

# ATLANTIC CAPE COMMUNITY COLLEGE

## CURRICULUM COMMITTEE

May 8, 2018

### Minutes -draft

**Attendance:** M. Bolicki, L. Campbell, A. Chelius, B. Clark, D. Coulter, M. Kammer, L. Lemons, A. Nigro, W. Osler, H. Peterson, A. Polanco, E. Russell, J. Taggart, D. Vassallo, K. Zaniewski.  
Excused: P. Manns (personal day). Absent: L. McGlynn.

#### I. Approval of April minutes

The minutes of the April meeting were approved as submitted (1 Abstention).

#### II. Curriculum Proposals

##### **BUSN232-Theories of Leadership, new course, D. Vassallo**

Course was presented in April and tabled. The syllabus was updated (Goals revised, Objectives added, prereq. added). Some concerns were about the textbook were discussed in April, however, the text is currently used by three other community colleges and is very accessible for our students. The course will be an elective for Business Administration majors and may also be a valuable course for students in other majors. It will transfer as a free elective.

**APPROVED** – effective Spring 2019

##### **SPCH130-Signed English, Alpha, title, description change, M. Kammer for G. McIntyre**

Course number changed to SGNL101 and title changed to American Sign Language. This change will not impact any other areas. Outcomes and descriptions have been refined, but the course content is essentially the same.

**APPROVED** – effective Spring 2019

#### III. Other Business

**Charge #10. Research update & discussion - J. Taggart.** *Determine if transfer degrees transfer more effectively with a non-prescript regimen of general education courses.*

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.

**Charge #11. Subcommittee update & discussion - A. Nigro.** *Assess the validity of requiring CISM125 for most degrees.*

Augie and Jim explored the 18 NJ community colleges to see how they fulfill Technological Competency and compiled a comparative analysis report (*hard copies were distributed at the meeting*). Most schools have numerous course options from which students can choose.

Key findings included the following:

1. No standard way to meet this requirement. Lots of variation among colleges.
2. Two schools limited choices to one course (Salem and Hudson)
3. Union County College combined this with Math and Science.
4. Four schools (Bergen, Camden, Ocean and Passaic) separate into Technological Competency or Information Literacy.
5. Brookdale allows program courses to meet the technological competency requirement.
6. Two school shave different requirements for different programs (Bergen and RCBC)

**Charge #5 - Elect a Chair for the next academic year.**

L. Lemons was nominated and approved as chair for AY 2018-19.

**Charge #9 - Recommended Charges for 2018-19.** *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.*

Charge #11- *Assess the validity of requiring CISM125 for most degrees.*

The research phase of Charge 11 has been completed and was presented at the May meeting, however, the committee did not have time to thoroughly discuss the results or propose recommendations. The Committee should continue working on this charge during AY 2018-19.

**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.

*Time did not allow for discussion of the following agenda item. It will be placed on the agenda for September's meeting.*

**Charge #12. Review & Approve new Forms A, B, C, D - L. Lemons & L. Campbell.** *Review forms to be submitted to Curriculum Committee to ensure all forms are accessible.*

- **Related - Discuss new wording to clarify #2 on Form B under *Rationale for Change*.** *Current wording: Include an impact study that indicates how this change affects other courses/programs.*