

Atlantic Cape Community College

Curriculum Committee

2017-2018

FINAL REPORT - *Draft*

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 (Fall semester).

E. Russell was elected to serve as Vice-Chair (Spring semester) when L. Lemons became 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> (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 in September 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> 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.**

Meeting minutes have been posted to the web. Mid-year report and Final Reports have been submitted.

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. Approved minutes from September through April have been posted, along with a draft of the additional meeting held on May 8.

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

Laurie Lemons was elected to serve as the 2018-19 Chairperson.

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.**
Complete. Included in final report.
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 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 VP of Academic Affairs, Chair of the FAEC, and the Administrative Assistant of Academic Affairs. The secretary of Curriculum Committee will serve as Subcommittee secretary.**

L. Lemons was elected to serve as the 2017-18 General Education Subcommittee chair. The Subcommittee did not receive any course submissions during the academic year and did not hold any meetings.

9. **Submit recommendations for next year's charges to the VP of Academic Affairs and Chair of FAEC in the year-end report due at the end of the Spring Semester.**

Recommended charges:

- Continue working on Charge #11: *Assess the validity of requiring CISM125 for most degree programs.*

The research phase of Charge 11 has been completed and results were presented at the May meeting. A subcommittee was formed and looked into all of the other NJ community colleges and documented how each school fulfills the requirement. The committee did not have time to thoroughly discuss the results or propose recommendations.

- Proposed Charge: *Review the college's standard syllabus template.*

Concerns have been raised about requiring three levels of student learning on course syllabi. The committee should evaluate the terms "goals, outcomes, and objectives" and determine if there is a curricular need for breaking the course goals down into three levels. The committee should also assess the order of including material in the syllabus. For example, concerns have been raised about placing the textbook before the course description.

Additional Charges

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

J. Taggart conducted research for this charge and the topic was discussed at the May meeting.

Should we more closely align our degree requirements with NJ Transfer so students can tailor their coursework to the requirements of their anticipated transfer school and major? If associate degree coursework (especially general education) is less prescribed, students could work with advisors to develop an individualized plan based upon a specific 4-year school and their intended major at the transfer institution. Some community colleges have developed advising worksheets for their top transfer schools. This would require a heavy advisement component and frequent changes to 4-year program requirements could make this difficult.

It was noted that the College is moving toward a Guided Pathways model to help streamline students to their academic and career goals. One issue with the Guided Pathways model is that it doesn't take into consideration that many students are not college-ready. If we move toward Guided Pathways, a less prescribed degree requirement model may be helpful.

The Self-Service Student Planning component currently allows students to lay out a 2-3 year plan to complete their program at Atlantic Cape.

Students often change their minds about their majors and where they want to transfer which could cause issues if they're following a plan tailored to a single transfer school.

Outcome: The Committee suggests that departments run a report in NJ Transfer to determine how well their degree courses transfer as course equivalents, rather than free electives. Also, check to see if the department's course syllabi are up-to-date in NJ Transfer as many are outdated. Currently, syllabi are only re-submitted when changes go through Curriculum Committee, however, some syllabi changes do not require Curriculum approval. Departments should send syllabi that need to be replaced to L. Campbell. It was also suggested that this charge be considered as a Faculty Development Day topic.

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

Ongoing.

May 2018- The research phase for this charge has been completed. The subcommittee looked at other NJ community colleges and documented how each school fulfills the requirement. The

results were presented at the May Curriculum Committee meeting. The committee did not have time to thoroughly discuss the results or propose recommendations.

January 2018 - J. Katz became interim VP and A. Nigro agreed to lead the subcommittee. He spoke with Dr. Katz to clarify direction for Charge 11. She would like the group to explore/research how other NJ community colleges satisfy the tech. competency requirement at their institutions. The subcommittee will complete the research and bring the information back to the full Curriculum Committee for discussion regarding possible recommendations.

September 2017 - J. Katz met with O. Hernandez and B. Heard to discuss charge #11. 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.
Ongoing.

All syllabi submitted to the Curriculum must be submitted in an accessible format.

In January, L. Lemons met with C. Bullock to discuss options. He suggested and created a sample Google Form and L. Lemons created an Accessible Form A sample for the committee to consider. As of March, it appeared that the output received from Google form submissions could not be edited and would not be available in an accessible format to distribute to committee members for review.

A decision was made to create accessible Word files for all Curriculum forms. Another format may be considered in the future. The accessible forms were distributed for the May meeting consideration, but time did not allow for discussion/approval. The forms will be placed on the September 2018 meeting agenda.

APPROVED CURRICULUM PROPOSALS

NEW COURSES

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

BUSN232-Theories of Leadership, Effective Spring 2019. (5/8/18)

COURSE CHANGES

ARTS/CISM165-Web Graphics and Animation, remove ARTS165 from cross-listing. Effective Spring 2019. (3/22/18)

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)*

BUSN/CISM247-Management Information Systems, remove BUSN247 from cross-listing. Effective Spring 2019. (3/22/18)

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)

CHEM100-Introduction to College Chemistry, description change. Effective Spring 2019. (4/19/18)

CRIM/GIST170-Concepts in Homeland Security, Title changed to **Concepts in Terrorism & Homeland Security**, description revised. Effective Spring 2019. (4/19/18)

CISM/ACCT162-Microcomputer Applications using Spreadsheets, Drop ACCT162 from cross-listing; description change; Title changed to **Microcomputer Applications using Microsoft Excel**. Effective Spring 2019. (3/22/18; 4/19/18)

SPCH130-Signed English, title changed to **American Sign Language**, course alpha and number changed to **SGNL101**, and description revised. Effective Spring 2019. (5/8/18)

DROPPED COURSES

BUSN142-Introduction to Personal Finance, Effective Spring 2019. (4/19/18)

BUSN153-Real Estate Salesperson, Effective Spring 2019. (4/19/18)

BUSN215-Employment Law, Effective Spring 2019. (4/19/18)

SPECIAL TOPIC COURSES

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

ENGL212-Significant Themes in Literature, Spring 2019 Topic: Gender and Sexuality (4/19/18)

NEW PROGRAMS

Criminal Justice Certificate, new certificate. Proposed effective date: Fall 2018 (2/15/18)

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)

DROPPED PROGRAM

Social Science Option, Liberal Arts, A.A. Effective Fall 2019 (4/19/18)

PROGRAM CHANGES – Effective Fall 2018

Biology, A.S.

ENVL205 added to the list of program electives.

Business Administration, A.S.

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, A.A.S.

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

Computer Applications, A.A.S.

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

Computer Programming, A.A.S.

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

Computer Systems Support, A.A.S.

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, A.A.S.

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

Media Studies, A.A.S.

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, A.A.S.

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)

PROGRAM CHANGES, Effective Spring 2019

General Studies, A.S.

General Education Math-Science-Technology, remove General Education Math or Gen. Ed. Science course (4 credits). Total degree credits changed from 64 → 60. Effective Spring 2019. (4/19/18)

Media Production Specialist (Professional Series)

Remove COMM103; Add TCOM127. Effective Spring 2019. (4/19/18)

PROGRAM CHANGES, Effective Fall 2019

Sociology Option, Liberal Arts, A.A.

From Choose COMM110 or COMM120 → Choose COMM120; From Choose PSYC101 or PSYC135 → PSYC101; From Choose ANTH 103, ECON110, GEOG102, GEOG110, GOVT101, GOVT110, or PSYC110 → Choose ANTH103, GEOG102, GEOG110, or SOCL110; From General Education Humanities Course Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, THEA110 → Select a Foreign language sequence (2 courses) SPAN111 and SPAN112, FREN111 and FREN112, or ITAL111 and ITAL112; From Liberal Arts Electives: 6 credits → Liberal Arts Electives - Choose 6 credits from the following 200-level courses: ARTS, COMM, DANC, ECON, ENGL, HIST, HUMT, PSYC, SOCL, OR THEA.