

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE
2016-2017**

FINAL REPORT - Approved

Standing Charges:

1. Elect a Vice-Chair to fulfill the duties of the Chair position if that becomes vacant, and who will move into the Chair position when it becomes vacant. The Chair and the Vice-Chair should ensure that they do not have terms that expire in the same year. Email this selection to the FAEC Chairperson and Co-Secretaries. Laura Campbell will serve as the Secretary, and she will record minutes and maintain the Committee's website.

L. Lemons was elected to serve as Vice-Chair for 2016-17.

2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Co-Secretaries of the FAEC.

Charges were reviewed. No revisions were needed.

3. Minutes of the committee meetings should be submitted via email to the Vice President of Academic Affairs and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically to <http://venus.atlantic.edu/facultyassembly/minutes/upload> under the appropriate committee category. A progress report is due by the end of December. A year-end report is due by the end of May. Reports should also be uploaded to the web.

All approved minutes have been uploaded to the Venus server and will be placed on the Committee's web page.

4. Minutes of all meetings and a description of your activities should be posted on Atlantic Cape's website, along with a list of members.

Approved minutes for meetings in September through February have been posted along with a current list of members.

5. Elect a Chairperson and Vice-Chairperson for the next academic year at the last scheduled meeting of the academic year (May).

J. Katz was nominated and elected as Chair for 2017-18.

L. Lemons was nominated and elected as Vice-chair for 2017-18.

6. Submit name of Chairperson for the next academic year and recommendations for next year's charges to the Vice President of Academic Affairs, Administrative Assistant of Academic Affairs, and the Chair of the FAEC by the end of May.
7. Review changes in curriculum (courses, programs, & professional series) submitted by departments and forward recommendations to the VP of Academic affairs. Ensure there is no course duplication. Ensure that all new courses and programs, and any changes to existing courses and programs, are consistent

with the mission of the College, meet College-wide standards and policies, and conform to all State and licensing regulations. Ensure that all courses contain four categories: Learning Goals, Student Learning Outcomes, Learning Objectives, and Assessment Strategies. The syllabus included with all submissions should demonstrate alignment of the Learning Objectives with the Student Learning Outcomes, the Student Learning Outcomes with the Learning Goals, and the Assessment Strategies with the Student Learning Outcomes.

See next page for a list of curriculum changes/additions approved during 2016-17.

8. Keep the general education subcommittee active to review general education offerings. Elect a chair of the General Education Subcommittee and email this selection to the Vice President of Academic Affairs, Chair of the FAEC, and the Administrative Assistant of Academic Affairs. The secretary of the Curriculum Committee will serve as Subcommittee secretary.

Laurie Lemons served as chair of the General Education Subcommittee. The Committee did not meet during the 2016-17 academic year.

9. Submit recommendations for next year's charges to the Vice President of Academic Affairs and Chair of the FAEC in the year-end report due at the end of May.

Recommended additional charge for 2017-18:

- *Determine if transfer degrees transfer more effectively with a non-prescript regimen of general education courses.*
- *Create sample course descriptions to assure consistency in the college catalog.*
- *Determine if transfer degrees transfer more effectively with a non-prescript regiment of general education courses.*

Additional Charges:

10. Coordinate the collection of Learning Outcomes for Professional Series programs from impacted departments (ISAS, ACA, Arts/Humanities, Professional Studies, Social Science) and review to validate measurability.

Learning Outcomes for all Professional Series programs were collected from departments and reviewed to validate measurability. The Curriculum Committee accepted the LOs and have been placed in the 2017-18 Catalog and on the web pages for each professional series program.

11. During the Fall Semester, establish an ad hoc committee to review current formats of internships, field placements, and co-ops. Make recommendations on creating an institution-wide model by December 1st, and ensure transferability of credits earned in these courses to four-year institutions.

The Ad hoc Committee met on 9/23/16 to discuss the charge. Attendees included: J. Katz, J. Taggart, M. Keiner, D. Wyks, D. Matt, K. Forrest, J. Macnair, D. McElroy, P. Leatherberry. O. Hernandez attended the beginning of the meeting to discuss the charge. The result of the meeting and follow-up discussions: All courses with a work-experience component will be divided into two categories: Internship courses and Co-op courses.

O. Hernandez will meet with A. Daquilla to discuss contracts needed for the various types of Internships/Co-ops. Otto will clarify what contracts are needed for each potential scenario and share the results of his meeting.

O. Hernandez recommended that some standardized language be included in the course descriptions and outcomes for each of the two categories. Two work groups were formed: One to review the Internship courses

(M. Keiner, D. Wyks, J. MacNair, D. McElroy, and J. Katz, P. Leatherberry) and a second group to discuss the Co-op courses (J. Taggart, K. Forrest, D. Matt, L. Ingram).

Changes to the Internship courses (titles, descriptions, outcomes and/or credits) including CRIM250, LEGL280, HSRV215, HOSP295, COMM295 were approved by the Committee.

L. Stein will need to determine the appropriate group for the following Practicum courses and submit appropriate revisions to Curriculum during the early Fall 2017: CDCC104, CDCC105, CDCC106, EDUC/PSYC110, CDCC/EDUC115, CDCC250, CDCC/EDUC252.

Course changes for the following Co-op group have not yet been submitted to the Curriculum Committee for review/approval: CISM295, CULN280, OSTM280, TVRF295. These courses should be submitted in the early fall.

Standardization of some of the student forms will need to be discussed.

Responsibility for determining the appropriate Process (who will do what) will fall to administration.\

APPROVED CURRICULUM PROPOSALS:

NEW COURSES

AVIT115-National Airspace System (4/13/17)
AVIT/TVRF263-Aerial Video Production (10/13/16)
CRIM190-Special Topics in Criminal Justice (11/10/16)
CRIM/CISM262-Mobile Forensics Investigations (12/8/16)
CISM/ENVL122- Agricultural Technology (5/11/17)

COURSE CHANGES

LEGL200-Bankruptcy Law and Practice, credit chg from 3-0-3 to 1-0-1. (10/13/16)
ESLN101-ESL Accelerated Learning Support, pilot extension for Spring 2017 (10/13/16)
AVIT140-Unmanned Aircraft Systems Operation – Multi-Rotor, description change (10/13/16)

HSRV142-Counseling Skills in Addiction Counseling, description change (11/10/16)
HSRV215-Fieldwork in Human Services, title chg. to Internship in Human Services; descript, goals (11/10/16)
CRIM216-Criminal Justice Report Procedures, title chg. to Criminal Justice Report Writing (11/10/16)
CRIM250-Internship in Criminal Justice, prereq. chg: remove CHEM102; description, goals, (11/10/16)
HOSP295-Internship in Hospitality Management, chg. goals & descript (11/10/16)

AVIT140-Unmanned Aircraft Systems Operations-Multi-Rotor, description change (12/8/16)
BIOL103-Biology of our World, prereq. change (12/8/16)
BIOL118-The Human Body, description & prereq. change (12/8/16)
BIOL220-Anatomy & Physiology I, prereq. change (12/8/16)
LEGL280-Cooperative Education, title chg. to Internship in Paralegal Studies; Goals, descript, cr. chg. from 0-10-3 → 1-9-4 (effective, Fall 2017) (12/8/16)
MATH121-Applications of Math, prereq. chg from MATH071 or 074 to MATH071 or 073 or 099 (effective Fall 2017) (12/8/16)
MATH220-Statistical Methods, prereq. chg, from MATH071 or 074 to MATH071 or 073 or 099 (effective Fall 2017) (12/8/16)
TVRF103-Television Production I, title chg to Digital Video Production I (effective Summer 2017) (12/8/16)
TVRF203-Television Production II, title chg to Digital Video Production II (effective Summer 2017) (12/8/16)
TVRF180-Radio Production I, title chg. to Audio Production I (effective Summer 2017) (12/8/16)
TVRF280-Radio Production II, title chg. to Audio Production II (effective Summer 2017) (12/8/16)
TVRF290-New Media Studies Capstone Portfolio, title chg to Media Studies Portfolio (effective Summer 2017) (12/8/16)

TVRF295-Internship in New Media Studies, title chg. to *Media Studies Internship* (effective Summer 2017) (12/8/16)

CISM240-Computer Forensics, cross-list with *CRIM* (effective Fall 2017) (12/8/16)

ENGL201-World Literature, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL203-British Literature I, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL204-British Literature II, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL205-Nineteenth Century American Literature, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL206-Twentieth Century American Literature, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL212-Significant Themes in Literature, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL213-Western Literature I, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL214-Western Literature II, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL215-Twentieth Century African-American Literature, prereq. changed to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL216-Shakespeare, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL218-Literature for Children, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL224-Environmental Literature, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL202-Race and Ethnicity in Literature, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGL223-Poetry Workshop, prereq. chg to *ENGL101* with a grade of C or better (effective, Fall 2017) (2/9/17)

ENGR101-Introduction to Engineering, prereq. chg, from *MATH155* to *MATH074* or *MATH099*, (effective, Fall 2017) (2/9/17)

ENGR200-Engineering Design, prereq. chg from *CISM125* to *ENGR101*, (effective, Fall 2017) (2/9/17)

ENGR201-Statics, prereq. chg to *MATH155* or *PHYS225* with a grade of C or better (effective, Fall 2017) (3/9/17)

ENGR204-Dynamics, prereq. chg to *ENGR201* w/ C or better, (effective, Fall 2017) (2/9/17)

ENGL099-Accelerated Learning Program Support, prereq. change (effective, Fall 2017) (3/9/17)

RADX108-Radiologic Physics, credit hours change, description chg.(effective fall, 2017) (3/9/17; 4/13/17)

RADX203-Digital Imaging, title changed to *Principles of Imaging III*, (effective, Fall 2017) (3/9/17)

CISM135-Introduction to Programming – C++, description change (effective, Spring 2018) (5/11/17)

CISM159-Intermediate Programming-C++, description change (effective, Spring 2018) (5/11/17)

COMM295-Communication Internship, title chg to *Communication Fieldwork*, descript. chg, cr. from 1-9-3 to 0-9-3. (effective, Fall 2017) (5/11/17)

ENVL200-Environmental Science, prereq. chg from *BIOL110* & *CHEM110* to *BIOL109* & *CHEM110* (effective, Spring 2018) (5/11/17)

DROPPED COURSES – Effective Fall 2017

CRIM120-Victimless Crime (11/10/16)

CRIM165-Crime Analysis, Crime Mapping and GIS (11/10/16)

CRIM110-Women in the Criminal Justice System (12/8/16)

MATH225-Calculus for Business, Economics, and Life Sciences (12/8/16)

SPECIAL TOPICS

COMM/ENGL210-Special Topics in News Writing, New topic Spring 2017: **Social Media** (12/8/16)

NEW PROGRAMS

Paralegal Studies Certificate (effective, Spring 2018)

Psychology, A.A. conversion of Option to full degree program. (9/8/16) (Approved by AIC on 3/31/17. Effective date: Fall 2017)

Psychosocial Rehabilitation and Addictions Counseling, A.S. (9/8/16) (Proposed effective date: Spring 2018)

PROGRAM CHANGES – Effective Fall 2017

Aviation Studies, A.S., replaced AVIT125 with AVIT140 (11/10/16); Added AVIT101 or AVIT103. Credits changed from 63 → 64(12/8/16); Add AVIT115; move TCOM to Elective options (5/11/17)

Air Traffic Control Terminal, A.A.S., replaced AVIT125 with AVIT140 (11/10/16)

Helicopter Pilot Option, Aviation Studies, A.S., replaced AVIT125 with AVIT140 (11/10/16); Remove AVIT127, Add AVIT115 & AVIT145 (5/11/17)

Professional Pilot Option, Aviation Studies, A.S., replaced AVIT125 with AVIT140 (11/10/16); Remove AVIT127, Add AVIT115, AVIT210, and AVIT278. Cr. change from 62 → 66 (5/11/17)

Unmanned Aircraft Systems Specialist, description change, (11/10/16) credits, descript, requirements change (12/8/16)

iPhone Programmer, (title changed to SmartPhone Programmer; description & requirements chg.) (11/10/16)

Office Professional Specialist, program change (requirements change) (11/10/16)

New Media Studies, A.A.S., title changed to Media Studies; ENGL102 replaced with ENGL230. AVIT140 added; General Ed. Elective changed to GOVT110. (12/8/16)

Criminal Justice, A.S., program changes (12/8/16)

Health Services, A.S., title changed to Health Science; description & requirements changed; new program code: HESI (12/8/16)

PROGRAM CHANGES – Effective Spring 2018

Engineering, A.S., added MATH152 & CISM135; removed CISM125; chg Soc. Science gen ed. to ECON110, PSYC101, or SOCIL101; PHIL101 replaced with ENGL104; chg. Gen Ed elective to: PSYC101, SOCL101, MUSC100, ARTS103, THEA110 or ARTS115; Removed ENGR101; Added ENGR202 to Prog. courses (3/9/17)

Unmanned Aircraft Systems Specialist, changed TVRF263 to Choose TVRF263 or ENVL/CISM122, total cr. from 17 → 17-19 (5/11/17) (effective Spring 2018)

PROGRAM CHANGES – Effective Fall 2018

Liberal Arts, A.A., description, program requirements, gen ed requirements, total credits. (5/11/17)

DROPPED PROGRAMS – Effective Fall 2017 (except as noted)

Visual Communication Professional Series

Hospitality Marketing Professional Series

Civics Professional Series

History Option, Liberal Arts, A.A.

Android Programmer Professional Series

Educational Office Specialist Professional Series

Legal Office Specialist Professional Series

Medical Office Specialist Professional Series

Computer Security Certificate

Bilingual Office Specialist

Paralegal Studies, A.S. (effective, Fall 2018)