

# **JOHN JAY** COLLEGE OF CRIMINAL JUSTICE

**COLLEGE COUNCIL**

# **AGENDA & ATTACHMENTS**

**MONDAY, SEPTEMBER 18, 2023**

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All meetings begin at 1:40 p.m. and are open to the College Community.

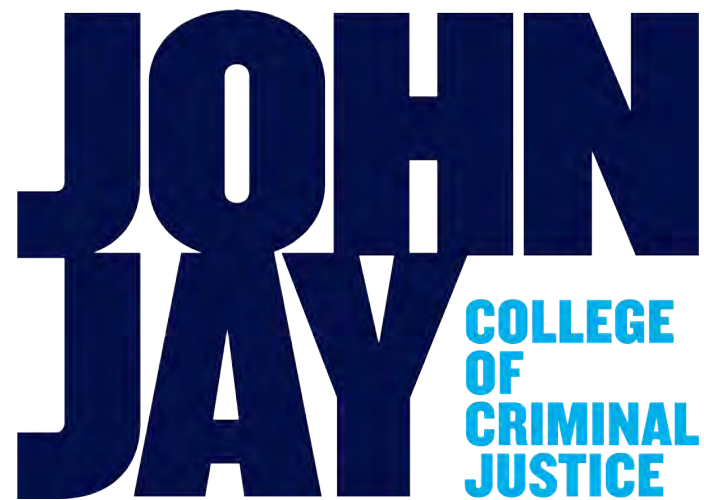
**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**  
**The College Council**  
**AGENDA**

September 18, 2023 – 1:40 pm

- I. Adoption of the Agenda
  - Revision to the Theater Arts Minor was added as Attachment C2 to Item VII.
- II. Approval of Members of the College Council Committees (Attachment A), **Pg.4**
- III. Election of the Secretary to the College Council
- IV. Election of the 2023-2024 Executive Committee Members, **Pg.8**
- V. Approval of the Minutes of the May 11, 2023 College Council (Attachment B), **Pg.19**
- VI. College Council Orientation – Executive Counsel Tony Balkissoon, **Pg.29**
- VII. Report from the Undergraduate Curriculum and Academic Standards Committee (Attachments C1-C8) – Interim Dean of Academic Programs, Andrew Sidman
- VIII. **Programs**
  - C1. CJA Dual Admission Articulation Agreement with HCC for the AA in Liberal Arts to John Jay Humanities majors (English, Global History, and Humanities and Justice), **Pg.35**
  - C2. Revision to the Theatre Arts Minor, **Pg.52****Course Revisions**
  - C3. CSCI 274 Computer Architecture, **Pg.58**
  - C4. CSCI 275 Linux System Administration and Security, **Pg.60**
  - C5. BIO 101 Paced Modern Biology I-A, **Pg.62**
  - C6. CHE 101 General Chemistry I-A, **Pg.65**
  - C7. SOC 227 Sociology of Mental Illness, **Pg.68**
  - C8. Bulk Proposal for Selected (or Special) Topics Classes to be Repeatable, **Pg.71**
- VIII. Report from the Committee on Graduate Studies (Attachments D1-D2) –Interim Dean of Academic Programs, Andrew Sidman  
**New Course**
  - D1. PSY 771 Career Development: Theory & Practice, **Pg.75****Course Revision**
  - D2. PAD 780 Internship, **Pg.90**
- IX. 2023-2024 College Council Calendar, **Pg.92**
- X. New Business

**XI.** Announcements:

- Student Council (President Aiisha Qudusi)
- Faculty Senate (President Karen Kaplowitz)
- HEO Council (President Catherine Alves)
- Administrative Announcements (President Karol Mason)



**College Council  
Membership**

**&**

**College Council  
Committees**

**2023-2024**

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## College Council Membership

The College Council shall be the primary governing body of John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of The City University of New York to the President or to other officials of John Jay College or of The City University of New York, or to the CUNY Board of Trustees. The College Council shall consist of the following members:

### Administration

- |   |                     |
|---|---------------------|
| 1. President (Chairperson)                                      | Karol Mason         |
| 2. Interim Provost and Vice President for Academic Affairs      | Allison Pease       |
| 3. Vice President and Chief Operating Officer                   | Mark Flower         |
| 4. Vice President for Enrollment Management and Student Affairs | Brian Kerr          |
| 5. Interim Dean of Student Academic Engagement and Retention    | Janice Johnson-Dias |
| 6. Interim Dean of Academic Programs                            | Andrew Sidman       |

- Two (2) alternate members for administration who may vote, make motions and be counted as part of the College Council's quorum only during the absence of a permanent representative for administration:

|                    |                  |
|--------------------|------------------|
| 1. Angela Crossman | 2. Anthony Carpi |
|--------------------|------------------|

### Faculty

Full-time faculty elected from each academic department:

- |  |                        |
|--|------------------------|
| 7. Africana Studies                        | Vacant (till Sept. 12) |
| 8. Anthropology                            | Anru Lee               |
| 9. Art & Music                             | Gregory Sheppard       |
| 10. Counseling and Human Services          | Vacant                 |
| 11. Criminal Justice                       | Sung-Suk (Violet) Yu   |
| 12. Economics                              | Zhun Xu                |
| 13. English                                | Veronica Hendrick      |
| 14. History                                | Ray Patton             |
| 15. Interdisciplinary Studies              | Nina Fisher            |
| 16. Latin American & Latinx Studies        | Brian Montes           |
| 17. Law, Police Science & Criminal Justice | Maria Arndt            |
| 18. Library                                | Kate Cauley            |
| 19. Mathematics & CS                       | Todd Stambaugh         |
| 20. Modern Language & Literature           | Vicente Lecuna         |
| 21. Philosophy                             | Catherine Kemp         |
| 22. Political Science                      | Jean Carmalt           |
| 23. Psychology                             | Charles Stone          |
| 24. Public Management                      | Elsa-Sofia Morote      |
| 25. Sciences                               | Peter Diaczuk          |
| 26. Security, Fire & Emergency Management  | Susan Pickman          |
| 27. SEEK                                   | Chevy Alford           |
| 28. Sociology                              | Tarun Banerjee (Fall)  |

Faculty allotted according to any method duly adopted by the Faculty Senate:

- |                      |                        |
|----------------------|------------------------|
| 29. Africana Studies | Elton Beckett          |
| 30. English          | Karen Kaplowitz        |
| 31. History          | Jonathan Epstein       |
| 32. Law, PS and CJA  | Maria (Maki) Haberfeld |

33. Law, PS and CJA
34. Math and Computer Science
35. Sciences
36. History

Heath Grant  
 Mohammad Islam  
 Francis Sheehan  
 Stephen Russell

- Eight (8) faculty alternates who may vote, make motions and be counted as part of the College Council's quorum only during the absence of a permanent faculty representative:

|                          |           |
|--------------------------|-----------|
| 1. Madhura Bandyopadhyay | 5. Vacant |
| 2. Ned Benton            | 6. Vacant |
| 3. Jennifer Dysart       | 7. Vacant |
| 4. Marie Springer        | 8. Vacant |

Higher Education Officers elected by the Higher Education Officers Council:

37. Catherine Alves
38. Samuel Lopez
39. Rulisa Galloway-Perry
40. Janet Winter

- Two (2) Higher Education Officer alternates who may vote, make motions and be counted as part of the College Council's quorum only during the absence of a permanent higher education officer representative:

|                |                    |
|----------------|--------------------|
| 1. Helen Keier | 2. Patience Yeboah |
|----------------|--------------------|

Students

- |   |                   |
|---|-------------------|
| 41. President of the Student Council        | Aiisha Qudusi     |
| 42. Vice President of the Student Council   | Yarik Munoz       |
| 43. Treasurer of the Student Council        | Savannah Smith    |
| 44. Secretary of the Student Council        | Danny Jamoul      |
| 45. Elected At-Large Representative         | Vacant            |
| 46. Elected graduate student representative | Vacant            |
| 47. Elected senior class representative     | Tiffany Rodriguez |
| 48. Elected junior class representative     | Doha Kharma       |
| 49. Elected sophomore class representative  | Najmul Islam      |
| 50. Elected freshman representative         | Aneesa Thomas     |

- Four (4) alternate student representatives who may vote, make motions and be counted as part of the College Council's quorum only during the absence of a permanent student representative:

|           |           |
|-----------|-----------|
| 1. Vacant | 3. Vacant |
| 2. Vacant | 4. Vacant |

### **College Council Interim Executive Committee**

The faculty, higher education officers and student representatives shall be elected by the College Council from among its members in September of each year. From June 1 until such time as the College Council holds this election, there shall be an Interim Executive Committee, which shall consist of the following members:

- |  |                  |
|--|------------------|
| • President (Chairperson)                                      | Karol Mason      |
| • Interim Provost and Vice President for Academic Affairs      | Allison Pease    |
| • Vice President and Chief Operating Officer                   | Mark Flower      |
| • Vice President for Enrollment Management and Student Affairs | Brian Kerr       |
| • President of the Faculty Senate                              | Karen Kaplowitz  |
| • Vice-President of the Faculty Senate                         | Stephen Russell  |
| • Two (2) other members of the Faculty Senate                  |                  |
| 1. Ned Benton  |                  |
| 2. Francis Sheehan   |                  |
| • President of the Higher Education Officers Council           | Catherine Alves  |
| • Vice-President of the Higher Education Officers Council      | Jennifer Lorenzo |
| • President of the Student Council                             | Aiisha Qudusi    |
| • Vice-President of the Student Council                        | Yarik Munoz      |

The faculty, higher education officer and student members of the Interim Executive Committee shall nominate College Council members of their respective constituencies as candidates for election to the Executive Committee.

### **Executive Committee of the College Council**

There shall be an Executive Committee which shall be the College Council's Agenda Committee. It shall have the power to call the College Council into extraordinary session, and shall have only such powers, functions, and duties as the College Council may delegate to it to exercise during periods when the College Council is not in session. The faculty, higher education officers and student representatives shall be elected by the College Council from among its members in September of each year. The faculty, higher education officer and student members of the Interim Executive Committee shall nominate College Council members of their respective constituencies as candidates for election to the Executive Committee.

The Executive Committee shall consist of the following members:

- |  |               |
|--|---------------|
| • President (Chairperson)                                      | Karol Mason   |
| • Interim Provost and Vice President for Academic Affairs      | Allison Pease |
| • Vice President and Chief Operating Officer                   | Mark Flower   |
| • Vice President for Enrollment Management and Student Affairs | Brian Kerr    |

Seven (7) members of the full-time faculty as defined in Article I, Section 3.a.i

1. Ned Benton
2. Jean Carmalt
3. Heath Grant
4. Karen Kaplowitz
5. Elsa-Sofia Morote
6. Francis Sheehan
7. Marie Springer



- Two (2) higher education officers
  1. Catherine Alves
  2. Vacant
- Three (3) students
  1. Aiisha Qudusi
  2. Yarik Munoz
  3. Vacant

### **Undergraduate Curriculum and Academic Standards Committee**

There shall be a Committee on Undergraduate Curriculum and Academic Standards which shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the College Council on such matters as: proposed programs; additions, deletions and modifications of courses and existing programs; distribution; core requirements; basic skills; academic standards; and, policies pertaining to student recruitment and admissions.

The Committee on Undergraduate Curriculum and Academic Standards shall consist of the following members:

- |   |                           |
|---|---------------------------|
| • Interim Dean of Academic Programs (Chairperson)   | Andrew Sidman             |
| • Vice President for Enrollment Management and Student Affairs  | Brian Kerr                |
| • Associate Dean of Academic Programs   | Katherine Killoran        |
| • Assistant Vice President for Enrollment Management and Senior Registrar   | Daniel Matos              |
| • The chairperson of each of the academic departments, or a full-time member of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance, who has served in that capacity at the College for at least one (1) year, to be elected from among the members of that department to serve for two (2) academic years |                           |
| 1. Africana Studies   | Crystal Endsley           |
| 2. Anthropology   | Ed Snajdr                 |
| 3. Art and Music  | Roberto Visani            |
| 4. Communication & Theater Arts   | Marsha Clowers            |
| 5. Counseling and Human Services  | Ma'at Lewis               |
| 6. Criminal Justice   | Gohar Petrossian          |
| 7. Economics  | Thomas Herdon             |
| 8. English  | Madhura Bandyopadhyay     |
| 9. History  | David Munns               |
| 10. Interdisciplinary Studies Program (ISP)   | Gerry Markowitz           |
| 11. Latin American & Latinx Studies   | Amada Santiago            |
| 12. Law, Police Science & CJA   | Penny Geyer               |
| 13. Library   | Maria Kiriakova           |
| 14. Mathematics & Computer Science  | Genesis Alberto           |
| 15. Modern Languages & Literatures  | Cristina Lozano Arguelles |
| 16. Philosophy  | Sergio Gallegos           |
| 17. Political Science   | Shreya Subramani          |
| 18. Psychology  | Kelly McWilliams          |
| 19. Public Management   | Judy-Lynne Peters         |
| 20. Sciences  | Angelique Corthals        |

21. Security, Fire & Emergency Management
22. SEEK
23. Sociology

Robert Till  
Virginia Diaz-Mendoza  
Mucahit Bilici (Fall)

- Three (3) students, each of whom have reached or exceeded Sophomore Standing, earned a minimum of 15 credits in residence at John Jay, and have a John Jay College cumulative grade point average of at least 3.0.
  1. Romare Barconey-Watson
  2. Vacant
  3. Vacant

### **Committee on Student Interests**

There shall be a Committee on Student Interests which shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College. The Committee on Student Interests shall consist of the following members:

- Interim Assistant Vice President and Dean of Students (Chairperson) Danielle Officer
- Director of Athletics Catherine Alves
- Senior Director for Student Affairs Vacant
- Two (2) members of the faculty
  1. Ellen Belcher
  2. Nicole Elias
- Six (6) students
  1. Doha Kharma
  2. Vacant
  3. Vacant
  4. Vacant
  5. Vacant
  6. Vacant

### **Faculty-Student Disciplinary Committee**

As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, there shall be a Faculty-Student Disciplinary Committee which shall have primary jurisdiction in all matters of student discipline not handled administratively. The committee shall abide by the procedures required by Article XV of the Bylaws of the CUNY Board of Trustees. A Faculty Student Disciplinary Committee shall consist of two (2) members of the faculty, or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), two (2) students and a chairperson who shall be a faculty member. As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, the rotating panels shall be appointed as follows:

- The President shall select, in consultation with the Executive Committee, three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, to receive training and to serve in rotation as chair of the Faculty Student Disciplinary Committee.
  1. Marsha Clowers
  2. Stephen Russell
  3. Toy-Fung Tung

- Two (2) full-time members of the faculty, as defined in the Charter of Governance, shall be selected by lot from a panel of six (6) members of the full-time faculty elected annually by the Faculty Senate.
  1. Ali Kocak
  2. Heath Grant
  3. Jennifer Holst
  4. Jose Olivo
  5. Shilpa Viswanath
  6. Thomas Kubic
  
- The HEO members shall be selected by lot from a panel of six (6) HEOs appointed biennially by the President, upon recommendation by the HEO Council.
  1. Angel Polanco
  2. Helen Keier
  3. Kseniya Kosmina
  4. Shakia Brown
  5. Yaritma Cabral
  
- The student members shall be selected by lot from a panel of six (6) students elected annually in an election in which all students registered at the College shall be eligible to vote.
  1. Hazel Ortega
  2. Vacant
  3. Vacant
  4. Vacant
  5. Vacant
  6. Vacant

In the event that the student panel or faculty panel or both are not elected, or if more panel members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve for more than two (2) consecutive years.

Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the President shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the Faculty Student Disciplinary Committee in all such cases.

### **Committee on Faculty Personnel**

There shall be a Committee on Faculty Personnel which shall review from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Distinguished Lecturer, Lecturer, Chief College Laboratory Technician, Senior College Laboratory Technician, and College Laboratory Technician, and make recommendations to the President. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the CUNY Board of Trustees.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations with respect to appointments, promotions, and other matters specified in the paragraph above, shall be reported to the President and shall not be considered by the College Council except at the discretion of the President. The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals shall follow CUNY procedures. The Committee on Faculty Personnel shall consist of the following members:

- President (Chairperson) Karol Mason
- Interim Provost and Vice President for Academic Affairs Allison Pease
- Interim Dean of Faculty Angela Crossman
- Interim Dean of Academic Programs Andrew Sidman
- Associate Provost and Dean of Research Anthony Carpi
- Chairperson of each academic department
  1. Africana Studies Gail Garfield
  2. Anthropology Ed Snadjr
  3. Art and Music Claudia Calirman
  4. Counseling and Human Services Katherine Stavrianopoulos
  5. Criminal Justice Evan Mandery
  6. Economics Geert Dhondt
  7. English Jean Mills
  8. History Michael Pfeifer
  9. Interdisciplinary Studies Susannah Crowder
  10. Latin American and Latinx Studies John Gutierrez
  11. Law, Police Science, and Criminal Justice Administration Maria (Maki) Haberfeld
  12. Library Ellen Sexton
  13. Mathematics and Computer Science Shweta Jain
  14. Modern Languages and Literatures Vicente Lecuna
  15. Philosophy Michael Brownstein
  16. Political Science Maxwell Mak
  17. Psychology Daryl Wout
  18. Public Management Glenn Corbett
  19. Sciences Shu Yuan Cheng
  20. Security, Fire and Emergency Management Robert Till
  21. SEEK Erica King-Toler
  22. Sociology Robert Garot
- Three (3) at-large full-time members of the full-time faculty from amongst those who hold the rank of tenured associate and/or tenured full professor, as defined in Article I, Section 3.a.i of the Charter of Governance.
  1. Heath Grant
  2. Nivedita Majumdar
  3. Rosemary Barberet
- Three (3) members of the faculty who receive the next highest number of votes in a general faculty election will be alternate faculty representatives on the committee. An alternate may vote, make motions and be counted as part of the quorum only when a chairperson and/or an at-large faculty representative is absent.
  1. Adam McKible
  2. Jennifer Rosati

## 3. Katarzyna Celinska

- The Student Council may designate up to two (2) students, with at least 30 credits earned at the College, to serve as liaisons to the Review Subcommittees of the Committee on Faculty Personnel. The student liaisons shall be subject to College Council ratification. The role of the student liaisons shall be to review student evaluations of faculty members being considered by the subcommittees for reappointment, promotion and tenure and to summarize the content of those evaluations at a time designated by the Review Subcommittee. Student liaisons are not members of the Committee on Faculty Personnel.
  1. Vacant
  2. Vacant

### **Budget and Planning Committee**

There shall be a Budget and Planning Committee which shall be responsible for reviewing budget information, making recommendations on the financial and budgetary matters of the College, and providing guidance on comprehensive and strategic planning for the College. The President, or their designee, shall make quarterly financial reports to the Budget and Planning Committee. Pursuant to College Council bylaws, administrative members of committees shall be those named, or those holding equivalent positions and functions, as determined by the President. The Budget and Planning Committee shall consist of the following members:

- |  |                           |
|--|---------------------------|
| • President (Chairperson)                                      | Karol Mason               |
| • Interim Provost and Vice President for Academic Affairs      | Allison Pease             |
| • Vice President and Chief Operating Officer                   | Mark Flower               |
| • Vice President for Enrollment Management and Student Affairs | Brian Kerr                |
| • Interim Associate Provost for Institutional Effectiveness    | Nancy Velazquez-Torres    |
| • Assistant Vice President for Administration                  | Oswald Fraser             |
| • Interim Dean of Academic Programs                            | Andrew Sidman             |
| • Interim Associate Provost for Strategy and Operations        | Kinya Chandler            |
| • Associate Provost and Dean of Research                       | Anthony Carpi             |
| • Vice President for Institutional Advancement                 | Ketura Parker             |
| • Business Manager   | Ajisa Dervisevic          |
| • President of the Faculty Senate                              | Karen Kaplowitz           |
| • Vice President of the Faculty Senate                         | Stephen Russell           |
| • Two (2) members chosen by the Faculty Senate                 |                           |
| 1. Ned Benton  |                           |
| 2. Raymond Patton  |                           |
| • Chairperson of each academic department                      |                           |
| 1. Africana Studies  | Gail Garfield             |
| 2. Anthropology  | Ed Snadjr                 |
| 3. Art and Music   | Claudia Calirman          |
| 4. Counseling and Human Services                               | Katherine Stavrianopoulos |
| 5. Criminal Justice  | Evan Mandery              |
| 6. Economics   | Geert Dhondt              |
| 7. English   | Jean Mills                |
| 8. History   | Michael Pfeifer           |
| 9. Interdisciplinary Studies                                   | Susannah Crowder          |
| 10. Latin American and Latinx Studies                          | John Gutierrez            |
| 11. Law, Police Science, and Criminal Justice Administration   | Maria (Maki) Haberfeld    |

- |  |                       |
|--|-----------------------|
| 12. Library  | Ellen Sexton          |
| 13. Mathematics and Computer Science   | Shweta Jain           |
| 14. Modern Languages and Literatures   | Vicente Lecuna        |
| 15. Philosophy   | Michael Brownstein    |
| 16. Political Science  | Maxwell Mak           |
| 17. Psychology   | Daryl Wout            |
| 18. Public Management  | Glenn Corbett         |
| 19. Sciences   | Shu Yuan (Demi) Cheng |
| 20. Security, Fire and Emergency Management  | Robert Till           |
| 21. SEEK   | Erica King-Toler      |
| 22. Sociology  | Robert Garot          |
| • President of the Higher Education Officers Council   | Catherine Alves       |
| • Two (2) higher education officer representatives   |                       |
| 1. Justin Barden   |                       |
| 2. Vacant  |                       |
| • President of the Student Council or designee   | Aiisha Qudusi         |
| • Treasurer of the Student Council or designee   | Savannah Smith        |
| • Additional student representative  | Yarik Munoz           |
| • Additional student representative  | Vacant                |
| • Two members of the non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees. |                       |
| 1. Anthony Chambers  |                       |
| 2. Vacant  |                       |

#### Financial Planning Subcommittee

There shall be a Financial Planning Subcommittee of the Budget and Planning Committee which shall meet on a periodic basis in the development of the College's Annual Financial Plan. Pursuant to College Council bylaws, administrative members of committees shall be those named, or those holding equivalent positions and functions, as determined by the President. The Financial Planning Subcommittee of the Budget and Planning Committee shall consist of the following members:

- |  |                 |
|--|-----------------|
| • Vice President and Chief Operating Officer (Chairperson) | Mark Flower     |
| • Interim Provost and Vice President for Academic Affairs  | Allison Pease   |
| • President of the Faculty Senate                          | Karen Kaplowitz |
| • Vice President of the Faculty Senate                     | Stephen Russell |
| • One (1) representative chosen by the Faculty Senate      | Ned Benton      |
| • Chair of the Council of Chairs                           | Jean Mills      |
| • Vice Chair of the Council of Chairs                      | Vicente Lecuna  |
| • One (1) representative chosen by the Council of Chairs   | Robert Till     |
| • Chair of the Higher Education Officers Council           | Catherine Alves |
| • Student representative                                   | Vacant          |
| • Student representative                                   | Vacant          |

The Interim Associate Provost of Strategy and Operations, Kinya Chandler, and the Business Manager, Ajisa Dervisevic shall staff the subcommittee.

#### Strategic Planning Subcommittee

There shall be a Strategic Planning Subcommittee of the Budget and Planning Committee which shall provide guidance to the President on comprehensive and strategic planning including development

of major planning documents and accreditation studies, related process and outcome assessment and space planning. Pursuant to College Council bylaws, administrative members of committees shall be those named, or those holding equivalent positions and functions, as determined by the President. The Strategic Planning Subcommittee of the Budget and Planning Committee shall consist of the following members:

- Interim Provost and Vice President for Academic Affairs (Chairperson) Allison Pease
- Interim Associate Provost for Institutional Effectiveness Nancy Velazquez-Torres
- Vice President and Chief Operating Officer Mark Flower
- President of the Faculty Senate Karen Kaplowitz
- Vice President of the Faculty Senate Stephen Russell
- Two (2) representatives chosen by the Faculty Senate
  1. Heath Grant
  2. Joseph Maldonado
- Chair of the Council of Chairs Jean Mills
- Two (2) representatives chosen by the Council of Chairs
  1. Robert Garot
  2. Robert Till
- President of the Higher Education Officers Council Catherine Alves
- Two (2) student representatives:
  1. Aiisha Qudusi
  2. Vacant

The Director of Institutional Research, Ricardo M. Anzaldúa and the Director of Institutional Assessment, Dyanna Pooley shall staff the subcommittee.

### **Committee on Graduate Studies**

There shall be a Committee on Graduate Studies which shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards. The Committee on Graduate Studies shall review and approve program bylaws for each graduate program. Such bylaws shall then be submitted to the Executive Committee of the College Council for review and approval. Program bylaws may provide for co-directors after assessing factors such as program size and the interdisciplinary nature of the curriculum. The Committee on Graduate Studies shall consist of the following members:

- Interim Dean of Academic Programs (Chairperson) Andrew Sidman
- Vice President for Enrollment Management and Student Affairs Brian Kerr
- Interim Assistant Vice President and Dean of Students Danielle Officer
- BA/MA Director Diana Falkenbach
- Chief Librarian Ellen Sexton
- Graduate Program Directors
  1. Criminal Justice, MA Valerie West
  2. Digital Forensics and Cybersecurity, MS Shweta Jain
  3. Economics, MA Ian Seda

- |  |                        |
|--|------------------------|
| 4. Emergency Management, MS                                      | Lucia Velotti          |
| 5. Forensic Mental Health Counseling, MA                         | Abbie Tuller           |
| 6. Forensic Psychology, MA                                       | Kendra Doychak         |
| 7. Forensic Science, MA  | Marta Concheiro-Guisan |
| 8. Human Rights, MA  | Charlotte Walker-Said  |
| 9. International Crime and Justice, MA                           | Katarzyna Celinska     |
| 10. Public Administration: Inspection and Oversight, MPA         | David Shapiro          |
| 11. Public Administration: Public Policy and Administration, MPA | Elaine (Yi) Lu         |
| 12. Protection Management, MS                                    | Robert Till            |
| 13. Security Management, MS                                      | Susan Pickman          |
- Two (2) graduate students
    1. Vacant
    2. Vacant

### **Committee on Student Evaluation of the Faculty**

There shall be a Committee on Student Evaluation of the Faculty which shall be responsible for a continuous review of faculty evaluation procedures; review of the design of the survey instrument; recommendations for the terms under which the instrument will be used; and for the development of guidelines which shall be submitted to the College Council for review. The Provost and Senior Vice President for Academic Affairs shall designate staff for the committee. The Committee on Student Evaluation of the Faculty shall consist of the following members:

- Four (4) full-time members of the faculty
  1. Keith Markus
  2. Christopher Hermann
  3. Daniel Martens Yaverbaum
  4. Sung-Suk Violet Yu
- Two (2) students
  1. Anessa Thomas
  2. Vacant

The committee shall elect a chairperson from among its faculty members. Members shall serve for a term of two (2) years.

### **Provost Advisory Council**

There shall be a Provost Advisory Council which shall provide a formal means for the Provost to consult with faculty leadership on matters of joint concern such as budget, faculty recruitment and development, and personnel policies and practices. The Provost Advisory Council shall consist of the following members:

- |  |                 |
|--|-----------------|
| • Interim Provost and Vice President for Academic Affairs<br>(Chairperson) | Allison Pease   |
| • Interim Associate Provost of Strategy and Operations                     | Kinya Chandler  |
| • President of the Faculty Senate  | Karen Kaplowitz |
| • Vice President of the Faculty Senate                                     | Stephen Russell |
| • Chairperson of each academic department                                  |                 |



|  |                           |
|--|---------------------------|
| 1. Africana Studies  | Gail Garfield             |
| 2. Anthropology  | Ed Snadjr                 |
| 3. Art and Music   | Claudia Calirman          |
| 4. Counseling and Human Services                             | Katherine Stavrianopoulos |
| 5. Criminal Justice  | Evan Mandery              |
| 6. Economics   | Geert Dhondt              |
| 7. English   | Jean Mills                |
| 8. History   | Michael Pfeifer           |
| 9. Interdisciplinary Studies                                 | Susannah Crowder          |
| 10. Latin American and Latinx Studies                        | John Gutierrez            |
| 11. Law, Police Science, and Criminal Justice Administration | Maria (Maki) Haberfeld    |
| 12. Library  | Ellen Sexton              |
| 13. Mathematics and Computer Science                         | Shweta Jain               |
| 14. Modern Languages and Literatures                         | Vicente Lecuna            |
| 15. Philosophy   | Michael Brownstein        |
| 16. Political Science  | Maxwell Mak               |
| 17. Psychology   | Daryl Wout                |
| 18. Public Management  | Glenn Corbett             |
| 19. Sciences   | Shu Yuan (Demi) Cheng     |
| 20. Security, Fire and Emergency Management                  | Robert Till               |
| 21. SEEK   | Erica King-Toler          |
| 22. Sociology  | Robert Garot              |

### **Council of Undergraduate Program Coordinators**

There shall be a Council of Undergraduate Program Coordinators which shall provide a formal means to represent the concerns of those responsible for undergraduate majors and shall provide a formal means for reviewing matters of concern such as program review and revision, staffing, curriculum development and the scheduling of courses. The Council of Undergraduate Program Coordinators shall consist of the following members:

- |   |                              |
|---|------------------------------|
| • Interim Dean of Academic Programs (Chairperson)       | Andrew Sidman                |
| • Coordinators of Undergraduate Majors                  |                              |
| 1. Anthropology   | Shonna Trinch                |
| 2. Applied Mathematics: Data Science & Cryptography     | Hunter Johnson, Michael Puls |
| 3. Cell & Molecular Biology                             | Nathan Lents, Jason Rauceo   |
| 4. Computer Science and Information Security            | Kumar Ramansenthil           |
| 5. Criminal Justice (B.A.) Crime Control and Prevention | Evan Mandery                 |
| 6. Criminal Justice (B.S.)                              | Anila Duro                   |
| 7. Criminal Justice Management (B.S)                    | Simone Martin-Howard         |
| 8. Criminology (BA)                                     | Jana Arsovska                |
| 9. Deviance, Crime and Culture (BA)                     | Marta-Laura Haynes           |
| 10. Dispute Resolution Certificate                      | Maria Volpe                  |
| 11. Economics (BS)                                      | Jay Hamilton                 |
| 12. Fraud Examination and Financial Forensics (BS)      | Patrice Schiano Dial         |
| 13. Emergency Services Administration (BS)              | Paul Kearns                  |
| 14. English (BA)  | John Staines                 |
| 15. Fire Science (BS)                                   | Robert Till                  |
| 16. Forensic Psychology (BA)                            | Jill Grose-Fifer             |
| 17. Forensic Science (BS)                               | Jennifer Rosati              |
| 18. Gender Studies (BA)                                 | Olivera Jokic                |

|   |                              |
|---|------------------------------|
| 19. Global History (BA)                       | Matt Perry                   |
| 20. Humanities and Justice (BA)               | Stephen Russell              |
| 21. Human Services and Community Justice (BS) | Katherine Stavrianopoulos    |
| 22. International Criminal Justice (BA)       | Veronica Michel              |
| 23. Latin American and Latinx Studies (BA)    | Brian Montes                 |
| 24. Law and Society (BA)                      | Jean Carmalt, Jamie Longazel |
| 25. Legal Studies (BA)                        | Maxwell Mak                  |
| 26. Library                                   | Karen Okamoto                |
| 27. Philosophy (BA)                           | Amie Macdonald               |
| 28. Police Studies (BS)                       | John Shane, Arthur Storch    |
| 29. Political Science (BA)                    | James Cauthen, Katie Zuber   |
| 30. Public Administration (BS)                | Judy-Lynne Peters            |
| 31. Security Management (BS)                  | Robert McCrie                |
| 32. Sociology (BA)                            | Lou Kontos                   |
| 33. Spanish (BA)                              | Maria Julia Rossi            |
| 34. Toxicology (BS)                           | Shu-Yuan Cheng               |

### **Committee on Honors, Prizes and Awards**

There shall be a Committee on Honors, Prizes and Awards which shall make recommendations to the College Council for undergraduate student recipients. The Committee on Honors, Prizes and Awards shall consist of the following members:

- Vice President for Enrollment Management and Student Affairs (Chairperson) Brian Kerr
- Interim Assistant Vice President and Dean of Students Danielle Officer
- Senior Director for Student Affairs Vacant
- Three (3) full-time members of the faculty
  1. Mohamed Islam
  2. Peter Mameli
  3. Kevin Wolff
- Three (3) students, each of whom have reached or exceeded Sophomore Standing, earned a minimum of 15 credits in residence at John Jay, and have a John Jay College cumulative grade point average of 3.0. Student representatives shall not be seniors.
  1. In-Deria Barrow
  2. Vacant
  3. Vacant

### **Special Committee of the College Council (Reserved)**

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**

**The City University of New York**

MINUTES OF THE COLLEGE COUNCIL

May 11, 2023

The College Council held its eighth meeting of the 2022-2023 academic year on May 11, 2023. The meeting was called to order at 1:47 p.m. and the following members were present:

In-Person: Anru Lee, Elton Beckett, Frank Chen, Heath Grant, Janice Bockmeyer, Jonathan Epstein, Jonathan Gray, Karen Kaplowitz, Maki Haberfeld, Maureen Richards, Ned Benton, Peter Diaczuk, Ray Patton, Robert Robinson, Sung-Suk Violet Yu, Liza Steele, Kelvin Pineda, Yusuf Khaled, Andy Veras, Alisa Thomas, Janet Winter, Rulisa Galloway-Perry, Allison Pease, Andrew Sidman, Brian Kerr, Karol Mason, Mark Flower, Angela Crossman\*, Helen Keier\*, Marie-Helen Maras\*, Mohammed Islam\*.

Remotely: Amy Green, Brian Montes, Catherine Kemp, Joseph Maldonado, Francis Sheehan, Zhun Xu, Myrwaldy Lucien, Catherine Alves, Edward Kennedy\*, Jennifer Lorenzo\*, Emily Haney-Caron\*.

Excused: Adam Wandt, Jessica Gordon-Nembhard, Raisa Castillo, Silvia Dapia, Susan Pickman, Thalia Vrachopoulos, Veronica Johnson, Shania Roseborough, Savannah Smith, Samuel Ajao, Hazel Ortega, Jamella Richmond.

Absent: Serguei Cheloukhine, Janice Johnson-Dias, Anthony Carpi\*.

Guests: Tony Balkissoon, Jill Maxwell, Kathy Killoran, Shavonne McKiever, Ahanaf Nihal, Alexa Capeloto (R), Alexander Bolesta (R), Anna Austenfeld (R), Malleidulid (Maggie) Arismendi (R), Nadine Young-Mizrachi (R), Brad Roth (R), Chloe Choi (R), David Shapiro (R), Maria Volpe (R), Shu-Yuan (Demi) Cheng (R), Robert Till (R), Victoria Bond (R).

\* - Alternates

(R)- Remote

I. Adoption of the Agenda

The motion was assumed by the chair and approved unanimously.

II. Approval of the Minutes of the April 20, 2023 College Council

The motion was assumed by the chair and approved unanimously.

III. Approval of Members of the College Council Committees

The motion was assumed by the chair and approved unanimously.

IV. Graduation List – Class of 2023 (Attachment C) (Only Faculty Vote)- Interim Registrar, Shavonne McKiever

The motion was assumed by the chair and approved unanimously.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (Attachments D1-D9) – Interim Dean of Academic Programs, Andrew Sidman

**Programs**

The motion was assumed by the chair to adopt item marked D1. Proposal to Revise the Accelerated Dual Admission Programs (ADAP). The motion was approved:

In Favor: 40

Abstained: 1

Opposed: 0

The motion was assumed by the chair to vote on items marked D2 – D3 as a slate:

D2. Revision of the BA in English

D3. Revision of the BS in Public Administration

The motion was approved unanimously. The motion was assumed by the chair to adopt the items marked D2-D3. The motion was approved unanimously.

The motion was assumed by the chair and approved unanimously to adopt item marked D4. CJA Dual Admission Articulation Agreements with KBCC for the AA in Liberal Arts to BA in John Jay Humanities Majors (English, Humanities & Justice, Global History and Philosophy).

**New Courses**

The motion was assumed by the chair and approved unanimously to adopt item marked D5. JPN 2XX Japanese Manga and Anime: Gender Culture & Society (FC: World Cultures).

**Course Revisions**

The motion was assumed by the chair and approved unanimously to adopt item marked D6. ANT/ENG 328 Forensic Linguistics (College Option: JCII).

The motion was assumed by the chair and approved unanimously to adopt item marked D7. DRA/AFR 230 African-American Theatre.

The motion was assumed by the chair and approved unanimously to adopt item marked D8. LIT 130 King Arthur: Culture, Society and Tradition (already CO: Learn from the Past).

**Academic Standards**

The motion was assumed by the chair and approved unanimously to adopt item marked D9. Proposal to Revise the Latin Honors Bulletin Info.

VI. College Council Calendar 2023-2024 (Attachment E)

The Council reviewed the Calendar for the next academic year and had no discussion.

VII. Proposal to Amend the Bylaws- Second Reading (Attachment F)- President of the Faculty Senate, Ned Benton

The Council held the second reading for the proposed amendment to the Bylaws (see attachment B1). After a discussion, the motion was assumed by the chair. The motion was approved:

In Favor: 28

Abstained: 3

Opposed: 7

VIII. New Business

No new business was presented.

The meeting was adjourned at 2:50p.m.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
COLLEGE COUNCIL BYLAWS  
Approved by the College Council on May 11, 2023**

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**I. College Council Committees**

**1. General Provisions**

i. Unless otherwise specified in the John Jay Charter of Governance (“Charter”) or these Bylaws, the Faculty Senate, Higher Education Officer Council and Student Council shall each elect or appoint representatives from among its constituency group to College Council committees. The names of those elected or appointed to College Council committees by each constituency group shall be forwarded to the College Council for a vote of ratification at the next regularly scheduled meeting.

- ii. Except where a committee chairperson is designated in the Charter of Governance or these Bylaws, the President shall appoint a convenor for each committee.
- iii. Except where a committee chairperson is designated in the Charter of Governance or these Bylaws, at its first meeting of the academic year, each committee shall elect a chairperson and a vice chairperson.
- iv. Each committee shall meet at least once during the academic year.
- v. The committee chairperson shall submit a schedule of meetings to the Executive Committee at the beginning of each academic semester. The chairperson of each committee shall enter the meeting dates onto the College's electronic calendar.
- vi. College Council committee meetings are open to all current John Jay faculty and staff and all currently enrolled John Jay students.
- vii. All committees shall keep minutes of their meetings, including attendance, and submit them to the Secretary of the College Council within 14 days of approval.
- viii. The chairperson of each committee shall submit an annual written summary of its activities to the Secretary of the College Council no later than 14 days before the last scheduled meeting of the College Council each academic year. Each summary shall include a report of the attendance of committee members.
- ix. The Faculty Senate, Council of Chairs, Higher Education Officers Council, the Student Council and all members of the College community may refer items to College Council committee chairpersons for the committee's consideration as agenda items.
- x. College Council committee members shall serve for a term of one (1) year except for ex officio members and except when otherwise set forth in the Charter of Governance or these Bylaws.
- xi. Administrative members of committees shall be those named, or those holding equivalent positions and functions, as determined by the President.
- xii. When a vacancy on a College Council committee occurs, as determined by the Executive Committee, the Executive Committee shall notify the constituency. If 30 days after notification the constituency fails to elect an interim representative, the Executive Committee shall appoint a representative from the affected constituency. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.
- xiii. No person shall participate in more than one constituency election for College Council committee representatives.

- xiv. No student may serve on more than two (2) College Council committees, unless he or she serves by virtue of his or her office.
- xv. For the governance bodies and committees listed below, a positive vote by a majority of the membership, including vacancies, of the governance body or committee is required to pass a motion or to fill positions by election. A greater proportion can be required pursuant to approved bylaws.

- College Council
- College Council Executive Committee
- Committee on Undergraduate Curriculum and Academic Standards
- Committee on Faculty Personnel
- Budget and Planning Committee
- Committee on Graduate Studies
- Academic departments, graduate programs, non-departmental academic programs, for elections, curricular proposals, and for revisions of bylaws.

## **2. Standing Committees**

### **a. Executive Committee**

The Executive Committee shall consist of the following members: President, chairperson; Provost and Vice President for Academic Affairs; and two additional administrators named by the President; seven (7) members of the full-time faculty as defined in Article I, Section 3.a.i of the Charter; two (2) higher education officers; and three (3) students.

The faculty, higher education officers and student representatives shall be elected by the College Council from among its members in September of each year. From June 1 until such time as the College Council holds this election, there shall be an Interim Executive Committee which shall consist of the following members: President, chairperson; Provost and Vice President for Academic Affairs; and two additional administrators named by the President; the President and Vice President of the Faculty Senate; two (2) other members of the Faculty Senate; the President and Vice President of the Higher Education Officers Council; and the President and Vice President of the Student Council. The faculty, higher education officer and student members of the Interim Executive Committee shall nominate College Council members of their respective constituencies as candidates for election to the Executive Committee.



**b. Committee on Undergraduate Curriculum and Academic Standards**

The Committee on Undergraduate Curriculum and Academic Standards shall consist of the following members: Vice President for Enrollment Management and Student Affairs; Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, chairperson; Assistant Dean of Undergraduate Studies; the Registrar; the chairperson of each of the academic departments, or a full-time member of the faculty, as defined in Article I, Section 3.a.i of the Charter, who has served in that capacity at the College for at least one (1) year to be elected from among the members of that department to serve for two (2) academic years; and three (3) students, each of whom have reached or exceeded Sophomore Standing, earned a minimum of 15 credits in residence at John Jay, and have a John Jay College cumulative grade point average of at least 3.0. The Committee shall elect a vice chairperson from among its faculty members. The Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies shall provide a secretary to the Committee.

**c. Committee on Student Interests**

The Committee on Student Interests shall consist of the following members: Assistant Vice President and Dean of Students, chairperson; the Director of Athletics; Senior Director for Student Affairs; six (6) students; and two (2) members of the faculty.

**d. Faculty Student Disciplinary Committee**

A Faculty Student Disciplinary Committee shall consist of two (2) members of the faculty, or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), two (2) students and a chairperson who shall be a faculty member. As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, the rotating panels shall be appointed as follows:

- i. The President shall select, in consultation with the Executive Committee, three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, to receive training and to serve in rotation as chair of the Faculty Student Disciplinary Committee.
- ii. The full-time members of the faculty, as defined in the Charter, shall be selected by lot from a panel of six (6) members of the full-time faculty elected annually by the Faculty Senate.
- iii. The HEO members shall be selected by lot from a panel of six (6) HEOs appointed biennially by the President, upon recommendation by the HEO Council.

- iv. The student members shall be selected by lot from a panel of six (6) students elected annually in an election in which all students registered at the College shall be eligible to vote.
- v. In the event that the student panel or faculty panel or both are not elected, or if more panel members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve for more than two (2) consecutive years.
- vi. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the President shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the Faculty Student Disciplinary Committee in all such cases.

#### **e. Committee on Faculty Personnel**

The Committee on Faculty Personnel shall consist of the following members: President, chairperson; the Provost and Vice President for Academic Affairs; Dean of Graduate Studies; Associate Provost for Undergraduate Retention and the Dean of Undergraduate Studies; Associate Provost and Dean of Research; and, the chairperson of each academic department. The full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall elect six (6) at-large full-time members of the full-time faculty from amongst those who hold the rank of tenured associate and/or tenured full professor, as defined in Article I, Section 3.a.i of the Charter. Of the six (6) at-large members of the faculty, the three (3) who receive the highest number of votes in a general faculty election shall be the permanent at-large faculty representatives of the committee. The three (3) members of the faculty who receive the next highest number of votes in a general faculty election will be alternate faculty representatives on the committee. An alternate may vote, make motions and be counted as part of the quorum only when a chairperson and/or an at-large faculty representative is absent.

#### **f. Budget and Planning Committee**

A Budget and Planning Committee shall consist of the following members: President, chairperson; Vice President for Finance and Administration; Provost and Vice President for Academic Affairs; Vice President for Enrollment Management and Student Affairs; Associate Provost for Institutional Effectiveness; Associate Provost and Dean of Research; Executive Director for Human Resources; Dean of Graduate Studies; Assistant Vice President for Finance; Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies; Vice President for Institutional Advancement; President and Vice President of the Faculty Senate; two members chosen by the Faculty Senate; all academic department chairpersons; the

President of the Higher Education Officers Council, or designee; two (2) higher education officer representatives; the President and Treasurer of the Student Council, or designees; two (2) additional student representatives chosen by the Student Council; and two (2) members of the non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees.

- i. The Financial Planning Subcommittee of the Budget and Planning Committee shall consist of the following members: Vice President of Finance and Administration, chairperson; Provost and Vice President for Academic Affairs; President and Vice President of the Faculty Senate and one (1) representative chosen by the Faculty Senate; Chair and Vice Chair of the Council of Chairs; one (1) representative chosen by the Council of Chairs; and the President of the Higher Education Officers Council; two (2) student representatives chosen by the Student Council. The Assistant Vice President for Finance and the Provost's Assistant Dean for Academic Operations and Financial Affairs shall staff the subcommittee.
- ii. The Strategic Planning Subcommittee of the Budget and Planning Committee shall consist of the following members: Provost and Vice President for Academic Affairs, chairperson; Vice President of Finance and Administration; Associate Provost for Institutional Effectiveness; President and Vice President of the Faculty Senate; two (2) representatives chosen by the Faculty Senate; Chair of the Council of Chairs; two (2) representatives chosen by the Council of Chairs; President of the Higher Education Officers Council; and two (2) student representatives chosen by the Student Council. The Director of Institutional Research and the Director of Outcome Assessment shall staff the subcommittee.

**g. Committee on Graduate Studies**

The Committee on Graduate Studies shall consist of the following members: Dean of Graduate Studies, chairperson; Assistant Vice President and Dean of Students; Vice President for Enrollment Management and Student Affairs; Chief Librarian; Graduate Program Directors; the BA/MA Director; and two (2) graduate students.

The Committee on Graduate Studies shall review and approve program bylaws for each graduate program. Such bylaws shall then be submitted to the Executive Committee of the College Council for review and approval. Program bylaws may provide for co-directors after assessing factors such as program size and the interdisciplinary nature of the curriculum.

**h. Committee on Student Evaluation of the Faculty**

The Committee on Student Evaluation of the Faculty shall consist of the following members: four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance, and two (2) students. The committee shall elect a chairperson from among its faculty members. Members shall serve for a term of two (2) years.

**i. Provost Advisory Council**

The Provost Advisory Council shall consist of the following members: Provost and Vice President for Academic Affairs, chairperson; Assistant Dean for Academic Operations and Financial Affairs Office of the Provost; President and Vice President of the Faculty Senate; and, department chairpersons.

**j. Council of Undergraduate Program Coordinators**

The Council of Undergraduate Program Coordinators shall consist of the following members: Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, chairperson; and coordinators of undergraduate majors.

**k. Committee on Honors, Prizes, and Awards**

There shall be a Committee on Honors, Prizes, and Awards. The committee shall consist of the following members: Vice President for Enrollment Management and Student Affairs, chairperson; Assistant Vice President and the Dean of Students; the Senior Director for Student Affairs; three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance; and three (3) students, each of whom have reached or exceeded Sophomore Standing, earned a minimum of 15 credits in residence at John Jay, and have a John Jay College cumulative grade point average of 3.0. Student representatives shall not be seniors.

**3. Special Committees**

Reserved

**II. Amendments**

The Bylaws may be amended by a two-thirds vote of members of the College Council present and voting at a regular meeting of the College Council, as long as there is at least an absolute majority of affirmative votes. Any amendment to the Bylaws shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the College Council.

# **COLLEGE COUNCIL ORIENTATION**

## **2023-2024**



# Role of Council

- Primary governing body of the College
- Establishes policy on all matters except those expressly reserved to others

# Membership

Faculty: 30

Students: 10

Administration: 6

HEO-series: 4

Each group has “alternates” who can act if a regular member is absent.

# College Council Agenda

- Agenda is prepared by the Executive Committee
- Only certain groups (Faculty Senate, Council of Chairs, HEO Council, Student Council, and College Council committees) can propose agenda items



# Who Can Participate?

- All College faculty, staff and students may speak at College Council meetings.
- The meetings are open to the public (including the written minutes and a record of the final vote on each matter, as well as video if any member participated remotely).

# Attendance

- If you expect to miss an upcoming meeting, notify the Secretary as soon as practicable. If advance notice is not given, the missed meeting counts as an absence.
- After two absences, leadership is notified. After three, the Executive Committee may decide that your position is vacant.
- Remote participation is not permitted unless you self-certify, in advance, that extraordinary circumstances prevent your in-person participation.
- The meeting may not proceed unless at least 26 members are present in-person.



## DUAL ADMISSIONS ARTICULATION AGREEMENT

### A. SENDING AND RECEIVING INSTITUTIONS

*Sending College:* Hostos Community College  
*Programs:* Liberal Arts  
*Degree:* Associate in Arts (A.A.)

*Receiving College:* John Jay College of Criminal Justice  
*Department:* English  
*Program:* English  
*Degree:* Bachelor of Arts (B.A.)

---

### B. ADMISSION REQUIREMENTS FOR SENIOR COLLEGE PROGRAM

- Successful completion of a freshman composition course, its equivalent, or a higher-level English course.
- Successful completion of a 3 credit college-level math course
- A.A. Degree in Liberal Arts and a minimum GPA of 2.0

Total transfer credits granted toward the baccalaureate degree: 60

Total additional credits required at the senior college to complete baccalaureate degree: 60

Total credits required for the John Jay baccalaureate degree: 120

### C. SUMMARY OF TRANSFER CREDITS FROM HCC AND CREDITS TO BE COMPLETED AT JOHN JAY

|                                | Total Credits for the Baccalaureate | Transfer Credits from HCC | Credits to be completed at John Jay |
|--------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| General Education Requirements | 36                                  | 30                        | 6                                   |
| Major Requirements             | 36                                  | 0-9                       | 21-36                               |
| Electives                      | 48                                  | 21-30                     | 18-27                               |
| Total                          | 120                                 | 60                        | 60                                  |

#### D. TRANSFER CREDITS AWARDED

Hostos Community College (HCC) graduates who complete the Associate in Arts (A.A.) degree in Liberal Arts and Sciences – General Concentration will receive 60 credits toward the Bachelor of Arts degree in Humanities and Justice at John Jay College of Criminal Justice (John Jay) as indicated below.

#### COURSE EQUIVALENCIES AND TRANSFER CREDIT AWARDED: LIBERAL ARTS

| Sending College<br>Hostos Community College                    |      | Receiving College Equivalent<br>John Jay College | Credit<br>Granted |
|--|------|--|-------------------|
| Required Core  |      |  |                   |
| ENG 110  | 3    | ENG 101 Comp I Expl & Auth                       | 3                 |
| ENG 111  | 3    | ENG 201 Comp II Discip Inves                     | 3                 |
| Mathematics and Quantitative Reasoning                         | 3    | Mathematics and Quantitative Reasoning           | 3                 |
| Life and Physical Sciences                                     | 3    | Life and Physical Sciences                       | 3                 |
| Flexible Core  |      |  |                   |
| World Cultures and Global Issues                               | 3-6  | World Cultures and Global Issues                 | 3-6               |
| US Experience in Its Diversity                                 | 3-6  | US Experience in Its Diversity                   | 3-6               |
| Creative Expression  | 3-6  | Creative Expression                              | 3-6               |
| Individual and Society   | 3-6  | Individual and Society                           | 3-6               |
| Scientific World   | 3-6  | Scientific World                                 | 3-6               |
| Program Core   |      |  |                   |
| First Year Seminar   | 3    | Elective Credits                                 | 3                 |
| Natural Science Laboratory                                     | 1-2  | Elective Credits                                 | 1-2               |
| Modern Languages, Humanities, Arts and Culture                 | 6    | Various  | 6                 |
| Behavioral, Social Sciences, Historical Studies/Public Affairs | 6    | Various  | 6                 |
| Electives see Section F for recommended courses                | 9-15 | Various  | 9-15              |

E.

| <b>English</b>   |  |                |
|--|--|----------------|
| <b>Course</b>  | <b>Course Title</b>  | <b>Credits</b> |
| <b>General Education Courses</b>   |  |                |
| College Option   | 300 Justice Core   | 3              |
| College Option   | Learning from the Past or Communications                           | 0-3            |
| General Education Subtotal   |  | 3-6            |
| <b>Major Courses</b>   |  |                |
| <b>Critical Methods</b>  |  |                |
| LIT 300  | Text and Context   | 3              |
| LIT 305  | Foundations of Literature and Law                                  | 3              |
| Subtotal   |  | 6              |
| <b>Historical Perspectives (choose four)</b>   |  |                |
| LIT 370  | Topics in Ancient Literature                                       | 3              |
| LIT 371  | Topics in Medieval Literature                                      | 3              |
| LIT 372  | Topics in Early Modern Literature                                  | 3              |
| LIT 373  | Topics in 17 <sup>th</sup> and 18 <sup>th</sup> Century Literature | 3              |
| LIT 374  | Topics in 19 <sup>th</sup> Century Literature                      | 3              |
| LIT 375  | Topics in 20 <sup>th</sup> Century Literature                      | 3              |
| LIT 379  | Selected Historical Topics in Literature                           | 3              |
| Subtotal   |  | 12             |
| <b>Electives (choose four)</b>   |  |                |
| Students concentrating in "Literature and the Law", must choose two of the courses identified with asterisks. One 200-level general education literature or writing course (with the exception of ENG 201) can be used to satisfy an elective. See course equivalency chart. |  |                |
| Subtotal   |  | 0-12           |
| <b>Major Seminar (choose one)</b>  |  |                |
| LIT 400  | Senior Seminar in Literature                                       | 0-3            |
| LIT 405  | Senior Seminar in Literature and the Law                           | 0-3            |
| Subtotal   |  | 3              |
| Major Requirements Subtotal  |  | 21-33          |
| General Electives (Consult with an Advisor )   |  | 21-36          |
| Total Transfer Credits Applied to Program  |  | 60             |
| Total Credits Required after Transfer  |  | 60             |
| <b>Total Credits Required for Degree</b>   |  | <b>120</b>     |

REMAINING CREDITS FOR THE BACCALAUREATE DEGREE

## F.. RECOMMENDED CONCENTRATIONS AND COURSE EQUIVALENCIES

To maximize transfer of courses, Liberal Arts and Sciences majors at HCC may be advised to enroll in a selection of the following courses to prepare for the Humanities & Justice major at John Jay College:

### English: Style Story and Expression

| HCC Course |                           | JJAY Course |                                  |
|------------|---------------------------|-------------|----------------------------------|
| ENG 203    | Creative Writing Workshop | ENG 212     | Introduction to Creative Writing |
| ENG 204    | Creative Non-Fiction      | ENG 245     | Creative Non Fiction             |
| ENG 210    | Studies in Fiction        | LIT 287     | Selected Topics in Literature    |
| ENG 212    | Studies in Drama          | LIT 287     | Selected Topics in Literature    |
| ENG 214    | Readings in Poetry        | LIT 287     | Selected Topics in Literature    |

|          |                                       |         |  |
|----------|---------------------------------------|---------|--|
| ENG 213  | Shakespeare                           | LIT 287 | Selected Topics in Literature                          |
| ENG 215  | The Bible and Literature              | LIT 362 | The Bible as Literature                                |
| ENG 211  | Modern American Novel                 | LIT 233 | This is America: Stories of Promise, Power and Protest |
| ENG 221  | Introduction to Children's Literature | LIT 270 | Reading and Writing Children's Literature              |
| ENG 226  | Literature of Science Fiction         | LIT 142 | Science Fiction, Science Fact                          |
| ENG 237  | Reading Film                          | LIT 106 | Introduction to Film                                   |
| ENG 240H | The Graphic Novel                     | LIT 287 | Selected Topics in Literature                          |
| ENG 242  | Writing about Music                   | ENG 285 | Selected Topics in Writing                             |
| ENG 251  | Female Detective Novel                | LIT 140 | Crime Stories  |

### English: Writing Studies

| HCC Course |                                 | JJAY Course |  |
|------------|---------------------------------|-------------|--|
| DD 102     | Media Design in the Digital Age | ENG 242     | Contemporary Media in Everyday Life                        |
| ENG 202    | Technical Writing               | ENG 253     | Technical Writing in Computer Science, Math and Science    |
| ENG 203    | Creative Writing Workshop       | ENG 212     | Introduction to Creative Writing                           |
| ENG 204    | Creative Non-Fiction            | ENG 245     | Creative Non-Fiction                                       |
| BUS 203    | Business Communication          | ENG 235     | Writing for Management, Business and Public Administration |
| ENG 238    | Tutoring Writing                | ENG 285     | Selected Topics in Writing                                 |
| ENG 242    | Writing about Music             | ENG 285     | Selected Topics in Writing                                 |

### English: Literature and the Human Experience

| HCC Course |  | JJAY Course |   |
|------------|--|-------------|---|
| BLS 125    | The Harlem Renaissance                   | AFR 280     | Selected Topics in Africana Studies       |
| WGS 203    | Women and Religious Experiences          | REL BL      | Religion Blanket                          |
| ENG 213    | Shakespeare                              | LIT 287     | Selected Topics in Literature             |
| ENG 215    | The Bible and Literature                 | LIT 287     | Selected Topics in Literature             |
| ENG 216    | Holocaust Literature                     | LIT 287     | Selected Topics in Literature             |
| ENG 221    | Introduction to Children's Literature    | LIT 270     | Reading and Writing Children's Literature |
| ENG 222    | Latin American Literature in Translation | LLS 143     | Introduce to Latinx Literature            |
| ENG 223    | Women in Literature                      | LIT 287     | Selected Topics in Literature             |
| ENG 224    | Literature and Psychology                | LIT 287     | Selected Topics in Literature             |
| ENG 225    | Literature of the Black American         | LIT 223     | African American Literature               |

|         |   |         |                                      |
|---------|---|---------|--------------------------------------|
| ENG 227 | Literature and Aging                          | LIT 287 | Selected Topics in Literature        |
| ENG 228 | Literature and Illness                        | LIT 287 | Selected Topics in Literature        |
| ENG 230 | Language, Culture and Society                 | ENG 133 | Language and Justice                 |
| ENG 239 | The Nation in Global Literature               | LIT 287 | Selected Topics in Literature        |
| LAC 246 | Latino/Latina Literature in the United States | LIT 265 | Foundations of U.S Latinx Literature |

## G. ARTICULATION AGREEMENT FOLLOW-UP PROCEDURE

### 1. *Procedures for reviewing, updating, modifying or terminating agreement:*

When either of the degree programs involved in this agreement undergoes a change, the agreement will be reviewed and revised accordingly by representatives from each institution's respective departments, selected by their chairpersons/program directors.

### 2. *Procedures for evaluation agreement, i.e., tracking the number of students who transfer under the articulation agreement and their success:*

Each semester John Jay will provide HCC with the following information: a) the number of HCC students who applied to the program; b) the number of HCC students who were accepted into the program; c) the number of HCC students who enrolled; and d) the aggregate GPA of these enrolled students.



3. *Sending and receiving college procedures for publicizing agreement, e.g., college catalogs, transfer advisers, Websites, etc.:*

This articulation agreement will be publicized on the HCC website, and on John Jay's website. Transfer advisors at HCC will promote this agreement with eligible students.

Effective Date: Spring 2024

Hostos Community College

John Jay College of Criminal Justice

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Dr. Shiang-Kwei Wang                      Date  
Provost and Vice President of  
Academic Affairs

---

Dr. Allison Pease                              Date  
Interim Provost and Vice President of  
Academic Affairs

---

Dr. Jean Mills                                      Date  
Chairperson, Department of English



## DUAL ADMISSIONS ARTICULATION AGREEMENT

### A. SENDING AND RECEIVING INSTITUTIONS

*Sending College:* Hostos Community College  
*Programs:* Liberal Arts  
*Degree:* Associate in Arts (A.A.)

*Receiving College:* John Jay College of Criminal Justice  
*Department:* History  
*Programs:* Global History  
 Humanities and Justice  
*Degree:* Bachelor of Arts (B.A.)

### B. ADMISSION REQUIREMENTS FOR SENIOR COLLEGE PROGRAM

- Successful completion of a freshman composition course, its equivalent, or a higher-level English course.
- Successful completion of a 3 credit college-level math course
- A.A. Degree in Liberal Arts and a minimum GPA of 2.0

Total transfer credits granted toward the baccalaureate degree: 60

Total additional credits required at the senior college to complete baccalaureate degree: 60

Total credits required for the John Jay baccalaureate degree: 120

### C. SUMMARY OF TRANSFER CREDITS FROM HCC AND CREDITS TO BE COMPLETED AT JOHN JAY

|                                | Total Credits for the Baccalaureate | Transfer Credits from HCC | Credits to be completed at John Jay |
|--------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| General Education Requirements | 36                                  | 30-33                     | 3-6                                 |
| Global History Major           | 39                                  | 0-15                      | 24-39                               |
| Humanities and Justice Major   | 36                                  | 0-6                       | 30-36                               |
| Electives                      | 45-48                               | 12-30                     | 18-33                               |
| Total                          | 120                                 | 60                        | 60                                  |

## D. TRANSFER CREDITS AWARDED

Hostos Community College (HCC) graduates who complete the Associate in Arts (A.A.) degree in Liberal Arts and Sciences – General Concentration will receive 60 credits toward the Bachelor of Arts degree in Humanities and Justice at John Jay College of Criminal Justice (John Jay) as indicated below.

### COURSE EQUIVALENCIES AND TRANSFER CREDIT AWARDED: LIBERAL ARTS—GENERAL CONCENTRATION

| Sending College<br>Hostos Community College                    |      | Receiving College Equivalent<br>John Jay College | Credit<br>Granted |
|--|------|--|-------------------|
| Required Core  |      |  |                   |
| ENG 110  | 3    | ENG 101 Comp I Expl & Auth                       | 3                 |
| ENG 111  | 3    | ENG 201 Comp II Discip Inves                     | 3                 |
| Mathematics and Quantitative Reasoning                         | 3    | Mathematics and Quantitative Reasoning           | 3                 |
| Life and Physical Sciences                                     | 3    | Life and Physical Sciences                       | 3                 |
| Flexible Core  |      |  |                   |
| World Cultures and Global Issues                               | 3-6  | World Cultures and Global Issues                 | 3-6               |
| US Experience in Its Diversity                                 | 3-6  | US Experience in Its Diversity                   | 3-6               |
| Creative Expression  | 3-6  | Creative Expression                              | 3-6               |
| Individual and Society   | 3-6  | Individual and Society                           | 3-6               |
| Scientific World   | 3-6  | Scientific World                                 | 3-6               |
| Program Core   |      |  |                   |
| First Year Seminar   | 3    | Elective Credits                                 | 3                 |
| Natural Science Laboratory                                     | 1-2  | Elective Credits                                 | 1-2               |
| Modern Languages, Humanities, Arts and Culture                 | 6    | Various*   | 6                 |
| Behavioral, Social Sciences, Historical Studies/Public Affairs | 6    | Various*   | 6                 |
| Electives*   | 9-15 | Various *  | 9-15              |

\*see section F for a list of recommended courses



## E. Remaining Credits for the Degree: Global History, B.A

| <b>Liberal Arts and Sciences-Concentration in History</b>                            |  |                |
|--|--|----------------|
| <b>Course</b>  | <b>Course Title</b>                      | <b>Credits</b> |
| <b>General Education Courses</b>   |  |                |
| College Option   | 300 Justice Core                         | 3              |
| College Option   | Learning from the Past or Communications | 0-3            |
| General Education Subtotal   |  | 3-6            |
| <b>Major Courses</b>   |  |                |
| <b>Part One: Survey of Global History</b>  |  |                |
| HIS 203  | The Ancient World                        | 0-3            |
| HIS 204  | The Medieval World                       | 3              |
| HIS 205  | The Modern World                         | 0-3            |
| Subtotal   |  | 3-9            |
| <b>Part Two: Research and Methodology</b>  |  |                |
| HIS 210  | Doing History                            | 3              |
| HIS 240  | Historiography                           | 3              |
| HIS 300  | Research Methods in History              | 3              |
| Subtotal   |  | 9              |
| <b>Part Four: Electives</b><br>(18 credits – min. two 300-level, max. two 100-level) |  |                |
|  | At least two U.S. History                | 0-18           |
|  | At least two Non-U.S. History            | 0-18           |
|  | At least two Premodern History           | 0-18           |
| Subtotal   |  | 0-18           |
| <b>Part Five: Capstone Seminar</b>   |  |                |
| HIS 425  | Senior Seminar in History                | 3              |
| Subtotal   |  | 3              |
| Major Requirements Subtotal  |  | 24-39          |
| General Electives (Consult with an Advisor )   |  | 18-21          |
| Total Transfer Credits Applied to Program  |  | 60             |
| Total Credits Required after Transfer  |  | 60             |
| <b>Total Credits Required for Degree</b>   |  | <b>120</b>     |

## Remaining Courses for the Degree in Humanities and Justice, B.A.

| Course   | Course Title   | Credits |
|--|--|---------|
| <b>General Education Courses</b>   |  |         |
| College Option   | 300 Justice Core   | 3       |
| College Option   | Learning from the Past or Communications                         | 0-3     |
| General Education Subtotal   |  | 3-6     |
| <b>Major Courses</b>   |  |         |
| <b>Part One: Foundations</b>   |  |         |
| HJS 250  | Justice in Western Traditions                                    | 3       |
| HJS 310  | Comparative Perspectives on Justice                              | 3       |
| HJS 315  | Research Methods in Humanities and Justice Studies               | 3       |
| Subtotal   |  | 9       |
| <b>Part Two: Humanities and Justice Electives (choose 7; minimum 12 credits at 300 level or above)</b> |  |         |
| HIS 214  | Immigration and Ethnicity in the US                              | 0-3     |
| HIS 219  | Violence and Social Change in America                            | 0-3     |
| HIS 224  | A History of Crime in NYC  | 0-3     |
| HIS/POL/LLS<br>242   | US Foreign Policy in Latin America                               | 0-3     |
| HIS 244  | History of Eugenics: Science and the Construction of Race        | 0-3     |
| HIS 252  | Warfare in the Ancient Near East and Egypt                       | 0-3     |
| HIS 254  | History of Ancient Greece and Rome                               | 0-3     |
| HIS 255  | Famous Trials that Made History                                  | 0-3     |
| HIS 256  | History of Muslim Societies and Communities                      | 0-3     |
| HIS/LLS 260  | History of Contemporary Cuba                                     | 0-3     |
| HIS 264  | China to 1650  | 0-3     |
| HIS/LLS 265  | Class, Race and Family in Latin American History                 | 0-3     |
| HIS 270  | Marriage in Medieval Europe                                      | 0-3     |
| HIS 274  | China: 1650-Present  | 0-3     |
| HIS 277  | American Legal History   | 0-3     |
| HIS 281  | Imperialism in Africa, South Asia, and the Middle East           | 0-3     |
| HIS 282  | Selected Topics in History                                       | 0-3     |
| HIS 323  | History of Lynching and Collective Violence                      | 0-3     |
| HIS 325  | Criminal Justice in European Society, 1750 to Present            | 0-3     |
| HIS 327  | History of Genocide: 500 CE to Present                           | 0-3     |
| HIS 340  | Modern Military History from 18 <sup>th</sup> Century to Present | 0-3     |
| HIS 344  | Topics in Legal History  | 0-3     |
| HIS 354  | Law and Society in Ancient Athens and Rome                       | 0-3     |
| HIS/GEN 356  | Sexuality, Gender, and Culture in Muslim Studies                 | 0-3     |
| HIS/GEN 364  | History of Gender and Sexuality: Prehistory to 1650              | 0-3     |
| HIS 374  | Premodern Punishment   | 0-3     |
| HIS 375  | Female Felons in the Premodern World                             | 0-3     |
| HIS 381  | Social History of Catholicism in the Modern World                | 0-3     |
| HIS 383  | History of Terrorism   | 0-3     |
| HJS 215  | Race and Rebellion   | 0-3     |
| HJS 380  | Selected Topics in Humanities and Justice                        | 0-3     |
| LIT 219  | The Word as Weapon   | 0-3     |
| LIT/AFR 223  | African American Literature                                      | 0-3     |
| LIT 265  | Foundations of US Latinx Literature                              | 0-3     |
| LIT 287  | Selected Topics in Literature                                    | 0-3     |
| LIT 305  | Foundations of Literature and Law                                | 0-3     |

|  |   |            |
|--|---|------------|
| LIT 311                                  | Literature and Ethics   | 0-3        |
| LIT 314                                  | Shakespeare and Justice   | 0-3        |
| LIT 315                                  | American Literature and the Law   | 0-3        |
| LIT 316                                  | Gender and Identity in Literary Traditions                                  | 0-3        |
| LIT 326                                  | Crime, Punishment and Justice in US Literature                              | 0-3        |
| LIT 327                                  | Crime, Punishment and Justice in World Literature                           | 0-3        |
| LIT/AFR 340                              | The African American Experience in America: Comparative Racial Perspectives | 0-3        |
| LIT 342                                  | Perspectives on Literature and Human Rights                                 | 0-3        |
| LIT 346                                  | Cultures in Conflict  | 0-3        |
| LIT 348                                  | Native American Literature  | 0-3        |
| LIT 366                                  | Writing Nature: Literature and Ecology                                      | 0-3        |
| LIT 380                                  | Advanced Selected Topics in Literature                                      | 0-3        |
| LIT 383                                  | Gender and Sexuality in US Latinx Literature                                | 0-3        |
| LLS 322                                  | Latinx Struggles for Civil Rights & Social Justice                          | 0-3        |
| LLS 363                                  | Il-Legal Subjects: US Latinx Literature and the Law                         | 0-3        |
| LLS 364                                  | Ethical Strains in US Latinx Literature                                     | 0-3        |
| PHI 203                                  | Political Philosophy  | 0-3        |
| PHI 205                                  | Philosophy of Religion  | 0-3        |
| PHI 210                                  | Ethical Theory  | 0-3        |
| PHI 302                                  | Philosophy of Rights  | 0-3        |
| PHI 304                                  | Philosophy of the Mind  | 0-3        |
| PHI/LAW 310                              | Ethics and Law  | 0-3        |
| PHI 315                                  | Philosophy of the Rule of Law: Theory and Practice                          | 0-3        |
| PHI 317                                  | Philosophy of Law in Global Perspective                                     | 0-3        |
| PHI/CRJ 322                              | Judicial and Correctional Ethics  | 0-3        |
| PHI 326                                  | Topics in the History of Modern Thought                                     | 0-3        |
| PHI 340                                  | Utopian Thought   | 0-3        |
| PHI/POL 423                              | Selected Topics in Justice  | 0-3        |
| SPA 308                                  | Theme of Justice in Spanish Literature                                      | 0-3        |
| SPA 335                                  | Themes of Justice in Latin American Lit & Film                              | 0-3        |
|  | Subtotal  | 15-21      |
| <b>Part Three: Problems and Research</b> |   |            |
| HJS 410                                  | Reading Scholarship in Humanities and Justice                               | 3          |
| HIS 415                                  | Thesis in Humanities and Justice Studies                                    | 3          |
|  | Subtotal  | 6          |
|  | Major Requirements Subtotal   | 30-36      |
|  | General Electives (Consult with an Advisor )                                | 18-27      |
|  | Total Transfer Credits Applied to Program                                   | 60         |
|  | Total Credits Required after Transfer                                       | 60         |
|  | <b>Total Credits Required for Degree</b>                                    | <b>120</b> |



## F. RECOMMENDED CONCENTRATIONS AND COURSE EQUIVALENCIES

To maximize transfer of courses, Liberal Arts and Sciences majors at HCC may be advised to enroll in a selection of the following courses to prepare for the Humanities & Justice or Global History majors at John Jay College. Additional courses in literature, philosophy, history or other humanities may also be applied to major requirements at the discretion of the department.

| HCC Course |   | JJAY Course Equivalency |  | Major   |
|------------|---|-------------------------|--|---------|
| HIS 201    | World History to 1500                         | HIS 203                 | The Ancient World                      | HIS     |
| HIS 202    | World History: 1500 to the present            | HIS 205                 | The Modern World                       | HIS     |
| HIS 210    | US History through the Civil War              | HIS 201                 | United States History to 1865          | HIS     |
| HIS 211    | US History: Reconstruction to the Present     | HIS 202                 | United States History since 1865       | HIS     |
| BLS 114    | The African American Experience               | AFR 121                 | Africana Communities in the U.S.       | HIS     |
| HIS 214    | Modern African American History               | HIS 282                 | Selected Topics in History             | HIS/HJS |
| BLS 110    | African Civilizations I                       | AFR 280                 | Selected Topics in Africana Studies    | HIS     |
| BLS 112    | African Civilizations II                      | AFR 280                 | Selected Topics in Africana Studies    | HIS     |
| LAC 109    | Latin American History I                      | LLS 130                 | Introduction to Latin American History | HIS     |
| LAC 110    | Latin American History II                     | HIS 127                 | Microhistories                         | HIS     |
| LAC 108    | History of the Caribbean                      | LLS 166                 | History of the Caribbean Islands       | HIS     |
| LAC 106    | History of the Dominican Republic             | LLS 245                 | Dominican Society & Identity           | HIS     |
| ENG 225    | Literature of the Black American              | LIT 223                 | African American Literature            | HJS     |
| HUM 100    | Introduction to Global Humanities             | HJS BL                  | Humanities and Justice Blanket Credit  | HJS     |
| LAC 246    | Latino/Latina Literature in the United States | LIT 265                 | Foundations of U.S. Latinx Literature  | HJS     |

## G. ARTICULATION AGREEMENT FOLLOW-UP PROCEDURE

1. *Procedures for reviewing, updating, modifying or terminating agreement:*  
When either of the degree programs involved in this agreement undergoes a change, the agreement will be reviewed and revised accordingly by representatives from each institution's respective departments, selected by their chairpersons/program directors.
2. *Procedures for evaluation agreement, i.e., tracking the number of students who transfer under the articulation agreement and their success:*  
Each semester John Jay will provide HCC with the following information: a) the number of HCC students who applied to the program; b) the number of HCC students who were accepted into the program; c) the number of HCC students who enrolled; and d) the aggregate GPA of these enrolled students.
3. *Sending and receiving college procedures for publicizing agreement, e.g., college catalogs, transfer advisers, Websites, etc.:*  
This articulation agreement will be publicized on the HCC website, and on John Jay's website. Transfer advisors at HCC will promote this agreement with eligible students.

Effective Date: Spring 2024

Hostos Community College

John Jay College of Criminal Justice

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Dr. Date  
Provost and Vice President  
for Academic Affairs

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Dr. Allison Pease  
Provost and Vice President for  
Academic Affairs

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Dr. Michael Pfeifer  
Chairperson, Department of History

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Dr. Stephen Russell  
Professor and Coordinator, Humanities &  
Justice Program

John Jay College of Criminal Justice  
Committee on Undergraduate Curriculum and Academic Standards

## Undergraduate Academic Program Revision Form

When completed email the proposal form in a word-processed format for UCASC consideration and scheduling to [kkilloran@jjay.cuny.edu](mailto:kkilloran@jjay.cuny.edu).

1. **Date submitted:** 4/27/23
2. **Department or program proposing these revisions:**
  - a. Name and contact information of proposer(s): Alexa Capeloto
  - b. Email address of proposer: [acapeloto@jjay.cuny.edu](mailto:acapeloto@jjay.cuny.edu)
  - c. Phone number: 646-557-4546
3. **Name of major, minor or certificate program being revised:** Theatre Arts Minor
4. **Department curriculum committee** or other governance body (for interdisciplinary programs) which has approved these changes:
  - a. Please provide the meeting date for approval: 4/27/23
  - b. Name of department chair or major/minor coordinators approving this proposal:  
Jean Mills, English chair
5. **Please describe the curriculum changes you are proposing:**  
(narrative or bullet points are acceptable as long as there is adequate explanation)

First, we propose moving the Theatre Arts Minor to the English Department.

Second, we propose changing the structure of the Minor from four parts to two. Specifically, the Minor currently is divided into these sections: Foundations (3 credits); Theory and Practice (6 credits); Theatre Literature, History and Criticism (6 credits); and Upper-Level Requirement (3 credits). We propose two sections: Foundations (3 credits) and Theatre in Theory and Practice (15 credits), with one 300-level requirement.

Third and finally, we propose adding three existing LIT courses as Minor electives:  
LIT 241 Murder on Screen and Stage  
LIT 313 Shakespeare  
LIT 314 Shakespeare and Justice

6. **Please provide a rationale for the changes:**  
(narrative format to go to CUNY and NYSED reports)

The Theatre Arts Minor is migrating to the English Department from the Communication and Theatre Arts Department, which is in the process of being dissolved. While we assess the Minor and learn about scheduling and staffing for it, it would help to simplify the structure to allow for more flexibility during that transition process, particularly for students trying to complete the necessary coursework. For now we will continue to list all existing DRA courses, and will do a course-by-course

assessment as we work on the migration, meaning there will likely be further revision down the line.

The simplified structure also makes sense in terms of curriculum, as all the courses in the current section of Literature, History and Criticism can also count under the expansive banner of Theatre in Theory and Practice, for example courses on the history of theater (DRA 212, 217, 222) or subgenres of theater (DRA 225, 230, 245).

As for adding the three LIT electives, all three courses deal heavily with stage production/adaptation, and align with the Theatre Arts Minor learning outcomes (see below). Expanding the list of electives provides more choice to students at this critical time of transition, and in fact probably should have occurred prior to this revision request.

#### LIT 241 Murder on Screen and Stage

Aligns with the following Theatre Arts Minor Learning Outcomes:

- Know what is meant by Theatre, in particular what distinguishes it from drama and film.
- Develop a general understanding and appreciation of major periods of theatre history and major pieces of dramatic literature with perspectives in western and nonwestern traditions and gender and ethnic identities.
- Enhance critical thinking and writing skills through literary analysis of important dramatic works of classical and contemporary drama.

#### LIT 313 Shakespeare

Aligns with the following TA Minor outcomes:

- Develop a general understanding and appreciation of major periods of theatre history and major pieces of dramatic literature with perspectives in western and nonwestern traditions and gender and ethnic identities.
- Enhance critical thinking and writing skills through literary analysis of important dramatic works of classical and contemporary drama.

#### LIT 314 Shakespeare and Justice

Aligns with the following TA Minor outcomes:

- Develop a general understanding and appreciation of major periods of theatre history and major pieces of dramatic literature with perspectives in western and nonwestern traditions and gender and ethnic identities.
- Enhance critical thinking and writing skills through literary analysis of important dramatic works of classical and contemporary drama.
- Apply drama-based skills in non-theatrical environments, for example business, law, criminal justice settings, healthcare, and education.

### **7. How do these proposed changes affect other academic programs or departments?**

- a. Which program(s) or department(s) will be affected?

The Communication and Theatre Arts department is affected, in that the Minor used to be housed there, but that department is in the process of being dissolved.

**8. Please summarize the result of your consultation with other department(s) or program(s) being affected by these changes:**

UCASC suggests prior consultation with academic department chairs, UCASC representatives, and major or minor coordinators of affected departments (coordinators can be found in the UG Bulletin <http://www.jjay.cuny.edu/college-bulletins>, a list of UCASC members can be found at: <http://www.jjay.cuny.edu/members>)

Prof. Sandra Lanzone is acting chair of the CTA department and will be moving to the English Department. Prof. Greg Donaldson, an associate professor in CTA who teaches COM/DRA courses, will also be moving to the English Department. We consulted with both of them on this proposal and they expressed support.

**Please attach the current bulletin information** for the program reflecting the proposed changes. (Kathy Killoran ([kkilloran@jjay.cuny.edu](mailto:kkilloran@jjay.cuny.edu)) will provide you a copy in Word format upon request).

See next page. All courses in red have simply been moved from their previous categories, which would be deleted under the new structure (see strikethrough). The three LIT courses we request adding as electives are listed in green.

## Theatre Arts Minor

**Description.** The Theatre Arts minor is structured to give students an overview of drama and theatre, in terms of history, performance and criticism. The curriculum involves the student in both the practical and theoretical aspects of the theatre process. The minor offers ample opportunities for students to apply their skills on stage and/or backstage. In addition, the Theatre Arts minor affords opportunities to enhance creativity, time management and communication skills that are useful in virtually any professional area. John Jay College's proximity to Lincoln Center and New York City's theatrical district provides students with access to performing arts libraries, organizations, theatres, and internships.

The Theatre Arts minor concludes with a 3 credit 300-level theatre course or capstone project chosen by the student, under the guidance of a **faculty** member ~~of the theatre faculty~~. This project will provide the student with the opportunity to demonstrate acquired proficiency in an area of performance, production, criticism, and/or scholarship.

### A successful Theatre Arts minor will:

- Know what is meant by Theatre, in particular what distinguishes it from drama and film.
- Develop a general understanding and appreciation of major periods of theatre history and major pieces of dramatic literature with perspectives in western and nonwestern traditions and gender and ethnic identities.
- Identify the characteristics of the major theatre genres and know how each of these genres and styles has engendered distinctive forms of playwriting, acting, directing, and theatrical design.
- Enhance critical thinking and writing skills through literary analysis of important dramatic works of classical and contemporary drama.
- Acquire the ability to analyze scripts and critically assess those elements that contribute the theatre process.
- Apply drama-based skills in non-theatrical environments, for example business, law, criminal justice settings, healthcare, and education.
- Acquire cultural capital through exposure to professional theatre in the New York City area.

**Credits:** 18

*At least one course must be 300-level.*

**Additional information.** Students who started the minor in September ~~2020~~ **2023** or after must follow the curriculum listed here. For students who enrolled prior to that, please see the Undergraduate Bulletin ~~2019-20~~ **2022-23** for the older curricular requirements.

## PART ONE. FOUNDATIONS

SUBTOTAL: 3 CR.

Required

DRA 110 Introduction to Theatre

PART TWO. **THEATRE IN** THEORY AND PRACTICESUBTOTAL: ~~6~~ **15** CR.Select **five, at least one must be 300-level**

|                                     |  |
|-------------------------------------|--|
| DRA 115                             | Improvisational Theatre                                      |
| DRA 185                             | Drama in Production  |
| DRA 201                             | Introduction to Playwriting                                  |
| <b>DRA 205</b>                      | <b>Contemporary Theatre</b>                                  |
| DRA 207/208                         | Stagecraft   |
| DRA 209                             | Voice and Diction for the Professional                       |
| <b>DRA 212</b>                      | <b>History of Theater from Ancient Greece to Restoration</b> |
| DRA 213                             | Acting I   |
| DRA 214                             | Acting II  |
| <b>DRA 217/LLS217/SPA217</b>        | <b>Theater of Americas since 1960</b>                        |
| <b>DRA 222</b>                      | <b>History of the Drama II</b>                               |
| <b>DRA 225</b>                      | <b>Criminal Justice in Theatre</b>                           |
| <del>DRA 230</del> / <b>AFR 230</b> | <b>African-American Theatre</b>                              |
| DRA 233                             | Sociodrama I   |
| <b>DRA 245</b>                      | <b>Women in Theatre</b>                                      |
| <b>DRA 247</b>                      | <b>Gender on Stage and Screen</b>                            |
| <b>DRA 301</b>                      | <b>Directing</b>   |
| <b>DRA 310</b>                      | <b>Topics in Theatre</b>                                     |
| <b>DRA 315</b>                      | <b>Theatre of the Oppressed</b>                              |
| <b>DRA 325</b>                      | <b>Drama Techniques in Crisis Intervention</b>               |
| <b>LIT 241</b>                      | <b>Murder on Screen and Stage</b>                            |
| <b>LIT 313</b>                      | <b>Shakespeare</b>   |
| <b>LIT 314</b>                      | <b>Shakespeare and Justice</b>                               |

TOTAL CREDIT HOURS: 18

~~PART THREE. THEATRE LITERATURE, HISTORY AND CRITICISM~~~~SUBTOTAL: 6 CR.~~~~Select two~~

|                                  |   |
|----------------------------------|---|
| <del>DRA 205</del>               | <del>Contemporary Theatre</del>   |
| <del>DRA 212</del>               | <del>History of Theater from Ancient Greece to Restoration (was History of the Drama I)</del> |
| <del>DRA 217/LLS217/SPA217</del> | <del>Theater of Americas since 1960</del>   |
| <del>DRA 222</del>               | <del>History of the Drama II</del>  |
| <del>DRA 225</del>               | <del>Criminal Justice in Theatre</del>  |
| <del>DRA 230/AFR 230</del>       | <del>African American Theatre</del>   |
| <del>DRA 245</del>               | <del>Women in Theatre</del>   |
| <del>DRA 247</del>               | <del>Gender on Stage and Screen</del>   |



~~PART FOUR. UPPER LEVEL REQUIREMENT~~ ~~SUBTOTAL: 3 CR.~~

Select one

~~DRA 301~~ ~~Directing~~

~~DRA 310~~ ~~Topics in Theatre~~

~~DRA 315~~ ~~Theatre of the Oppressed~~

~~DRA 325~~ ~~Drama Techniques in Crisis Intervention~~

~~TOTAL CREDIT HOURS: 18~~

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**  
**Undergraduate Curriculum and Academic Standards Committee**

## Course Revision Form

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Date Submitted: April 26, 2023

1. Name of Department or Program: Department of Mathematics and Computer Science

2. Contact information of proposer(s):

Name(s): Michael Puls

Email(s): mpuls@jjay.cuny.edu

Phone number(s):

3. Current number and title of course: **CSCI 274 Computer Architecture**

4. Current course description:

This course will discuss the relationship between software and the hardware on which it operates, dealing with fundamental issues in computer architecture and design. The material covered will range from the primitive operations of modern computing machines to important security issues relating to the design of computer architectures. Along the way, we will study binary arithmetic, instructional sequencing, the management of computer memory, and the fundamentals of input and output.

a. Number of credits: 3

b. Number of class hours (please specify if the course has lab hours): 3

c. Current prerequisites: ENG 101; CSCI 271 or MAT 271; Corequisite: CSCI 271 or MAT 271

5. Describe the nature of the revision (what are you changing?): Due to the establishment of the Cybersecurity Certificate Bridge Program, we are adding an alternative pre-requisite to CSCI 271 Intro to Computer Programming of CSCI 171 The Nature of Computing. We are also dropping the co-requisites.

6. Rationale for the proposed change(s):

CSCI 272 will be a required course in the Cybersecurity Bridge Program so the pre-requisites need adjustment so those students can register seamlessly. In Cunyfirst when students take co-

requisite courses, they can't be dropped independently. CF forces them to drop both courses. This causes all sorts of problems for students including their financial aid.

7. Text of proposed revisions (use NA, not applicable, where appropriate):

- a. Revised course description: NA
- b. Revised course title: NA
- c. Revised short title (the original can be found on CUNYFirst, max of 30 characters including spaces!): NA
- d. Revised learning outcomes: NA
- e. Revised assignments and activities related to revised outcomes: NA
- f. Revised number of credits: NA
- g. Revised number of hours: NA
- h. Revised prerequisites: **ENG 101; and CSCI 171 or CSCI 271**

8. Enrollment in past semesters: S23: 83; F22: 114; S22: 87 F21: 80

9a. Will this course be offered as part of the new JJ General Education program (CUNY Common Core or College Option)?

No  Yes \_\_\_\_\_ If yes, please indicate the area:

10. Does this change affect any other departments?

No \_\_\_\_\_ Yes (if so what consultation has taken place)?

11. Date of Department or Program Curriculum Committee approval: May 1, 2023

12. Name of Department Chair(s) or Program Coordinator(s) approving this revision proposal:  
Douglas Salane, Chair, Math and Computer Science Department

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**  
**Undergraduate Curriculum and Academic Standards Committee**

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Date Submitted: April 26, 2023

1. Name of Department or Program: Department of Mathematics and Computer Science

2. Contact information of proposer(s):

Name(s): Michael Puls; Shweta Jain

Email(s): [mpuls@jjay.cuny.edu](mailto:mpuls@jjay.cuny.edu); [sjain@jjay.cuny.edu](mailto:sjain@jjay.cuny.edu)

Phone number(s):

3. Current number and title of course: CSCI 275 Linux System Administration and Security

4. Current course description:

Linux is a free and open source operating system. Surrounding Linux is an ecosystem of actively developed open source software projects that often match, and sometime exceed, the capability of proprietary projects. This course focuses on the fundamental knowledge of Linux from usage to installation and management of system services. Topics covered in this course include installing Linux, using the command line shell environment, use of various common commands used in Linux, compiling and running programs, package management, shell programming, system administration and security.

a. Number of credits: 3

b. Number of class hours (please specify if the course has lab hours): 3

c. Current prerequisites: ENG 101 and CSCI 271 Intro to Computer Science

5. Describe the nature of the revision (what are you changing?): We are adding CSCI 171 as an alternative pre-requisite.

6. Rationale for the proposed change(s): Students in the new Cybersecurity Bridge Program will take CSCI 171 The Nature of Computers and Computing, a programming course using Python. CSCI 275 Linux System Administration is a required course in that program so students need an alternative pre-requisite to allow them seamless access to this required course.

7. Text of proposed revisions (use NA, not applicable, where appropriate):

a. Revised course description: NA

b. Revised course title: NA

c. Revised short title (the original can be found on CUNYFirst, max of 30 characters including spaces!): NA

d. Revised learning outcomes: NA

e. Revised assignments and activities related to revised outcomes: NA

f. Revised number of credits: NA

g. Revised number of hours: NA

h. Revised prerequisites: **ENG 101; and CSCI 171 The Nature of Computers and Computing or CSCI 271 Intro to Computer Science**

8. Enrollment in past semesters: S23: 25; F22: 28; S22: 28; F21: 80

9a. Will this course be offered as part of the new JJ General Education program (CUNY Common Core or College Option)?

No  Yes \_\_\_\_\_ If yes, please indicate the area:

10. Does this change affect any other departments?

No \_\_\_\_\_ Yes (if so what consultation has taken place)?

11. Date of Department or Program Curriculum Committee approval: May 1, 2023

12. Name of Department Chair(s) or Program Coordinator(s) approving this revision proposal:

Douglas Salane, Chair, Math and Computer Science Department.

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**The City University of New York**  
**Undergraduate Curriculum and Academic Standards Committee**

## Course Revision Form

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Date Submitted: 04/27/2023

1. Name of Department or Program: Sciences

2. Contact information of proposer(s):

Name(s): Demi Cheng

Email(s): shcheng@jjay.cuny.edu

Phone number(s): 646-557-4637

3. Current number and title of course: BIO 101 Paced Modern Biology I-A

4. Current course description:

This course is intended for students who are majoring in Forensic Science, Cell and Molecular Biology, and Toxicology; or minoring in Biology. Paced Modern Biology 1-A is the first course in the two-semester alternative to Modern Biology I. The series is an in-depth exploration of the basic properties of living systems on the molecular, cellular and organismic levels. Topics in Biology 1-A include cell structure and function, structure and function of macromolecules, energy, cellular respiration, and photosynthesis.

Note: Students who place into MAT 105 College Algebra or MAT 141 Pre-Calculus with a CAA below 90 will begin the Biology sequence in BIO 101.

a. Number of credits: 2

b. Number of class hours (please specify if the course has lab hours): 3

c. Current prerequisites: Math placement; and majoring in Cell and Molecular Biology, Forensic Science or Toxicology or minoring in Biology

Corequisite: Students should be taking either MAT 105, MAT 141, MAT 241, or higher along with BIO 101.

5. Describe the nature of the revision (what are you changing?): removing the ability for biology

minors to take this course without department permission.

6. Rationale for the proposed change(s): The primary availability of these courses are for students majoring in Forensic Science, Molecular Biology or Toxicology. As a department, we have changed our advisement protocol for non-science students that express interest into gaining admission into our science programs. Previously, they were advised to declare a minor (which didn't require any department approval), take Bio/Che 101-102 and math courses, however, this resulted in many students continuing in their current major (as many students are not successful in meeting the admission requirements) and keeping the minor designation. This causes delays/issues upon graduation when their minor requirements were not completed. We now require that students be interested completing the requirements for the Bio/Che minor (not using the minor as a gateway into science programs). Students will need to seek advisement prior to applying for the minor and this will need to be approved by the department, Permissions for minor pathway courses will be granted on an individual basis with proper advisement throughout their academic career. In addition, beginning this Fall 2023, we have designated a non-major section for Bio 101 (1 section) and Che 101 (2 sections), which is open for minor students and for students attempting to gain admission into a science program. By allowing more controlled entry into these courses, we can ensure space for our major students is prioritized. As a result, we would like a clear designation that this course is designated for major students only (with non-major sections available with permissions granted on a case-by-case basis). For the Bio 101 description, we would also like to add in the statement that declares Bio 101 and Bio 102 need to be taken to obtain Gen Ed credit (to align with the Che 101 description).

7. Text of proposed revisions (use NA, not applicable, where appropriate):

a. Revised course description:

This course is intended for students who are majoring in Forensic Science, Cell and Molecular Biology, and Toxicology; ~~or minoring in Biology~~. Paced Modern Biology 1-A is the first course in the two-semester alternative to Modern Biology I. The series is an in-depth exploration of the basic properties of living systems on the molecular, cellular and organismic levels. Topics in Biology 1-A include cell structure and function, structure and function of macromolecules, energy, cellular respiration, and photosynthesis. **The entire 101–102 series must be successfully completed in order to receive credit as a general education science equivalent.**

**\*Non-major students interested in enrolling must seek advisement and permission from the Department of Sciences**

Note: Students who place into MAT 105 College Algebra or MAT 141 Pre-Calculus with a CAA below 90 will begin the Biology sequence in BIO 101.

b. Revised course title: NA

c. Revised short title (the original can be found on CUNYFirst, max of 30 characters including spaces!): NA

d. Revised learning outcomes: NA

e. Revised assignments and activities related to revised outcomes: NA

f. Revised number of credits: NA

g. Revised number of hours: NA

h. Revised prerequisites: Math placement; and majoring in Cell and Molecular Biology, Forensic Science or Toxicology ~~or minoring in Biology~~

Corequisite note: Students should be taking either MAT 105, MAT 141, MAT 241, or higher along with BIO 101.

8. Enrollment in past semesters: S23: 48; F22: 142; S22: 50; F21: 169

9a. Will this course be offered as part of the new JJ General Education program (CUNY Common Core or College Option)?

No  Yes  If yes, please indicate the area:

10. Does this change affect any other departments?

No  Yes (if so what consultation has taken place)?

11. Date of Department or Program Curriculum Committee approval: April 23, 2023

12. Name of Department Chair(s) or Program Coordinator(s) approving this revision proposal:

Demi Cheng



**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**  
**Undergraduate Curriculum and Academic Standards Committee**

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Date Submitted: 04/27/2023

1. Name of Department or Program: Sciences

2. Contact information of proposer(s):

Name(s): Demi Cheng

Email(s): shcheng@jjay.cuny.edu

Phone number(s): 646-557-4637

3. Current number and title of course: CHE 101 General Chemistry I-A

4. Current course description:

This course is intended for students who are majoring in Forensic Science, Cell and Molecular Biology, Toxicology; or minoring in Chemistry or Biology. CHE 101 provides students with a better understanding of the chemical world around us and is a prerequisite for more advanced chemistry courses. CHE 101 is the first semester of the two-semester CHE 101–102 sequence, which is equivalent in content to CHE 103. Topics include: a review of basic mathematical tools used in chemistry, the structure of the atom, stoichiometric calculations, aqueous solutions, gases, and an introduction to the periodic table of elements. The entire 101–102 series must be successfully completed in order to receive credit as a general education science equivalent.

Note: Students who place into MAT 105 College Algebra or MAT 141 Pre-Calculus with a CAA below 90 will begin the Chemistry sequence in CHE 101.

a. Number of credits: 2

b. Number of class hours (please specify if the course has lab hours): 4.5 hours: 3 hours lecture, 1.5 hours recitation

c. Current prerequisites: Math placement and student is majoring in Forensic Science, Cell and Molecular Biology or Toxicology; or minoring in Biology or Chemistry.

Corequisite note: Students should be taking MAT 105 or MAT 141 along with CHE 101.

5. Describe the nature of the revision (what are you changing?): removing the ability for biology minors to take this course without department permission.

6. Rationale for the proposed change(s): The primary availability of these courses are for students majoring in Forensic Science, Molecular Biology or Toxicology. As a department, we have changed our advisement protocol for non-science students that express interested into gaining admission into our science programs. Previously, they were advised to declare a minor (which didn't require any department approval), take Bio/Che 101-102 and math courses, however, this resulted in many students continuing in their current major (as many students are not successful in meeting the admission requirements) and keeping the minor designation. This causes delays/issues upon graduation when their minor requirements were not completed. We now require that students be interested completing the requirements for the Bio/Che minor (not using the minor as a gateway into science programs). Students will need to seek advisement prior to applying for the minor and this will need to be approved by the department, Permissions for minor pathway courses will be granted on an individual basis with proper advisement throughout their academic career. In addition, beginning this Fall 2023, we have designated non-major section for Bio 101 (1 section) and Che 101 (2 sections), which is open for minor students and for students attempting to gain admission into a science program. By allowing more controlled entry into these courses, we can ensure space for our major students is prioritized. As a result, we would like a clear designation that this course is designated for major students only (with non-major sections available with permissions granted on a case-by-case basis).

7. Text of proposed revisions (use NA, not applicable, where appropriate):

a. Revised course description:

This course is intended for students who are majoring in Forensic Science, Cell and Molecular Biology, Toxicology, ~~or minoring in Chemistry or Biology~~. CHE 101 provides students with a better understanding of the chemical world around us and is a prerequisite for more advanced chemistry courses. CHE 101 is the first semester of the two-semester CHE 101–102 sequence, which is equivalent in content to CHE 103. Topics include: a review of basic mathematical tools used in chemistry, the structure of the atom, stoichiometric calculations, aqueous solutions, gases, and an introduction to the periodic table of elements. The entire 101–102 series must be successfully completed in order to receive credit as a general education science equivalent.

**\*Non-major students interested in enrolling must seek advisement and permission from the Department of Sciences**

Note: Students who place into MAT 105 College Algebra or MAT 141 Pre-Calculus with a CAA below 90 will begin the Chemistry sequence in CHE 101.

b. Revised course title: NA

c. Revised short title (the original can be found on CUNYFirst, max of 30 characters including spaces!): NA

d. Revised learning outcomes: NA

e. Revised assignments and activities related to revised outcomes: NA

f. Revised number of credits: NA

g. Revised number of hours: NA

h. Revised prerequisites: Math placement and student is majoring in Forensic Science, Cell and Molecular Biology or Toxicology; ~~or minoring in Biology or Chemistry.~~

Corequisite note: Students should be taking MAT 105 or MAT 141 along with CHE 101.

8. Enrollment in past semesters: S23: 142; F22: 435 S22: 219; F21: 435

9a. Will this course be offered as part of the new JJ General Education program (CUNY Common Core or College Option)?

No  Yes  If yes, please indicate the area:

10. Does this change affect any other departments?

No  Yes (if so what consultation has taken place)?

11. Date of Department or Program Curriculum Committee approval: April 23, 2023

12. Name of Department Chair(s) or Program Coordinator(s) approving this revision proposal:

Demi Cheng

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**  
**Undergraduate Curriculum and Academic Standards Committee**

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Date Submitted: **5/15/2023**

1. Name of Department or Program: **Sociology**

2. Contact information of proposer(s):

Name(s): **Carla Barrett, Chair, Sociology Curriculum Committee**  
 Email(s): [cbarrett@jjay.cuny.edu](mailto:cbarrett@jjay.cuny.edu)  
 Phone number(s): **212-237-8683**

3. Current number and title of course: **SOC 227 Sociology of Mental Illness**

4. Current course description:

This course will explore how people create, respond to, define and conceptualize mental illness using the theoretical and methodological tools of sociology. Students will review the history of mental illness, explore cultural variability in defining the phenomenon, and analyze the many theories of mental illness, including social constructionism.

a. Number of credits: **3**

b. Number of class hours (please specify if the course has lab hours): **3**

c. Current prerequisites: **ENG 101 and SOC 101**

5. Describe the nature of the revision (what are you changing?): **Changing the title of the course and the course description to remove outdated language and shift the course away from a stigmatizing stance on mental distress.**

6. Rationale for the proposed change(s): **In speaking with professors who teach SOC 227 it was brought to our attention that the course title and description needed updating in order to shift it away from a primary focus on “mental illness.” We also want to use language that would convey how the course would examine social and cultural constructions of mental wellness and unwellness, rather than just stating that it would do so. In addition, we want to emphasize how the course will/should investigate the various impacts of social inequality on mental health and access to resources, etc.**

7. Text of proposed revisions (use NA, not applicable, where appropriate):

a. Revised course description:

**This course examines how societies define, conceptualize, and respond to mental health struggles, such as the different ways cultures define mental health and psychological distress. Students consider varying definitions of “normality” and “abnormality,” cultural differences, and variations in experience. The course will also explore the ways social inequality influences mental health as well as access to diagnoses, treatment, and resources. This course emphasizes thinking about mental health as more complex than a “sick versus healthy” dichotomy, through historical context, theoretical analysis, and reflexivity.**

b. Revised course title: **Sociology of Mental Health**

c. Revised short title (the original can be found on CUNYFirst, max of 30 characters including spaces!): Soc of Mental Health

d. Revised learning outcomes **N/A**

e. Revised assignments and activities related to revised outcomes **N/A**

f. Revised number of credits: **N/A**

g. Revised number of hours: **N/A**

h. Revised prerequisites: **N/A**

8. Enrollment in past semesters: Two sections are generally offered each semester with strong enrollment.

9a. Will this course be offered as part of the new JJ General Education program (CUNY Common Core or College Option)?

No  Yes  If yes, please indicate the area:

10. Does this change affect any other departments?

No  Yes (if so what consultation has taken place)?

**SOC 227 is listed on the HSCJ Major as an option in Part 3, Category A. We consulted with the Human Services and Community Justice Major Coordinator on 5/8/2023 via email and receive this statement on 5/9: "Our HSCJ curriculum committee is in full support of the course description revision for SOC 227."**

11. Date of Department or Program Curriculum Committee approval: **5/8/2023**

12. Name of Department Chair(s) or Program Coordinator(s) approving this revision proposal:  
**Carla Barrett, Chair, Sociology Curriculum Committee**  
**Robert Garot, Chair, Sociology Department**

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**  
**Undergraduate Curriculum and Academic Standards Committee**

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Date Submitted: 04/25/2023

1. Name of Department or Program: Academic Programs

2. Contact information of proposer(s):

Name(s): Katherine Killoran  
 Email(s): kkilloran@jjay.cuny.edu  
 Phone number(s): 212-237-8263

3. Current number and title of course: **Bulk Request for Selected Topics or Special Topics courses (see attached list of courses)**

4. Current course descriptions: Varies – see attached list – all course descriptions can be found in the UG Bulletin 2022-23: <http://jjay.smartcatalogiq.com/en/2022-2023/Undergraduate-Bulletin/Course-Descriptions>

a. Number of credits: 3

b. Number of class hours (please specify if the course has lab hours): 3

c. Current prerequisites: Varies

5. Describe the nature of the revision (what are you changing?):

This proposal standardizes the language in the description of selected topics and special topics courses to explain that students can repeat the course up to two times for a maximum of nine credits, provided that the topics are different. We are also making sure CUNYFirst is programmed to allow students seamless registration when students are repeating a selected topics class.

6. Rationale for the proposed change(s):

Selected or Special topics courses were introduced more widely across the undergraduate curriculum as a way for departments to have more flexibility in offering a greater variety of

courses. Taking multiple instances of a special topics course that covers substantially different material should be an option for students. Additionally, many transfer students arrive at John Jay with credits already equated to a special topics course; these students should have the opportunity to take topics courses at John Jay. This proposal is to ensure that the rules for repeating these courses are the same across the undergraduate curriculum. Currently, some courses have them specified in CUNYFirst and some do not. This will also allow us to review the UG Bulletin to ensure these courses have the same notes.

7. Text of proposed revisions (use NA, not applicable, where appropriate):

- a. Revised course description: Varies, to be added to UG Bulletin and implemented in CUNYFirst:

**Note: students can repeat the course up to two times for a maximum of nine credits, provided that the topics are different**

- b. Revised course title: N/A  
 c. Revised short title (the original can be found on CUNYFirst, max of 30 characters including spaces!): N/A  
 d. Revised learning outcomes: N/A  
 e. Revised assignments and activities related to revised outcomes: N/A  
 f. Revised number of credits: N/A  
 g. Revised number of hours: N/A  
 h. Revised prerequisites: N/A

8. Enrollment in past semesters: Varies

9a. Will this course be offered as part of the new JJ General Education program (CUNY Common Core or College Option)?

No  Yes  If yes, please indicate the area:

10. Does this change affect any other departments?

No  Yes (if so what consultation has taken place)?

This was discussed with the UCASC Courses Subcommittee who supported this action. The proposal was shared with Department Chairs, interdisciplinary major coordinators, and other curriculum-related folks to inquire if they wanted their courses removed from the list.

11. Date of Department or Program Curriculum Committee approval: The Courses Subcommittee was consulted, and they approved this proposal on April 26, 2023.

12. Name of Department Chair(s) or Program Coordinator(s) approving this revision proposal:  
 Andrew Sidman, Interim Dean, Academic Programs



| Subject | Catalog | Long Title  | Course ID | Min Unit | Max Units | Repeat able | Allowd Unt | Allow Comp | Career | Comp onen t |
|---------|---------|---|-----------|----------|-----------|-------------|------------|------------|--------|-------------|
| ACC     | 380     | Selected Topics in Fraud and Financial Forensics            | 128172    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| AFR     | 280     | Selected Topics in Africana Studies                         | 069084    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| ANT     | 380     | Selected Topics in Anthropology                             | 126269    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| ART     | 280     | Selected Topics in Art                                      | 126270    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| BIO     | 380     | Selected Topics in Biology                                  | 134412    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| BIO     | 382     | Selected Topics in Biology with Laboratory                  | 134413    | 4        | 4         | Y           | 8          | 2          | UGRD   | LAB         |
| BIO     | 382     | Selected Topics in Biology with Laboratory                  | 134413    | 4        | 4         | Y           | 8          | 2          | UGRD   | LEC         |
| CJBA    | 380     | Special Topics in Criminal Justice Research                 | 125271    | 3        | 3         | Y           | 9          | 3          | UGRD   | LEC         |
| CJBS    | 385     | Special Topics Criminal Justice                             | 128005    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| COR     | 380     | Selected Topics in Corrections                              | 134985    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| CSCI    | 380     | Selected Topics in Computer Science                         | 126402    | 3        | 3         | Y           | 9          | 3          | UGRD   | LEC         |
| CSL     | 280     | Selected Topics in Counseling and Human Services            | 126392    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| DRA     | 310     | Topics in Theatre   | 069962    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| ECO     | 283     | Selected Topics in Economics                                | 126394    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| EDU     | 280     | Selected Topics in Education and Justice                    | 152624    | 3        | 3         | Y           | 9          | 3          | UGRD   | LEC         |
| EJS     | 280     | Selected Topics in Sustainability and Environmental Justice | 129781    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| ENG     | 285     | Selected Topics in Writing                                  | 136083    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| ENG     | 380     | Selected Topics in Creative Writing                         | 132745    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| ESA     | 380     | Selected Topics in Emergency Services Administration        | 153041    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| FIS     | 280     | Selected Topics in Fire Science                             | 151831    | 3        | 3         | Y           | 9          | 3          | UGRD   | LEC         |
| FOS     | 380     | Selected Topics in Forensic Science                         | 134414    | 3        | 3         | Y           | 6          | 2          | UGRD   | LEC         |
| FOS     | 382     | Selected Topics in Forensic Science with Laboratory         | 134415    | 4        | 4         | Y           | 8          | 2          | UGRD   | LAB         |
| FOS     | 382     | Selected Topics in Forensic Science with Laboratory         | 134415    | 4        | 4         | Y           | 8          | 2          | UGRD   | LEC         |
| GEN     | 380     | Selected Topics in Gender Studies                           | 126395    | 3        | 3         | Y           | 9          | 3          | UGRD   | LEC         |
| HIS     | 282     | Selected Topics in History                                  | 126396    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| HIS     | 344     | Topics in Legal History                                     | 146981    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| HJS     | 380     | Selected Topics Humanities and Justice                      | 126397    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| HON     | 380     | Selected Topics Honors                                      | 125751    | 3        | 3         | Y           | 12         | 4          | UGRD   | LEC         |
| ICJ     | 380     | Selected Topics in International Criminal Justice           | 129206    | 3        | 3         | Y           | 9          | 3          | UGRD   | LEC         |
| ISP     | 380     | Selected Topics in Interdisciplinary Studies                | 126398    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| LAW     | 380     | Selected Topics in Law                                      | 128755    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |
| LIT     | 287     | Selected Topics in Literature                               | 125749    | 3        | 3         | N           | 3          | 1          | UGRD   | LEC         |

|     |     |   |        |   |   |   |   |    |      |     |
|-----|-----|---|--------|---|---|---|---|----|------|-----|
| LIT | 379 | Selected Historical Topics in Literature                  | 128660 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| LIT | 380 | Selected Topics in Literature                             | 125750 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| LIT | 401 | Special Topics  | 071014 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| LLS | 280 | Selected Topics in Latin American and Latinx Studies      | 125752 | 3 | 3 | Y | 9 | 3  | UGRD | LEC |
| LWS | 380 | Selected Topics in Law and Society                        | 129640 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| MAT | 380 | Selected Topics in Mathematics                            | 126807 | 3 | 3 | Y | 9 | 3  | UGRD | LEC |
| MUS | 280 | Selected Topics in Music                                  | 126271 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| PAD | 380 | Selected Topics in Public Administration                  | 125753 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| PHI | 380 | Selected Topics in Philosophy                             | 129636 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| POL | 280 | Selected Topics in Political Science                      | 129208 | 3 | 3 | Y | 9 | 3  | UGRD | LEC |
| PSC | 282 | Selected Topics in Police Science                         | 128973 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| PSC | 380 | Selected Topics in Policing                               | 134989 | 3 | 3 | Y | 9 | 3  | UGRD | LEC |
| PSY | 482 | Selected Topics in Psychology                             | 125754 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SEC | 380 | Selected Topics in Security Management                    | 134303 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SEI | 280 | Selected Topics in Social Entrepreneurship and Innovation | 151650 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SEI | 380 | Selected Topics in Social Entrepreneurship and Innovation | 151833 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SOC | 283 | Selected Topics in Dispute Resolution                     | 130750 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SOC | 385 | Selected Topics in Criminology                            | 126406 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SOC | 386 | Selected Topics in Sociology                              | 125755 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SPA | 280 | Selected Topics in Spanish                                | 129629 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| SPA | 380 | Advanced Selected Topics in Spanish                       | 129634 | 3 | 3 | N | 3 | 1  | UGRD | LEC |
| TOX | 380 | Selected Topics in Toxicology                             | 134416 | 3 | 3 | Y | 6 | 2  | UGRD | LEC |
| TOX | 382 | Selected Topics in Toxicology with Laboratory             | 134417 | 4 | 4 | N | 4 | 1  | UGRD | LAB |
| TOX | 382 | Selected Topics in Toxicology with Laboratory             | 134417 | 4 | 4 | N | 4 | 1  | UGRD | LEC |
| UGR | 280 | Selected Topics 200-level                                 | 136655 | 1 | 9 | Y | 9 | 3  | UGRD | LEC |
| UGR | 380 | Selected Topics 300-level                                 | 137196 | 3 | 3 | Y | 9 | 31 | UGRD | LEC |

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**

The City University of New York

**PROPOSAL FOR A NEW GRADUATE COURSE**

When completed and approved by the appropriate Graduate Program, this proposal should be submitted to the Office of Graduate and Professional Studies for the consideration of the Committee on Graduate Studies. The proposal form, along with a syllabus and bibliography, should be submitted via email as a single attachment to the Associate Dean of Graduate Studies at [rmeeks@jjay.cuny.edu](mailto:rmeeks@jjay.cuny.edu).

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**Date submitted to the Office of Graduate Studies: 12/6/22**

**Date of Program Approval: PLEASE ADD DATE**

**Date of CGS Approval: 5/4/2023**

**1. Contact information of proposer(s):**

| <b>Name(s)</b> | <b>Email(s)</b>  | <b>Phone number(s)</b> |
|----------------|--|------------------------|
| Naomi Naiztat  | <a href="mailto:nnaiztat@jjay.cuny.edu">nnaiztat@jjay.cuny.edu</a> | 212-363-6490           |

**2. Course details:**

|                                   |   |
|-----------------------------------|---|
| <b>Program Name</b>               | Forensic Mental Health Counseling   |
| <b>Course Prefix &amp; Number</b> | PSY 771   |
| <b>Course Title</b>               | Career Development: Theory and Practice   |
| <b>Catalog Description</b>        | This course will provide Psychology and Counseling students with an understanding of the theories and real-life aspects that impact career development. Focusing on forensic populations, including incarcerated individuals and victims, students will learn to help in the development of their clients' careers, becoming familiar with both the theoretical and practical aspects of the field. Students will learn how to identify |

|  |  |
|--|--|
|  | career skills, both actual and transferable while using the instruments of career counseling. Using these skills, students will prepare for externships and/or employment in the field of forensic psychology/forensic mental health counseling. This practical aspect will enable students to connect theory with practice, as they apply what they have learned. |
| <b>Pre- and/or Corequisites</b> (specify which are pre, co, or both) | None   |
| <b>Credits</b>   | 3  |
| <b>Contact Hours (per week)</b>                                      | 3  |
| <b>Lab Hours</b>   | 0 (integrated with regular contact hours)  |

**3. Rationale for the course** (will be submitted to CUNY in the Chancellor's Report). Why should this program offer this course? (Explain briefly, 1-3 paragraphs).

Many states require this course for clinical licensure, and students will need to take this course to become license-eligible in said states. It will also enable students who graduated with the FP degree and have been grandfathered, to receive their LMHC or LPC. They need this course to be eligible for licensure; thus, by offering this course, we will be helping students to complete their degrees in a timely fashion. Furthermore, because of its forensic focus, this class will help students work more effectively with forensic populations. In contrast, other courses with similar names do not address these populations, making this class more appropriate and valuable for our students.

The Master of Arts in Forensic Mental Health Counseling program is one of the only mental health counseling programs in CUNY that does not offer Career Development as part of the curriculum. This course will provide students with a foundation and understanding of the emerging theories in this area, along with models for career development, counseling and career decision-making; helping students learn to use these skills to support clients in their career development. The forensic focus will also aid students in working with clients.

**4. Degree requirements satisfied by the course:**

Elective in the Master of Forensic Mental Health Counseling Master's degree program

**5. Has this course been taught on an experimental basis?**

Yes   X   No \_\_\_\_\_

If yes, please provide the following:

I. Semester(s) and Year(s): Spring 2022, Fall 2022, and Spring 2023

II. Teacher(s): Naomi Naiztat

III. Enrollment(s): 20

IV. Prerequisite(s): none

**The course learning outcomes map onto three of the program's learning outcomes. I have detailed where FMHC program outcomes relate to this course learning outcomes.**

**6. Learning Outcomes:**

What will students be able to demonstrate knowledge or understanding of or be able to do by the end of the course?

- a. Learn career development theories and based on the theory, assess which approach they have used in their own career development journey.
  1. This learning outcome maps directly onto the FMHC program learning outcome as follows: Describe specialized areas in mental health counseling
- b. Help clients analyze self-assessments, interests, personal strengths, weaknesses, related experience, and transferable skills.
  1. This learning outcome maps directly onto the FMHC program learning outcome as follows: Apply counseling theory to practice
- c. Learn how to help clients successfully secure a job using their own practical experience of securing an externship and/or job. Analyze past behavior to determine what should have been done differently while searching for a job, networking, and/or an interview. Apply what is learned to their search and behaviors to increase overall success and career satisfaction.
- d. Help clients research and select related internships, externships, volunteer opportunities, and/or job opportunities based on evaluating one's self-assessment and interests.
- e. Dissect the impact that gender, family, culture, race/ethnicity, socioeconomic status, education level, physical conditions, and other factors influence career development. This will be assessed based on the theorist's paper.
- f. Identify the factors that affect clients' attitudes toward work and their career decision-making processes, as well as approaches for conceptualizing the interrelationships among and between work, education, mental well-being, relationships, family, leisure, life-work role transitions, and other life roles and factors. Also, identifying approaches for assessing the conditions of the work environment on clients' life experiences. They will also demonstrate intake interview skills. Also, to understand the effects of racism, discrimination, sexism, power, privilege and oppression on one's own life and career and those of the client. What is learned through the informational interview process and interview will be addressed in the Informational Interview summary paper?

1. This learning outcome maps directly onto the FMHC program learning outcome as follows:
  - To incorporate into the curriculum values that are multi-cultural, gender inclusive, and anti-racist.
  - Understand ways that the advancement of human rights, fairness, diversity, and inclusion should be promoted across forensic counseling settings.

**b.** How do the course outcomes relate to the program's outcomes?

A significant component of MHC is to promote optimal Mental Health and functionality. These trajectories are different in populations of interest including in particular in MHC pop, incarcerated individuals being released, individuals who commit a crime while working, and victims of violence; however, one commonality that is all these groups frequently need to re-enter the workforce with new skills. Unlike MHC, FMHC need to have a basic grasp of career development in order to provide guidance to their clients as they restart their careers and/or have to miss work/leave their job. The course uses students' own career trajectories as mental health counselors to help others prepare for their own careers.

**g. Assessment:** How will students demonstrate that they have achieved the learning outcomes of the course?

Multiple assessments are required, and these assessments are linked to specific learning objectives that span the most basic steps of career guidance to the most complex. Below are the assessments to evaluate student learning and achievement.

- First, Students will be required to write a paper on a career development theory and identify why this theory has supported them in their career exploration. The goal of this paper is to connect personal experiences with existing theories in order to understand how to help diverse clients navigate career development.
- Second, they will have to identify an externship or job of interest and identify their related and transferable skills and experiences with an eye to guiding their own clients.
- Third and Fourth, they will learn how to write a resume and cover letter; understand correct format, write accomplishment-oriented bullets, and incorporate industry-specific words as well as guide others on how to do this.,
- Fifth, they will take an assessment test and learn how to interpret results, focusing on how to evaluate assessment test for clients to best help them identify their interests towards careers and leisure activities.
- Sixth, students will learn how to create a LinkedIn profile and have their profile reviewed and critiqued—all of which is geared to transfer to helping clients navigate their own careers.
- Seventh and Eighth, students will be taught how to answer behavioral interview questions and learn how to conduct an informational interview. Through these tasks, they will also demonstrate intake interview skills. These will help students conceptualize the interrelationships among and between professional and personal experiences and

how to coach their own clients. Additionally, students will learn how to identify approaches for assessing the conditions of the work environment on clients' life experiences. Also, to understand the effects of racism, discrimination, sexism, power, privilege, and oppression on one's own life and career and those of the client.

- Ninth, students will write an information interview paper, which includes the following: Include your experience in finding someone to interview. Was it challenging for you?
  - Once you identified someone, were they easy to get in touch with and were they responsive, and willing to serve in this capacity?
  - Include the name of the person, the degree they have, graduate school they attended, the role they currently hold, and the name of the organization. The role they held when they first graduated with the master's or doctorate degree, and the organization. If it is the same, indicate this.

Include what you learned from the informational interview. Talk about one or more of the below:

- As a result, are you still interested in the same career path, and if, yes why.
- If you want to switch career paths, talk about why.
- Based on your conversation, is this the type of organization you would want to work in?
- Based on your conversation, is this the population you want to work with?

What did you find comforting and challenging about the informational interview?

Any additional information that you would like to add

#### 7. Proposed texts and supplementary readings (including ISBNs):

Sage Knowledge Career Development and Counseling

<http://ez.lib.jjay.cuny.edu/login?url=https://sk.sagepub.com/books/career-development-and-counseling/i1413.xml>

**Library resources for this course:** Please consult with a member of the Library faculty before completing the following sections of this question. Please provide the name of the Librarian consulted below.

Ellen Sexton

##### a. Databases

Databases are adequate. **The library subscribes to a number of [relevant databases](#).**

Sage Knowledge Career Development and Counseling

<http://ez.lib.jjay.cuny.edu/login?url=https://sk.sagepub.com/books/career-development-and-counseling/i1413.xml>

Career Development Theories | In *Career Development and Counseling: Theory and Practice in a Multicultural World*

Career Development Theories: An Overview *In Career, Work, and Mental Health: Integrating Career and Personal Counseling*

Career Counseling in Community Settings in *Career Development and Counseling: Theory and Practice in a Multicultural World*

Career Choice and Development and the Changing Nature of Work in *Career, Work, and Mental Health: Integrating Career and Personal Counseling*

**b. Books, Journals and eJournals**

[https://cuny-jj.primo.exlibrisgroup.com/permalink/01CUNY\\_JJ/11qd863/cdi\\_scopus\\_primary\\_626750439](https://cuny-jj.primo.exlibrisgroup.com/permalink/01CUNY_JJ/11qd863/cdi_scopus_primary_626750439)

<https://www.lib.jjay.cuny.edu/dbsubjects/psychology-including-forensic-psychology>

**8. Identify recommended additional library resources**

Oneearch

**9. Estimate the cost of recommended additional library resources (For new courses and programs):**

**10. n/a**

**11. Please list any specific bibliographic indices/databases to which students will be directed for this course.** (Please check the list of databases licensed by the library before answering this question).

Psych Info

SocIndex

**12. Are current College resources (e.g. Computer labs, facilities, equipment) adequate to support this course?**

Yes \_\_\_\_\_  \_\_\_\_\_ No \_\_\_\_\_

If no, what resources will be needed? With whom have these resource needs been discussed?



**13. Proposed instructors:**

Naomi Naiztat

**14. Other resources needed to offer this course:**

None

**15. If the subject matter of the proposed course may conflict with existing or proposed courses in other programs, indicate action taken:**

No conflicts in curriculum identified.

**16. Syllabus**

Attach a sample syllabus for this course, which should be based on the College's model syllabus, found at: [OGS curriculum website]

The syllabus should include grading schemas and course policies. A class calendar with the following elements: a week-by-week listing of topics, readings with page numbers and all other assignments must be included. If this course has been taught on an experimental basis, an actual syllabus may be attached.

|   |  |
|---|--|
| Course title and section  | Career Development, PSY 790-01   |
| College name and address  | John Jay College of Criminal Justice, 524 W. 59th Street, New York, NY 10019   |
| Professor name, department, office location, phone  | Naomi Naiztat, MEd, Psychology, NB10.65.22, 212-393-6490   |
| E-mail address  | nnaiztat@jjay.cuny.edu   |
| Office (or Student) Hours   | Wednesdays from 2-3pm or scheduled on John Jay Careers Online  |
| Course description, course pre-requisites (or corequisites), and contact hours – from College Bulletins | This course will provide Psychology and Counseling students with an understanding of the theories and real-life aspects that impact career development. Focusing on forensic populations, including incarcerated individuals and victims, students will learn to help in the development of their clients' careers, becoming familiar with both the theoretical and practical aspects of the field. Students will learn how to identify career skills, both actual and transferable while using the instruments of career counseling. Using these skills, students will prepare for externships and/or employment in the field of forensic psychology/forensic |

|  | mental health counseling. This practical aspect will enable students to connect theory with practice, as they apply what they have learned.   |                            |               |  |    |
|--|---|----------------------------|---------------|--|----|
| Learning outcomes (LOs)  | <ul style="list-style-type: none"> <li><b>h.</b> What will students be able to demonstrate knowledge or understanding of or be able to do by the end of the course?</li> <li><b>i.</b> Learn career development theories and based on the theory, assess which approach they have used in their own career development journey.</li> <li><b>j.</b> Help clients analyze self-assessments, interests, personal strengths, weaknesses, related experience, and transferable skills</li> <li><b>k.</b> Learn how to help clients successfully secure a job using their own practical experience of securing an externship and/or job. Analyze past behavior to determine what should have been done differently while searching for a job, networking, and/or at an interview. Apply what is learned to their search and behaviors to increase overall success and career satisfaction.</li> <li><b>l.</b> Help clients research and select related internships, externship, volunteer opportunities, and/or job opportunities based on evaluating one's self-assessment and interests.</li> <li><b>m.</b> Dissect the impact that gender, family, culture, race/ethnicity, socioeconomic status, education level, physical conditions, and other factors influence career development. This will be assessed based on the theorist's paper.</li> <li><b>n.</b> Identify the factors that affect clients' attitudes toward work and their career decision-making processes, as well as approaches for conceptualizing the interrelationships among and between work, education, mental well-being, relationships, family, leisure, life-work role transitions, and other life roles and factors. Also, identifying approaches for assessing the conditions of the work environment on clients' life experiences. They will also demonstrate intake interview skills. Also, to understand the effects of racism, discrimination, sexism, power, privilege and oppression on one's own life and career and those of the client. What is learned through the informational interview process and interview will be addressed in the Informational Interview summary paper?</li> </ul> |                            |               |  |    |
| Required (and Optional) Materials  |   |                            |               |  |    |
| Course Meeting Format and Organization   | <p>Class meetings: Wednesdays, 3:45-5:45 pm, in room 230 Haaren Hall</p> <p>Blackboard: We will use Blackboard in this course. Blackboard (BB) (<a href="https://bbhosted.cuny.edu/">https://bbhosted.cuny.edu/</a>) is a web-based course management system that creates a password-protected site for the course. I will post course materials (lectures slides, readings, etc.) and your grades on BB. I will use BB to send announcements to the class so please check your email often – and make sure you are receiving these emails. If not, please update your email address (BB student user guide: <a href="http://www.cuny.edu/about/administration/offices/cis/core-functions/cunyblackboard/user-guides/student/">http://www.cuny.edu/about/administration/offices/cis/core-functions/cunyblackboard/user-guides/student/</a>). For BB help, email: <a href="mailto:blackboardstudent@jjay.cuny.edu">blackboardstudent@jjay.cuny.edu</a>.</p>  |                            |               |  |    |
| Assignments/Assessment and Grading   | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Course Requirements</b></th> <th style="text-align: left;"><b>Points</b></th> </tr> </thead> <tbody> <tr> <td><b>Attendance and Participation:</b> Attend and participate during each class. Ask questions</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>  | <b>Course Requirements</b> | <b>Points</b> | <b>Attendance and Participation:</b> Attend and participate during each class. Ask questions | 10 |
| <b>Course Requirements</b>   | <b>Points</b>   |                            |               |  |    |
| <b>Attendance and Participation:</b> Attend and participate during each class. Ask questions | 10  |                            |               |  |    |

|  |  |    |
|--|--|----|
|  | during lectures, participate in discussions by sharing verbally.   |    |
|  | <b>Job Search:</b> Identify 1 externship and 1 full-time job of interested. Cut and paste position in a word document or print out job and highlight your actual and transferable skills. If you are in an externship or thesis track, identify 2 jobs of interest.  | 5  |
|  | <b>Resumes:</b> Review PowerPoint, Resume Writing Guide and Sample Resume. Update your resume accordingly and schedule appointment to have your updated resume reviewed. Email your updated resume as a MS Word attachment 24 hours. If needed a follow-up appointment will be scheduled to finalized resume. <i>(Please go to John Jay Careers Online to have your resume reviewed, schedule a Grad School Planning apt. with me or a Resume and Cover Letter Review apt. with Andrea Tider or Bianca Sugrimsingh. If you meet with Andrea or Bianca, you need to email me final document for a grade.)</i> | 15 |
|  | <b>Cover Letter:</b> Draft externship or full-time cover letter using the PowerPoint and Cover letter Writing Guide. If needed a follow-up appointment will be scheduled to finalized Cover letter. <i>(Please go to John Jay Careers Online to have your resume reviewed, schedule a Grad School Planning apt. with me or a Resume and Cover Letter Review apt. with Andrea Tider or Bianca Sugrimsingh. If you meet with Andrea or Bianca, you need to email me final document for a grade.)</i>   | 15 |
|  | <b>Behavior Based Interview:</b> Prepare answers to 3 behavior-based interview questions   | 10 |
|  | <b>Test Assessment:</b> Take Assessment tests come to class prepared to discuss results  | 5  |
|  | <b>LinkedIn Profile:</b> Develop a LinkedIn Profile  | 5  |
|  | <b>Theorist Paper:</b> 2-5-page paper. Based on your personal experience and incorporating your own background history of gender, family, culture, race/ethnicity,   | 20 |

|  |  |            |
|--|--|------------|
|  | socioeconomic status, education level, physical condition (Learning objective 5), how does the developmental theorist you selected include or not include important aspects of your background as well as supports your career development process? The goal of this paper is to connect your personal experiences with existing theory in order to understand how to better help diverse clients navigate career development. |            |
|  | <b>Informational Interview summary:</b><br>Conduct informational interview and write summary that is 2-3 pages.  | 15         |
|  | <b>Total</b>   | <b>100</b> |

Incomplete Grade Policy Current graduate INC policy found here: <http://jjay.smartcatalogiq.com/current/Graduate-Bulletin/AcademicRequirements/Grades>

| Grading Breakdown | Grade Breakdown                 |                              | # points for assignment | % of total grade    |
|-------------------|---------------------------------|------------------------------|-------------------------|---------------------|
|                   |                                 | Attendance and Participation | 10                      | 10%                 |
|                   | Job Search                      | 5                            | 5%                      |                     |
|                   | Resume                          | 15                           | 15%                     |                     |
|                   | Cover Letter                    | 15                           | 15%                     |                     |
|                   | Test Assessment                 | 10                           | 10%                     |                     |
|                   | Behavior based interview        | 10                           | 10%                     |                     |
|                   | Test Assessment                 | 5                            | 5%                      |                     |
|                   | LinkedIn Profile                | 5                            | 5%                      |                     |
|                   | Theorist Paper                  | 20                           | 20%                     |                     |
|                   | Informational Interview Summary | 15                           | 15%                     |                     |
|                   | <b>Total</b>                    | 1000                         | 100%                    |                     |
|                   |                                 |                              |                         |                     |
|                   | <b>Grade</b>                    | <b>Explanation</b>           | <b>Index Value</b>      | <b>Total Points</b> |
|                   | A                               |                              | 4.0                     | <u>93.0-100.0</u>   |
|                   | A-                              |                              | 3.7                     | <u>90.0-92.9</u>    |
|                   | B+                              |                              | 3.3                     | <u>87.1-89.9</u>    |
|                   | B                               |                              | 3.0                     | <u>83.0-87.0</u>    |
|                   | B-                              |                              | 2.7                     | <u>80.0-82.9</u>    |
|                   | C+                              |                              | 2.3                     | <u>77.1-79.9</u>    |
|                   | C                               |                              | 2.0                     | <u>73.0-77.0</u>    |

|   |   |  |  |  |
|---|---|--|--|--|
|   | C-  |  | 1.7  | <u>70.0–72.9</u>   |
|   | F   | Failure  | 0.00   | Below <u>69.9</u>  |
|   | P   | Pass   |  |  |
|   | INC   | Incomplete   |  |  |
| Americans with Disabilities Act (ADA) CUNY Accommodations Policy  | “Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by the Office of Accessibility Services (OAS). Prior to granting disability accommodations in this course, the instructor must receive written verification of a student’s eligibility from the OAS, which is located at L66 in the new building (212-237-8031). It is the student’s responsibility to initiate contact with the office and to follow the established procedures for having the accommodation notice sent to the instructor.”  |  |  |  |
| Wellness and Student Resources  | Students experiencing any personal, medical, financial or familial distress, which may impede their ability to fulfill the requirements of this course, are encouraged to visit the Wellness Center (L.65 NB). Available resources include Counseling Services, Health Services, Food Bank, and emergency funding Last revised: November 17, 2021 9 support. See <a href="http://www.jjay.cuny.edu/wellness-resources">http://www.jjay.cuny.edu/wellness-resources</a><br><br>Visit the Students’ Academic Resources & Services website for a full list of student support resources: <a href="http://www.jjay.cuny.edu/students">http://www.jjay.cuny.edu/students</a> .   |  |  |  |
| Resources for Reporting Sexual Harassment, Sexual Assault, Stalking, or Domestic and Dating/Intimate Partner Violence | The individuals below are available to discuss your rights and the resources available to you as well as help you explore your options for reporting sexual misconduct, harassment or discrimination of any kind: 1. Gabriela Leal, Title IX Coordinator, 646-557-4674, <a href="mailto:glead@jjay.cuny.edu">glead@jjay.cuny.edu</a> 2. Diego Redondo, Director of Public Safety & Risk Management, 212-237- 8524, <a href="mailto:dredondo@jjay.cuny.edu">dredondo@jjay.cuny.edu</a> 3. Michael Martinez-Sachs, Dean of Students, 212-237-8211, <a href="mailto:msachs@jjay.cuny.edu">msachs@jjay.cuny.edu</a> To speak confidentially, you may contact Women’s Center Counselor and GenderBased Violence Prevention and Response Advocate, Jessica Greenfield, <a href="mailto:jgreenfield@jjay.cuny.edu">jgreenfield@jjay.cuny.edu</a> . For more information, please see CU |  |  |  |
| CUNY Policy on Academic Integrity   | Class experiences result in various levels of self-disclosure. Informed consent will be documented in the paper. Revealing information about others outside of the classroom is considered breach of confidentiality and disrespect to your classmates. There is no constraint on you if you share information outside of class. Your integrity defines your respect for confidentiality. If you must share your thoughts and feelings with others outside of class, represent only your own perceptions, and do not reveal names or other identifying information.   |  |  |  |
| Course calendar   | <b>Week/Dates</b>   | <b>TOPICS</b>  | <b>Readings</b>  | <b>Assignments Due</b>   |
|   | <b>Week 1   January 25</b>  | <b>Introduction- Review Syllabus, Professional Standards, Goals &amp; Course Expectations.</b> | Career Developmental Theories 1, Career Development Theories: An Overview, Career Choice | Read Holland article and think about ways it can be used with clients. |

|                                 |   |  |   |  |
|---------------------------------|---|--|---|--|
|                                 |   |  | and Development and the Changing Nature of Work   |  |
| <b>Week 2  <br/>February 1</b>  | <b>Trait-Factor Theory (Holland) Job Search/Networking</b>                                    | Career Developmental Theories 1, Career Development Theories: An Overview, Career Choice and Development and the Changing Nature of Work | Identify 1 externship and 1 full-time job of interested. Cut and paste position in a word document or print out job and highlight your actual and transferable skills. If you are in an externship or thesis track, identify 2 jobs of interest.<br><i>Friday, February 10<sup>th</sup> by 5pm on BB</i>  |  |
| <b>Week 3  <br/>February 8</b>  | <b>Developmental Theory (Super) Resume Writing</b>  | Resume Writing Guide   | Review PowerPoint, Resume Writing Guide and Sample Resume. Update your resume accordingly and schedule appointment to have your updated resume reviewed. Email your updated resume as a MS Word attachment 24 hours. If needed a follow-up appointment will be scheduled to finalized resume.<br><i>Friday, February 17th by 5pm on BB. Student who volunteers resume is due Tuesday, February 14<sup>th</sup> by 7pm via email as word doc. (will receive extra pts)</i> |  |
| <b>Week 4  <br/>February 15</b> | <b>Review one to two student resumes. Students will receive extra pts. If they volunteer.</b> | Career Developmental Theories 1, Career Development Theories: An Overview, Career Choice and Development                                 |   |  |

|                                 |  |  |   |  |
|---------------------------------|--|--|---|--|
|                                 |  |  | and the Changing Nature of Work   |  |
| <b>Week 5  <br/>February 22</b> | <b>Social Cognitive Theory (Bandura)<br/>Cover Letter Writing</b>  | Cover Letter Writing Guide   | Draft externship or full-time cover letter using the PowerPoint and Cover letter Writing Guide.<br><i>Friday, March 3<sup>rd</sup> by 5pm on BB. Students who volunteer, cover letter is due Tuesday, March 1st by 7pm via email as word doc. (will receive extra pts).</i> |  |
| <b>Week 6  <br/>March 1</b>     | <b>Review two student cover letters, one for externship and one for full-time job. Students will receive extra pts. If they volunteer.</b> | Career Developmental Theories 1, Career Development Theories: An Overview, Career Choice and Development and the Changing Nature of Work |   |  |
| <b>Week 7  <br/>March 8</b>     | <b>Krumboltz's Social Learning Theory Interview workshop</b>   | Career Counseling in Community Settings  | Prepare answers to three behavior-based interview questions.<br><i>Tuesday, March 15<sup>th</sup> by 10am on BB.</i>  |  |
| <b>Week 8  <br/>March 15</b>    | <b>Review behavior-based interview questions assignment<br/>Informational interview Workshop</b>   |  | Review behavior-based interview questions assignment<br>Informational interview Workshop  |  |
| <b>Week 9  <br/>March 22</b>    | <b>Mock Interview Day</b>  |  |   |  |
| <b>Week 10  <br/>March 29</b>   | <b>Salary Negotiation and MHC Licensure</b>  |  | Take assessment test.<br><i>Upload results Tuesday, April 4<sup>th</sup> by 5pm</i>   |  |

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | <i>On BB.</i><br>Come to class with your LinkedIn profile if you have one   |
|  | <b>Week 11  <br/>April 5</b>   | <b>No Class</b>  |  |   |
|  | <b>Week 12  <br/>April 12</b>  | <b>No Class</b>  |  |   |
|  | <b>Week 13  <br/>April 19</b>  | <b>Review one-two assessment test. Students will receive extra pts. If they volunteer.</b> |  |   |
|  | <b>Week 14  <br/>April 26</b>  | <b>LinkedIn Profile</b>  |  | Come to class with your LinkedIn profile if you have one. After LinkedIn profile class, update profile following PowerPoint and demo and email link for review.<br><i>LinkedIn Profile Tuesday, May 2<sup>nd</sup> by 5pm, add link to BB</i> |
|  | <b>Week 15  <br/>May 3</b>   | <b>Review LinkedIn Profiles and provide feedback</b>                                       |  | <i>Theorist Paper, Friday, May 5<sup>th</sup> by 5pm on BB.</i>   |
|  | <b>Week 16  <br/>May 10</b>  | <b>Guest Lecturer - ReEntry</b>  |  |   |
|  | <b>Week 15  <br/>May 17</b>  | <b>Guest Lecturer - Victims</b>  |  | <i>Informational Interview Summary, Friday, May 19<sup>th</sup> by 5pm on BB.</i>   |
| Your Attendance Policy   | Attending and participating in this class are important for helping to understand the material and to develop skills that are important for success in college and beyond. If you miss a class due to an emergency, illness or death of a family member, please make every effort to notify me before class, if possible, or prior to the next class. If you must miss class, please get notes from a classmate (or let me know if you need assistance getting them).  |  |  |   |
| Your policies on lateness, late work, classroom behavior, etc.     | Students are expected to arrive on time to class to avoid missing material and disrupting their colleagues. However, in the event that you are delayed, please let me know that I can expect you. Please note that all assignments must be handed in by the due date indicated. Late assignments will lose 1-5 points per day, depending on the point for the assignment; and will receive a zero after 3 days late. Students must make every effort to notify the professor in advance if they will miss an assignment. Contact me to arrange a make-up assignment. |  |  |   |
| Set the tone for diversity, inclusion and respect in your syllabus | The College adopted Seven Principles for A Culturally Responsive, Inclusive and Anti-Racist Curriculum at John Jay College of Criminal Justice (4/21). The principles are intended to guide faculty and departments in their course and curriculum design and planning. John Jay teaching should reflect these principles. See here for full discussion of the principles and implementation plans:  |  |  |   |



[http://www.jjay.cuny.edu/sites/default/files/u1862/principles\\_for\\_a\\_culturally\\_responsive\\_inclusive\\_and\\_antiracist\\_curriculum\\_adopted\\_by\\_college\\_council\\_april8\\_2021.pdf](http://www.jjay.cuny.edu/sites/default/files/u1862/principles_for_a_culturally_responsive_inclusive_and_antiracist_curriculum_adopted_by_college_council_april8_2021.pdf).

Students are expected to maintain a tone of respect and professionalism at all times. It is important that this class provides a stimulating learning environment in which everyone feels comfortable contributing and is respectful of diverse perspectives. Use clear and professional language when communicating with each other, listen and ask questions with curiosity, and take time to reflect on the perspectives and contributions of others before you respond.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
The City University of New York

**GRADUATE COURSE REVISION**

This form should be used for revisions to course titles, prefixes/numbers, course descriptions, and/or prerequisites. **For small course content changes please also submit a syllabus.** For significant content changes, a New Course Proposal form may be required instead. Please email the completed form to Anna Austenfeld in the Office of Academic Programs at [aaustenfeld@jjay.cuny.edu](mailto:aaustenfeld@jjay.cuny.edu).

**Date Submitted to the Office of Academic Programs:**

**Date of Program Approval: 2/7/23**

**Date of CGS Approval: 5/4/2023**

**1. Contact information of proposer(s):**

| <b>Name(s)</b> | <b>Email(s)</b>   | <b>Phone number(s)</b> |
|----------------|-------------------|------------------------|
| Elaine Yi Lu   | ylu@jjay.cuny.edu |                        |

**2. Describe the nature of the revision (what are you changing?)**

The Graduate Bulletin currently does not have any course description for PAD 780 Internship on the following link: <https://iq2.smartcatalogiq.com/en/Catalogs/John-Jay-College/2019-2020/Graduate-Bulletin/Courses/PAD-Public-Administration/700/PAD-780>

On the February 7, 2023, MPA Meeting, the nucleus faculty voted in favor of adopting the below course description for PAD 780:

*The MPA Internship provides students with practical experience in a structured public administration context. Students intern in a government agency or nonprofit organization, where they will benefit from gaining substantive work experience in their areas of interest. They will have the opportunity to integrate and reinforce skills and concepts learned in the classroom. Students without workplace experience in the public sector are especially encouraged to complete an internship. This course requires a minimum of 100 internship hours per semester and completion of additional coursework.*

**3. Proposed changes. Please complete the entire “FROM” column. Only complete the proposed changes in the “TO” column.**

| <b>FROM</b> ( <del>strike through</del> the changes)                    |                    | <b>TO</b> ( <u>underline</u> changes)                                   |                           |
|---|--------------------|---|---------------------------|
| <b>Program</b>  | MPA Program        | <b>Program</b>  | <u>MPA Program</u>        |
| <b>Course number and title</b>  | PAD 780 Internship | <b>Course number and title</b>  | <u>PAD 780 Internship</u> |
| <b>Pre- and/or Corequisites</b><br>(specify which are pre, co, or both) | N/A                | <b>Pre- and/or Corequisites</b><br>(specify which are pre, co, or both) | <u>N/A</u>                |

|  |              |   |  |
|--|--------------|---|--|
| <b>Hours</b><br>(please specify if the course has lab hours) |              | <b>Hours</b> (please specify if the course has lab hours) |  |
| <b>Credits</b>   | 3            | <b>Credits</b>  | 3  |
| <b>Course description</b>                                    | None listed. | <b>Course description</b>                                 | <u>The MPA Internship provides students with practical experience in a structured public administration context. Students intern in a government agency or nonprofit organization, where they will benefit from gaining substantive work experience in their areas of interest. They will have the opportunity to integrate and reinforce skills and concepts learned in the classroom. Students without workplace experience in the public sector are especially encouraged to complete an internship. This course requires a minimum of 100 internship hours per semester and completion of additional coursework.</u> |
| <b>Student learning outcomes</b>                             | N/A          | <b>Student learning outcomes</b>                          | N/A  |
|  |              | <b>Effective Term</b>                                     | Fall 2024  |

**4. Rationale for the proposed change(s):**

To fill in missing course description on the Graduate Bulletin.

**5. Enrollment in past semesters:**

|             |   |
|-------------|---|
| Fall 2019   | 3 |
| Spring 2020 | 4 |
| Summer 2020 | 1 |
| Fall 2020   | 0 |
| Spring 2021 | 0 |
| Summer 2021 | 0 |
| Fall 2021   | 3 |
| Spring 2022 | 6 |
| Summer 2022 | 2 |
| Fall 2022   | 2 |
| Spring 2023 | 4 |

**6. Does this change affect other programs?**

No       Yes

If yes, what consultation has taken place?

**John Jay College of Criminal Justice**  
**The City University of New York**

**College Council Calendar 2023-2024**

All meetings begin at 1:40 p.m. and are open to the College Community.

| <u>Items Due</u>           | <u>Executive Committee</u>    | <u>College Council Meeting</u> |
|----------------------------|-------------------------------|--------------------------------|
| Friday, August 18, 2023    | Wednesday, August 30, 2023    | Monday, September 18, 2023     |
| Friday, September 15, 2023 | Wednesday, September 27, 2023 | Thursday, October 12, 2023     |
| Friday, October 13, 2023   | Thursday, October 26, 2023    | Tuesday, November 7, 2023      |
| Friday, November 10, 2023  | Tuesday, November 21, 2023    | Wednesday, December 6, 2023    |
|                            |                               |                                |
| Friday, January 19, 2024   | Tuesday, January 30, 2024     | Tuesday, February 13, 2024     |
| Friday, February 16, 2024  | Thursday, February 29, 2024   | Monday, March 11, 2024         |
| Friday, March 15, 2024     | Wednesday, March 27, 2024     | Tuesday, April 9, 2024         |
| Friday, April 12, 2024     | Thursday, April 18, 2024      | Wednesday May 1, 2024          |

**Additional Meetings If Needed:**

| <u>Items Due</u>          | <u>Executive Committee</u> | <u>College Council Meeting</u> |
|---------------------------|----------------------------|--------------------------------|
| Monday, November 27, 2023 | Thursday, December 7, 2023 | Monday, December 11, 2023      |
| Friday, April 19, 2024    | Tuesday, May 7, 2024       | Thursday, May 9, 2024          |

