

Queensborough Community College
The City University of New York

MINUTES
of the May 9, 2006 meeting of the
Academic Senate

President Eduardo J. Martí called the fifth regularly scheduled meeting of the Academic Senate to order at 3:05 p.m.

I. Attendance:

The complete Senate roster is available at
http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_roster.asp

Absent, as determined from the attendance sheet circulated at the meeting, were:

Absentees 17

Rosemary Zins	James Valentino	Robert Kueper
Julia Ortiz-Griffin	Richard Yuster	Regina Sullivan
Margaret Reilly	Robert Fredericks	Amy Ching
Arthur Fu	Damaris Taveras	Renato Compres
Rafick Khan	Mohammad Rick	Abhishek Roka
Michael Nguyen	Hye Rim Hahn	

II. Consideration of minutes of the April 11, 2006 meeting:

A **motion** was **made**, **seconded**, and **approved** to accept the April minutes. There were no negative votes and no abstentions.

III. Communications from:

President Marti:

President Eduardo J. Marti referred to his written report.

Dr. Marti welcomed Senators to the final meeting of the 2005-2006 academic year, and congratulated the faculty, Vice-President McColloch and Vice-President Call on the success of the May 5 General Education Conference.

Dr. Marti indicated that budgetary needs for the renovation of the Student Cafeteria in the Science Building were being restored by the State of New York. Efforts were underway to arrange for matching funds from the City of New York.

Dr. Marti also indicated that Partners for Progress event had been an enormous success, and an indication of Queensborough's growing stature. The evening raised \$534,000.00 together with a pledge of \$100,000.00 from Barnes and Noble, in honor of Vice-President Lapidus.

Graduation will be held on July 9, 2006.

Dr. Marti indicated that the preliminary draft of the Strategic Plan was "awesome," and that he was looking forward to sharing the final draft with faculty.

55 **IV. Senate Steering Committee:**

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- Dr. Philip Pecorino, Chair of the Academic Senate Steering Committee welcomed the following new senators to the Academic Senate:

61 **Faculty:**

62 Michael Cesarano Jacob Appleman
63 Antonella Ansani Paul Weiss
64 Matthew Trachman Deborah Fitzgerald-Royce
65 Margaret Reilly Helene Dunkelblau
66 Linda Stanley Jeff Hest
67 Brenda Hersch

68 **HEOs:**

Anna-May Jagoda Jo Pantoleo

69 **CLTS:**

Amy Ching

70 **Adjunct:**

Robert Fredericks

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- A closed-ballot election was conducted to resolve the tie for the thirteenth seat for a faculty member of the Academic Senate between Dr. Georgia McGill and Dr. Jennifer Lin-Martinez.

76 61 ballots were cast, with the following results:

77 23: Dr. McGill

78 38: Dr. Lin- Martinez

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80 Both nominees were thanked, and Dr. Lin-Martinez was
81 congratulated.

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- Dr. Pecorino also thanked members who would be leaving the Senate:

86 Dr. Nathan Chao
87 Mr. James Spinella
88 Dr. Regina Sullivan
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- Dr. Pecorino also thanked members of the Academic Steering Committee for 2005-2006, Dr. Hest and Dr. Tai.
 - Dr. Pecorino indicated that the Bylaws Committee and the Committee on Distance Education would have reports by fall. He also extended congratulations to the Committee on Computer Resources for its valuable work some of which has been reported to the QCC community. Working closely with IT they will have a process to insure faculty research can continue while IT operates programs that protect the College information networks.

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- Dr. Pecorino then introduced the following resolution:

104 Whereas, the Academic Senate Steering Committee wishes to
105 recognize and pay tribute to those who have contributed to the
106 governance of Queensborough Community College,
107 Whereas, the Academic Senate Steering Committee wishes to
108 recognize significant college service and contributions to
109 governance by members of the Academic Senate,
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Now let it be known that the Academic Senate Steering Committee will issue a **Recognition of College Service and Contribution to Governance Award** for those who have contributed to the College and to its Governance and,

Further, let it be known that such awards will be made known at a meeting of the Academic Senate and that the Academic Senate may veto the award,

Finally, let it be known that any member of the Senate may present candidates from any constituency of the Academic Senate for nomination to the Steering Committee.

Upon receipt of nominations the Steering Committee will form an ad hoc committee of faculty to review the nominations and make a determination. Candidates for the award will be presented to the Steering Committee who will present them to the Academic Senate.

This action was reported to the Senate and there were no objections to it. Dr. Pecorino invited members of the Academic Senate to send suggestions for the criteria to be used in the consideration of nominees for this award in the future.

Begging the pardon of the body for some irregularity of order, Dr. Pecorino then introduced the following resolution:

Whereas, the Academic Senate Steering Committee wishes to recognize and pay tribute to those who have contributed to the governance of Queensborough Community College,

Whereas, the Academic Senate Steering Committee wishes to recognize significant college service by a member of the Academic Senate,

Whereas, he has long served the college in various capacities to establish the form of governance that now exists and to insure its proper functioning,

Whereas, he has served students, faculty and administrators of the College as an advisor for over three decades,

Now let it be known that the Academic Senate Steering Committee does issue a Recognition of College Service and Contribution to Governance Award to Senator, Faculty Member, Professor, Former Dean, Vice President, Chief Operating Officer of the College, Dr. Howard Lapidus.

Dr. Lapidus accepted the award, and thanked members of the Academic Senate.

Dr. Marti also praised Dr. Lapidus for all the help given to his administration.

- An election was then conducted for members of the Academic Steering Committee and the Parliamentarian for the coming academic year.

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Nominees were:

STEERING COMMITTEE

Dr. Philip Pecorino for Chair of the Academic Steering Committee (by Dr. Culkin, seconded Professor Hest)

Dr. Peter Bales for Vice-Chair of Academic Steering Committee (by Dr. Gilmar Visoni, seconded by Professor Hest)

Professor Kathleen Villani for Secretary of the Academic Steering Committee (by Dr. Pearl, seconded by Dr. Pecorino)

PARLIMENTARIAN

Dr. Paul Weiss for Parliamentarian (by Dr. Pecorino, seconded by Professor Villani)

All of the above nominations for the 2006-2007 Steering Committee of the Academic Senate and the Parliamentarian were unanimously **approved**, with no negative votes and only the abstention of Dr. Pecorino on his own election.

- A report on the minutes of the 319th Plenary Session of the **University Faculty Senate** of the City University of New York on Tuesday, April 25, 2006 was submitted by Dr. Susan Jacobowitz, QCC representative to this body, and received.

V. List of Potential Graduates:

- Dr. Marti referred senators to the list of Spring 2006 candidates for graduation, indicating that review of the list was the important responsibility of faculty.

VI. Monthly Reports of Committees:

Committee on Committees:

Dr. Peter Bales announced that three new members would be needed for the Committee on Committees. Dr. Linda Reesman and Professor Donna Diroco were thanked for their excellent service.

The following individuals were then proposed for the Committee on Committees:

Dr. Antonella Ansani
Dr. Jan Ramjerdi
Professor Carol Soto

The nominations for the 2006-2007 Committee on Committees were unanimously **approved**, with no negative votes and no abstentions.

Committee on Curriculum:

Dr. Frank Cotty presented the following recommendations on behalf of the Committee on Curriculum:

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- **RENAMED COURSE:**

Business Department:

From: BU 916 **Medical Coding and Billing**
To: BU 916 **Medical Coding and Billing I**

Course description: BU 916 (Medical Coding and Billing I) provides the student with a complete overview of the reimbursement cycle in a medical office. The less complicated aspects of accounts receivable in a patient office are mastered.

Rationale: BU 916 will be incorporated into the new Medical Office Assistant curriculum which will require students to work at a higher level of experience /expertise than was required for the certificate program. BU 916 addressed the needs of certificate students but will not suffice for degree students.

A motion to approve this change was **made, seconded, and approved**, with no negative votes and no abstentions.

- **NEW COURSE:**

Business Department:

BU 918 Medical Coding and Billing II
4 hours: 2 class hours, 2 laboratory hours, 3 credits
Prerequisite: BU 916-Medical Coding and Billing

Course Description: This class builds on the coding and billing procedures learned in Billing and Coding I, focusing on teaching the student how to enhance reimbursement in today's healthcare environment. Using current ICD and CPT coding system resources, students will learn in depth coding systems for medical procedures and diagnoses. Lab work will include working directly with complex medical records, using steps to assure third party approval for recommended treatments/procedures and responding to and appealing insurance denials.

Rationale: Medical coding and billing will be an integral part of the new Medical Office Assistant curriculum. A modern medical office assistant has to be able to deal with physicians, patients and medical insurance companies. BU 918 focuses on a more detailed concentration and understanding of ICD and CPT coding, hands-on experience in insurance company interaction, medical record interpretation, methods of enhancing reimbursement and responding to denials in a medical practice

A motion to approve the addition of this course was **made, seconded, and approved**, with no negative votes and no abstentions.

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• **NEW CURRICULUM**

BIOLOGICAL SCIENCES AND GEOLOGY & BUSINESS DEPARTMENTS

A.A.S. Degree Program in Medical Office Assistant

General Education:

EN 101 or EN 103, English Composition I and II (6 credits)
MA 301, Foundation of Mathematics (3 credits)
SS 310 Sociology (3 credits)
HI 110 Intro to Ancient Civilization
HI 111 Intro to Medieval and Early Modern Western Civilization
Or HI 112 Intro to Modern Western Civilization (3 credits)
SS-640 Medical Ethics (3 credits)
BI 520 Public Health Science (4 credits)

Subtotal for General Education.....22 Credits

Requirements for the Major:

A. Biology Requirements:

BI 110 Fundamentals of Life Science (3 credits)
BI 150 Organization and Delivery of Health Care (2 credits)
BI 340 Assisting in the Medical Office: Clinical Testing Procedures (2 credits)
BI 403 Medical Terminology (2 credits)
BI 451 Phlebotomy Technology (1 credit)
BI 452 EKG Technology (2 credits)

Subtotal for Biology Requirement....14 credits

B. Business Courses:

Any one course selected from the following (dependent on typing and keyboarding ability) (2 credits)
BU 802 Typewriting/Keyboarding II
BU 803 Advanced Typewriting/Keyboarding
BU 903 Medical Office Procedures (3 credits)
BU 907 Word/Information Processing (Using Microsoft for Windows) (3 credits)
BU 916 Medical Coding and Billing I (3 credits)
BU 918 Medical Coding and Billing II (3 credits)

Subtotal for Business Requirement....14 credits

C. Internship

BU 909 Cooperative Education in Business OR BI 961 Phlebotomy Practice and HE 110 Cardiopulmonary resuscitation (3 credits)

Subtotal for A, B, C.....31 credits

E. Electives

BI 950, 951, 952, Field Experience in Medical Assisting (2-3 credits)
BU 801 Typewriting/Keyboarding (2 credits)
HE 103 (Nutrition and Health)
SP 211 –Speech Communications (3 credits)
CH 120 (Fundamentals of Chemistry (3 credits)

Subtotal for Electives: 7 credits

Total: 60 credits

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Rationale: The U.S. Department of Labor estimates the employment in this field is expected to increase 27% or more by 2014, a trend clearly not seen at Queensborough at this time. There is an apparent lack of retention in the Certificate program. But, increased retention can be accomplished by establishing an Associate Degree in Medical Office Assistant with a curriculum that directly correlates with the demand of the job market.

Formal training in medical assisting is not only generally preferred in a health care environment but now is a necessity and a requirement. Medical assistants are an integral part of the healing process and have become indispensable to the health care field. Not only have physicians become more reliant on medical assistants but their services are also being required by hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies, and pharmaceutical companies. The responsibilities of medical assistants continue to expand as the need for their services grow.

The MO program is expected to attract students who are unable to register or complete the Nursing program at QCC or other CUNY colleges. Since the Medical Laboratory Technician program at QCC has not been offered since the Fall 2003 students interested in the Health Care field will have an alternative Associate degree to pursue in their field of interest. Further, since none of the CUNY colleges offer an AAS degree program in Medical Office Assistant this represents an enormous job opportunity for the graduates from this program from our College in the New York City area.

Vice-President Call inquired whether internships would carry a P/F or letter grade. It was indicated by Dean Steele that grades should be as indicated by the catalogue.

A motion to approve the addition of this course was **made, seconded, and approved**, with no negative votes and no abstentions.

- **NEW COURSE**

FOREIGN LANGUAGES

LC 311 Readings in Contemporary Chinese Literature

3 hours, 3 credits

Prerequisite: LC 214 and/or permission of the department

Course description: This course aims to enhance students' understanding of Chinese society and modern Chinese literature through reading a variety of modern Chinese literary genres including essays, short stories, and a short play. The emphasis is on reading comprehension and expansion of vocabulary. Class discussions are on issues related to the readings.

Rationale: This course will offer an option for the numerous native speakers of Chinese at QCC who are interested in taking Chinese to fulfill their language requirement or as an elective course.

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A motion to approve the addition of this course was **made, seconded, and approved**, with no negative votes and no abstentions.

Dr. Cotty thanked the members of the committee for their service over the last year.

VII. Unfinished Business

- **Library Task Force:** Dr. Matthew Trachman indicated that the Committee on the Library was pleased with plans for the Library, and deferred to Vice-President McColloch. Dr. McColloch reported that the Task Force, whose report would be ready by the close of the spring, had been compelled to move ahead with a few plans for the library due to constraints in the anticipated change of funding formulas for tutoring, and the necessity of rearranging offices primarily during the summer, when fewer students and staff would be disrupted. Some highlights of these changes would include:
 - The relocation of tutoring to the Library Building;
 - The relocation of CETL;
 - The relocation of the Library's book collection to the Second Floor;
 - The relocation of ISC.

Dr. Pecorino indicated that security arrangements in the Library did not provide sufficient protection for the collection, and produced five books that he had been able to remove from the Library without interception under current conditions. Dr. McColloch indicated that the rearrangement of the collection would include the incorporation of security arrangements to better safeguard the collection in the future.

- Vice-President Call announced that there would also be a renovation project to redo portions of the mall area in front of the Science and Technology Buildings that would begin after commencement.

Dr. Marti once again wished Senators a pleasant and productive annual leave.

The meeting adjourned at 3.55 p.m.

Respectfully submitted,

Emily S. Tai
Secretary