

**Atlantic Cape Community College
Curriculum Committee**

Mid-Year Report – December 2017

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.

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> (login: atlantic; password: cape). (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 at the September meeting. The Committee requested clarification regarding Charge #11. J. Katz met with O. Hernandez to discuss.

3. Minutes of the committee meetings should be submitted, via email, to Vice President of Academic Affairs and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted Electronically via <http://venus.atlantic.edu/facultyassembly/minutes/upload> (login: atlantic; password: cape) 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 the Spring Semester. Reports should also be uploaded to the web.
Ongoing.
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.

A list of members has been posted. Minutes from September through November have been posted.

5. Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year.

The 2018-19 Chairperson will be elected at the May 2018 meeting.

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 the Spring Semester.

The 2018-19 Chairperson will be elected at the May 2018 meeting. Recommended charges will be determined in 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.

Ongoing. See below for list of approved curriculum.

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.

L. Lemons will serve as the 2017-18 General Education Subcommittee chair. To date, the Subcommittee has not received any course submission.

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 the Spring Semester.

Recommended charges will be determined at the May 2018 meeting.

Additional Charges:

10. Determine if transfer degrees transfer more effectively with a non-prescript regimen of general education courses.

Ongoing. J. Taggart agreed to conduct research for this charge.

11. Assess the validity of requiring CISM125 for most degree programs.

Ongoing.

J. Katz met with O. Hernandez and B. Heard to discuss the charge. Currently there are 3 vehicles by which a student can meet the College's Computer Literacy graduation requirement:

- 1. CISM125**
- 2. Test out**
- 3. Portfolio**

The Committee noted that there are several additional ways that incoming/current students can satisfy the Comp. Lit. requirement including: Approved high school CISM125 dual credit course, AP test score, DSST, JST, Continuing Education's A+ Certification, and CISM290-Technology for Educators.

A Subcommittee (E. Russell, A. Nigro, J. Taggart, and J. Katz) will examine and recommend other potential vehicles that might satisfy the Computer Literacy requirement, provided the following (per O. Hernandez):

- 1. The vehicle is not program or career specific**
- 2. The vehicle meets the current guidelines for computer literacy as per the NJCCC**
- 3. The vehicle is vetted by the ISAS department for the above.**

12. Review forms to be submitted to Curriculum committee to ensure all forms are accessible.

This charge was discussed in September. J. Katz contacted the Office of Accessibility to set up a meeting and discuss options for developing accessible forms.

The committee agreed that all syllabi should be submitted in an accessible format.

APPROVED CURRICULUM PROPOSALS THROUGH DECEMBER 2017:

NEW COURSES

BUSN212-Digital Marketing, One-time only course. Will be offered, Fall 2018. (12/21/17)

COURSE CHANGES

AVIT145-Private Pilot Helicopter, description change. Effective Spring 2018. (12/21/17)

AVIT210-Private Pilot, description change; credit hours changed from 2-3-3 → 3-3-4. Effective Spring 2018. (12/21/17)

AVIT240-Instrument Pilot, description change, credit hours changed from 3-3-4 → 2-2-2. Effective Spring 2018. (12/21/17)

AVIT278-Airplane Flight Instructor, description change. Effective Spring 2018. (12/21/17)

AVIT280-Commercial Pilot, description change, credit hours changed from 4-8-6 → 2-8-4. Effective Spring 2018. (12/21/17)

BIOL203-Microbiology, *course number changed to BIOL250. Effective Fall 2018 (9/21/17)*

CISM295-Information Technology Internship, Title changed to **Information Technology Cooperative Education**, description revised; credits changed from 1-6-3 to 0-9-3. Effective Summer 2018. (10/19/17)

OSTM280-Cooperative Education, Title changed to **OST Cooperative Education**, description revised (co-op hours added (90)) Cr. structure changed from 0-4-2 to 0-6-2. Effective Summer 2018 (10/19/17)

TVRF295-Media Studies Internship, Title changed to **Media Studies Cooperative Education**, description revised (co-op hrs. changed from 102 to 135); credit structure changed from 1-6-3 to 0-9-3. Effective Summer 2018 (10/19/17)

DROPPED COURSES

none

SPECIAL TOPICS

CRIM190-Special Topics in Criminal Justice, *Spring 2018 Topic: White Collar Crime (12/21/17)*

NEW PROGRAMS

Medical Laboratory Technology, A.A.S., *joint-degree with Mercer. Proposed effective date: Fall 2018 (12/21/17)*

Hospitality Management Certificate, *new certificate. Proposed effective date: Fall 2018. (10/19/17)*

PROGRAM CHANGES – Effective Fall 2018

Biology, A.S.

ENVL205 added to the list of program electives.

Business Administration, AS

General Ed. Humanities requirement, *Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110* changed to any approved gen. ed Humanities course. The Humanities requirement will now read: *Choose 2 General Education Humanities courses.*

Criminal Justice, A.S.

General Ed. Math-Science-Tech requirement chg. from CHEM102 or any General Education Science course → General Education Science course. (12/21/17)

Air Traffic Control Terminal, AAS

General Education Math-Science-Technology requirement changing from MATH122 or higher → Choose MATH121 or MATH220. (11/16/17)

Computer Applications, AAS

General Education Math-Science-Technology requirement changing from General Education Science or Math course → Choose MATH121 or MATH220. (11/16/17)

Computer Programming, AAS

General Education Math-Science-Technology requirement changing from MATH121 → Choose MATH121 or MATH220; TCOM125 replaced with CISM162. (11/16/17)

Computer Systems Support, AAS

General Education Math-Science-Technology requirement changing from MATH121 → Choose MATH121 or MATH220. Program requirement changing from CISM295 → Choose CISM295 or CISM162. (11/16/17)

Database Design and Development, AAS

General Education Math-Science-Technology requirement changing from MATH121 → Choose MATH121 or MATH220. Program requirement changing from TCOM125 → CISM162. (11/16/17)

Media Studies, AAS

General Education Math-Science-Technology requirement changing from General Education Math course → Choose MATH121 or MATH220. Program Elective changing from Choose one: TVRF295 or any other CISM, GIST, or OSTM course → Choose TVRF295 or CISM162. (11/16/17)

Office Systems Technology, AAS

General Education Math-Science-Technology requirement changed from General Education Science or Math course → Choose MATH121 or MATH220, Replace OSTM126 with CISM164. Effective Fall 2018 (11/16/17, 10/19/17)