

# ATLANTIC CAPE COMMUNITY COLLEGE

## CURRICULUM COMMITTEE

October 19, 2017

### Minutes- Approved

**Attendance:** M. Bolicki, L. Campbell, A. Chelius, B. Clark, D. Coulter, B. Johns, M. Kammer, J. Katz, L. Lemons, L. McGlynn, A. Nigro, W. Osler, H. Peterson, A. Polanco, E. Russell, J. Taggart, D. Vassallo, K. Zaniewski. Excused: M. Bolicki, B. Johns. Guests: S. Marzelli.

### Approval of Minutes

The September meeting minutes were approved with the addition of W. Osler and E. Russell to the attendance list.

### Curriculum Proposals

**CISM295-Information Technology Internship**, *change: title, description, hours*, S. Marzelli (for B. Zilovic)

The department was asked to standardize their Fieldwork/Internship courses. The COMM295 submission, approved in May, was followed as a sample. The title has been changed to **Information Technology Cooperative Education**. It was noted that the title will need to be abbreviated in Colleague due to character limitations. The description was revised and the credits changed from 1-6-3 to 0-9-3. The lecture hour was removed and the required number of co-op hours have been changed from 102 to 135. Per state guidelines, a minimum of 45 hours of fieldwork, co-op, internship, or practicum = 1 credit (90 hrs = 2 credits, 135 hrs = 3 credits).

A member asked if there were minutes from the ad-hoc subcommittee group that met to discuss the fieldwork, internship, co-op, and practicum course standardization. J. Katz took minutes at the initial meeting which included faculty from each area that offers these courses. The breakout groups did not record/submit minutes on their standardized language, but the forms submitted to Curriculum Committee last spring include the standardized language.

It was suggested that the Committee develop a guide for each category (fieldwork/co-op vs internship).

**APPROVED**

**TVRF295-Media Studies Internship**, *change: title, description, hours*, S. Marzelli for B. Zilovic

Same rationale as above. The description has been revised, the title changed to **Media Studies Cooperative Education**. Hours in the field changed from 102 to 135 and credit structure changed from 1-6-3 to 0-9-3.

**APPROVED**

**OSTM280-Cooperative Education**, *change: title, description, hours*, S. Marzelli

Same rationale as above. The description has been revised, title changed to **OST Cooperative Education**, and the number of co-op hours (90) was added to description. Credit structure changed from 0-4-2 to 0-6-2.

**APPROVED**

**Office Systems Technology, AAS, change: program requirements, S. Marzelli**

OSTM126-Office Automation duplicates concepts covered in other courses. The course is being replaced with CISM164-Microcomputer Applications/Relational Databases. Database management is one of the top in-demand skills for administrative office professionals. OSTM126 may be dropped from the catalog at a later date. The course will continue to run for grandfathered students.

A revised recommended course sequence for the Catalog and web page wasn't included with the proposal. S. Marzelli and J. Taggart will discuss the sequence with the ISAS Department to determine the semester in which CISM164 should be placed.

**APPROVED**

**Hospitality Management Certificate, new program, J. Katz**

This certificate will be ideal for students who may already have a degree in another field or for individuals who work in the industry. It will also provide an industry recognized credential to students. The Hospitality courses have been repackaged into a certificate program which will allow students to earn a credential in less time than a degree. No additional resources will be needed to run the program. The department would like the College to market/publicize the program to encourage enrollment.

There was a general discussion about the requirements for Program and Course submissions: Program mission, goals and learning outcomes along with course learning goals, learning outcomes and objectives were discussed.

**APPROVED**

**Other Business**

**ADA Compliance** – J. Katz reached out to C. Bullock for help creating ADA Compliant Curriculum forms. She hasn't yet heard back about scheduling a meeting. Some potential ways to make the Forms and submissions accessible were discussed.

An academic dean requested that Form A include a checkbox to confirm that ADA compliant course material has been identified by the originators of new courses. The publisher could confirm that a textbook is compliant and provide a VPAT (Voluntary Product Accessibility Template). The syllabus requires the inclusion of a textbook that will be used and faculty should confirm that compliant material is available for the new course.

The college wants the identification of compliant course material to become a part of the culture. College/faculty are in a difficult position because they're being asked to secure accessible textbooks and there aren't many publishers who offer compliant course materials. Essentially, the NFB's goal is to have colleges put pressure on the publishers so the publishers will ultimately need to create accessible content.

The issue of support personnel to help faculty convert/create compliant course material was discussed. There seems to be some confusion regarding the role of G. Fox and C. Walton. Faculty have been told that they are available to help faculty with the conversion by working with them. If the College wants to be compliant by the July deadline, there needs to be someone who can complete the conversion for faculty. Full-time faculty are overwhelmed. There is limited staffing and no financial resources to assist with the compliance mandate.

**CISM125 Charge** – At the last meeting, there was a conversation about whether the Curriculum Committee should be instructing departments to include a course in their degree programs. J. Katz gathered some background material including a 1996 Board Resolution requiring students to demonstrate information literacy and technical competency as a graduation requirement, and the NJCCC's General Education documentation. In 1996, the College identified CISM125 as the course to satisfy the

requirement. Students also have the option of submitting a portfolio or taking a competency exam. The ISAS department reviews portfolios and maintains the content of the exam.

J. Katz would like to meet with D. McElroy and O. Hernandez to discuss possible modifications and ways to allay the concerns of some of the departments. Technical competency may have changed since 1996. How does the college define technical competency?

There was a discussion about alternative ways for students to demonstrate competency and who should be permitted to evaluate/confirm that a student has met the competency requirements.

A member inquired about the pass rate for students who attempt to test out of CISM125 and the number of students who sit for the exam. That data was not available at the meeting, but the number of students who take the exam is believed to be relatively low. Most students opt to take CISM125 to meet the competency requirement.