Application for Pathways Implementation Funds

**submit to pathways@mail.cuny.edu by April 1, 2012**

College Name: College of Staten Island

Contact person:
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Instructions

Provide amount requested and rationale under each relevant heading. For salaries, indicate the number and category of people who would receive them, the tasks to be performed, the approximate hours to be worked, and amounts.

Total Amount Requested: $149,925

Curricular revision (Revisions in content and numbers of credits for existing courses and/or development of new courses.)

Rationale:

CSI will have to convert a number of existing courses and adapt them to the Pathways framework. CSI currently has requirements for several 200 level 4 credit 4 hour courses in the general education curriculum. The English Composition sequence presently requires one 3 credit 4 hour course and one 4 credit 4 hour course. Several math courses currently in the general education curriculum are listed as 3 credit 4 hour for non-STEM majors. These courses will all have to be converted to 3 credit 3 hour courses to fulfill Pathways requirements in the Common Core. Further, the learning outcomes of the courses will have to be reviewed and revised where needed. Given that learning outcomes drive the course content, considerable work on course revision may be necessary. This will involve faculty from the Division of Humanities and Social Sciences and the Division of Science and Technology. CSI presently has a large number of courses in the general education curriculum, and it will be necessary to have teams of faculty in disciplinary clusters reviewing and revising courses that are the most appropriate to convert to the Pathways framework.
Amount Requested: $81,600

Salary detail:

46 full-time faculty members working on 7 teams representing the Pathways Common Core areas (two science areas combined into one team) @ $1275.00 each at $51 per hour (the actual rate depends on individual faculty members and their years of experience) for 25 hours at non-teaching adjunct rate of pay): $58,650.

Work will be expected/conducted over the first or second four-week summer terms. Duties include development and/or revision of courses for submission and review and approval by the Undergraduate Curriculum Committee, the General Education Committee, the Faculty Senate, and the following activities:

- Revising syllabi where appropriate; attending team meetings; networking with departmental faculty teaching the courses under revision; reviewing current course learning outcomes in light of Pathways requirements;
- Revising outcomes where appropriate; revising course structure to accommodate 3 credit 3 hour requirements; attending a workshop on curriculum revision using the backwards design method for outcomes-based curricula and techniques for creating significant learning experiences; ensuring the proposals abide by CSI general education and undergraduate curriculum committee requirements.

10 full-time faculty members working on new course development for 45 hours @$51 per hour (the actual rate depends on individual faculty members and their years of experience) = $2295 x 10 = $22,950

Update and disseminate materials (Modify web site and other materials as needed; disseminate information on changes in requirements and courses.)

Rationale:

The catalog and associated web sites will need to be updated following submission, review, and approval of course materials to the Undergraduate Curriculum Committee, the General Education Committee, and the Faculty Senate. Given the large number of courses that will need to be approved by curriculum committees and the faculty senate for the Pathways project, the workload for these tasks is expected to be beyond what the current curriculum coordinator can manage without additional support. This is especially true since the process of updating the web catalog is very cumbersome, and single corrections to the catalog web site can take as long as 8 hours to complete.
Departmental and advising web sites, where four-year plans of study and other resources may be found, will all need to be updated with advising checklists for all degree programs. Recruitment materials that feature degree program requirements will need to be updated.

Forms and other materials necessary for submission to the appropriate CSI curriculum committees and the Faculty Senate will need to be completed. Once materials have been approved by CSI Curriculum Committees and the Faculty Senate, the paperwork must be uploaded in the CUNY Share Point system for review by the appropriate Pathways committees. There are no staff members whose current duties can accommodate such an increased workload. Many staff who are responsible for transmitting materials to the Chancellor’s office also have a number of duties in the provost’s office related to faculty appointments, tenure and promotion, and other areas. The increased workload would be difficult to manage without additional staff.

Amount Requested: $67,624.80

$57,516 annual salary for HEO Assistant

College Assistant for 12 months (20 hours per week): $9.72 x 40 hours per biweekly pay period = $388.80 x 26 pay periods = $10,108.80

Salary detail:

HEO assistant starting in June 2012. Responsible for catalog and web changes and uploading to Share Point site for review by appropriate Pathways Committee.

Clerical Staff Assistance: ½ time College Assistant beginning in June 2012.

Duties include taking minutes at faculty curriculum team meetings and assisting with the preparation of necessary paperwork for submission to undergraduate curriculum and general education committees and the faculty senate. Other duties as required.

Faculty and staff development (Update faculty members, advisors and others on the new requirements and how they will affect student progress and course taking.)

Rationale:

Faculty and staff advisors will need an intensive workshop in how to make use of DegreeWorks to track students continuing on the current general education requirements and those who are beginning with Pathways requirements following their approval by the Undergraduate Curriculum Committee, the General Education Committee, and the Faculty Senate. Given that we may be running three-credit and four-credit versions of courses to meet both current and Pathways requirements for continuing and new students
respectively, advisors will need considerable skill in the use of DegreeWorks. Faculty and staff advisors will attend one three-hour training workshop. The workshop will be offered 6 times and conducted FY 13.

Amount Requested: $700.20

Salary detail:

Pay for staff who will conduct the DegreeWorks workshops: 18 hours at non-teaching adjunct pay rate of $38.90 per hour =$700.20

Technical implementation (For example, changes to CUNYFirst or Degree Works.)

Rationale:

CSI will need to accomplish the following tasks to ensure a smooth transition to Pathways:

1. Identify students who are required to follow Pathways and those eligible to “opt in.” We will need to define parameters for the query and then manually review them. We will need to determine what general education curriculum a student is currently following and reevaluate transfer credits and other related items as appropriate. The process will be complicated depending on policies set forth about how many years to go back for continuing students and readmits. We will need to develop a communication plan and timeline for notification.

2. The course catalog and schedule of classes will need to be programmed to code/advertise the courses meeting “Pathways” requirements. This will involve updating SIMIS and CUNYFIRST with transfer/requirement codes and creating comments in the catalog and schedule of classes. We will need to update SIMIS and CUNYFIRST with new pre-requisite/co-requisite programming. We may need to redo our entire course database into a common numbering convention (involving 6,000+ courses).

3. Degreeworks programming will be required. We will need to program blocks to recognize “Pathways” requirements. We will need to update student DegreeWorks audits (individually) to recognize a “Pathways” option for those that “opt in.”

4. The TIPPS database will need to be reviewed to rearticulate courses that are currently the same between campuses but meet different general education requirements. We will need to run all courses that have general education inconsistencies between schools through governance to reassign matching general education requirements. We will need to code all courses in the TIPPS database with appropriate “Pathways” general education codes. We may need to create “Pathway” message courses to transfer in courses not articulated with our courses.

5. To manage “opt in” students, we will need to:
- Manually/individually change the “requirement” in Degree works for each student;
- Place an identifier in the course catalog and in the schedule of classes for each offering satisfying the new General Education requirements and tagging them for appropriate buckets in Pathways. This might include creating and recognizing “pseudo pathways courses” that represent completion of categories on non-articulated courses.
- Configure the courses with values to enforce “no more than two courses in any discipline or interdisciplinary;”
- Manage the curricular and system process around inconsistent TIPPS articulations (where the sending and receiving college have different general education designations on articulated courses).

6. System updates will need to be done in CUNY/FIRST as well as SIMIS.
7. We will need to manage the increased administrative workload connected to approvals from curricular committees.
8. We will need to find a way to manage and tag exceptions.
9. We will need to revise our Degree Program audit coding.

Amount Requested: 0  (CSI supported @$49,470)

Salary detail:

1 non-teaching adjunct with IT training/background 30 hours a week at a rate of $48.50 starting in June 2012 = $2910 a biweekly pay period for 17 pay periods:  $49, 470

Other

Rationale:

Amount Requested:

Salary detail: