

# Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

## MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, December 19, 2023, on the college campus, 80 Vandenburg Avenue, Troy, New York; via remote meeting and live streamed for the public on the college's website at [www.hvcc.edu](http://www.hvcc.edu).

### PRESENT

Neil J. Kelleher, Chairman  
Ameera Aftab  
Judith Breselor  
Philip J. Danaher  
William Fagan  
Flora Fasoldt  
Thomas P. Grant  
William C. Jennings  
Wayne Pratt  
Brian Zweig

### ALSO PRESENT

Dr. Roger A. Ramsammy, President  
George J. Raneri, Secretary to the Board  
Suzanne Kalkbrenner, Assistant Secretary to the Board

S. Addison	J. Deitchman	P. Klimkewicz
J. Ashdown	J. DiLorenzo	J. Kohan (remote)
K. Better	E. Dwyer	I. LaChance
J. Austin	J. Eaton	K. Petley
L. Banushllari	S. Ely	M. Reynolds (remote)
T. Bocketti	D. Fernandez-	H. Rodriguez
R. Bornn	C. Grocki (remote)	G. Sausville
J. Bourdeau (remote)	L. Hassib	D. Shoemaker
K. Bunkley	G. Healy (remote)	A. Thomas
C. Campana	P. Hill	R. Whitaker
D. Christian	A. Johnson	R. Wilson
L. Coplin	D. Kennedy	J. Yost
J. Dana	T. Kessel	K. Ziegler

Chairman Kelleher called the meeting to order at 5:08 pm.

Upon a motion by Mr. Pratt seconded by Mr. Grant, the following resolution was adopted unanimously.

**MINUTES**

**Resolved**, that the minutes of the regular meeting of the Board of Trustees held on November 28, 2023, be and hereby are, approved.

Upon a motion by Mr. Danaher, seconded by Ms. Fasolt, the following resolution was adopted unanimously.

**CHANGES TO THE  
CODE OF CONDUCT  
FOR ACADEMIC  
ETHICS**

**Resolved**, that the following changes to the Code of Conduct for Academic Ethics, as recommended by the Academic Senate and the President, be, and hereby are, approved. The revised Code shall take effect in Spring 2024 and shall read as follows:

## **Article VII. Code of Conduct for Academic Ethics**

### **Academic Ethics**

Hudson Valley Community College expects all members of the College community to conduct themselves in a manner befitting the tradition of scholarship, honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate Faculty and/or other College Personnel. These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every Student's responsibility to become familiar with the standards of academic ethics at the College, including individual course policies. Claims of ignorance, unintentional error, or academic or personal pressures do not excuse violations.

#### **7.1 Plagiarism.**

A Student is guilty of plagiarism any time they attempt to obtain academic credit by presenting someone else's ideas, including content generated by an Artificial Intelligence third-party service or site, as their own without appropriately documenting the original source. Appropriate documentation requires credit to the original source in a current manuscript style (e.g., MLA or APA) that is appropriate to the assignment and the discipline. While Faculty Members are encouraged to distinguish between a Student's unintentional failure to follow the current conventions of the appropriate manuscript style and a blatant act of plagiarism, the responsibility for the integrity of work ultimately lies with the Student. Examples may include the following:

- Language, words, phrases, symbols
- Style (written, oral or graphic presentation)
- Data, statistics, including laboratory assignments
- Evidence, research
- Computer programs, creative projects, artwork
- Intellectual ideas such as theories and lectures
- Web sites, digital forms of communication such as email, chat room, and instant messaging
- Photographs, video, audio

#### **7.2 Cheating on Examinations.**

A Student is guilty of cheating any time they attempt to give or receive unauthorized help before, during, or after any type of examination. Examples of unauthorized help include the following:

- Collaboration of any sort during an examination (unless specifically approved by the instructor)
- Collaboration before an examination (when such collaboration is specifically forbidden by the instructor)
- The use of notes, books, or other aids (e.g., cell phones, computers or other electronic devices) during an examination (unless permitted by the instructor)
- The use of content generated by an Artificial Intelligence third-party service or site (AI-generated content) (unless specifically approved by the instructor)
- Arranging for another person to take an examination in one's place
- Looking on someone else's examination during the examination period
- The unauthorized discussion of test items during the examination period
- The passing of any examination information to Students who have not yet taken the examination

There should be no conversation while any type of examination is in progress unless specifically authorized by the instructor.

## **7.8 Falsification.**

Misrepresenting materials or fabricating information in an academic exercise or assignment, including laboratory assignments (e.g., the false or misleading citation of sources, the falsification of experiments or computer data, etc.). Falsification also includes falsely claiming to have completed work during an internship or apprenticeship. Fabricating information includes content generated by an Artificial Intelligence third-party service or site (AI-generated content).

Upon a motion by Mr. Danaher, seconded by Dr. Jennings, the following resolution was adopted unanimously.

**CURRICULUM  
CHANGES**

**Resolved**, that the following curriculum changes, as recommended by the Academic Senate and the President, be, and hereby are, approved:

### **A. SCHOOL OF BUSINESS AND LIBERAL ARTS**

#### **1. BUSINESS & CRIMINAL JUSTICE DEPARTMENT**

##### **Change to Existing Course:**

- **BADM 230 – Honors Statistics**

Reintroduction of course after 7 semester hiatus with no changes. BADM 230, Honors Statistics will be the major specific course for the Honors College, BSN students.

#### **2. EDUCATION & SOCIAL SCIENCES DEPARTMENT**

##### **New Program/Certificate:**

- **Early Childhood & Childhood Education A.S.**

In 2021, the Education & Social Science Dept. proposed an Early Childhood and Childhood Education program. When the proposal went to SUNY, significant changes were required. NYSED recently approved the program as revised. The department was able to make transfer agreements with UAlbany and Brockport to fit these requirements.

##### **Change to Existing Program/Certificate:**

- **History & Political Science A.A.**

##### **Change in Program Title**

The Liberal Arts and Science--Humanities and Social Science History and Political Science tracks will be deactivated.

This single change proposal will create a stand-alone History and Political Science AA program and remove the tracks from the broader Liberal Arts and Science-Humanities and Social Science (LAR) program.

The History and Political Science AA better identifies the program, and our faculty and advisory board believe an interdisciplinary degree serves 2-year students well.

### **Change in Degree Requirements**

1. Current: 6 credits of literature electives. Proposed: 6 credits of English electives. Allows more flexibility for students.
2. Previous: Restricted electives HUM, SS, FL. Proposed: Require 3 credits of World Language to better serve major and transfer needs. Require POLS 105 as SS to serve major.
3. Current: Elective as advised. Proposed: History major focus and Political Science major focus courses. Some expansion in elective recommendations to fit major needs.
4. Current for LPO: History elective of American HIST or World History. Proposed: Require HIST 110 or 111 to serve major needs.

### **New Course:**

- **HIST 290 – History Internship**

The history internship course will allow students to earn history credit, explore careers in history and gain practical experience.

### **Change to Existing Courses:**

- **HIST 203 – History of World War II**

#### **25% or More Change in Course Content & Change in Course Number**

The outline was streamlined to better reflect what is currently taught. Objectives were updated to reflect course content and SUNY General Education requirements.

- **POLS 200X – Internship in Politics & Government**

#### **Change in Credit Hours**

We are requesting a revision in credits in order to allow students to participate in the NYS Assembly Internship. The director of the internship program indicated students must commit to a full-time internship in order to participate.

### **Deactivate or Discontinue Program/Certificate:**

- **Art History & Gallery Studies Track – Liberal Arts & Sciences – Humanities & Social Science A.A.**

This program has seen low enrollment.

Semester Totals:

Fall 2016 3	Fall 2019 5	Fall 2022 3
Fall 2017 3	Fall 2020 1	Fall 2023 3
Fall 2018 3	Fall 2021 3	

### **3. ENGLISH, FOREIGN LANGUAGES, & ENGLISH AS A SECOND LANGUAGE**

#### **Change to Existing Program/Certificate:**

- **English A.A.**

#### **Change in Program Title**

The English, Foreign Languages, and English as a Second Language department is looking to move the English track from Liberal Arts Humanities and Social Sciences Associates in Arts degree to its own degree program.

### **Change in Degree Requirements**

The program proposal now reflects a required World Languages elective.

#### **New Courses:**

- **ENGL 138 – Digital Storytelling**  
This course examines digital platforms with the purpose of understanding and analyzing the medium's impact on contemporary storytelling and our culture. Students will read and write about selected articles, as well as learn and practice with a variety of digital platforms to cultivate cohesive and complex digital narratives.
- **SPAN 202 – Advanced Spanish Conversation & Composition**  
Course designed for students who have completed Spanish IV or who have obtained permission from the department chairperson.

#### **4. FINE ARTS, THEATRE ARTS & DIGITAL MEDIA**

#### **Change to Existing Program/Certificate:**

- **Media Studies A.A.**  
**Change in Program Title**  
The proposed change will remove the Communications (Media) track from the Liberal Arts and Sciences - Humanities and Social Science Track (A.A.) into its own program through the Fine Arts, Theatre Arts and Digital Media Department.

#### **Change in Degree Requirements**

The proposed change will remove the Communications (Media) track from the Liberal Arts and Sciences - Humanities and Social Science Track(A.A.) into its own program through the Fine Arts, Theatre Arts and Digital Media Department.

This proposal will rename the program as: **Media Studies**

#### **Change to Existing Courses:**

- **ARTS 111 – Drawing**  
**Change in Prerequisites**  
The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 110 - Drawing I

- **ARTS 120 – Painting I**  
**Change in Prerequisites**  
The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 110 - Drawing I

- **ARTS 139 – Photography II**

**Change in Prerequisites**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 129 – Photography I

- **ARTS 225 – Experimental Drawing in Italy I**

**Change in Prerequisites**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 110 - Drawing I

- **ARTS 236 – Independent Study in Photography**

**Change in Prerequisites**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 129 – Photography I

- **DART 115 – Video Art**

**Change in Prerequisites**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 140 – Television Production I or ARTS 129 – Photography I

- **DART 200 – Digital Imaging II**

**Change in Prerequisite**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: DART 100 – Digital Imaging I

- **DART 205 – Animation**  
**Change in Prerequisite**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: DART 100 – Digital Imaging I

- **DART 230 – Professional Portfolio Practice**  
**Change in Prerequisite**

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 129 – Photography I AND DART 100 – Digital Media I AND DART 110 – Introduction to Graphic Design AND DART 120 – Web Art & Design

## **B. SCHOOL OF STEM**

### **1. APPLIED TECHNOLOGIES**

#### **New Programs/Certificates:**

- **Collision Repair Certificate Program**  
This new certificate program will offer additional employment opportunities for our students. The collision repair industry is in desperate need of trained technicians. This certificate program will train individuals with automotive mechanical repair experience in the specific skills of collision repair.
- **General Motors Automotive Service Education Program A.O.S.**  
This program is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification, enhancing their employability.
- **Honda PACT A.O.S.**  
This new program is sponsored by Honda of America. Students in this program will be employed and sponsored by a Honda/Acura dealership. Upon graduation, students will be eligible to continue employment in a Honda/Acura dealership as Honda Certified technicians.

**New Courses:**

- **AUGM 120 – GM Engines**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 130 – GM Electronics**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 135 – GM Vehicle Safety**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 145 – GM Chassis I**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 150 – GM Chassis II**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 155 – GM HVAC Systems**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 160 – GM Infotainment & Networking**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 220 – GM Drivetrains**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 226 – GM Automotive Practicum I**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 227 – GM Automotive Practicum II**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 228 – GM Automotive Practicum III**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 229 – GM Automotive Practicum IV**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.



- **AUGM 240 – GM Fuel Systems**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 245 – GM Performance**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 250 – GM Diesel**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 255 – GM Diagnosis**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUGM 280 – GM Hybrid & EV**  
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- **AUTO 101 – Automotive Workplace Skills**  
This course will meet the DEI and customer service "soft skill" requirements of the manufacturer sponsors of new automotive programs.
- **AUTO 226 – Automotive Practicum I**  
Automotive Practicum I will be a required course for Honda automotive manufacturer sponsored programs. Students in these programs will be required to complete 400+ hours of supervised work in an approved repair facility. This course will organize and codify the first segment of this requirement. Additional Automotive Practicum courses will be required to fully meet this requirement.
- **AUTO 227 – Automotive Practicum II**  
All new manufacturer sponsored automotive programs will require multiple practical work experiences. This course is the second in this required sequence for students enrolled in the Honda sponsored program.
- **AUTO 228 – Automotive Practicum III**  
All new manufacturer sponsored automotive programs require practical work experiences. This course will be the third in the required sequence for students in the Honda sponsored program.
- **AUTO 229 – Automotive Practicum IV**  
All new manufacturer sponsored automotive programs require practical work experiences. This course is the fourth in this sequence.

## 2. BIOLOGY, CHEMISTRY, & PHYSICS

### **New Program/Certificate:**

- **STEM Med Prep**  
The STEM Med Prep Certificate is designed for the student interested in medical school, physician assistant, veterinary school, dental school, optometry school, pharmacy,

chiropractic, physical therapy, or any other advanced health care program. The courses in this certificate will provide integral knowledge to support the student preparing for entrance exams, and certificate enrollment is recommended to be concurrent with exam preparation. This certificate emphasizes 1) the biological and biochemical foundations of living systems, 2) chemical and physical foundations of biological systems, and 3) critical analysis of data, scientific inquiry, and reasoning skills. Certificate courses may be taken by anyone interested in fulfilling transcript gaps regarding the major science prerequisites for the health professions. Non-matriculated enrollment in these courses is acceptable but certificate program matriculation is encouraged.

**Change to Existing Program/Certificate:**

• **Biological Sciences A.S.**

**Change in Program Entrance Requirements**

The BCP Department is intending to remove entrance barriers for students intending to matriculate into our Associate Degree programs. We feel that 3 units of equivalent academic math, biology, chemistry (80 or above in each course) and also a HS average of 80 -representing a B in these areas, is too stringent and exclusive. As such, we intend to lower these to represent a C average in these areas, and are therefore intend to change the entrance requirements to:

Courses	Entry Term	Special Notes	H.S. Average
Algebra, Geometry & Algebra II or 3 units of equivalent Academic Math, Biology, Chemistry (70 or above in each course)	Fall and Spring	Physics Recommended	70 or above

The entrance requirement change was recommended during program review in Spring 2023

**Change in Degree Requirements**

The change to the degree requirements is being made to improve the program for student success, transferability and employment. The addition of BIOL 265 Principles of Microbiology will now be a required course. These changes are consistent with recommendations made during program review in Spring 23.

**New Courses:**

• **BIOL 160 – Medical General Biology I**

This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.

• **BIOL 161 – Medical General Biology II**

This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.

• **BIOL 212 – Medical Microbiology**

This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.

- **CHEM 160 – Medical General Chemistry I**  
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- **CHEM 161 – Medical General Chemistry II**  
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- **CHEM 260 – Medical Organic Chemistry I**  
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- **CHEM 261 – Medical Organic Chemistry II**  
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- **PHYS 160 – Medical General Physics I**  
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- **PHYS 161 – Medical General Physics II**  
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.

**Change to Existing Course:**

- **CHEM 202 – Special Topics in Chemistry**  
**Change in Course Description**  
The change in the course description is being made to better help students understand the topics of the course. Two of the main focuses of the course are the pharmaceutical and polymer industries and we want to better inform students what they will learn when they enroll in this course.

**Change in Course Title**

By changing the title to Special Topics in Chemistry, it will hopefully engage students to further look at the description to see if these topics align with their career goals and focus.

### 3. COMPUTER SCIENCE & MATHEMATICS

**Change to Existing Program/Certificate:**

- **Hacking & Cybersecurity A.S.**  
**Change in Degree Requirements**  
New CISS courses need to be added to bring the program more in line with industry and academic standards in cybersecurity.

**New Courses:**

- **CISS 252 – Programming for Robotics**  
This course will give students experience solving real world problems using intermediate to advanced robotic programming techniques including high level language use. This knowledge and experience will benefit them in future robotics, programming, and science

courses, as well as in their future employment.

- **CISS 255 – Robot Vision & Sensor**

This course is to give students studying Robotics first hand focused experience with commonly used sensors including vision systems. This will give students important knowledge and skills in working with more complex robotic systems.

- **CISS 296 – Automation Systems & Robotic Integration**

This course will give the students hands on experience integrating industrial robotics with a larger system. This may include: manufacturing, assembly, pick and place, and other standard applications.

**Change to Existing Courses:**

- **CISS 180 – Introduction to Robotics**

**Change in Course Description**

Course description is outdated and refers to software that is no longer in use for the course.

**Change in Prerequisites**

It was determined that the prerequisites listed are not necessary for the course

#### 4. ENGINEERING, ARCHITECTURE & MANUFACTURING

**New Program/Certificate:**

- **Welding Certificate**

The current welding program is a 2-year degree that involves classes outside of welding techniques. It is a benefit of the students to have a dedicated certificate in addition to a 2-year degree. This way a student coming to HVCC with the intended goal to weld can graduate within 2 semesters instead of 4.

**Change to Existing Programs/Certificates:**

- **Architectural Technology A.A.S.**

**Change in Degree Requirements**

A few classes are changing credits with the removal of CNST 232 and the addition of a new class CIVL 204. A restricted Elective is being added and the sequence of the curriculum is changing.

Restricted elective addition (ENGL 104) minimum 2 credits

New Fourth term: ENGL 230 or SOCL 120 (as DEISJ elective)

- **Civil Engineering Technology A.A.S.**

**Change in Degree Requirements**

A number of courses are being changed within the program.

Restricted elective addition (ENGL 104 and ENGL 117) minimum 4 credits

New Third term: ENGL 230 or SOCL 120 (as DEISJ elective)

- **Electrical Engineering Technology – Electronics A.A.S.**

**Change in Degree Requirements**

Some courses are being changed/added within the program.

- **Engineering Science A.S.**

- **Change in Program Entrance Requirements**

- Program entrance requirements are changing to "algebra, geometry, algebra II and precalculus or 4 units of equivalent academic math, chemistry and physics w/labs (80 or above in each course)". The overall H.S. average is changing to 80.

- **Change in Degree Requirements**

- DEISJ designation and amount of general education classes required. The ENGL 102 was also changed to ENGL 104. This class transfers better as a Humanities and will count towards that subject as a Gen Ed.

- **Mechanical Engineering Technology A.A.S.**

- **Change in Degree Requirements**

- A number of courses are being changed within the program.
    - Restricted elective addition (ENGL 104) minimum 2 credits
    - New Fourth term: ENGL 230 or SOCL 120 (as DEISJ elective)

**New Courses:**

- **CIVL 108 – Civil Engineering Forum**

- Civil Engineering Technology has historically had an independent college forum class with a section restricted to the major. However, transfer students entering have been waived from taking the class. Other students have been added outside of CIVL when the semester gets close to starting and there might not be room anywhere else.

- The goal is to create a college forum class a little more specific to the major. While making it required for all civil engineering students. Coding the class as CIVL will help with that, it has been a successful practice in other departments.

- \*This course may not be transferable. Credit not applicable to degree.

- **CIVL 115 – BIM Fundamentals**

- Currently the Civil Engineering students do not take a course dedicated to BIM 3D modeling. The course is designed to benefit the students in areas related to industry. Many of the civil engineering tech students will find jobs where they will need to know Revit or other BIM software. This class will help them with employability.

- In CIVL 233 Capstone we currently require the students to use Revit to produce a model and drawings for their final project. They have no prior experience with the software and it has shown as a weak spot in the curriculum. This class will strengthen those skills.

- **CIVL 204 – Urban Planning & Development**

- This class is designed to take the place of CNST 232 Site Development. Site development is only primarily taken by architecture students and does not run outside of that. The faculty have brought up the point that there is confusion with it being labeled as a CNST course. The goal is to create a new course with a CIVL code and name it appropriately to the major. CNST 232 is 3 credits, CIVL 204 is being proposed to be 2 credits. This would help make room to offer a restricted elective.

- Urban Planning and Development is an introductory course to landscape architecture and understanding site development. Students can go on to pursue a degree in urban planning if they become interested.

- **ELET 102 – Introduction to Instrumentation & Troubleshooting**

During the recent ABET self-study a finding for students needing a better understanding of instrumentation and troubleshooting was identified. This was then discussed at advisory board meetings where it was agreed that this new class would benefit students and their ability to succeed with the future coursework.

- **ELET 103 – Electrical Engineering Forum**

Electrical Engineering Technology has historically had an independent college forum class with a section restricted to the major. However, transfer students entering have been waived from taking the class. Other students have been added outside of ELET when the semester gets close to starting and there might not be room anywhere else.

The goal is to create a college forum class a little more specific to the major. While making it required for all electrical engineering students. Coding the class as ELET will help with that, it has been a successful practice in other departments.

\*This course may not be transferable. Credit not applicable to degree.

- **ENGR 209 – Statics**

A new course for Statics is being proposed as a common core between Mechanical and Civil Engineering Technology. The ENGR code serves the purpose of being a common course between the two majors.

The reason for creating the course stemmed from the ABET program reviews. MECT had a Statics and Dynamics course that needed to be split. CIVL had a Statics and Strengths course that needs to be split as well. Now each will have this course solely focused on Engineering Mechanics Statics, which will help with student learning outcomes.

- **ENGR 216 – Mechanics of Materials**

A new course for Mechanics of Materials is being proposed as a common core between Mechanical and Civil Engineering Technology. The ENGR code serves the purpose of being a common course between the two majors.

The reason for creating the course stemmed from the ABET program reviews. MECT had a Statics and Dynamics course that needed to be split. CIVL had a Statics and Strengths course that needed to be split. This course takes the place of MECT 225 Strength of Materials and now becomes a shared required course with CIVL.

- **ENGR 217 – Mechanics of Materials Lab**

A new course for Mechanics of Materials lab is being proposed as a common core between Mechanical and Civil Engineering Technology. The ENGR code serves the purpose of being a common course between the two majors.

The reason for creating the course stemmed from the ABET program reviews. MECT had a Statics and Dynamics course that needed to be split. CIVL had a Statics and Strengths course that needs to be split as well. This is the lab class to ENGR 216 being proposed.

- **MECT 101 – Mechanical Engineering Forum**

Mechanical Engineering Technology has historically had an independent college forum class with a section restricted to the major. However, transfer students entering have been waived from taking the class. Other students have been added outside of MECT when the semester gets close to starting and there might not be room anywhere else. The goal is to

create a college forum class a little more specific to the major. While making it required for all mechanical engineering students. Coding the class as MECT will help with that, it has been a successful practice in other departments.

\*This course may not be transferable. Credit not applicable to degree.

- **MECT 226 – Dynamics**

A new course for Engineering Mechanics Dynamics is being proposed since Statics and Dynamics is being separated. As a result from the ABET program review, it has been determined that the students need more time dedicated to Statics and Dynamics separately. In most other universities these classes are taken separately with Dynamics following Statics.

- **MFTS 212 – Robotics for Manufacturing**

This course is being proposed to help increase interest and student learning about robotics. Manufacturing has been headed towards smart (A.I.), efficient and robotic manufacturing. This course is an introduction to how these technologies can be used to impact our current manufacturing process. Within our GHC building we have a designated robotics lab that we use as support for current capstone classes. It should be justified by having a designated robotics class. This elective will open the students up to other job opportunities.

- **WELD 100 – Print Reading for Weldments**

During numerous program meetings with faculty, it has been determined that a specific print reading would benefit the welding students. The objective should be to educate the students on material they will see in the field and symbols they need to know related to welding. This class will cover the material that is missing from the current print reading class.

- **WELD 105 – Introduction to Nondestructive Testing & Examination**

WELD 105 is being proposed to benefit the students who will seek jobs related to welding and within the offshore wind industry. For any of our students who are looking to pursue a 2-year degree in welding and fabrication they can take this class in their second year. After learning the necessary welding skills during their first year (unless they come in with prior learning experience), these students will have the opportunity to learn about nondestructive testing (NDT) methods used to test certain weldments. The students will be introduced to NDT in WELD 105, from there WELD 206 and 207 will focus on different specific test methods. The creation of these courses is a direct response to industry need and our commitment to the offshore wind grant received in 2023.

- **WELD 206 – Liquid Penetrant & Magnetic Particle Examination**

WELD 206 is being proposed to benefit the students who will seek jobs related to welding and within the offshore wind industry. For any of our students who are looking to pursue a 2-year degree in welding and fabrication they can take this class in their second year. After learning the necessary welding skills during their first year (unless they come in with prior learning experience), these students will have the opportunity to learn about nondestructive testing (NDT) methods used to test certain weldments. The students will be introduced to NDT in WELD 105, from there WELD 206 and WELD 207 will focus on different specific test methods. The creation of these courses is a direct response to industry need and our commitment to the offshore wind grant received in 2023.

- **WELD 207 – Ultrasonic Testing & Examination**

WELD 207 is being proposed to benefit the students who will seek jobs related to welding and within the offshore wind industry. For any of our students who are looking to pursue a 2-year degree in welding and fabrication they can take this class in their second year. After learning the necessary welding skills during their first year (unless they come in with prior learning experience), these students will have the opportunity to learn about nondestructive testing (NDT) methods used to test certain weldments. The students will be introduced to NDT in WELD 105, from there WELD 206 and WELD 207 will focus on different specific test methods. The creation of these courses is a direct response to industry need and our commitment to the offshore wind grant received in 2023.

**Change to Existing Courses:**

- **CIVL 102 – Architectural Fundamentals of Design I**

**Change in Credit and Contact Hours**

The change from 4 credits to 5 credits is to better match the transfer schools architecture technology students are choosing to go to. The change also makes the freshman design courses have the same credits and contact hours as the senior design courses. This consistency and increase in credits will make the program more transferable and our students more employable.

- **CIVL 103 – Architectural Fundamentals of Design II**

**Change in Credit and Contact Hours**

The change from 4 credits to 5 credits is to better match the transfer schools architecture technology students are choosing to go to. The change also makes the freshman design courses have the same credits and contact hours as the senior design courses. This consistency and increase in credits will make the program more transferable and our students more employable.

- **ELET 230 – Electronic Design**

**Change in Credit and Contact Hours**

This course is considered a “capstone” like class for ELET. It would be best to add a credit and another hour of lecture for the students. This will benefit them for transfer and learning outcomes.

- **MECT 100 – Interpreting Engineering Drawings**

**Change in Credit and Contact Hours**

MECT 100 will be decreasing in contact hours and credits to match MFTS 100. The idea is to cross-list this class and make it a common core class for both majors. This will help with efficiency. The students still need 6 credits of GD& T and CAD based on other transfer schools, the credit will be moved in MECT 115 as a result.

- **MECT 115 – Computer Graphic Applications I**

**Change in Credit and Contact Hours**

1 credit was added to the course and 1 lecture hour was added for contact hours. It was discovered during the program review that the students needed more time in the subject.

- **MECT 200 – Industrial Instrumentation**

**Change in Credit and Contact Hours**

During the ABET program review it was determined that a credit could be reduced in this class and given help create a new dynamics course. The lab information would be included



in the current MECT 210 class. It would benefit the students to swap lecture hours vs lab hours.

Currently, MECT 210 is 3 lecture hours and 2 lab hours. However, it will be better for students to have 2 lecture hours and 3 lab hours. The class will include new Dynamics material in a lab setting. No more than 25% of the course material will change.

- **WELD 103 – Shielded Metal Arc Welding Procedures**

**Change in Course Description**

The original course description included Oxyacetylene welding and cutting as a requirement in addition to theory. The new course description will focus on the Shielded Metal Arc Welding (SMAW) process.

**Change in Course Title**

Course was previously titled Introduction to Welding Lab II because it had a prerequisite of Introduction to Welding Lab I (WELD 103). The prerequisite requirement has been removed so the name is being changed to Gas Shielded Arc Welding Procedures to avoid confusion.

**Change in Credit and Contact Hours**

The course changed from 8 Credits with 4 hours of lecture and 8 hours of lab, to 7 credits with 2 hours of lecture and 10 hours of lab. This was done to better meet students' needs and match the format of WELD 203 and WELD 204.

- **WELD 104 – Gas Shielded Arc Welding Procedures**

**Change in Course Description**

The original course description mentioned projects and welding symbology which will be covered in the new Print Reading for Welding (WELD 100) course. It also failed to mention the Gas Tungsten Arc Welding (GTAW) and Flux Cored Arc Welding (FCAW) processes detailed in the course's student behavioral objectives.

**Change in Course Title**

The original course description mentioned projects and welding symbology which will be covered in the new Print Reading for Welding (WELD 100) course. It also failed to mention the Gas Tungsten Arc Welding (GTAW) and Flux Cored Arc Welding (FCAW) processes detailed in the course's student behavioral objectives.

**Change in Credit and Contact Hours**

WELD 104: The course changed from 8 Credits with 4 hours of lecture and 8 hours of lab, to 7 credits with 2 hours of lecture and 10 hours of lab. This was done to better meet students' needs and match the format of WELD 203 and WELD 204.

- **WELD 203 – Plate Welding Qualification Procedures**

**25% or More Change in Course Content**

Yes. The original outline specified preparation for American Welding Society (AWS) welder certifications which are not done in the course and did not have a detail topic outline. The new outline will focus on AWS welder qualification which will take place within the course and contains a topic outline focused on this goal.

**Change in Course Description**

The revised description highlights the new details added to the revised course.

**Change in Prerequisites**

WELD 103 used to be a prerequisite for WELD 104, but since it no longer will be having 103 and 104 as prerequisites will ensure students take both before taking 203 or 204.

**Change in Course Title**

Course was previously titled Applied Welding Techniques Lab I even though it was not a prerequisite to Applied Welding Techniques Lab II (WELD 204). The name has been changed to Plate Welding Qualification Procedures to avoid confusion and better fit course objectives.

- **WELD 204 – Pipe Welding Qualification Procedures**

**25% or More Change in Course Content**

The original outline specified preparation for American Welding Society (AWS) welder certifications which are not done in the course and did not have a detail topic outline. The new outline will focus on AWS, American Petroleum Institute (API), and American Society of Mechanical Engineers (ASME) welder qualification which will take place within the course and contains a topic outline focused on this goal.

**Change in Course Description**

The revised description highlights the new details added to the revised course.

**Change in Prerequisites**

WELD 103 used to be a prerequisite for WELD 104, but since it no longer will be having 103 and 104 as prerequisites will ensure students take both before taking 203 or 204.

**Change in Course Title**

Course was previously titled Applied Welding Techniques Lab II even though it was not a prerequisite to Applied Welding Techniques Lab I (WELD 203). The name has been changed to Pipe Welding Qualification Procedures to avoid confusion and better fit course objectives.

- **WELD 213 – Sheet Metal Welding & Fabrication Procedures**

**25% or More Change in Course Content**

Yes. The original outline placed an emphasis on manufacturing fixtures for sheet metal applications. The new outline focuses on sheet metal fabrication and welding procedures.

**Change in Course Description**

The revised description highlights the major changes made to the course content. Mentions of sheet metal fixtures have been replaced by the emphasis on sheet metal fabrication and welding procedures.

**Change in Course Title**

Course was previously titled Fixture Design for Sheet Metal. The name has been changed to Sheet Metal Welding and Fabrication Procedures to avoid confusion and better fit new course objectives.

- **WELD 223 – Welding Operation Procedures**

**25% or More Change in Course Content**

The original outline focused on Oxyacetylene Welding (OAW) and Shielded Metal Arc Welding (SMAW) processes used for repair welding applications. The new outline focuses on Submerged Arc Welding (SAW) and Robotic Welding (W-RO) applications.

### Change in Course Description

The revised description highlights the major changes made to the course content. Mentions of Oxyacetylene Welding (OAW) and Shielded Metal Arc Welding (SMAW) have been replaced by and emphasis on the Submerged Arc Welding (SAW) and Robotic Welding (W-RO) procedures.

### Change in Course Title

Course was previously titled Repair Welding Techniques. The name has been changed to Welding Operation Procedures to avoid confusion and better fit new course objectives.

## INFORMATION ITEMS

The following information items were noted:

## INFORMATION ITEMS

### A. FULL TIME FACULTY

#### 1. School of Health Sciences

Heather Thorpe, Instructor,

Human Services and Chemical Dependency Counseling,

f/t prob. appt., eff. 1/15/2024

\$48,981/yr

### B. FULL TIME NON-TEACHING PROFESSIONALS

#### 1. Communications and Marketing

Catherine Almeida, Communications Specialist,

Communications and Marketing,

f/t prob. appt., eff. 12/1/23 or thereafter

\$46,000/yr

Amanda Finelli, Communications Specialist,

Communications and Marketing,

f/t prob. appt., eff. 12/1/23 or thereafter

\$46,000/yr

#### 2. Educational Opportunity Center

Michael Einarsson, Assistant to the Budget and Finance Manager,

EOC Office Operations,

f/t appt., eff. 12/5/23 or thereafter

\$50,000/yr

Charles Lozo, Assistant to the Operations Manager,

EOC Operations,

f/t appt., eff. 12/1/23 or thereafter

\$49,000/yr

Dakota Maxwell, Attain Laboratory Coordinator,

EOC Office Operations,

f/t appt., eff. 12/5/23 or thereafter

\$55,000/yr

Rameen Nazir, Assistant to Budget and Finance Manager,

EOC Budget and Finance,

f/t appt., eff. 1/2/24 or thereafter

\$50,000/yr

Robin Parkinson, Student Services Specialist,

EOC Student Services,

f/t appt., eff. 12/5/23 or thereafter

\$40,000/yr

#### 3. Institutional Effectiveness and Technology

Joseph Pipino, Network Field Technician,

Instructional and Information Technology,

f/t prob. appt., eff. 12/1/23 or thereafter	\$60,000/yr
Melissa Thomas, Manager of Administrative Application Integration, Instructional and Information Technology, f/t prob. appt., eff. 12/1/23 or thereafter	\$95,000/yr
Derek Welburn, Network Engineer, Instructional and Information Technology, f/t prob. appt., eff. 11/21/23 or thereafter	\$65,000/yr
4. <u>Student Affairs</u> Kathleen D’Arcy, Program Director, Advancing Success in Associate Pathways, f/t appt., (grant funded) eff. 12/11/23	\$65,000/yr
<b>C. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF</b>	
1. <u>Administration and Finance</u> Aleksandra Balle-Thompson, Custodial Worker, Physical Plant, f/t prov. appt., eff. 11/30/23 or thereafter	\$16.55/hr
Everett Johnson, Custodial Worker, Physical Plant, f/t prov. appt., eff. 11/30/23 or thereafter	\$16.55/hr
Aung Lwin, Custodial Worker, Physical Plant, f/t prov. appt., eff. 11/30/23 or thereafter	\$16.55/hr
Daniel Matthews, Stores Clerk, Inventory, Central Receiving, Inventory, Mail, f/t prov. appt., eff. 11/21/23 or thereafter	\$17.2567/hr
2. <u>Student Affairs</u> Kier Davis, Program Assistant, Student Outreach and Retention, f/t prov. appt., eff. 12/7/23 or thereafter	\$21.50/hr
<b>D. PART TIME FACULTY</b>	
1. <u>Educational Opportunity Center</u> Kimberly Dawn Marchand, Adjunct Instructor, Educational Opportunity Center, p/t appt., eff. 11/21/23 or thereafter	\$44.00/hr
<b>E. PART-TIME NON-TEACHING PROFESSIONALS</b>	
1. <u>Office of Diversity, Equity and Inclusion</u> Ruth LaBarr, Internship Coordinator, Office of Diversity, Equity and Inclusion, p/t appt., (grant funded) eff. 12/1/23	\$50.00/per diem
<b>F. RESIGNATION</b>	
1. Maurine Fowler, Assistant Director of Student Financial Services, eff. 1/4/24	

**G. RETIREMENTS**

1. Sue A. Proulx, Principal Clerk, Public Safety and Security, eff. 2/23/24

**H. HVCC MONTHLY FINANCIAL REPORTS**

1. 2023-2024 Fiscal Year Operating Budget Summary as of 11/30/2023
2. Capital Expenditures, November 2023 and cumulative

**I. ADVISORY BOARD APPOINTMENTS**

1. **School of Business and Liberal Arts  
Education and Social Sciences**

Jesse C. Moya, Associate Professor and Chair, Education Department, Siena College, Loudonville, NY

**JANUARY MEETING**

The next monthly meeting of the Board of Trustees will be held on Tuesday, January 23, 2024 in the Guenther Board Room on the main campus.

Upon a motion by Mr. Danaher, seconded by Dr. Jennings, an executive session was called at 5:12 p.m. for the purposes of discussion of a personnel matter. Motion carried unanimously.

**EXECUTIVE  
SESSION**

Upon a motion by Mr. Fagan, seconded by Ms. Breselor, resulting in a unanimous vote in support, the executive session was ended at 5:56 p.m. and Chairman Kelleher re-opened the meeting.

After the executive session, motion was made by Mr. Danaher, seconded by Mr. Zweig, Board voted unanimously to retain the services of the Board's own attorney on an as-needed basis, as follows:

**BOARD  
COUNSEL**

**Resolved**, that the Board of Trustees shall retain the services of David J. Garvey, Esq., on an as-needed basis, at his customary hourly rate.

Upon a motion by Mr. Zweig, seconded by Dr. Jennings, the meeting was adjourned at 5:58 pm.

**ADJOURNMENT**



Suzanne Kalkbrenner  
Assistant Secretary to the Board