

To: Members of the College Council and College Community  
 Date: May 22, 2024  
 From: Amanda Kalin, Secretary  
 Subject: Agenda for the College Council Meeting 5/28/24 @ 3PM

The College Council will meet on Tuesday, May 28, 2024 at 3:00 PM in Room U-219.

**AGENDA**

I. Approval of the minutes of the meetings held on April 16, 2024 (posted online [HERE](#)).

II. Reports

A. President’s Report

B. Legislative Committee Report

C. Curriculum Committee Report

The Curriculum Committee proposes the following item for approval.

1. New 82/Experimental/Pilot Course:

<b>Department of Business</b>
1. ACC 8276 - Individual Tax Preparation
Prerequisite: NONE
Corequisite: NONE
Pre-/Co-requisite: NONE
Credits: 1
Hours: 1hr. lecture
<u>Course Description</u> : The course is an introduction to individual income taxes. Topics covered include understanding federal law, property transactions, gross income inclusions, gross income exclusions, deductions and losses, self-employment issues, itemized deductions, and tax credits. The course will allow students to explore the role and responsibilities of a professional tax preparer as they can work with clients, become certified volunteer tax preparers, and earn their certificate of completion during the tax season. Upon completion of this course, students will be able to complete individual tax returns. All students in the course qualify to take part in the Volunteer Income Tax Program (VITA) certification course, where students will take various online quizzes and volunteer 40-45 hours during the tax season, helping clients complete their tax returns. At the end of the tax season students will earn a certification of completion signed by the IRS.

Below items are *Informational Items* for the College Council and do not require a vote.

**\*\*\* INFORMATIONAL ITEMS FOR COLLEGE COUNCIL \*\*\***

**VI. CHANGE IN EXISTING COURSES**

**Department of Health, Physical Education and Recreation**

**1. HS 5200 - Human Sexuality**

Change in Course Description		
<b>FROM:</b>		<b>TO:</b>
Information on the biological basis of sex, sexual behavior, attitudes and values, sexual problems, sex therapy, and the social, cultural and ethical aspects of sexuality.		This course explores sexual attitudes, behavior, and health across the lifespan. Examines sexual anatomy and physiology, reproductive health and rights, gender development and identity, intimacy and communication, birth control & contraception, sexual orientation, sexual response, sexual expression, sexual disorders, STIs & HIV, sexual assault, sex in the media, and sex work. It also investigates ecological influences on sexual attitudes and behavior and introduces sexuality theories and research.

**Department of Mathematics and Computer Science**

**1. MAT 900 - College Algebra**

Change in Prerequisite (Clarification)		
<b>FROM:</b>		<b>TO:</b>
Prerequisite(s): (1) MAT R300 or (2) Student has Math Proficiency of at least 60 <b>AND</b> a Secondary Math Index indicating the level of MAT 900		Prerequisite(s): (1) MAT R300 or (2) <b>CUNY Proficiency and ACCUPLACER (QAS) placement of MAT 900</b>

**2. MAT 2000 - Elements of Statistics**

Change in Prerequisite (Clarification)		
<b>FROM:</b>		<b>TO:</b>
Prerequisite(s): (1) MAT R300 or (2) MAT 9010 or (3) MAT 9B0 or (4) Student has Math Proficiency of at least 60 <b>AND</b> a Secondary Math Index indicating the level of MAT 900		Prerequisite(s): (1) MAT R300 or (2) MAT 9010 or (3) MAT 9B0 or (4) <b>CUNY Proficiency and ACCUPLACER (QAS) placement of MAT 900</b>

**VI. COURSE WITHDRAWALS**

**NONE**

#### D. Instructional Committee Report

- **Vote:**
  - Regular and Substantive Interaction (RSI) Policy

## Kingsborough Community College

### Regular and Substantive Interaction (RSI) Policy in Online and Distance Learning

Effective Date:

Policy Number:

Last Revision Date:

#### Purpose:

In adherence to the 2020 Distance Education and Innovation regulations issued by the U.S. Department of Education, which apply to higher education institutions receiving Title IV funds, this policy ensures our online courses fulfill the requirement of regular and substantive interaction between students and instructors. These updated federal standards are vital for institutions that offer distance and competency based education where students utilize Title IV financial aid.

*For detailed information on the ruling, please refer to the Federal Register's Distance Education and Innovation [documentation](#) (Higher Education Opportunity ACT, Pub.L. 110-315, 122 Stat. 3078, codified as amended at 34 C.F.R. §600.2)*

Regulations Effective Date: July 1, 2021

#### Applicability:

This policy pertains to all distance and competency based educational programs at our institution. This policy upholds the quality of online and distance learning at Kingsborough Community College by ensuring courses provide regular and meaningful interaction, in line with federal and accreditation standards.

#### Background:

The concepts of "regular and substantive interaction" were formalized in 2005, aiming to address fraudulent practices in correspondence courses and protect student consumers. In 2006, with online education emerging as a significant aspect of higher education, Congress revised the regulations to differentiate distance education from correspondence courses. A correspondence course is a type of educational course that is completed by a student remotely, without being physically present in a traditional classroom setting. Historically, these courses were conducted through mail, where students received course materials and submitted assignments via post. Today, correspondence courses can also be conducted online. They are typically self-paced, with minimal interaction between the student and

the instructor, distinguishing them from more interactive forms of distance education. This action removed financial aid restrictions for distance education, making such programs more accessible. The criteria of "regular and substantive interaction" became a key differentiator, ensuring distance education's distinction from correspondence courses.

## Definitions:

*For detailed information on definitions, please refer to the Federal Register's Distance Education and Innovation [documentation](#) (Higher Education Opportunity ACT, Pub.L. 110-315, 122 Stat. 3078, codified as amended at 34 C.F.R. §600.2)*

### *Regular Interaction:*

Scheduled interactions initiated by the instructor to engage students consistently.

### *Substantive Interaction:*

Activities that involve direct teaching, learning, and assessment relevant to course content.

### *Online and Distance Learning Courses:*

Courses conducted electronically without the instructor and students being in the same location.

## Faculty Responsibilities:

Instructors will design courses that encourage frequent, structured interactions and outline these expectations in the course syllabus, utilizing diverse methods to support various learning styles.

## Oversight and Evaluation:

As Departmental Personnel and Budget Committee are the responsible body for course evaluations according to [Article 18](#) of the PSC-CUNY agreement, Department P&B will guide the evaluation of courses to meet minimum RSI requirements. Reviews will include student feedback, contributing to the continuous improvement of our courses. Faculty will receive clear instructions and ample time to make any needed adjustments, with the P&B overseeing decisions on online teaching roles, ensuring fairness and quality.

## Professional Development:

Faculty will have access to regular training aimed at reaching 'Exemplary' levels in our RSI Rubric. This rubric serves not as an evaluation tool but as a pathway for professional growth, aligning courses with our standards for excellence. Regular reviews and student feedback will aid in the ongoing enhancement of our courses.

## Annual Review:

To stay current with educational best practices and regulatory changes, this policy and the RSI standards will be reviewed and revised each year.

## RSI Minimum Requirements:

### *Frequency:*

Regular and predictable interactions throughout the course.

### *Nature:*

Meaningful interactions that are crucial to the learning process.

### *Initiation:*

Interaction primarily initiated by the instructor.

### *Documentation:*

Clear documentation of interactions in course materials.

### *Technological Support:*

Adequate support to enable full participation in the course.

## RSI Rubric

The rubric available at <https://oscqr.suny.edu/rsi/rsi-standards/> is recommended for adoption by departmental P&B as a tool for setting minimum requirements in RSI. This framework assists instructors in enhancing online courses, delineating clear performance levels from "In Development" to "Exemplary." Intended for continual professional growth rather than just evaluation, this tool encourages faculty to engage in training that helps them meet and exceed established standards, thus ensuring our courses are both interactive and excellent. Regular assessments and student feedback using this rubric will foster ongoing improvements in our educational offerings.

### E. Ad-Hoc Governance Final Committee Report

## III. New Business

Non-returning members of the 2023-2024 College Council are dismissed.

## IV. First Meeting of the 2024-2025 College Council

### A. Nomination and Election of the following College Council Positions:

- College Council Chair
- College Council Vice Chair
- College Council Secretary

B. Election of Committee on Committees and Committee Officer Elections by incoming members of the 2024-2025 College Council:

Committee on Committees – election of 2 additional Faculty/Staff members and 3 student members (if available and in attendance) to serve on the Committee on Committees.

Current Committee Members (5)

Amanda Kalin (2025)

John Acosta (2026)

Judy Cohen (2026)

Cynthia Olivina (2026)

Stuart Parker (2026)

Former Committee Members (2)

Scott Cally (Chair)

Maria Patestas

C. Committee on Committees Meeting

In a separate space, the newly constituted Committee on Committees will (a) elect its Chair, (b) consider new members' choices of Committee assignments, and any reassignment requests, and (c) decide on those Committee assignments. At the end of this brief meeting, the assignments will be announced and distributed to the full Council.

D. Members of Committees will breakout to elect Committee officers, Chair and Secretary, for 2024-2025 College Council.

**COLLEGE COUNCIL CALENDAR 2024-2025**

College Council Calendar 2024-2025 TBD