Attendance:  M. Bolicki, L. Campbell, A. Chelius, M. Kammer, L. Lemons, P. Manns, L. McGlynn, A. Nigro, W. Osler, A. Polanco, J. Taggart, D. Vassallo.   Not Present:  E. Russell (sick), K. Zaniewski (sick), H. Peterson, B. Clark.

# I.      Approval of February minutes
The minutes were approved as submitted.


# II.      Curriculum Proposals
**ARTS/CISM165-Web Graphics and Animation**, *remove ARTS from cross-listing,* **J. Taggart, C. Knowles-Harrigan**
This cross-listed course hasn't run in years, except as Independent study. The technology/software is obsolete.  The Arts/Humanities department voted to drop the course and the ISAS department voted to keep it.  A decision was made to keep the course as CISM165, but remove the ARTS alpha.

The course was formerly a requirement in the Digital Design Option which was dropped in 2011 to make way for the Media Studies degree. ISAS has always staffed and maintained the course and may decide to revise the course curriculum.  If not, they will drop the course at a later date.

Cheryl noted that the prereq. listed on the revised syllabus is incorrect and should be *ARTS135 or CISM125,* rather than *CISM125 and CISM127*.

In addition, there is a note listed in the course description section of the catalog that reads: *ARTS/CISM165 is not a substitute for a 200-level ARTS course for Studio Arts majors,* which should be changed to: <u>*CISM165*</u> *is not a substitute for a* <u>*100*</u>*-level ARTS course for Studio Arts majors.*

The syllabus will be updated and forwarded to L. Campbell and S. Marzelli.
**APPROVED –** *Effective, Spring 2019*


**BUSN/CISM247-Management Information Systems**, *remove BUSN from cross-listing,* **K. Giulian**
Last year, the Prof. Studies department dropped this course from the Business Administration, AAS and AS degrees. Per a directive from administration, the department has been working to reduce the total number of degree credits to approximately 60.  The course is no longer required for these degrees and the department would like to remove the BUSN alpha from the course.  ISAS has always maintained and taught the course and can continue to run it under the CISM alpha.

There was a discussion regarding ISAS department concerns about the change since it will impact the enrollment numbers for the CISM247 course.  The Form B states N/A for #3 Under Rationale for Change: *Include an impact study that indicates how this change affects other courses/programs.*

ISAS would like to know how many students take the course for the Business Administration degree to inform the scheduling of the course.  The department also wanted to affirm that the course does transfer to a number of NJ colleges since transferability was previously cited as an issue.  In addition,

ISAS would like to confirm that the Business Administration, AAS degree will keep CISM as an option under the Program Elective choices.

D. Vassallo stated that transferability wasn't the primary reason for removing the course from the Business programs. The department is working on some new BUSN course electives for their program, and there is limited room.  She could not confirm that CISM would remain as an elective choice in the future, but the department will allow students to take CISM247 as a substitution if they're interested in taking the course.

K. Guilian added that the department has been evaluating their programs and at the associates degree level, the course doesn't meld well with their program goals. The department is looking at what's in the best interest for business students.

The Prof. Studies department will send ISAS the requested enrollment data.
**APPROVED** *(7 Approved; 1 Opposed)*

**ACCT/CISM162-Microcomputer Applications Using Spreadsheets**, *remove ACCT from cross-listing,* **K. Giulian**
The Prof. Studies Department is dropping the ACCT alpha from the cross-listed ACCT/CISM162. The course is no longer a program requirement (Accounting degrees were dropped, effective, fall 2015). Students interested in Accounting have now been shifted to the Business Administration degrees. The course is managed and taught by ISAS and can continue to be offered under the CISM alpha.

There was discussion regarding the ISAS department's concerns about the impact the change might have on enrollment for the course.  There is no impact statement included on Form B. The response for *#3 Include an impact study that indicates how this change affects other courses/programs* is "N/A." The ISAS department wanted to note that course ACCT credits are used toward CPA and promotions for students and those working in the field.  L. Dicker completed a dissertation regarding math skills and useful tech skills for students when they enter careers.  She added this course to all of the ISAS AAS degrees. These skills are important in a data-driven world.

D. Vassallo noted that the Accounting degrees were dropped due to students reporting transfer issues after graduation.  Four-year colleges were not accepting approximately 20 credits of their coursework and they had to re-take accounting credits.  She added that the department will likely consider some Math requirement changes for the Business Admin. degrees in the future.

K. Giulian stated that the course will still qualify for CPA requirements after the ACCT alpha is removed and could still be used to help with promotions.

The Prof. Studies department will send ISAS the requested enrollment data (the number of ACCT students who were enrolled in the course).
**APPROVED** *(7 Approved; 1 Opposed)*

## Other Business
**ADA Compliant forms update** – L. Campbell is working on accessible forms in Word format.  Drafts will be shared at the next meeting. Google Forms wasn't providing an accessible or editable output. C. Bullock suggested revisiting some other options at a later date.