline organizations, airline regulations, airline routing, airline costs and revenue aircraft structure, operations and marketing aspects, low cost airline management. Also the course would cover the impact of alliance and consolidation, the e-commerce revolution and sustainable airline development~~	**Catalogue Description**	This course is a study in the skills needed to manage an airline. Teamwork and decision making are emphasized.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale:. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. FINC 321 added to insure students have the requisite experience with financial reports to fully participate in exercises. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM	~~BUS 495~~ Aviation Seminar and Internship	**TO**	AVIA 495 Aviation Seminar and Internship
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	BUS 495 Aviation Seminar and Internship	**Course** [Prefix, #, title]	BUS 495 Aviation Seminar and Internship
Prerequisite(s)	~~1. BUS 230~~ ~~2. BUS 250~~ ~~3. WRIT 301 or WRIT302 or WRIT 303 or 304 or Completion of at least 3 writing intensive credits at the 100 or 200 level~~ 4. Departmental Permission Required 5. Not open to students with credits in POL 392 or BUS 392	**Prerequisite(s)**	1. Departmental Permission Required 2. ENG 126 3. Not open to students with credits in POL 392 or BUS 392
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	This course is designed to help the student assess and develop personal, interpersonal, intellectual, and social skills needed to succeed in an aviation-related work-study program. ~~Aviation internships provide practical learning experiences by offering opportunities to integrate academic theory with 'real world' practice. The student will engage in industry research that explores the relationship between the two, as well as allowing the student to~~	**Catalogue Description**	This course is designed to help the student assess and develop personal, interpersonal, intellectual, and social skills needed to succeed in an aviation-related work-study program. This is a Writing Intensive course

	~~gain and develop professional skills required for career success. Practical applications will emphasize strategies for coping with challenges that are unique to students in an aviation-related degree program with at-work career exercises, aviation demonstrations, aviation field trips as well as government and industry speakers~~. This is a Writing Intensive course		
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 230 and 250 are entry level required courses for the degree. The writing courses are not required under the new Pathways. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

The City University of New York

York College

BUS 410 Ethical Issues in Aviation

Professor:	Paul E. Cline
Department:	Business and Economics
Office:	Academic Core 2B06-D
Email:	pcline@york.cuny.edu
Office Phone:	718-262-2512
Office Hours:	Tuesday and Thursday 1200-1400

Ethics issues in Aviation focuses on current concerns and trends, to reflect the changes that have occurred under deregulation, with a focus on major themes in civil aviation ethics, theoretical frameworks, employee responsibility, diversity in aviation, and unmanned aerial systems. **THIS IS AN UPPER DIVISION WRITING INTENSIVE COURSE.** All students are required to take three WI

courses before graduating. Two courses must be in the lower division of the curriculum (at the 100- or 200- level) and one must be in the upper division (at the 300- level or above) within the major design (as is BUS 410).

This designation does not change the structure of this course as it has been taught. Rather, it acknowledges that this course meets the standards of a WI course as specified by CUNY and has therefore earned this designation. The formal writing assignments for the course are described below. This work is meant to enhance your understanding of writing as a process and writing for the discipline of Aviation Management.

Prerequisites:

1. Junior status

Required Text:

Hoppe, E. ed. (2011). *Ethical Issues in Aviation*. New York: Routledge, 314 pages (available online at York Library).

Riza, S.M. (2013). *Killing Without Heart: Limits on Robotic Warfare in an Age of Persistent Conflict*. Washington D.C.: Potomac Books, 256 pages.

Sparrow, M. (2001). *The Regulatory Craft: Controlling Risks, Solving Problems, and Managing Compliance.* Washington: Brookings Institution Press. 370 pages (available online at York Library).

American Psychological Association. (2009). *Publication Manual of the American Psychological Association, 6th Ed*. Washington, D.C.: American Psychological Association, 272 pages.

Course Outcomes

1. Understand how ethics can be incorporated into key business decisions
2. Learn to identify common ethical issues in aviation business
3. Identify, analyze, and understand how business people make ethical decisions and handle ethical issues
4. Identify the various ethical issues raised by unmanned aerial vehicles in regards to business, privacy, national sovereignty, and war
5. Gain and develop an understanding of the writing process including topic formation, research, writing, and editing.

Blackboard:

You are required to check Blackboard regularly. Along with your York email it will be the primary form of communication for this class. Not checking email or Blackboard are not excuses for missing important information and/or changes to the schedule.

Writing Requirements:

Writing Intensive courses are subject-area courses that build on the foundation of writing courses in the curriculum. In this course you will practice and expand the skills of reading, critical thinking, and writing by incorporating guided writing assignments.

As a Writing Intensive course, the major component of your grade will be a research project consisting of four steps:

1. Research Proposal
2. Annotated Bibliography
3. Rough Draft
4. Final Paper

A. The **RESEARCH PROPOSAL** is a 250 word (one page, double spaced) summary of your proposed research topic. This assignment is worth 5% of your total grade.
B. The **ANNOTATED BIBLIOGRAPHY** is a list of your sources with a short, one paragraph narrative for each item explaining how this source relates to your topic. First give the citation for the source in APA format, then add the descriptive paragraph. There is no set length for this section since it depends on the number of sources you have. In a paper of this length a minimum of 15-20 different peer reviewed and academic sources is normal. This assignment is worth 10% of your total grade.
C. The **ROUGH DRAFT** is an imperfect copy of your final paper. This is the most important step in the writing process. Make no mistake about it, writing is editing and this is where the serious work of editing begins. I read each rough draft carefully and make detailed suggestions for improvement. This stage can be painful, but it also the most important. I will edit one draft of the paper. This assignment is worth 10% of your total grade.

D. The **FINAL DRAFT** is your finished product. It is worth a full 50% of your final grade. Both the rough and final drafts must be in APA format, with one inch margins, 12 point font, and include a title page and list of references. The final product is to be a minimum of 5000 words (20 pages) in length, not including Title Page and References.
    a. Excessive use of figures and illustrations is not appropriate under APA. The *Publication Manual of the American Psychological Association, 6th Ed* is very specific about when and how figures and illustrations may be used. Please note, figures and illustrations are not included in the word and page count. If they add value to the paper, use them; if not, leave them out.
    b. A word on length. The paper is a minimum of 20 pages of solid academic writing. That said, quality is better than quantity. You will not receive a better grade because you tried to increase your page count with extraneous filler. Make every sentence and paragraph count.

A word of caution: this is a writing intensive course. Procrastination is not an option. You will not be able to complete these assignments in the week running up to the due date. Substandard work will result in you failing the course and having to retake it before graduation. **Make a rigid timeline and stick to it.**

Electronic Devices:

I encourage you to use your laptop or tablet in class. Any use of these devices for other than course work will result in you being asked to leave the class and any points awarded that day forfeited.

There is absolutely **NO TEXTING** in class. Not only it is extremely rude, it is a distraction. If you must answer a text or call, quietly exit the room by the back door and deal with the emergency. If you have to leave class twice, you are no a distraction and will be asked to leave and any points awarded for that day will be forfeit.

GRADING:	**Max**
Daily Quiz	10%
Topic Proposal	5%
Annotated Bibliography	5%
Rough Draft	20%
Final Draft	50%
Final Exam	10%
TOTAL	100%

A+	97.0%-100%
A	93.0%-96.9%
A-	90.0%-92.9%
B+	87.0%-89.9%
B	83.0%-86.9%
B-	80.0%-82.9%
C+	77.0%-79.9%
C	73.0%-76.9%
C-	70.0%-72.9%

D+	67.0%-69.9%
D	60.0%-66.9%
F	0-59%

Academic Honesty Policy:

A fundamental principle of academic, aviation and community life is honesty. Violation of this ethical concept will result in penalties ranging from a grade of "F" in the course to dismissal from York College. Academic dishonesty includes but is not limited to: cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to: the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials; and commercialization sale or distribution of class notes without the instructors' permission. The use of unauthorized material, communication with another student during an examination, attempting to benefit from the work of other students, or attempting to aid another student, and other similar behaviors which defeat the purpose of examinations and individual assignments is unacceptable. Please note that all cases of plagiarism will be turned in to York College administration and student services organizations that deal with unethical behavior.

A**ccommodations:**

It is York College policy to provide on a flexible and individualized basis reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. If you have a documented disability that requires an accommodation, please notify me immediately.

Diversity:

The Aviation Management curriculum represents the contributions of diverse populations and reflects that knowledge comes in a variety of forms and that students possess a multitude of learning styles. Students from all backgrounds and perspectives are welcome in the class.

Weather Days:

The best way to receive the latest information about weather closings is through CUNY Alert (http://www.cuny.edu/news/alert.html); to register, you go through the CUNY portal. You can then choose where to have messages sent. Once CUNY Alert goes into action, the weather closing is then posted on the York website. The call/message comes somewhere between 5:00 and 6:00 am. The tough decision is when the College is open but the weather is prohibitive for your commute. Here, you have to exercise your best judgment. There is no heroism in putting yourself and others at risk! Remember that as an Aviator good judgment will keep you and others alive.

BUS 410 Ethics

Schedule

Week One

Course Introduction

Syllabus Review

Writing Across the Curriculum

Week Two

Ethical Theories

Hoppe, Chapters 1-2

Week Three

Capitalism and International Business

Hoppe, Chapters 3,4, and 5

Topic Proposal Due

Week Four

Outsourcing

Hoppe, Chapters 6-7

Week Five

Whistleblowers and the FAA

Hoppe, Chapters 8-9

Annotated Bibliography Due

Week Six

Malcolm Sparrow's Concept of Capture

Hoppe, Chapter 10

Sparrow, Introduction and Chapter 1

Week Seven

ValueJet 592

Hoppe, Chapter 13

Week Eight

Rough Draft Due

Week Nine

Diversity Part 1

Hoppe, Chapters 14-15

Week Ten

Diversity Part 2

Hoppe, Chapters 16-17

Week Eleven

Air Traffic Control

Hoppe, Chapters 20-21

Week Twelve

Final Draft Due

Week Thirteen

UAS in America's Consciousness

Gonzalez Article

Military UAS

Riza Chapters 2-3

Week Fourteen

Military UAS

Riza Chapters 4-5

Week Fifteen

Finals Week

YORK College | CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Health and Human Performance/Movement Science	Galila Werber-Zion

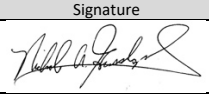
Please indicate items submitted for Committee approval

☐ New Major Design	☐ New Minor Design	☐ New Program
☒ Revised Major Design	☐ Revised Minor Design	☐ Revised Program
☐ New Course Proposal		
☒ Course Change Proposal		
☐ Course Deletion		

Please provide an executive summary of your proposal

The proposed Movement Science revised major design streamlines the program by eliminating concentrations (two) . The proposed revision to the MS 488 and MS 489 fieldwork courses is to add proof of a valid First Aid/CPR certification or equivalent coursework as a pre-requisite. Both changes are in accordance with CoAES accreditation requirements.

Department Curriculum Committee Approval

Signature	Date
	10/14/19

Department Approval

Chairperson Signature	Date
	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AV: Changes in Existing Courses

AV: 1 Changes to be offered in Health and Human Performance Department

CUNYFirst Course ID			
FROM		**TO**	
Departments	**Health and Human Performance**	Departments	**Health and Human Performance**
Course	MS 488 Field Work in Movement Science I	Course	N/C
Prerequisite	PE 358, PE 362, PE 452 and department permission	Prerequisite	1. PE 358 2. PE 362 3. PE 452 4. Either HE 200 & HE 317 OR proof of valid First Aid and CPR certifications 5. Department permission.
Co-requisite	None	Co-requisite	N/C
Hours	6 hours field experience	Hours	N/C
Credits	2	Credits	N/C
Description	This supervised experience provides the student the opportunity to apply knowledge and skills acquired in the Movement Science program. With guidance from a qualified supervisor and Movement Science faculty, the student engages in activities designed to enhance professional growth. Students will complete 6 hours field experience weekly, accumulating a total of 90 hours of off-campus experiential learning.	Description	N/C
Requirement Designation		Requirement Designation	
Liberal Arts	**[ ] Yes [x] No**	**Liberal Arts**	**[ ] Yes [x] No**
Course Attribute (e.g. Writing Intensive, WAC, etc)		**Course Attribute (e.g. Writing Intensive, WAC, etc)**	
General Education Component	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World**	**General Education Component**	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World**

	__ **College Option**		**__College Option**
Effective		Effective	Fall 2020

Rationale: The proposed revision to the fieldwork course is to follow CoAES accreditation-based requirements.

AV: 2 Changes to be offered in Health and Human Performance Department

CUNYFirst Course ID			
FROM		**TO**	
Departments	**Health and Human Performance**	Departments	**Health and Human Performance**
Course	MS 489 Field Work in Movement Science II	Course	N/C
Prerequisite	PE 358, PE 362, PE 452 and department permission	Prerequisite	1. PE 358 2. PE 362 3. PE 452 4. Either HE 200 & HE 317 OR proof of valid First Aid and CPR certifications 5. Department permission.
Co-requisite	None	Co-requisite	N/C
Hours	6 hours field experience	Hours	N/C
Credits	2	Credits	N/C
Description	This supervised experience provides the student the opportunity to apply knowledge and skills acquired in the Movement Science program. With guidance from a qualified supervisor and Movement Science faculty, the student engages in activities designed to enhance professional growth. Students will complete 6 hours field experience weekly, accumulating a total of 90 hours of off-campus experiential learning.	Description	N/C
Requirement Designation		Requirement Designation	
Liberal Arts	**[ ] Yes [x] No**	**Liberal Arts**	**[ ] Yes [x] No**
Course Attribute (e.g. Writing Intensive, WAC, etc.)		**Course Attribute (e.g. Writing Intensive, WAC, etc)**	
General Education Component	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World** **__ College Option**	**General Education Component**	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World** **__College Option**

Effective		Effective	Fall 2020

Rationale: The proposed revision to the fieldwork course is to follow CoAES accreditation-based requirements.

Department/Discipline	Contact Person
Business and Economics	Dr. Paul E. Cline

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [X] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Goal number two for the Aviation Management BS degree states, "Creating graduates that demonstrate competency in the various areas of Aviation Management." Having two 400 level course dealing with airport and aviation management as program electives is counter to this goal. In order to remain credit hour neutral, two lower division classes are moved to program elective status. Also adding AVIA 100, 200, 300, & 400 and BUS 210 to the list of approved Program Electives to offer greater flexibility to students. Changing BUS 410 to an upper division writing intensive class is in line with program learning goal 2.4 "Students can differentiate ethical vs. unethical activities, and identify conflict of interest situations and other situations that compromise business integrity," as well as offering greater opportunity for students to explore subjects discussed in written form. Some courses changed to hybrid in order to better meet the scheduling and learning needs of our increasingly diverse student population (more adult learners). Finally, changing the course identifiers to AVIA to better streamline branding and consistency with the Masters in Aviation and Dispatcher Program.

Department Curriculum Committee Approval

Signature	Date
Paul E Cline	5/7/19

Department Approval

Chairperson Signature	Date
Jamieson	5/7/19

AIII.1 The following revisions are proposed in the Business and Economics Department
Program: Aviation Management BS
Program Code: 31134
Effective: Fall 2020

FROM		TO	
Course # Course Description	*Credits*	*Course # Course Description*	*Credits*
I. Required Courses	9	I. Required Courses	9
ECON 102 Microeconomics*	3	ECON 102 Microeconomics*	3
ECON 103 Macroeconomics	3	ECON 103 Macroeconomics	3
ECON 220 Introduction to Economic Statistics	3	ECON 220 Introduction to Economic Statistics	3
II. Foundation Courses	21	II. Foundation Courses	21
ACC 101 Principles of Accounting I	3	ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3	ACC 102 Principles of Accounting II	3
Or		Or	
ACC 103 Principles of Managerial Accounting	3	ACC 103 Principles of Managerial Accounting	3
BUS 201 Computer Applications in Business	3	BUS 201 Computer Applications in Business	3
BUS 283 Business Law I	3	BUS 283 Business Law I	3
BUS 301 Management Theory and Practice	3	BUS 301 Management Theory and Practice	3
FINC 321 Principles of Finance	3	FINC 321 Principles of Finance	3
MKT 341 Introduction to Marketing	3	MKT 341 Introduction to Marketing	3
III. Aviation Management Core Courses	24	III. Aviation Management Core Courses	**21**
~~BUS 230~~ Introduction to Aviation and Business	3	AVIA 230 Introduction to Aviation and Business	3
~~BUS 237 Emergency Planning and Management~~	3	AVIA 250 Aeronautics	3
~~BUS 250~~ Aeronautics	3	AVIA 360 Airport and Aviation Security	3
~~BUS 281 Air Traffic Control~~	3	AVIA 362 Commercial Aviation Safety	3
~~BUS 360~~ Airport and Aviation Security	3	AVIA 410 Ethics and Issues in Aviation**	3
~~BUS 362~~ Commercial Aviation Safety	3	AVIA 414 Airport Planning and Management	3
~~BUS 410~~ Ethics and Issues in Aviation	3	AVIA 425 Airline Management	3
~~BUS 495 Aviation Seminar and Internship~~**	3	IV. Program Electives	**9**
IV. Program Electives			

~~Choose two (2) courses from the following:~~ ~~BUS 312 Staff Supervision and Employee Relations 3~~ ~~BUS 335 Case Studies in Aviation Finance Management 3~~ ~~BUS 414 Airport Planning and Management 3~~ ~~BUS 416 Air Cargo Management 3~~ ~~BUS 420 Corporate and Business Aviation 3~~ ~~BUS 425 Airline Management 3~~ ~~POL 103 Politics and Government in the United States*** 3~~ ~~POL 309 Aviation Law*** 3~~ * ECON 102 may also be taken to fulfill the Flexible Core: Individual and Society requirement ** Upper Division Writing Intensive Credit Totals Total Aviation Program Credits 60 Total Core Curriculum Credits 33-42 Total Free Elective Credits 18-27 Total Credits for BS in Aviation Management 120	<u>Choose 9 credits in AVIA, BUS, ECON, FINC or ACC in consultation with your program advisor</u> * ECON 102 may also be taken to fulfill the Flexible Core: Individual and Society requirement ** Upper Division Writing Intensive Credit Totals Total Aviation Program Credits 60 Total Core Curriculum Credits 33-42 Total Free Elective Credits 18-27 Total Credits for BS in Aviation Management 120

<u>Rationale:</u>
Course changes made to better meet Program Learning Goals. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The electives are being increased to accommodate new department offerings

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [x] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Addition of a new course in Animal Behavior to the list of possible electives in the Biology BA and the Biology BS.

Department Curriculum Committee Approval

Signature	Date
Laura Beaton	10/17/19

Department Approval

Chairperson Signature	Date
Ivica Arsov	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AIII: Changes in Degree Programs

AIII.1 The following revisions are proposed for the B.A. in Biology
Program: B.A. in Biology
Program Code: 02893
Effective: Fall 2020

From

Course	Description	Crs
I. Required Foundation Courses 42 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 230^	Essentials of Organic Chemistry	3
CHEM 235	Laboratory in Organic Chemistry	2
MATH 121*	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 115***	College Physics I	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5
BIO 309	Biology of the Chordates	4.5
BIO 325	Histology	4.5
BIO 331	Plant Biology	4.5

To

Course	Description	Crs
I. Required Foundation Courses 42 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 230^	Essentials of Organic Chemistry	3
CHEM 235	Laboratory in Organic Chemistry	2
MATH 121*@	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 115***	College Physics I	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5
BIO 309	Biology of the Chordates	4.5
BIO 311	Animal Behavior	3
BIO 325	Histology	4.5

BIO 334[#]	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3
BIO 415	Biochemistry and Molecular Biology	2
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480	Theory and Experimentation in Biotechnology	5
BTEC 352	Bioinformatics	3

Total credits required for the major	**57-61**
Total Core Curriculum credits	**25-42**
Total free elective credits	**17-38**
Total	**120**

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115
[+]BTEC 489 may substitute for BIO 489.
[^] CHEM 231 and 232 may be substituted for CHEM 230 and 235
[#] BIO 234 and 235 may be substituted for BIO 334. One additional course in Group II will be required to satisfy this core area.
[@] Students that do not place directly into MATH 121 may need to take up to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those

BIO 331	Plant Biology	4.5
BIO 334[#]	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3
BIO 415	Biochemistry and Molecular Biology	2
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480	Theory and Experimentation in Biotechnology	5
BTEC 352	Bioinformatics	3

Total credits required for the major	**57-61**
Total Core Curriculum credits	**25-42**
Total free elective credits	**17-38**
Total	

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115
[+]BTEC 489 may substitute for BIO 489.
[^] CHEM 231 and 232 may be substituted for CHEM 230 and 235
[#] BIO 234 and 235 may be substituted for BIO 334. One additional course in Group II will be required to satisfy this core area.
[@] Students that do not place directly into MATH 121 may need to take up to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those

courses subtract from the free-electives total. **NOTE:** This major is not for students intending to apply to medical school or pursue post-graduate studies in Biology.	courses subtract from the free-electives total. **NOTE:** This major is not for students intending to apply to medical school or pursue post-graduate studies in Biology.

Rationale: Rationale: the study of Animal Behavior is highly relevant to diverse fields in biology, such as behavioral genetics, psychopharmacology, neuroscience, ecology and conservation biology. Currently no Animal Behavior course is offered by the Biology Department.

Section AIII: Changes in Degree Programs

AIII.1 The following revisions are proposed for the B.S. in Biology

Program: B.S. in Biology
Program Code: 35584
Effective: Fall 2020

From

Course	Description	Crs
I. Required Foundation Courses 50 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 231	Organic Chemistry I	3
CHEM 232	Techniques in Organic Chemistry I	2
CHEM 233	Organic Chemistry II	3
MATH 121*@	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 114	Physics Laboratory II	1
PHYS 115***	College Physics I	4
PHYS 116***	College Physics II	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5

To

Course	Description	Crs
I. Required Foundation Courses 50 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 231	Organic Chemistry I	3
CHEM 232	Techniques in Organic Chemistry I	2
CHEM 233	Organic Chemistry II	3
MATH 121*@	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 114	Physics Laboratory II	1
PHYS 115***	College Physics I	4
PHYS 116***	College Physics II	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5

BIO 309	Biology of the Chordates	4.5
BIO 325	Histology	4.5
BIO 331	Plant Biology	4.5
BIO 334	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3.0
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3.0

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3.0
BIO 415	Biochemistry and Molecular Biology	2.0
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480^	Theory and Experimentation in Biotechnology	5.0
BTEC 352	Bioinformatics	3.0

Total credits required for the Biology major	65-69
Total Core Curriculum Credits	25-42
Free electives	9-30
Total	120

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115, and PHYS 118 may be substituted for PHYS 116
+BTEC 489 may be substituted for BIO 489.
^BTEC 480 may be substituted for BIO 480.
@ Students that do not place directly into MATH 121 may need to take up

BIO 309	Biology of the Chordates	4.5
BIO 311	Animal Behavior	3
BIO 325	Histology	4.5
BIO 331	Plant Biology	4.5
BIO 334	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3.0
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3.0

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3.0
BIO 415	Biochemistry and Molecular Biology	2.0
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480^	Theory and Experimentation in Biotechnology	5.0
BTEC 352	Bioinformatics	3.0

Total credits required for the Biology major	65-69
Total Core Curriculum Credits	25-42
Free electives	9-30
Total	120

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115, and PHYS 118 may be substituted for PHYS 116
+BTEC 489 may be substituted for BIO 489.
^BTEC 480 may be substituted for BIO 480.
@ Students that do not place directly into MATH 121 may need to take up

to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those courses subtract from the free-electives total.	to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those courses subtract from the free-electives total.

Rationale: The study of Animal Behavior is highly relevant to diverse fields in biology, such as behavioral genetics, psychopharmacology, neuroscience, ecology and conservation biology. Currently no Animal Behavior course is offered by the Biology Department.

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [x] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Includes the new SAS programming course in the electives for the MS Clinical Trials Management.

Department Curriculum Committee Approval

Signature	Date
Laura Beaton	10/17/19

Department Approval

Chairperson Signature	Date
Ivica Arsov	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

AIII.1 The following revisions are proposed in the Department of Biology
Program: Clinical Trial Management
Program Code: 39251
Effective: Fall 2020

FROM		TO	
Course # Course Description	*Credits*	*Course # Course Description*	*Credits*
Core Courses (30 credits):		**Core Courses (30 credits):**	
CTM 501 Introduction to Clinical Research and Clinical Trial Terminology	3	CTM 501 Introduction to Clinical Research and Clinical Trial Terminology	3
CTM 502 Foundations of Regulatory Affairs in a Global Environment	3	CTM 502 Foundations of Regulatory Affairs in a Global Environment	3
CTM 503 Clinical Trial Project Management	3	CTM 503 Clinical Trial Project Management	3
PHS 504 Advanced Biostatistics	3	PHS 504 Advanced Biostatistics	3
CTM 505 Ethical Consideration for Clinical Research	3	CTM 505 Ethical Consideration for Clinical Research	3
CTM 506 Clinical Trial Implementation	3	CTM 506 Clinical Trial Implementation	3
CTM 507 Introduction to Medical Writing: Document preparation	3	CTM 507 Introduction to Medical Writing: Document preparation	3
CTM 508 Clinical Trial Data Management	3	CTM 508 Clinical Trial Data Management	3
CTM 509 Drug safety and pharmacovigilance	3	CTM 509 Drug safety and pharmacovigilance	3
CTM 510 Clinical Trial Management Capstone Project	3	CTM 510 Clinical Trial Management Capstone Project	3
Elective Courses: (6 credits; Select any two courses)		**Elective Courses: (6 credits; Select any two courses)**	
CTM 511 Clinical Epidemiology	3	CTM 511 Clinical Epidemiology	3
CTM 512 Global Regulatory Affairs	3	CTM 512 Global Regulatory Affairs	3
CTM 513 Medical Writing: Document submission	3	CTM 513 Medical Writing: Document submission	3
CTM 514 Medical Writing: Investigational Applications for Drugs, Biologics and Medical devices	3	CTM 514 Medical Writing: Investigational Applications for Drugs, Biologics and Medical devices	3
CTM 515 Medical Writing: Drugs, Biologics and Medical Devices License Applications	3	CTM 515 Medical Writing: Drugs, Biologics and Medical Devices License Applications	3
CTM 516 Clinical Trial Quality and Compliance	3	CTM 516 Clinical Trial Quality and Compliance	3
PHS 503 Advanced Pharmacology	3	CTM 517 SAS Programming	3

PHS 514 Advanced Toxicology	3	PHS 503 Advanced Pharmacology	3
PHS 515 International Regulatory Affairs	3	PHS 514 Advanced Toxicology	3
Total credits required for the MS degree in Clinical Trial Management	**36**	PHS 515 International Regulatory Affairs	3
		Total credits required for the MS degree in Clinical Trial Management	**36**

Rationale: Clinical trial management requires a background in the data analysis program, SAS. This proposal adds a newly created SAS programming course to the list of electives.

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [x] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Addition of a new course in Animal Behavior to the list of possible electives in the Biology minor.

Department Curriculum Committee Approval

Signature	Date
Laura Beaton	10/17/19

Department Approval

Chairperson Signature	Date
Ivica Arsov	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Revised 2019

Minor Redesign

Program: Minor in Biology
Effective: Fall 2020

From		To	
Course	**Description** **Crs**	**Course**	**Description** **Crs**
Requirements for the Biology Minor	**16-18.5 cr**	**Requirements for the Biology Minor**	**16-18.5 cr**
Choose one of the following two options.		Choose one of the following two options.	
Option I		**Option I**	
I. Required courses	**13 cr**	**I. Required courses**	**13 cr**
BIO 201 Biological Principles I	4	BIO 201 Biological Principles I	4
BIO 202 Biological Principles II	4	BIO 202 Biological Principles II	4
CHEM 108 Principles of Chemistry I	3.5	CHEM 108 Principles of Chemistry I	3.5
CHEM 109 Principles of Chemistry I Laboratory	1.5	CHEM 109 Principles of Chemistry I Laboratory	1.5
II. Choose one of the following courses:	**3 - 5**	**II. Choose one of the following courses:**	**3 - 5**
BIO 301* Molecular Biology and Biotechnology	4	BIO 301* Molecular Biology and Biotechnology	4
BIO 308 Invertebrate Biology	4.5	BIO 308 Invertebrate Biology	4.5
BIO 309 Biology of Chordates	4.5	BIO 309 Biology of Chordates	4.5
BIO 320 Cell Biology	4.5	BIO 312 Animal Behavior	3
BIO 325 Histology	4.5	BIO 320 Cell Biology	4.5
BIO 331 Plant Biology	4.5	BIO 325 Histology	4.5
BIO 334 Comparative Physiology	4.5	BIO 331 Plant Biology	4.5
BIO 403 Ecology	4.5	BIO 334 Comparative Physiology	4.5
BIO 410* Neurobiology	3	BIO 403 Ecology	4.5
BIO 412* Biochemistry	3	BIO 410* Neurobiology	3
or		BIO 412* Biochemistry	3
CHEM 412* Biochemistry	3	or	
BIO 444* Genetics	4.5	CHEM 412* Biochemistry	3
BIO 452* Developmental Biology	4.5	BIO 444* Genetics	4.5
BIO 465* Microbiology	4.5	BIO 452* Developmental Biology	4.5
BIO 466* Immunology	4.5	BIO 465* Microbiology	4.5
BIO 480* Theory and Experimentation in Biotechnology	5	BIO 466* Immunology	4.5
BIO 477* Evolution	3	BIO 480* Theory and Experimentation in Biotechnology	5
		BIO 477* Evolution	3
Option 2 (for Chemistry and Pharmaceutical Science majors)			

I. Choose any four of the following courses:	**13-18.5**
BIO 301* Molecular Biology and Biotechnology	4
BIO 308 Invertebrate Biology	4.5
BIO 309 Biology of Chordates	4.5
BIO 320 Cell Biology	4.5
BIO 325 Histology	4.5
BIO 331 Plant Biology	4.5
BIO 334 Comparative Physiology	4.5
BIO 403 Ecology	4.5
BIO 410* Neurobiology	3
BIO 412* Biochemistry	3
or	
CHEM 412* Biochemistry	3
BIO 444* Genetics	4.5
BIO 452* Developmental Biology	4.5
BIO 465* Microbiology	4.5
BIO 466* Immunology	4.5
BIO 477* Evolution	3
BIO 480* Theory and Experimentation in Biotechnology	5
*Additional pre-requisite courses required.	

Option 2 (for Chemistry and Pharmaceutical Science majors)	
I. Choose any four of the following courses:	**13-18.5**
BIO 301* Molecular Biology and Biotechnology	4
BIO 308 Invertebrate Biology	4.5
BIO 309 Biology of Chordates	4.5
BIO 312 Animal Behavior	3
BIO 320 Cell Biology	4.5
BIO 325 Histology	4.5
BIO 331 Plant Biology	4.5
BIO 334 Comparative Physiology	4.5
BIO 403 Ecology	4.5
BIO 410* Neurobiology	3
BIO 412* Biochemistry	3
or	
CHEM 412* Biochemistry	3
BIO 444* Genetics	4.5
BIO 452* Developmental Biology	4.5
BIO 465* Microbiology	4.5
BIO 466* Immunology	4.5
BIO 477* Evolution	3
BIO 480* Theory and Experimentation in Biotechnology	5
*Additional pre-requisite courses required.	

Rationale: The department now offers a course in Animal Behavior, which is an important option for students completing a minor in Biology.

YORK College | CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Business and Economics	Paul E. Cline

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [X] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Combines the four FAA Dispatcher Certification courses into a minor; allowing students to take the courses as a minor instead of electives.

Department Curriculum Committee Approval

Signature	Date
	5/7/19

Department Approval

Chairperson Signature	Date
	5/7/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

Revised 2019

YORK College | CUNY

Curriculum Committee Proposal Cover Sheet

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Program: Minor in FAA Dispatcher
Effective: Fall 2020

From			To		
Course	**Description**	**Crs**	**Course**	**Description**	**Crs 16**
No such minor currently exists at the College.			**AVIA 100:**	**Private Pilot Ground School**	**4**
			AVIA 200:	**Instrument Pilot**	**4**
			AVIA 300:	**ATP/ADX Dispatcher Written Exam**	**4**
			AVIA 400:	**Dispatcher Practical Exam**	**4**

Rationale: The FAA Dispatcher Certification courses are approved as stand-alone courses leading to certification if the student desires. The minor will allow students to take the courses as a minor instead of general electives.

Department/Discipline: Business and Economics

Contact Person: Dr. Yong Kyu Lee

Please indicate items submitted for Committee approval

New Major Design	
Revised Major Design	
New Minor Design	
Revised Minor Design	
New Program	
Revised Program	
New Course Proposal	MKT349
Course Change Proposal	
Course Deletion	

Please provide an executive summary of your proposal

This new course will provide the great opportunity for students to learn social marketing principles and apply them to the real world social marketing activities in order to affect positive social change.

1. Department Curriculum Committee Approval

Signature _____ Date 5/7/19

2. Department Approval

Chairperson's Signature _____ Date 5/7/19

3. Other Departments Affected:

Department	Signature	Date

4. College Curriculum Committee Approval

Chairperson's Signature _____ Date _____

5. College Senate Approval

_____ _____

Section AIV: New Courses

Department	Business and Economics
Career	[X] Undergraduate [] Graduate
Academic Level	[X] Regular
Subject Area [Prefix]	MKT
Course Number	349
Course Title	Marketing and Societal Well-being
Catalogue Description	This course is designed to examine current theory and knowledge in the field of social marketing, and explore marketing's role in solving societal problems.
Pre-requisite(s)	MKT341 and Junior Status
Co-requisite(s)	
Credits	3
Contact Hours [total (lecture, lab)]	3
Liberal Arts	[ ] Yes [X] No
Course Attribute [WI; H-WEB; WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *College Option* __*Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World

Rationale:

Social marketing has become an indispensable tool for social change, this course will provide students with insights on how social marketing plays a role to play in addressing social problems.

IRP Code:

York College, The City University of New York
School of Business and Economics – Fall 2020

MKTG 349 Marketing and Societal Well-being (3 credits)
- **Prerequisite(s) – MKT341 and Junior Status**

Instructor Information

Professor XXX
Office: AC 2B06
Email: XXX@york.cuny.edu
Office Hours: by appointment only (Contact via email is preferred)

Course Information

Class time: XXX Classroom: XXX

Textbook

Lee and Kotler (2019) Social Marketing: Behavior Change for Social Good, 6ed, SAGE Publication, ISBN-13: 978-1544351490

Course Description:

This course is designed to examine current theory and knowledge in the field of social marketing, and explore marketing's role in solving societal problems.

Course Objectives:

Throughout the course, marketing techniques and practices will be examined and applied to social issues and behavioral change. More specifically, you will be able to:

- Explain the roles and responsibilities of marketing in society and give examples of how this marketing knowledge can positively influence public behavior.
- Identify and analyze relevant the societal issues and behavior through the social marketing theories and skills.
- Produce, implement and evaluate a social marketing plan.

Method of Evaluation

Students will be evaluated on their performance in class, written exams, and assignments. The relative contribution of each of the different criteria towards the final grade is listed below.

Attendance	*10%*
Individual assignment	*10%*
Group Project	*20%*
Exam I, II and Final	*60% [20% each]*

97-100% = A+	87-89.9% = B+	77-79.9% = C+	67-69.9% = D+
93-96.9% = A	83-86.9% = B	73-76.9% = C	60-66.9% = D
90-92.9% = A-	80-82.9% = B-	70-72.9% = C-	0-59.9% = F

Evaluation Criteria Details

1. Examinations (60%). Three exams will be given based on content from lectures, the textbook, and class discussions. All exams are closed-book, and closed-notes. While students are encouraged to study together and share notes in advance, all exams are strictly an individual effort.

Missed Exams

All students must take exams at their scheduled times. If you are late to an exam, you will not get extra time to complete it.

MAKEUP examinations for exams will **not** be given unless you have valid reasons. Valid reasons for missing an exam include a death in the family or severe illness (in this case, you must present a proof of medical emergencies). Invalid reasons include schedule conflicts, excessive workload, inadequate preparation, and travel plans. In addition, you must contact me about your intended absence prior to the test, if possible.

If an exam is not taken as scheduled and the absence from that examination is permitted in advance or excused after the fact by me, Makeup exams will be scheduled at the earliest possible date. Students missing an exam without prior notification and permission from the professor will receive a grade of zero for that exam.

2. Group Project (20%). Groups of students will develop a social marketing plan to combat a major social issue. Each group will be expected to provide a proposal of the topic, to present their findings, and provide resources to substantiate the presentation. The presentation will be worth 10%. Presentation date will be on the last week of semester. Each group will turn in a paper the day they present. The paper will be worth 10%. Specific guidelines will be posted online.

Project Submission

Late submission of project is accepted. However, your group will have points deducted unless otherwise stated.

3. Individual Assignment (10%). You will be asked to read and summarize each chapter of the textbook and/or reading articles. Each summary must be typed and posted on Blackboard by due date. Each chapter summary should be in the range of 1000 - 1200 words. Due dates will be announced on Blackboard. If you do not meet the requirement, you will have points deducted for the assignment.

Individual Submission

Late submission of assignment is accepted. However, you will have points deducted for late submission of assignment unless otherwise stated.

4. Attendance (10%).

Class attendance is mandatory. The attendance will be taken each lecture by me passing a roster in class. If you find it necessary to leave class early on any given day with a valid reason, you should inform me before class and choose an aisle seat. Otherwise, an early departure will be counted as an absence with regard to the Attendance Policy.

If absence is anticipated, you should inform me as soon as possible. Excused absences are allowed only if verifiable written documentation is provided to me, in person, on the first day you return to class following your absence. For instance, for absence due to sickness, you must present a proof of medical emergencies.

If you have more than one (1) undocumented absences, you will have points deducted. For example, two absences – 7%; three absences – 4%; four absences – 1%; five and more – 0%

[If this course is offered as a hybrid (or online) class, the following sentence will be added: *Please note that participation in online discussions is considered a form of attendance in this hybrid (or online) class. (You should post at least one response per discussion topic by due date; late posting will not be counted as participation)*]

You are responsible for the materials covered in each lecture and absence from class does not alter this responsibility. If you are absent from class, you should obtain information regarding assignments and course materials covered during their absence from classmates.

Grading Policy

This class follows grading scales provided by York College. Final Grade will be given as the letter grades based on the numerical values carried to one decimal place, ***with no rounding***.

Communication

To message the entire class, I will use Blackboard's email system to send any announcements that may come up during the semester (e.g. assignments, notification of grading, etc.). Please contact me via **your York email** for any class related issues. Email will often provide you with the quickest response, and also serves as a reminder for me to reply. *Please note that I will not respond to your email if you use your personal email rather than York email*.

Technology Requirements and Resources

- Students are required 1) to have access to a computer and the internet and 2) to have a York College e-mail address and access to the CUNY Portal, Blackboard, and the York College Library Database.
- Students need the ability to use word processing software. If you are using a word processing software other than MS Word, please save your documents in Rich Text Format (RTF).
- The Educational Technology Department has provided the following links to provide more informational resources for students:
  - Hybrid Course Information and Support: (all these links can be accessed from this page)
    : http://www.york.cuny.edu/it/acet/online-hybrid-course-support
  - Self-paced tutorials
    : http://www.york.cuny.edu/it/acet/blackboard/student (for Blackboard)
    : http://www.york.cuny.edu/it/webteam/eportfolios/tutorials (for ePortfolio)
  - IT Helpdesk hours and contact information:
    : http://www.york.cuny.edu/it/service-delivery-unit/service-desk/hours-of-operation

Student Resources

In the event of a weather-related or other college cancellation, visit the http:// www.york.cuny.edu website for immediate information. The York College Counseling Center is committed to providing a broad range of high quality, innovative, and ethical services that address the psychological, educational, social, and developmental needs of York students. Please review the college website for more information.

Students with Disabilities

Students with documented disabilities who believe they may need accommodations in this class are encouraged to contact The Office of Services for Students with Disabilities, located in room AC-1G03, which is a subdivision of the Counseling Center and within the Division of Student Development, so that the professor can be notified of your reasonable accommodation needs. "Reasonable accommodation" is

the term used to describe individualized services to facilitate the student with a disability's adjustment and development throughout his or her course of study.

Academic Integrity

Each student is expected to perform with academic integrity throughout the semester. All students are bound by York College Academic Integrity Policies and Procedures. Academic dishonesty includes, but is not limited to: cheating, plagiarism, obtaining unfair advantage, falsification of records and official documents. These are all punishable by penalties which include failing grades, suspension and expulsion. Please review the Academic Policy and Procedure guideline document on the college website to obtain complete details.

Syllabus/Course Changes Policy

I reserve the right to make changes to the content and scheduling of topics, readings, assignments, etc.

Note: This detailed schedule is TENTATIVE and is subject to change by the instructor (**※ some of topics or theories in this course may not be covered by the textbook**)

Week 1 CHAPTER 1. Defining and Distinguishing Social Marketing
CHAPTER 2. 10-Step Strategic Planning Model

Week2 CHAPTER 3. Research Options
CHAPTER 4. Behavior Change Theories, Models, and Frameworks

Week3 CHAPTER 5. Steps 1 & 2: Social Issue, Purpose, Focus, Situation Analysis
CHAPTER 6. Step 3: Selecting Priority Audiences

Week4 Review I

Week5 Exam I

Week6 CHAPTER 7. Step 4: Behavior Objectives and Target Goals
CHAPTER 8. Step 5: Audience Insights

Week7 CHAPTER 9. Step 6: Crafting a Desired Positioning
CHAPTER 10. Step 7: Product: Creating a Product Platform

Week8 CHAPTER 11. Step 7: Price: Determining Incentives and Disincentives
CHAPTER 12. Step 7: Place: Making Access Convenient and Pleasant

Week9 Review II

Week10 Exam II

Week11 CHAPTER 13. Step 7: Promotion: Deciding on Messages, Messengers, and Creative Strategies
CHAPTER 14. Step 7: Promotion: Selecting Communication Channels

Week12 CHAPTER 15. Step 8: Monitoring and Evaluation
CHAPTER 16. Step 9: Budget and Funding Plans
CHAPTER 17. Step 10: Implementation and Sustaining Behaviors Plans

Week13 Review III

Week14 Group Project Presentation

Week15 Final Exam

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- ☐ New Major Design
- ☐ New Minor Design
- ☐ New Program
- ☐ Revised Major Design
- ☐ Revised Minor Design
- ☐ Revised Program
- [x] New Course Proposal — BIO 312 Animal Behavior
- ☐ Course Change Proposal
- ☐ Course Deletion

Please provide an executive summary of your proposal

Creation of a new elective course in Animal Behavior.

Department Curriculum Committee Approval

Signature	Date
	02/03/2019

Department Approval

Chairperson Signature	Date
	10/02/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached
Behavioral Sciences		✓	n/a

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AIV: New Courses

Department	Biology
Career	[X] Undergraduate [] Graduate
Academic Level	[X] Regular
Subject Area [Prefix]	BIO
Course Number	312
Course Title	Animal Behavior
Catalogue Description	Intended for Biology majors. The course will introduce students to basic approaches to the scientific study of animal behavior. The first half of the course will focus on mechanisms of behaviors and their ontogeny (proximate causes); while the second half will focus on the adaptive value and evolution of behaviors (ultimate causes). Throughout the course, students will encounter examples demonstrating methods for measurement and analysis of behavior, and will learn to analyze and interpret behavioral data.
Pre-requisite(s)	BIO 201
Co-requisite(s)	
Credits	3
Contact Hours [total (lecture, lab)]	3 (3,0)
Liberal Arts	[x] Yes [ ] No
Course Attribute [WI; H-WEB; WEB]	
General Education Component	_x_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *College Option* __*Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World

Rationale: The study of Animal Behavior is highly relevant to diverse fields in biology, such as behavioral genetics, psychopharmacology, neuroscience, ecology and conservation biology. Currently no Animal Behavior course is offered by the Biology Department.

IRP Code: 02893 (Biology - BA), 35584 (Biology – BS)

BIO 312 Animal Behavior

Course Description:

3 hours (lecture); 3 credits. Prerequisites: Biological Principles I (Bio 201). Intended for Biology majors. The course will introduce students to basic approaches to the scientific study of animal behavior. The first half of the course will focus on mechanisms of behaviors and their ontogeny (proximate causes); while the second half will focus on the adaptive value and evolution of behaviors (ultimate causes). Throughout the course, students will encounter examples demonstrating methods for measurement and analysis of behavior, and will learn to analyze and interpret behavioral data.

Learning Outcomes:

1. Learn about the three major approaches to the study of animal behavior: Ethology/Behavioral Ecology, Comparative Psychology, and (Neo) Behaviorism.

2. Learn to think about animal behavior in terms of proximate and ultimate causes.

3. Apply key theoretical concepts to selected animal behaviors (e.g. song learning, foraging and predator avoidance, mating systems, cooperation, territoriality, communication and spatial navigation).

4. Learn about methods for measuring behavior; analyze the relative advantages and shortcomings of discrete measurements (ethograms) versus continuous measurements. Apply the acquired knowledge to interpret scientific data presented in figures and tables.

5. Discuss the relationship between animal and human behavior: learn how findings from non-human animal studies inform the study of human behavior.

Grading:

Exams: 60% (20% each)

Final exam: 30%

Two assignments: 10% (5% each)

Students who accumulate 97.0% or more points will earn an A+, 93.0-96.9% an A, 90.0-92.9% an A-, 87.0-89.9 a B+, 83.0-86.9% a B, 80.0-82.9% a B-, 2.30 77.0-79.9 a C+, 73.0-76.9 a C, 70.0-72.9 a C-, 67.0-69.9 a D+, 60.0-66.9 a D and 59.9 or lower an F.

Course materials:

- The course is lectures only. Students are encouraged to take notes and participate in class. Lecture slides will be posted on blackboard.

- Textbook: Rubenstein and Alcock, 2019, *Animal Behavior* 11th edition, Sinauer Associates, Inc. Pulishers. ISBN: 1605355488. Additional reading materials will be posted on blackboard (see course schedule).
- The exams format is 50% multiple choice and 50% short answer questions.
- There will be two homework assignments: 1. Organize, plot and interpret raw measurements from an animal behavior study (students could choose one of several data sets that will be made available on blackboard). 2. Read a scientific article (select one out of several posted on blackboard), and write a short summary.

Tentative schedule

Week	**Topic**	**Suggested reading**
1	Introduction Mechanisms of behavior (tropisms and taxis; reflexes)	Alcock, Chapter 10 Gallistel, Chapter 1
2	Mechanisms of behavior (internal oscillators; fixed action patterns)	Gallistel, Chapters 2 and 4
3	Measuring behavior: discrete and continuous methods Observation and experimentation	Burkhardt, 2010a, 2010b.
4	Development of behavior	Alcock, Chapter 11
5	Learning and plasticity	Gould and Marler, 1987
6	Orienting in space and time	Tolman, 1948 Roenneberg and Merrow, 2005
7	Sensory systems and sensory-motor integration	von Uexkull, 1957. Alcock, Chapter 12
8	Animal Communication	Alcock, Chapter 4
9	Molecular mechanisms of behavior (hormones and pheromones; genes and behavior)	Alcock, Chapter 13
10	Introduction to behavioral ecology: natural selection and behavior	Alcock, Chapter 1
11	Foraging behavior	Alcock, Chapter 5

	Predation and parasitism	
12	Sexual selection and reproductive behavior Mating systems and parental care	Alcock, Chapters 7 - 9
13	Social behavior; kin selection	Alcock, Chapters 2 and 3
14	Modeling behavior	Alcock, Chapter 6
15	Animal cognition and welfare Human behavior	 Alcock, Chapter 14

Reading materials:

- Gallistel, C. R. (1980a). Ch. 1: Introduction and overview: De anima and animals [excerpt]. In *The organization of action: A new synthesis*. Hillsdale, NJ: Laurence Erlbaum Associates, Inc.
- Gallistel, C. R. (1980b). Ch. 2: The Sherringtonian reflex [excerpt]. In *The organization of action: A new synthesis* (pp. 16-40). Hillsdale, NJ: Laurence Erlbaum Associates, Inc.
- Gallistel, C. R. (1980c). Ch. 4: Von Holst's coupled oscillators [excerpt]. In *The organization of action: A new synthesis* (pp. 69-101). Hillsdale, NJ: Laurence Erlbaum Associates, Inc.
- Burkhardt, Jr., R. W. (2010a). Konrad Lorenz. In M. D. Breed & J. Moore (Eds.), *Encyclopedia of Animal Behavior* (pp. 298-303). Oxford: Academic Press.
- Burkhardt, Jr., R. W. (2010b). Niko Tinbergen. In M. D. Breed & J. Moore (Eds.), *Encyclopedia of Animal Behavior* (pp. 428-433). Oxford: Academic Press.
- Gould, J. L., & Marler, P. (1987). Learning by instinct. *Sci. Am., 255,* 74-85.
- Tolman, E. C. (1948). Cognitive maps in rats and men. *Psychol. Rev., 55,* 189-208.
- Roenneberg, T., & Merrow, M. (2005). Circadian clocks – the fall and rise of physiology. *Nat. Rev. Mol. Cell. Biol., 6,* 965-971.
- von Uexkull, J. (1957 [1934]). A stroll through the worlds of animals and men. In C. Schiller (Ed.), *Instinctive Behavior* (pp. 5-80). New York: International Universities Press.

Academic Integrity

By enrolling in this course, students agree to act with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, sabotage, and falsification of records. It is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion. For definitions and an explanation of specific policies, see the College's Academic Integrity Policy on the York College Website: http://york.cuny.edu/president/legal-compliance/legal-affairs/cuny-legal-policiesprocedures/Academic-Integrity-Policy.pdf/view?searchterm=academic+integrity. Should the instructor become aware of any suspicious dishonest activity, the instructor is required by College policy to submit a report of suspected academic dishonesty (cheating, plagiarism, damage to lab materials, etc.) to the Department Chair and the Dean of Students office. This report becomes part of your permanent file and may result in serious

penalties. If a student is found guilty of Academic dishonesty and received a penalty, the grade affected by this penalty can not be dropped.

Plagiarism (York College's Academic Integrity Policy)

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but this is not an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Students who plagiarize will be brought before the Academic Integrity Committee for disciplinary action.

Policy on INC grades

A student who, because of extenuating circumstances, is absent from the final examination and has completed the work for the course with a passing average may be assigned an INC grade at my discretion. I must be consulted (in person, by phone or by e-mail) within 24 hours of the final exam to be considered for this option. If approved, the student will have up to three weeks in the subsequent semester within which to take the final and have the grade resolved. If not resolved, the INC grade will be changed to FIN by the Registrar's Office and be considered an F when computing the academic index.

A student who has taken the final examination, but, because of extenuating circumstances, has not completed the work for the course, and has a passing average may, at my discretion, receive an INC grade. The student must receive my permission for this option before the last day of class. If I agree, the student will have up to 10 weeks in the subsequent semester to complete the work and have the grade resolved. If not resolved in this time frame, the INC will be changed to FIN by the Registrar's Office and be considered an F when computing the academic index.

Accommodations for disabled students

Students with disabilities who will be taking this course and may need disability-related accommodations should visit the following website for information of accessibility resources.
http://www.york.cuny.edu/it/acet/online-hybrid-course-support/accessibility-resources

Student Support Services

Outside class, York College Student Support Services provides counselling, tutoring, computer resources and study skills workshops to improve your academic performance. Please visit AC-3E03 or visit their web site for more information:
http://york.cuny.edu/student-development/support-services/services-activities.

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [x] New Course Proposal — CTM 517 SAS programming.
- [ ] Course Change Proposal
- [ ] Course Deletion

Please provide an executive summary of your proposal

Creation of a new elective course in SAS programming for the Masters in Clinical Trials Management.

Department Curriculum Committee Approval

Signature	Date
	10/03/19

Department Approval

Chairperson Signature	Date
	10/03/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AIV: New Courses

Department	BIOLOGY
Career	[] Undergraduate [X] Graduate
Academic Level	[X] Regular
Subject Area [Prefix]	
Course Number	CTM517
Course Title	SAS PROGRAMMING
Catalogue Description	An introduction to the SAS programming environment, including program design, importing data, dataset creation and processing, statistical analysis, and creating tables and graphs.
Pre-requisite(s)	Department permission
Co-requisite(s)	
Credits	3
Contact Hours [total (lecture, lab)]	3 hours [3 lecture]
Liberal Arts	[ ] Yes [X] No
Course Attribute [WI; H-WEB; WEB]	
General Education Component	_x_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *College Option* __*Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World

Rationale: The proposed course complement the current MS program in Clinical Trial Management by adding and an elective course of 3 credits focused in SAS programming. This course is essential for individuals who want to specialize within the fields of Clinical Trial Management and Clinical Data Management, and thus, they must excel in writing their own SAS programs to analyze clinical trials data. The overall goal of this course is to provide the student with the skills necessary to perform SAS programing to access, analyze, and report large clinical database.

IRP Code: 39251

Clinical Trial Management
Introduction to SAS programming

Course Number: CTM 517
Lecture:
Instructor:
Office:
Phone:
E-mail:
Office Hours:

Course description:
3 hrs. lecture; 3 credits
An introduction to the SAS programming environment, including program design, importing data, dataset creation and processing, statistical analysis, and creating tables and graphs.

Prerequisites: Department permission.

Learning Objectives: Following completion of the course, the students will have the programming skills in SAS and they will be able:

a. To write SAS syntax
b. To importe/exporte data into SAS
c. To process conditional data
d. To modify data using functions such as subset and transform
e. To record data
f. To analyze and reporte data in SAS

Text:
1) The Little SAS Book: A Primer, 5th Edition (Required)
Lora D. Delwiche, Susan J. Slaughter

Grading Policy: Final grade will be determined as follows:

Quizzes	20%	
Homeworks		20%
Exams		25%
Final Exam		35%

Students who accumulate 97.0% or more points will earn an A^+, 93.0-96.9% an A, 90.0-92.9% an A-, 87.0-89.9 a B+, 83.0-86.9% a B, 80.0-82.9% a B-, 77.0-79.9 a C+, 73.0-76.9 a C, 70.0-72.9 a C-, 67.0-69.9 a D+, 60.0-66.9 a D and 59.9 or lower an F.

Lecture Schedule (subject to change)

Date	Topic
Week 1	Introduction to SAS
Week 2	Understanding SAS syntax
Week 3	Basic SAS programming tools
Week 4	Importing/Exporting data into SAS
Week 5	Creating permanent files in SAS
Week 6	Transforming variables and Recoding variables
Week 7	Conditional processing
Week 8	**EXAM**
Week 9	Concatenating, interleaving, and merging SAS Files I
Week 10	Concatenating, interleaving, and merging SAS Files II
Week 11	Formatting columns I
Week 12	SAS for statistical analysis
Week 13	Creating reports in SAS Tables and Graphs I
Week 14	Creating reports in SAS Tables and Graphs II
Week 15	**FINAL EXAM**

College Policies:

INC Grades:

The following overview is condensed from York's Grading Policies website:
http://york.cuny.edu/academics/policies/grading-policies

A student who, because of extenuating circumstances, has not taken the final examination and/or completed the work for the course and has a passing average may be assigned an INC grade. The student, in consultation with the instructor, has up to 10 weeks in the subsequent semester to complete the work and have the grade resolved even if not registered in the subsequent semester. Grade changes resolving INC grades must be received by the Office of the Registrar by the last day of the 10th week of

classes of the subsequent semester (See Academic Calendar for exact due date). Grades received after the deadline will not be processed unless the student has obtained approval from the Committee on Academic Standards.

The grade of INC is not considered in computing the academic index. However, if a grade change is not received by the Office of the Registrar within the above specified limits, the grade of INC is changed to FIN. This grade is considered an F grade when computing the academic index. When compiling the Dean's List INC grades are calculated as F.

W/*WN/WU Grades:

The following overview is condensed from York's Grading Policies website:
http://york.cuny.edu/academics/policies/grading-policies

In the case of a withdrawal from a course, three symbols are used:

W, signifying withdrawal from a course without penalty, which is recorded on the student's record after the end of the 3rd week of classes;
*WN signifying that a student never attended the course; and
WU signifying an unofficial withdrawal from a course (see Procedures for Change of Program and Withdrawal from a Course).
In computing the academic index, W and *WN are not counted, but WU counts as a failure.

Policy on Academic Integrity:

York College Policy and Procedures on Academic Integrity can be found at:
http://www.york.cuny.edu/academics/academic-affairs/academic-integrity-officer/york-college-policy-and-procedures-on-academic-integrity

Policy on Accommodations for Disabled Students:

Information about the services provided to students at York College can be found at the Office of Services for Students with Disabilities, located in room AC-1G02, and on-line at:
http://york.cuny.edu/student-development/ossd

Department/Discipline	Contact Person
Business and Economics	Dr. Cline

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [X] Course Change Proposal _____
- [ ] Course Deletion _____

The following courses have had their designation changed to AVIA to clarify that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. Prerequisites have been changed to reflect degree changes. Course descriptions have been changed for brevity and to better reflect actual course content.

Department Curriculum Committee Approval

Signature	Date
Paul E Cline	7/5/19 11/12/19

Department Approval

Chairperson Signature	Date
Jamieson	11/11/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 230 Introduction to the Aviation Business	**Course** [Prefix, #, title]	AVIA 230 Introduction to the Aviation Business
Prerequisite(s)		**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	A general survey of the field of aviation business. The course will include a historical overview of the development of aviation and will survey various aspects of the airline industry ~~such as regulation, the organization and management of aviation businesses (particularly airlines), airline marketing, airfreight and modes of competition in the airline and aircraft industry~~.	**Catalogue Description**	A general survey of the field of aviation business. The course will include a historical overview of the development of aviation and will survey various aspects of the airline industry.
Liberal Arts	[ ] Yes X No	**Liberal Arts**	[ ] Yes X No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible*

	__ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*		__ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 237 Introduction to Emergency Planning and Management	**Course** [Prefix, #, title]	AVIA 237 Introduction to Emergency Planning and Management
Prerequisite(s)	~~1. ECON 102~~	**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	An introduction to context, considerations and procedures in managing emergencies and disasters. The course will focus on the importance of developing and disseminating a disaster plan within the organization, as well as delineating and communicating areas of responsibility for action. ~~The role of the emergency planner in the overall planning function will be considered. Emphasis will be placed on strategies for mitigation of disaster from natural disasters, technological hazards, human errors, sabotage and terrorism~~	**Catalogue Description**	An introduction to context, considerations and procedures in managing emergencies and disasters. The course will focus on the importance of developing and disseminating a disaster plan within the organization, as well as delineating and communicating areas of responsibility for action.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: The information contained in ECON 102 is not necessary for the successful completion of this course. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business & Economics	**Department**	Business & Economics
Course [Prefix, #, title]	~~BUS~~ 250 Aeronautics	**Course** [Prefix, #, title]	AVIA 250 Aeronautics
Prerequisite(s)		**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course develops factual aeronautical knowledge to establish a foundation for aviation cognitive growth. In furtherance, here the effective component topics will allow the students to learn and appreciate the rationale for federal aviation regulations, safety, the national airspace system, communications, and weather analysis. Pilot responsibilities are with the realm of "skilled psychomotor" performance where the student is introduced to flight physiology (with respect to vision, hearing, and balance).~~	**Catalogue Description**	This course develops the aeronautical background necessary to understand the basics of flight and an understanding of the Federal Aviation Regulations and National Airspace System
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	
Course [Prefix, #, title]	~~BUS~~ 281 Air Traffic Control	**Course** [Prefix, #, title]	AVIA 281 Air Traffic Control
Prerequisite(s)	1. ~~BUS~~ 230 2. ~~BUS 250~~	**Prerequisite(s)**	
Corequisite(s)		**Corequisite(s)**	AVIA 230
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	This course introduces the various aspects of the present and future Air Traffic Control systems. ~~Among the topics in the present system include the systems-analysis approach to problems of capacity and safety, surveillance, including the National Airspace System and Automated Radar Terminal Systems, navigation subsystem technology, aircraft guidance and control, communications, collision avoidance systems and sequencing and spacing in terminal areas~~	**Catalogue Description**	This course introduces the various aspects of the present and future Air Traffic Control systems
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: The information contained in AVIA 250 is complementary but not necessary for the successful completion of AVIA 281. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 360 Airport and Aviation Security	**Course** [Prefix, #, title]	AVIA 360 Airport and Aviation Security
Prerequisite(s)	~~BUS 230~~ ~~BUS 250~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 250
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~Analysis of threats, security and asset protection within the aviation industry, emphasizing a political and public policy perspective, impact of international terrorism, hijacking, sabotage, bombings, theft, smuggling, and terminal invasion are examined. Airport, airline, and terminal security programs are developed and presented in accordance with applicable Transportation Security Administration (TSA), Department of Homeland Security (DHS), Federal Aviation Administration (FAA) and International Civil Aviation Organization (ICAO) procedures and agreements.~~	**Catalogue Description**	This course analyzes the threats facing the aviation industry. The role of government agencies and international agreements are addressed.

Liberal Arts	[ ] Yes X No	**Liberal Arts**	[ ] Yes X No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 362 Commercial Aviation Safety	**Course** [Prefix, #, title]	AVIA 362 Commercial Aviation Safety
Prerequisite(s)	~~BUS 230~~ ~~BUS 250~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 250
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This is a study of the essential skills and methodology needed to plan and manage an effective commercial aviation safety program. Emphasis will be placed on understanding the principles of risk management, emergency response planning, hazard and incident reporting, safety investigations, and safety performance monitoring. The principle tools and techniques used here have been successfully implemented by the FAA and ICAO in their respective Safety Management Systems (SMS).~~	**Catalogue Description**	This course explores the skills and methodology needed to develop and implement an effective Safety Management System (SMS)
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute		**Course Attribute**	

[WI, H-WEB, WEB]		[WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 410 Ethics Issues in Aviation	**Course** [Prefix, #, title]	AVIA 410 Ethics Issues in Aviation
Prerequisite(s)	~~1. BUS 230~~ ~~2. BUS 250~~ 3. Junior Status Required	**Prerequisite(s)**	1. ENG 126 2. AVIA 230 3. Junior Status Required
Corequisite(s)	~~Ethics issues in Aviation focuses on current concerns and trends, to reflect the changes that have occurred in this deregulated era, with a focus on major themes in civil aviation ethics, theoretical frameworks, employee responsibility, and diversity in aviation, ground issues regarding airports, air traffic control, security, and environmental issues~~	**Corequisite(s)**	Ethics issues in Aviation focuses on current concerns since the passage of the Airline Deregulation Act. This is a writing intensive course.
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description		**Catalogue Description**	
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	WI

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: Changing AVIA 410 to an upper division writing intensive class is in line with program learning goal 2.4 “Students can differentiate ethical vs. unethical activities, and identify conflict of interest situations and other situations that compromise business integrity,” as well as offering greater opportunity for students to explore subjects discussed in written form. ENG 126 is a prerequisite recommended by the Writing Intensive Advisory Committee for upper-level WI courses. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master’s degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 414 Airport Planning and Management	**Course** [Prefix, #, title]	AVIA 414 Airport Planning and Management
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 360
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course will provide the students with an understanding of the major elements in the process of airport planning and management from a system perspective. The course will cover such topics as airport financing and privatization, site selection and environment impact, airport capacity and delays, terminal plan and design, ground access plan, daily operations and security, international difference, multiple-airport system and airport's relationship with airlines~~	**Catalogue Description**	This course will discuss the major processes involved in airport planning and management from a regulatory and systems perspective.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 360 is complimentary but can be taken concurrently. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 416 Air Cargo Management	**Course** [Prefix, #, title]	AVIA 416 Air Cargo Management
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 362
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course offers intensive study of the practices and problems of management with respect to air cargo. The importance of air cargo service to the economy, current assets protection, development of the industry, screening, regulation, complexity of the market, carriers, freight forwarders and third party logistics, along with rate and tariff problems, aircraft, terminal facilities, and future prospects are all discussed. Field trips will be made to such places as an air cargo terminal, and an airfreight forwarder. The course culminates in an air cargo policy and procedures handbook.~~	**Catalogue Description**	This course is an intensive review of the air cargo market and its place in the overall aviation industry.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute		**Course Attribute**	

[WI, H-WEB, WEB]		[WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 362 is complementary but may be taken concurrently. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 420 Corporate and Business Aviation	**Course** [Prefix, #, title]	AVIA 420 Corporate and Business Aviation
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230
Corequisite(s)		**Corequisite(s)**	AVIA 362
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This course provides an advance view with respect to the operation of a corporate flight department. Students will research topics that include aircraft and equipment evaluation, maintenance, flight operations, administration, and fiscal considerations. In furtherance, the student will be introduced to the concept value of management mobility. The course culminates in the construction of a corporate and business aviation procedures and policy handbook~~	**Catalogue Description**	This course is an intensive review of the corporate aviation market and its place in the greater aviation industry.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 362 is complementary and may be taken concurrently. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM		**TO**	
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	~~BUS~~ 425 Airline Management	**Course** [Prefix, #, title]	AVIA 425 Airline Management
Prerequisite(s)	~~1. BUS 335~~ ~~2. BUS 360~~ 3. ~~BUS 362~~	**Prerequisite(s)**	AVIA 230 AVIA 362
Corequisite(s)		**Corequisite(s)**	FINC 321
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	~~This is a study of the essential skills and methodology needed to plan and manage airline. Emphasis will be placed on understanding airline organizations, airline regulations, airline routing, airline costs and revenue aircraft structure, operations and marketing aspects, low cost airline management. Also the course would cover the impact of alliance and consolidation, the e-commerce revolution and sustainable airline development~~	**Catalogue Description**	This course is a study in the skills needed to manage an airline. Teamwork and decision making are emphasized.
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	

General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale:. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. FINC 321 added to insure students have the requisite experience with financial reports to fully participate in exercises. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

Section AV: Course Changes

FROM	~~BUS 495~~ Aviation Seminar and Internship	**TO**	AVIA 495 Aviation Seminar and Internship
Department	Business and Economics	**Department**	Business and Economics
Course [Prefix, #, title]	BUS 495 Aviation Seminar and Internship	**Course** [Prefix, #, title]	BUS 495 Aviation Seminar and Internship
Prerequisite(s)	~~1. BUS 230~~ ~~2. BUS 250~~ ~~3. WRIT 301 or WRIT302 or WRIT 303 or 304 or Completion of at least 3 writing intensive credits at the 100 or 200 level~~ 4. Departmental Permission Required 5. Not open to students with credits in POL 392 or BUS 392	**Prerequisite(s)**	1. Departmental Permission Required 2. ENG 126 3. Not open to students with credits in POL 392 or BUS 392
Corequisite(s)		**Corequisite(s)**	
Hours [total (lecture, lab)]	3	**Hours** [total (lecture, lab)]	3
Credits	3	**Credits**	3
Catalogue Description	This course is designed to help the student assess and develop personal, interpersonal, intellectual, and social skills needed to succeed in an aviation-related work-study program. ~~Aviation internships provide practical learning experiences by offering opportunities to integrate academic theory with 'real world' practice. The student will engage in industry research that explores the relationship between the two, as well as allowing the student to~~	**Catalogue Description**	This course is designed to help the student assess and develop personal, interpersonal, intellectual, and social skills needed to succeed in an aviation-related work-study program. This is a Writing Intensive course

	~~gain and develop professional skills required for career success. Practical applications will emphasize strategies for coping with challenges that are unique to students in an aviation-related degree program with at-work career exercises, aviation demonstrations, aviation field trips as well as government and industry speakers~~. This is a Writing Intensive course		
Liberal Arts	[ ] Yes [X] No	**Liberal Arts**	[ ] Yes [X] No
Course Attribute [WI, H-WEB, WEB]		**Course Attribute** [WI, H-WEB, WEB]	
General Education Component	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*	**General Education Component**	_X_ Not Applicable __ *Required* __ English Composition __ Mathematics __ Science __ *Flexible* __ World Cultures __ US Experience in its Diversity __ Creative Expression __ Individual and Society __ Scientific World __ *College Option*
Effective		**Effective**	2020

Rationale: AVIA 230 and 250 are entry level required courses for the degree. The writing courses are not required under the new Pathways. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The course description has been changed for brevity and to better reflect actual course content

Program Code: 31124

The City University of New York

York College

BUS 410 Ethical Issues in Aviation

Professor:	Paul E. Cline
Department:	Business and Economics
Office:	Academic Core 2B06-D
Email:	pcline@york.cuny.edu
Office Phone:	718-262-2512
Office Hours:	Tuesday and Thursday 1200-1400

Ethics issues in Aviation focuses on current concerns and trends, to reflect the changes that have occurred under deregulation, with a focus on major themes in civil aviation ethics, theoretical frameworks, employee responsibility, diversity in aviation, and unmanned aerial systems. **THIS IS AN UPPER DIVISION WRITING INTENSIVE COURSE.** All students are required to take three WI

courses before graduating. Two courses must be in the lower division of the curriculum (at the 100- or 200- level) and one must be in the upper division (at the 300- level or above) within the major design (as is BUS 410).

This designation does not change the structure of this course as it has been taught. Rather, it acknowledges that this course meets the standards of a WI course as specified by CUNY and has therefore earned this designation. The formal writing assignments for the course are described below. This work is meant to enhance your understanding of writing as a process and writing for the discipline of Aviation Management.

Prerequisites:

1. Junior status

Required Text:

Hoppe, E. ed. (2011). *Ethical Issues in Aviation*. New York: Routledge, 314 pages (available online at York Library).

Riza, S.M. (2013). *Killing Without Heart: Limits on Robotic Warfare in an Age of Persistent Conflict*. Washington D.C.: Potomac Books, 256 pages.

Sparrow, M. (2001). *The Regulatory Craft: Controlling Risks, Solving Problems, and Managing Compliance.* Washington: Brookings Institution Press. 370 pages (available online at York Library).

American Psychological Association. (2009). *Publication Manual of the American Psychological Association, 6th Ed*. Washington, D.C.: American Psychological Association, 272 pages.

Course Outcomes

1. Understand how ethics can be incorporated into key business decisions
2. Learn to identify common ethical issues in aviation business
3. Identify, analyze, and understand how business people make ethical decisions and handle ethical issues
4. Identify the various ethical issues raised by unmanned aerial vehicles in regards to business, privacy, national sovereignty, and war
5. Gain and develop an understanding of the writing process including topic formation, research, writing, and editing.

Blackboard:

You are required to check Blackboard regularly. Along with your York email it will be the primary form of communication for this class. Not checking email or Blackboard are not excuses for missing important information and/or changes to the schedule.

Writing Requirements:

Writing Intensive courses are subject-area courses that build on the foundation of writing courses in the curriculum. In this course you will practice and expand the skills of reading, critical thinking, and writing by incorporating guided writing assignments.

As a Writing Intensive course, the major component of your grade will be a research project consisting of four steps:

1. Research Proposal
2. Annotated Bibliography
3. Rough Draft
4. Final Paper

A. The **RESEARCH PROPOSAL** is a 250 word (one page, double spaced) summary of your proposed research topic. This assignment is worth 5% of your total grade.
B. The **ANNOTATED BIBLIOGRAPHY** is a list of your sources with a short, one paragraph narrative for each item explaining how this source relates to your topic. First give the citation for the source in APA format, then add the descriptive paragraph. There is no set length for this section since it depends on the number of sources you have. In a paper of this length a minimum of 15-20 different peer reviewed and academic sources is normal. This assignment is worth 10% of your total grade.
C. The **ROUGH DRAFT** is an imperfect copy of your final paper. This is the most important step in the writing process. Make no mistake about it, writing is editing and this is where the serious work of editing begins. I read each rough draft carefully and make detailed suggestions for improvement. This stage can be painful, but it also the most important. I will edit one draft of the paper. This assignment is worth 10% of your total grade.

D. The **FINAL DRAFT** is your finished product. It is worth a full 50% of your final grade. Both the rough and final drafts must be in APA format, with one inch margins, 12 point font, and include a title page and list of references. The final product is to be a minimum of 5000 words (20 pages) in length, not including Title Page and References.
    a. Excessive use of figures and illustrations is not appropriate under APA. The *Publication Manual of the American Psychological Association, 6th Ed* is very specific about when and how figures and illustrations may be used. Please note, figures and illustrations are not included in the word and page count. If they add value to the paper, use them; if not, leave them out.
    b. A word on length. The paper is a minimum of 20 pages of solid academic writing. That said, quality is better than quantity. You will not receive a better grade because you tried to increase your page count with extraneous filler. Make every sentence and paragraph count.

A word of caution: this is a writing intensive course. Procrastination is not an option. You will not be able to complete these assignments in the week running up to the due date. Substandard work will result in you failing the course and having to retake it before graduation. **Make a rigid timeline and stick to it.**

Electronic Devices:

I encourage you to use your laptop or tablet in class. Any use of these devices for other than course work will result in you being asked to leave the class and any points awarded that day forfeited.

There is absolutely **NO TEXTING** in class. Not only it is extremely rude, it is a distraction. If you must answer a text or call, quietly exit the room by the back door and deal with the emergency. If you have to leave class twice, you are no a distraction and will be asked to leave and any points awarded for that day will be forfeit.

GRADING:	**Max**
Daily Quiz	10%
Topic Proposal	5%
Annotated Bibliography	5%
Rough Draft	20%
Final Draft	50%
Final Exam	10%
TOTAL	100%

A+	97.0%-100%
A	93.0%-96.9%
A-	90.0%-92.9%
B+	87.0%-89.9%
B	83.0%-86.9%
B-	80.0%-82.9%
C+	77.0%-79.9%
C	73.0%-76.9%
C-	70.0%-72.9%

D+	67.0%-69.9%
D	60.0%-66.9%
F	0-59%

Academic Honesty Policy:

A fundamental principle of academic, aviation and community life is honesty. Violation of this ethical concept will result in penalties ranging from a grade of "F" in the course to dismissal from York College. Academic dishonesty includes but is not limited to: cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to: the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials; and commercialization sale or distribution of class notes without the instructors' permission. The use of unauthorized material, communication with another student during an examination, attempting to benefit from the work of other students, or attempting to aid another student, and other similar behaviors which defeat the purpose of examinations and individual assignments is unacceptable. Please note that all cases of plagiarism will be turned in to York College administration and student services organizations that deal with unethical behavior.

A**ccommodations:**

It is York College policy to provide on a flexible and individualized basis reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. If you have a documented disability that requires an accommodation, please notify me immediately.

Diversity:

The Aviation Management curriculum represents the contributions of diverse populations and reflects that knowledge comes in a variety of forms and that students possess a multitude of learning styles. Students from all backgrounds and perspectives are welcome in the class.

Weather Days:

The best way to receive the latest information about weather closings is through CUNY Alert (http://www.cuny.edu/news/alert.html); to register, you go through the CUNY portal. You can then choose where to have messages sent. Once CUNY Alert goes into action, the weather closing is then posted on the York website. The call/message comes somewhere between 5:00 and 6:00 am. The tough decision is when the College is open but the weather is prohibitive for your commute. Here, you have to exercise your best judgment. There is no heroism in putting yourself and others at risk! Remember that as an Aviator good judgment will keep you and others alive.

BUS 410 Ethics

Schedule

Week One

Course Introduction

Syllabus Review

Writing Across the Curriculum

Week Two

Ethical Theories

Hoppe, Chapters 1-2

Week Three

Capitalism and International Business

Hoppe, Chapters 3,4, and 5

Topic Proposal Due

Week Four

Outsourcing

Hoppe, Chapters 6-7

Week Five

Whistleblowers and the FAA

Hoppe, Chapters 8-9

Annotated Bibliography Due

Week Six

Malcolm Sparrow's Concept of Capture

Hoppe, Chapter 10

Sparrow, Introduction and Chapter 1

Week Seven

ValueJet 592

Hoppe, Chapter 13

Week Eight

Rough Draft Due

Week Nine

Diversity Part 1

Hoppe, Chapters 14-15

Week Ten

Diversity Part 2

Hoppe, Chapters 16-17

Week Eleven

Air Traffic Control

Hoppe, Chapters 20-21

Week Twelve

Final Draft Due

Week Thirteen

UAS in America's Consciousness

Gonzalez Article

Military UAS

Riza Chapters 2-3

Week Fourteen

Military UAS

Riza Chapters 4-5

Week Fifteen

Finals Week

YORK College | CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Health and Human Performance/Movement Science	Galila Werber-Zion

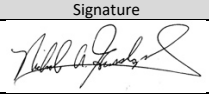
Please indicate items submitted for Committee approval

☐ New Major Design	☐ New Minor Design	☐ New Program
☒ Revised Major Design	☐ Revised Minor Design	☐ Revised Program
☐ New Course Proposal		
☒ Course Change Proposal		
☐ Course Deletion		

Please provide an executive summary of your proposal

The proposed Movement Science revised major design streamlines the program by eliminating concentrations (two) . The proposed revision to the MS 488 and MS 489 fieldwork courses is to add proof of a valid First Aid/CPR certification or equivalent coursework as a pre-requisite. Both changes are in accordance with CoAES accreditation requirements.

Department Curriculum Committee Approval

Signature	Date
	10/14/19

Department Approval

Chairperson Signature	Date
	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AV: Changes in Existing Courses

AV: 1 Changes to be offered in Health and Human Performance Department

CUNYFirst Course ID			
FROM		**TO**	
Departments	**Health and Human Performance**	Departments	**Health and Human Performance**
Course	MS 488 Field Work in Movement Science I	Course	N/C
Prerequisite	PE 358, PE 362, PE 452 and department permission	Prerequisite	1. PE 358 2. PE 362 3. PE 452 4. Either HE 200 & HE 317 OR proof of valid First Aid and CPR certifications 5. Department permission.
Co-requisite	None	Co-requisite	N/C
Hours	6 hours field experience	Hours	N/C
Credits	2	Credits	N/C
Description	This supervised experience provides the student the opportunity to apply knowledge and skills acquired in the Movement Science program. With guidance from a qualified supervisor and Movement Science faculty, the student engages in activities designed to enhance professional growth. Students will complete 6 hours field experience weekly, accumulating a total of 90 hours of off-campus experiential learning.	Description	N/C
Requirement Designation		Requirement Designation	
Liberal Arts	**[ ] Yes [x] No**	**Liberal Arts**	**[ ] Yes [x] No**
Course Attribute (e.g. Writing Intensive, WAC, etc)		**Course Attribute (e.g. Writing Intensive, WAC, etc)**	
General Education Component	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World**	**General Education Component**	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World**

	__ **College Option**		**__College Option**
Effective		Effective	Fall 2020

Rationale: The proposed revision to the fieldwork course is to follow CoAES accreditation-based requirements.

AV: 2 Changes to be offered in Health and Human Performance Department

CUNYFirst Course ID			
FROM		**TO**	
Departments	**Health and Human Performance**	Departments	**Health and Human Performance**
Course	MS 489 Field Work in Movement Science II	Course	N/C
Prerequisite	PE 358, PE 362, PE 452 and department permission	Prerequisite	1. PE 358 2. PE 362 3. PE 452 4. Either HE 200 & HE 317 OR proof of valid First Aid and CPR certifications 5. Department permission.
Co-requisite	None	Co-requisite	N/C
Hours	6 hours field experience	Hours	N/C
Credits	2	Credits	N/C
Description	This supervised experience provides the student the opportunity to apply knowledge and skills acquired in the Movement Science program. With guidance from a qualified supervisor and Movement Science faculty, the student engages in activities designed to enhance professional growth. Students will complete 6 hours field experience weekly, accumulating a total of 90 hours of off-campus experiential learning.	Description	N/C
Requirement Designation		Requirement Designation	
Liberal Arts	**[ ] Yes [x] No**	**Liberal Arts**	**[ ] Yes [x] No**
Course Attribute (e.g. Writing Intensive, WAC, etc.)		**Course Attribute (e.g. Writing Intensive, WAC, etc)**	
General Education Component	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World** **__ College Option**	**General Education Component**	**__x__ Not Applicable** **____ Required** **____ English Composition** **____ Mathematics** **____ Science** **___ Flexible** **___ World Cultures** **___ US Experience in its Diversity** **___ Creative Expression** **___ Individual and Society** **___ Scientific World** **__College Option**

Effective		Effective	Fall 2020

Rationale: The proposed revision to the fieldwork course is to follow CoAES accreditation-based requirements.

Department/Discipline	Contact Person
Business and Economics	Dr. Paul E. Cline

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [X] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Goal number two for the Aviation Management BS degree states, "Creating graduates that demonstrate competency in the various areas of Aviation Management." Having two 400 level course dealing with airport and aviation management as program electives is counter to this goal. In order to remain credit hour neutral, two lower division classes are moved to program elective status. Also adding AVIA 100, 200, 300, & 400 and BUS 210 to the list of approved Program Electives to offer greater flexibility to students. Changing BUS 410 to an upper division writing intensive class is in line with program learning goal 2.4 "Students can differentiate ethical vs. unethical activities, and identify conflict of interest situations and other situations that compromise business integrity," as well as offering greater opportunity for students to explore subjects discussed in written form. Some courses changed to hybrid in order to better meet the scheduling and learning needs of our increasingly diverse student population (more adult learners). Finally, changing the course identifiers to AVIA to better streamline branding and consistency with the Masters in Aviation and Dispatcher Program.

Department Curriculum Committee Approval

Signature	Date
Paul E Cline	5/7/19

Department Approval

Chairperson Signature	Date
Jamieson	5/7/19

AIII.1 The following revisions are proposed in the Business and Economics Department
Program: Aviation Management BS
Program Code: 31134
Effective: Fall 2020

FROM		TO	
Course # Course Description	*Credits*	*Course # Course Description*	*Credits*
I. Required Courses	9	I. Required Courses	9
ECON 102 Microeconomics*	3	ECON 102 Microeconomics*	3
ECON 103 Macroeconomics	3	ECON 103 Macroeconomics	3
ECON 220 Introduction to Economic Statistics	3	ECON 220 Introduction to Economic Statistics	3
II. Foundation Courses	21	II. Foundation Courses	21
ACC 101 Principles of Accounting I	3	ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3	ACC 102 Principles of Accounting II	3
Or		Or	
ACC 103 Principles of Managerial Accounting	3	ACC 103 Principles of Managerial Accounting	3
BUS 201 Computer Applications in Business	3	BUS 201 Computer Applications in Business	3
BUS 283 Business Law I	3	BUS 283 Business Law I	3
BUS 301 Management Theory and Practice	3	BUS 301 Management Theory and Practice	3
FINC 321 Principles of Finance	3	FINC 321 Principles of Finance	3
MKT 341 Introduction to Marketing	3	MKT 341 Introduction to Marketing	3
III. Aviation Management Core Courses	24	III. Aviation Management Core Courses	**21**
~~BUS 230~~ Introduction to Aviation and Business	3	AVIA 230 Introduction to Aviation and Business	3
~~BUS 237 Emergency Planning and Management~~	3	AVIA 250 Aeronautics	3
~~BUS 250~~ Aeronautics	3	AVIA 360 Airport and Aviation Security	3
~~BUS 281 Air Traffic Control~~	3	AVIA 362 Commercial Aviation Safety	3
~~BUS 360~~ Airport and Aviation Security	3	AVIA 410 Ethics and Issues in Aviation**	3
~~BUS 362~~ Commercial Aviation Safety	3	AVIA 414 Airport Planning and Management	3
~~BUS 410~~ Ethics and Issues in Aviation	3	AVIA 425 Airline Management	3
~~BUS 495 Aviation Seminar and Internship~~**	3	IV. Program Electives	**9**
IV. Program Electives			

~~Choose two (2) courses from the following:~~ ~~BUS 312 Staff Supervision and Employee Relations 3~~ ~~BUS 335 Case Studies in Aviation Finance Management 3~~ ~~BUS 414 Airport Planning and Management 3~~ ~~BUS 416 Air Cargo Management 3~~ ~~BUS 420 Corporate and Business Aviation 3~~ ~~BUS 425 Airline Management 3~~ ~~POL 103 Politics and Government in the United States*** 3~~ ~~POL 309 Aviation Law*** 3~~ * ECON 102 may also be taken to fulfill the Flexible Core: Individual and Society requirement ** Upper Division Writing Intensive Credit Totals Total Aviation Program Credits 60 Total Core Curriculum Credits 33-42 Total Free Elective Credits 18-27 Total Credits for BS in Aviation Management 120	<u>Choose 9 credits in AVIA, BUS, ECON, FINC or ACC in consultation with your program advisor</u> * ECON 102 may also be taken to fulfill the Flexible Core: Individual and Society requirement ** Upper Division Writing Intensive Credit Totals Total Aviation Program Credits 60 Total Core Curriculum Credits 33-42 Total Free Elective Credits 18-27 Total Credits for BS in Aviation Management 120

<u>Rationale:</u>
Course changes made to better meet Program Learning Goals. Changing the course prefix to AVIA clarifies that it is in the Aviation discipline, recognized by the College in 2018 with creation of the master's degree in Aviation. The electives are being increased to accommodate new department offerings

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [x] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Addition of a new course in Animal Behavior to the list of possible electives in the Biology BA and the Biology BS.

Department Curriculum Committee Approval

Signature	Date
Laura Beaton	10/17/19

Department Approval

Chairperson Signature	Date
Ivica Arsov	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Section AIII: Changes in Degree Programs

AIII.1 The following revisions are proposed for the B.A. in Biology
Program: B.A. in Biology
Program Code: 02893
Effective: Fall 2020

From

Course	Description	Crs
I. Required Foundation Courses 42 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 230^	Essentials of Organic Chemistry	3
CHEM 235	Laboratory in Organic Chemistry	2
MATH 121*	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 115***	College Physics I	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5
BIO 309	Biology of the Chordates	4.5
BIO 325	Histology	4.5
BIO 331	Plant Biology	4.5

To

Course	Description	Crs
I. Required Foundation Courses 42 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 230^	Essentials of Organic Chemistry	3
CHEM 235	Laboratory in Organic Chemistry	2
MATH 121*@	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 115***	College Physics I	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5
BIO 309	Biology of the Chordates	4.5
BIO 311	Animal Behavior	3
BIO 325	Histology	4.5

BIO 334[#]	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3
BIO 415	Biochemistry and Molecular Biology	2
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480	Theory and Experimentation in Biotechnology	5
BTEC 352	Bioinformatics	3

Total credits required for the major	**57-61**
Total Core Curriculum credits	**25-42**
Total free elective credits	**17-38**
Total	**120**

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115
[+]BTEC 489 may substitute for BIO 489.
[^] CHEM 231 and 232 may be substituted for CHEM 230 and 235
[#] BIO 234 and 235 may be substituted for BIO 334. One additional course in Group II will be required to satisfy this core area.
[@] Students that do not place directly into MATH 121 may need to take up to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those

BIO 331	Plant Biology	4.5
BIO 334[#]	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3
BIO 415	Biochemistry and Molecular Biology	2
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480	Theory and Experimentation in Biotechnology	5
BTEC 352	Bioinformatics	3

Total credits required for the major	**57-61**
Total Core Curriculum credits	**25-42**
Total free elective credits	**17-38**
Total	

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115
[+]BTEC 489 may substitute for BIO 489.
[^] CHEM 231 and 232 may be substituted for CHEM 230 and 235
[#] BIO 234 and 235 may be substituted for BIO 334. One additional course in Group II will be required to satisfy this core area.
[@] Students that do not place directly into MATH 121 may need to take up to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those

courses subtract from the free-electives total. **NOTE:** This major is not for students intending to apply to medical school or pursue post-graduate studies in Biology.	courses subtract from the free-electives total. **NOTE:** This major is not for students intending to apply to medical school or pursue post-graduate studies in Biology.

Rationale: Rationale: the study of Animal Behavior is highly relevant to diverse fields in biology, such as behavioral genetics, psychopharmacology, neuroscience, ecology and conservation biology. Currently no Animal Behavior course is offered by the Biology Department.

Section AIII: Changes in Degree Programs

AIII.1 The following revisions are proposed for the B.S. in Biology

Program: B.S. in Biology
Program Code: 35584
Effective: Fall 2020

From

Course	Description	Crs
I. Required Foundation Courses 50 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 231	Organic Chemistry I	3
CHEM 232	Techniques in Organic Chemistry I	2
CHEM 233	Organic Chemistry II	3
MATH 121*@	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 114	Physics Laboratory II	1
PHYS 115***	College Physics I	4
PHYS 116***	College Physics II	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5

To

Course	Description	Crs
I. Required Foundation Courses 50 credits		
Course Number	**Course Title**	**Credits**
BIO 201*	Biological Principles I	4
BIO 202*	Biological Principles II	4
BIO 301	Molecular Biology and Biotechnology	4
BIO 307	Biostatistics	3
BIO 486-489**+	Special Topics in Biology	3
CHEM 108*	Principles of Chemistry I	3.5
CHEM 109	Principles of Chemistry I Laboratory	1.5
CHEM 111	Principles of Chemistry II	3.5
CHEM 112	Principles of Chemistry II Laboratory	1.5
CHEM 231	Organic Chemistry I	3
CHEM 232	Techniques in Organic Chemistry I	2
CHEM 233	Organic Chemistry II	3
MATH 121*@	Analytic Geometry Calculus I	4
PHYS 113	Physics Laboratory I	1
PHYS 114	Physics Laboratory II	1
PHYS 115***	College Physics I	4
PHYS 116***	College Physics II	4
II. Organismic and Environmental Biology 7.5 - 9 credits chosen from the following:		
Course Number	**Course Title**	**Credits**
BIO 308	Invertebrate Biology	4.5

BIO 309	Biology of the Chordates	4.5
BIO 325	Histology	4.5
BIO 331	Plant Biology	4.5
BIO 334	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3.0
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3.0

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3.0
BIO 415	Biochemistry and Molecular Biology	2.0
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480^	Theory and Experimentation in Biotechnology	5.0
BTEC 352	Bioinformatics	3.0

Total credits required for the Biology major	65-69
Total Core Curriculum Credits	25-42
Free electives	9-30
Total	120

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115, and PHYS 118 may be substituted for PHYS 116
+BTEC 489 may be substituted for BIO 489.
^BTEC 480 may be substituted for BIO 480.
@ Students that do not place directly into MATH 121 may need to take up

BIO 309	Biology of the Chordates	4.5
BIO 311	Animal Behavior	3
BIO 325	Histology	4.5
BIO 331	Plant Biology	4.5
BIO 334	Comparative Physiology	4.5
BIO 403	Ecology	4.5
BIO 410	Neurobiology	3.0
BIO 411	Laboratory in Neurobiology	1.5
BIO 477	Evolution	3.0

III. Cell and Molecular Biology
7.5 - 10 credits chosen from the following:

Course Number	**Course Title**	**Credits**
BIO 320	Cell Biology	4.5
BIO 412 or CHEM 412	Biochemistry	3.0
BIO 415	Biochemistry and Molecular Biology	2.0
BIO 444	Genetics	4.5
BIO 452	Developmental Biology	4.5
BIO 465	Microbiology	4.5
BIO 466	Immunology	4.5
BIO 480^	Theory and Experimentation in Biotechnology	5.0
BTEC 352	Bioinformatics	3.0

Total credits required for the Biology major	65-69
Total Core Curriculum Credits	25-42
Free electives	9-30
Total	120

*These courses can also be taken to satisfy Core Curriculum requirements.
**BIO 486-489 are the upper division WI courses for Biology major.
***PHYS 117 may be substituted for PHYS 115, and PHYS 118 may be substituted for PHYS 116
+BTEC 489 may be substituted for BIO 489.
^BTEC 480 may be substituted for BIO 480.
@ Students that do not place directly into MATH 121 may need to take up

to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those courses subtract from the free-electives total.	to 8 credits of MATH prerequisites, MATH 120 (4 credits) and/or MATH 102 (1 credit) or MATH 104 (3 credits) or MATH 115 (4 credits). Those courses subtract from the free-electives total.

Rationale: The study of Animal Behavior is highly relevant to diverse fields in biology, such as behavioral genetics, psychopharmacology, neuroscience, ecology and conservation biology. Currently no Animal Behavior course is offered by the Biology Department.

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [x] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Includes the new SAS programming course in the electives for the MS Clinical Trials Management.

Department Curriculum Committee Approval

Signature	Date
Laura Beaton	10/17/19

Department Approval

Chairperson Signature	Date
Ivica Arsov	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

AIII.1 The following revisions are proposed in the Department of Biology
Program: Clinical Trial Management
Program Code: 39251
Effective: Fall 2020

FROM		TO	
Course # Course Description	*Credits*	*Course # Course Description*	*Credits*
Core Courses (30 credits):		**Core Courses (30 credits):**	
CTM 501 Introduction to Clinical Research and Clinical Trial Terminology	3	CTM 501 Introduction to Clinical Research and Clinical Trial Terminology	3
CTM 502 Foundations of Regulatory Affairs in a Global Environment	3	CTM 502 Foundations of Regulatory Affairs in a Global Environment	3
CTM 503 Clinical Trial Project Management	3	CTM 503 Clinical Trial Project Management	3
PHS 504 Advanced Biostatistics	3	PHS 504 Advanced Biostatistics	3
CTM 505 Ethical Consideration for Clinical Research	3	CTM 505 Ethical Consideration for Clinical Research	3
CTM 506 Clinical Trial Implementation	3	CTM 506 Clinical Trial Implementation	3
CTM 507 Introduction to Medical Writing: Document preparation	3	CTM 507 Introduction to Medical Writing: Document preparation	3
CTM 508 Clinical Trial Data Management	3	CTM 508 Clinical Trial Data Management	3
CTM 509 Drug safety and pharmacovigilance	3	CTM 509 Drug safety and pharmacovigilance	3
CTM 510 Clinical Trial Management Capstone Project	3	CTM 510 Clinical Trial Management Capstone Project	3
Elective Courses: (6 credits; Select any two courses)		**Elective Courses: (6 credits; Select any two courses)**	
CTM 511 Clinical Epidemiology	3	CTM 511 Clinical Epidemiology	3
CTM 512 Global Regulatory Affairs	3	CTM 512 Global Regulatory Affairs	3
CTM 513 Medical Writing: Document submission	3	CTM 513 Medical Writing: Document submission	3
CTM 514 Medical Writing: Investigational Applications for Drugs, Biologics and Medical devices	3	CTM 514 Medical Writing: Investigational Applications for Drugs, Biologics and Medical devices	3
CTM 515 Medical Writing: Drugs, Biologics and Medical Devices License Applications	3	CTM 515 Medical Writing: Drugs, Biologics and Medical Devices License Applications	3
CTM 516 Clinical Trial Quality and Compliance	3	CTM 516 Clinical Trial Quality and Compliance	3
PHS 503 Advanced Pharmacology	3	CTM 517 SAS Programming	3

PHS 514 Advanced Toxicology	3	PHS 503 Advanced Pharmacology	3
PHS 515 International Regulatory Affairs	3	PHS 514 Advanced Toxicology	3
Total credits required for the MS degree in Clinical Trial Management	**36**	PHS 515 International Regulatory Affairs	3
		Total credits required for the MS degree in Clinical Trial Management	**36**

Rationale: Clinical trial management requires a background in the data analysis program, SAS. This proposal adds a newly created SAS programming course to the list of electives.

YORK College CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Biology	Laura Beaton

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [ ] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [x] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Addition of a new course in Animal Behavior to the list of possible electives in the Biology minor.

Department Curriculum Committee Approval

Signature	Date
Laura Beaton	10/17/19

Department Approval

Chairperson Signature	Date
Ivica Arsov	10/17/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Revised 2019

Minor Redesign

Program: Minor in Biology
Effective: Fall 2020

From		To	
Course	**Description** **Crs**	**Course**	**Description** **Crs**
Requirements for the Biology Minor	**16-18.5 cr**	**Requirements for the Biology Minor**	**16-18.5 cr**
Choose one of the following two options.		Choose one of the following two options.	
Option I		**Option I**	
I. Required courses	**13 cr**	**I. Required courses**	**13 cr**
BIO 201 Biological Principles I	4	BIO 201 Biological Principles I	4
BIO 202 Biological Principles II	4	BIO 202 Biological Principles II	4
CHEM 108 Principles of Chemistry I	3.5	CHEM 108 Principles of Chemistry I	3.5
CHEM 109 Principles of Chemistry I Laboratory	1.5	CHEM 109 Principles of Chemistry I Laboratory	1.5
II. Choose one of the following courses:	**3 - 5**	**II. Choose one of the following courses:**	**3 - 5**
BIO 301* Molecular Biology and Biotechnology	4	BIO 301* Molecular Biology and Biotechnology	4
BIO 308 Invertebrate Biology	4.5	BIO 308 Invertebrate Biology	4.5
BIO 309 Biology of Chordates	4.5	BIO 309 Biology of Chordates	4.5
BIO 320 Cell Biology	4.5	BIO 312 Animal Behavior	3
BIO 325 Histology	4.5	BIO 320 Cell Biology	4.5
BIO 331 Plant Biology	4.5	BIO 325 Histology	4.5
BIO 334 Comparative Physiology	4.5	BIO 331 Plant Biology	4.5
BIO 403 Ecology	4.5	BIO 334 Comparative Physiology	4.5
BIO 410* Neurobiology	3	BIO 403 Ecology	4.5
BIO 412* Biochemistry	3	BIO 410* Neurobiology	3
or		BIO 412* Biochemistry	3
CHEM 412* Biochemistry	3	or	
BIO 444* Genetics	4.5	CHEM 412* Biochemistry	3
BIO 452* Developmental Biology	4.5	BIO 444* Genetics	4.5
BIO 465* Microbiology	4.5	BIO 452* Developmental Biology	4.5
BIO 466* Immunology	4.5	BIO 465* Microbiology	4.5
BIO 480* Theory and Experimentation in Biotechnology	5	BIO 466* Immunology	4.5
BIO 477* Evolution	3	BIO 480* Theory and Experimentation in Biotechnology	5
		BIO 477* Evolution	3
Option 2 (for Chemistry and Pharmaceutical Science majors)			

I. Choose any four of the following courses:	**13-18.5**
BIO 301* Molecular Biology and Biotechnology	4
BIO 308 Invertebrate Biology	4.5
BIO 309 Biology of Chordates	4.5
BIO 320 Cell Biology	4.5
BIO 325 Histology	4.5
BIO 331 Plant Biology	4.5
BIO 334 Comparative Physiology	4.5
BIO 403 Ecology	4.5
BIO 410* Neurobiology	3
BIO 412* Biochemistry	3
or	
CHEM 412* Biochemistry	3
BIO 444* Genetics	4.5
BIO 452* Developmental Biology	4.5
BIO 465* Microbiology	4.5
BIO 466* Immunology	4.5
BIO 477* Evolution	3
BIO 480* Theory and Experimentation in Biotechnology	5
*Additional pre-requisite courses required.	

Option 2 (for Chemistry and Pharmaceutical Science majors)	
I. Choose any four of the following courses:	**13-18.5**
BIO 301* Molecular Biology and Biotechnology	4
BIO 308 Invertebrate Biology	4.5
BIO 309 Biology of Chordates	4.5
BIO 312 Animal Behavior	3
BIO 320 Cell Biology	4.5
BIO 325 Histology	4.5
BIO 331 Plant Biology	4.5
BIO 334 Comparative Physiology	4.5
BIO 403 Ecology	4.5
BIO 410* Neurobiology	3
BIO 412* Biochemistry	3
or	
CHEM 412* Biochemistry	3
BIO 444* Genetics	4.5
BIO 452* Developmental Biology	4.5
BIO 465* Microbiology	4.5
BIO 466* Immunology	4.5
BIO 477* Evolution	3
BIO 480* Theory and Experimentation in Biotechnology	5
*Additional pre-requisite courses required.	

Rationale: The department now offers a course in Animal Behavior, which is an important option for students completing a minor in Biology.

YORK College | CUNY

Curriculum Committee Proposal Cover Sheet

Department/Discipline	Contact Person
Business and Economics	Paul E. Cline

Please indicate items submitted for Committee approval

- [ ] New Major Design
- [X] New Minor Design
- [ ] New Program
- [ ] Revised Major Design
- [ ] Revised Minor Design
- [ ] Revised Program
- [ ] New Course Proposal _____
- [ ] Course Change Proposal _____
- [ ] Course Deletion _____

Please provide an executive summary of your proposal

Combines the four FAA Dispatcher Certification courses into a minor; allowing students to take the courses as a minor instead of electives.

Department Curriculum Committee Approval

Signature	Date
	5/7/19

Department Approval

Chairperson Signature	Date
	5/7/19

Other Departments Affected*

Department	Signature	Approved	Comments Attached

Revised 2019

YORK College | CUNY

Curriculum Committee Proposal Cover Sheet

College Curriculum Committee Approval

Signature	Date

College Senate Approval

Signature	Date

*Signatures of chairs of affected departments indicate only that they have had the opportunity to review the proposal. If a chair objects to a proposal, they should not check the approval box and should attach comments.

Program: Minor in FAA Dispatcher
Effective: Fall 2020

From			To		
Course	**Description**	**Crs**	**Course**	**Description**	**Crs 16**
No such minor currently exists at the College.			**AVIA 100:**	**Private Pilot Ground School**	**4**
			AVIA 200:	**Instrument Pilot**	**4**
			AVIA 300:	**ATP/ADX Dispatcher Written Exam**	**4**
			AVIA 400:	**Dispatcher Practical Exam**	**4**

Rationale: The FAA Dispatcher Certification courses are approved as stand-alone courses leading to certification if the student desires. The minor will allow students to take the courses as a minor instead of general electives.

APPENDIX B

Governance Committee

William Ashton

November 26, 2019

2018-2019 Charter Changes

- Resources Committee
  - Administrative representatives
    - 2 member: VP Finance & President's Choice
    - 2 member: President's choice

2018-2019 Charter Changes

- Charter Amendment Process
  - Removes Student and Faculty Referenda
  - Remove Senate Petition
  - Remove Community Petition

2018-2019 Charter Changes

- Charter Amendment Process
  - Adds Governance Committee
    - *identifies* the appropriate article and section for the *location* of the proposed charter amendment,
    - introduces the proposed charter amendment in *language* suggested by the committee for the charter,
    - identifies *other parts of the charter* which may need to be *changed* if the proposed charter amendment is adopted,
    - proposes language to change these related parts of the charter, and
    - summarizes the *effects* of the proposed charter amendment.

2018-2019 Charter Changes

- Number of Faculty Senators
- Takes effect: ***May 2020 departmental elections***

Full-time faculty size	Number of senators
Up to 10	1
11 to 20	2
21 plus	3

- OAA & Election Committee will inform each department in April of the number of senators to elect

2018-2019 Charter Changes

- Number of Faculty Senators
  - In the event that a department with multiple disciplines is entitled to two or more senators, the department will be *encouraged* [italics added] to elect senators from different disciplines.

2018-2019 Charter Changes

- Number of Faculty Senators
  - Two part-time faculty members shall be elected as senators to serve in the Faculty Caucus and Faculty Senate to represent part-time faculty.
    - Must be teaching
    - OAA does election
    - Election completed by 5/10
    - Cannot be from same department
      - Encouraged to be from different Schools

2019-2020

- Academic Standards
  - Request to remove grade change petition
- OAA
  - Request to explore adding graduate student senators

APPENDIX C

Need Your Input: December 2019 Senate Meeting

Office of Institutional Effectiveness & Strategic Planning at York College <noreply@qemailserver.com>

Wed 11/20/2019 11:20 AM

To: Yolanda Small <YSmall@york.cuny.edu>;

CAUTION: This is an email originated outside of CUNY.edu. Do not click links or open attachments unless you recognize the sender and know the content is safe. Never send login credentials, financial or sensitive information by email. Report suspicious email to reportspam@york.cuny.edu

Dear 2019 Senator,

Proposal: Change the date of the final Senate meeting of 2019, from Tuesday (12/10) to Thursday (12/12).

Factors to consider:

1. IP Eanes and her team need to attend a middle states conference. Given our recent struggle with middle states and her newness to that struggle, her attendance at the conference is good for the College. She also values her role as Chair of the Senate and would appreciate the opportunity to continue to Chair the Senate even when faced with competing obligations to the college.
2. Outcomes of the middle states conference can be shared if the Senate meeting is moved two days later than originally planned.
3. While it is possible for the Vice Chair to lead the Senate meeting in the absence of the Chair, it has historically only been done in emergency cases, not planned in advance as in this situation.
4. SGA already had the Christmas Tree/Menorah Candle lighting planned for 12/10 as they announced during the last Senate meeting. While they were going to make both commitments work that day, they appreciate the chance to focus on the tree lighting event. As such, SGA fully supports the date change.
5. We need to achieve quorum (35 senators) to do business in the Senate, so you're being asked if you can possibly prioritize this Senate meeting over whatever else you had planned during club hours on 12/12.

Action: Please reply to the survey by Nov. 27, 2019 at 5 p.m. to state whether you are willing to support the date change by attending the meeting, if it is held on Thurs 12/12. The assumption is that you would have attended the Tuesday 12/10 meeting anyway, so it's not a vote for date preference, but a vote for date change.

While the message is long, I underlined the key points to enable you to quickly scan and still be informed enough to reply to the survey. Looking forward to 100% participation on the survey.

Click the link below to complete the survey:
Take the Survey

Or copy and paste the URL below into your internet browser:
https://yorkcuny.iad1.qualtrics.com/jfe/form/SV_dd0dAHOyQqW9MFf?Q_DL=55Nc5X16C99leOV_dd0dAHOyQqW9MFf_CGC_02IIW8RPKCMTVml&Q_CHL=email

Best regards,

Yolanda Small
2019-2020 Senate Secretary

Follow the link to opt out of future emails:
Click here to unsubscribe

Results of 1-question survey (yes/no) Senate Plenary Date Change from 12/10 to 12/12

Can you attend the final senate meeting?	N	%
Yes. I will attend, if the date is changed.	27	40.3%
No. I cannot attend if the date is changed.	4	6.0%
Did not Respond	36	53.7%
Total	67	100.0%