

ATLANTIC CAPE COMMUNITY COLLEGE

CURRICULUM COMMITTEE

November 15, 2018

Minutes – Approved

Attendance: M. Bolicki, L. Campbell, A. Chelius, B. Clark, O. Hernandez, M Kammer, L. Lemons, R. Manimaran, P. Manns, L. McGlynn, A. Nigro, B. Osler, H. Peterson, E. Russell, K. Zaniewski. Guests: K. Forrest, M. Keklak, G. Faig, L. Grisi-Dicker, A. Jou, S. Marzelli, J. Taggart, B. Zilovic.

I. Approval of October minutes – Minutes were approved as submitted.

II. Technological Competency Update – L. Lemons

An ad-hoc committee, which included members of Curriculum & Technology Committees, along with ITS staff, recently met to discuss the issue of technology competency. A summary of the ad-hoc meeting was emailed to Curriculum Committee members and hard copies distributed at the table. The ad-hoc committee developed & approved a definition of Technical Competency using info gathered from all of the departments. The group has requested sample Accuplacer tests (30 question test, 70 question test) as a possible option for testing incoming students. Accuplacer also offers a “choose your own” competencies test. The group discussed alternative ways for students to demonstrate competency such as degree programs that include a lot of technology in coursework.

MOTION 1 (handout) - L. Lemons made a motion to approve the distributed definition of Technological Competency (Motion 1).

A motion was made to amend the definition by adding “hardware basics” to the list of *Basic Computer Skills*. This was described as an understanding of bits & bytes, RAM & ROM, and hardware specs important for purchasing computers.

A vote on the motion to amend the definition of Technological Competency by adding “hardware basics” under *Basic Computer Skills*, passed. (Vote Outcome: 6 -YES; 5 - NO).

MOTION TO AMEND MOTION 1 - APPROVED

Motion to approve the amended version of the Technological Competency definition (Vote outcome: 10 – YES; 1 - NO).

MOTION TO APPROVE THE AMMENDED VERSION OF MOTION 1 – APPROVED.

Definition will be presented to Faculty Assembly on Nov. 29.

DEFINITION OF TECHNOLOGICAL COMPETENCY

Technical Competency is defined as: Basic Computer Skills, Basic Internet Skills, Electronic Communication, Word Processing, Spreadsheets, Presentation Software.

- *Basic Computer Skills:* Copy, paste, select, click, right click, double click, opening files, file management: creation, copying, renaming, finding and opening files from different drives, password management, hardware basics
- *Internet Basics:* Using search engines to find information on the web from credible sources, google sites, saving/ storing files to cloud based storage and google drive
- *Electronic Communication:* email, downloading/ uploading/ attaching files to emails

- Word Processing: creating and formatting a document, font style, size, double spacing, headers & footers, spell check, make & format tables, saving work – to desktop or flash drive, printing
- Spreadsheets: Input and organize data, input formulas to do calculations, create a graph of data
- Presentation Software: viewing presentations in slideshow mode, printing multiple slides per page (handouts), creating presentations: slide layout, formatting, image insertion

MOTION 2 (handout) - L. Lemons made a motion to approve an alternative method for students to demonstrate technological competency skills within courses other than CISM125 (see below). Departments would need to submit a series of courses for approval through Curriculum.

A motion was made to table the vote due to unknown/unanswered questions (impact on Middle States Standard 3; NJ Gen. Ed. group, tech competency as an integrated goal; costs; validity of non-tech courses and faculty teaching/assessing tech competency).

(Vote Outcome: 6 – YES; 5 – NO)

MOTION TO TABLE the proposed the alternative method of Demonstrating Tech. Competency – APPROVED

OUTCOME: L. Lemons will present the approved *Definition of Technological Competency* (Motion 1) to the November Faculty Assembly.

DEMONSTRATING TECHNOLOGICAL COMPETENCY

Programs that incorporate technology into their coursework can apply to the Curriculum Committee for enrolled students to demonstrate competency through successful completion of a series of courses.

Programs must show where each competency is covered in their program (course, outcome) and how each competency is assessed. Programs are encouraged to work with the ISAS department to develop adequate assessments/ activities; projects.

<i>Technological Competency</i>	<i>Course (Name and Number)</i>	<i>Outcome(s) or Objective(s)</i>	<i>Assessment (detailed description)</i>
<i>Basic Computer Skills</i>			
<i>Internet Basics</i>			
<i>Electronic Communication</i>			
<i>Word Processing</i>			
<i>Spreadsheets</i>			
<i>Presentation Software</i>			

III. Curriculum Proposals

Geographic Information Systems Option, CIS, A.S., drop degree option, L. Grisi-Dicker

Geographic Information Systems Office Specialist, drop prof. series, L. Grisi-Dicker

Notification letters have been sent to all students who are declared GIS Option majors (not currently active students). The programs were created in Spring 2011 as part of a grant the college received. Since that time, the GIS coursework has been incorporated into other degree programs. The GIS Option doesn't transfer well. It was noted that the Rationale needed additional information. Loretta will amend the form and resubmit.

APPROVED pending receipt of amended rationale.

Human Services, A.S., program change, D. McElroy

Note: Donna Marie was unable to attend the meeting. This item will be placed on December's agenda.

Biomedical Science, A.S., program change, L. Lemons (for B. Heard, J. Master)

- Credits changing from 64 to 60.
- **General Education changes** – Total gen ed credits from 36 to 30.
Math-Science-Tech – MATH155 removed (added to Program Courses). BIOL220 added (removed from Program Courses)
Humanities - Credits reduced from 9 to 6 by combining the two 3 credit electives into a single elective.
Diversity – 3 credit requirement removed. Diversity isn't a required gen. ed category for AS degrees.
- **Program Courses** – Total program credits from 28 to 30.
BIOL220 (moved to Gen ed), CHEM210 (moved to Program Electives), PHYS125 or PHYS225 (moved to Program Electives). BIOL110 (moved from Program Electives to Program Requirements), MATH155 or MATH220 (added to Program Courses).
- **Courses added to Program Electives:** CHEM210, CISM135, MATH155, MATH156, PHIL101, PHYS125 or PHYS225.
- Recommended sequence of courses revised to reflect program changes.

APPROVED (1 opposed)

Biology, A.S., program change, L. Lemons (for Z. Xu)

- Credits changing from 63 to 60.
- **Gen. Ed. Math-Science-Technology:** CHEM110 replaces "General Education Science course"
- **Program courses** – credits change from 28 to 30. CHEM110 moved to Gen Ed.
- **Program Electives:** "Choose three:" changed to "Choose 18 credits from the following:" BIOL104 and PHIL101 added to electives list.
- **Free Elective(s)** (5 credits) have been removed.
- Recommended sequence of courses revised to reflect program changes.

APPROVED

Chemistry, A.S., program change, L. Lemons

- Credits changing from 62 to 60.
- **Free electives** changed from 5 credits to 3 credits.
- Recommended sequence of courses revised to reflect program changes.

APPROVED

COMM/TVRF130-Visual Communication (to ARTS/TVRF124), alpha & number change, C. Knowles-Harrigan

This course is being removed from one of the Communication degree tracks. Since it is an analysis of design and visual images, the course alpha change is being proposed. The number must change due to a previous (now inactive) ARTS course with the 130 course number. The course will be a liberal arts elective and will remain as a required course in the Media Studies degree. It was noted that the Assessment Strategies need to be placed into a table. C. Knowles will revise syllabus and sent to L. Campbell for the file.

APPROVED pending receipt of syllabus revision.

Media Studies, A.A.S., program change, B. Zilovic

- Credits changing from 64 to 60.
- Program Courses: TVRF290 (1 cr) removed.
- Program electives reduced from 6 credits to 3 credits.
- Recommended sequence of courses revised to reflect program changes.

Communication, A.A., program change, K. Forrest

- Credits changing from 66 to 60.
- Number of "Tracks" reduced from 5 to 3. Communication Arts track was removed and the Public Relations and Journalism tracks have been combined.

- General Education Changes:
 - Math-Science-Tech: MATH122 or higher changed to MATH220.
 - Humanities: “General Education Humanities course” removed. “Choose one: ENGL...” changed to “Choose two: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213, ENGL214.” ENGL202 was added to the list of options.
- Track credits changed from 15 credits to 9 credits.
- Program description revised to reflect change in track choices.
- Recommended sequence of courses for each track revised to reflect program changes.

APPROVED (1 Opposed)

RADX202-Radiographic Procedures III, *course outcomes change*, M. Keklak, G. Faig

RADX205 has been merged into RADX202 as a seminar component. The course outcomes have been updated to reflect this change.

APPROVED

RADX205-Introduction to Advanced Modalities, *drop course*, M. Keklak, G. Faig

Course content has been merged with RADX202. Dropping 205 from the catalog.

APPROVED

RADX204-Radiation Biology and Protection, *credit hours change*, M. Keklak, G. Faig

Course credits are being reduced from 3 to 2. Labs are being removed from the course.

APPROVED

RADX208-Radiographic Pathology, *new course*, M. Keklak, G. Faig

New, 2-credit course will introduce concepts related to the disease and etiology considerations with an emphasis on radiographic appearance and impact on exposure selection.

APPROVED

Radiologic Technology, A.A.S., *program changes*, M. Keklak, G. Faig

RADX205 removed. RADX208 added. Sequence of courses adjusted for the Fall and Spring semesters of the 2nd year of the professional phase. Total degree credits remain at 68. All curriculum changes has been approved the Joint Review Committee on Education in Radiologic Technology (the accrediting body).

APPROVED

ALHT130-Standard First Aid, Personal Safety & Basic Life Support, *drop course*, M. Keklak

The course has not run successfully for over 5 years and it fails to attract the interest of nursing, radiology, and health science students who are required by most healthcare systems to secure this type of certification from the American Heart Association. The Red Cross certification is better designed for the general public, and the AHA certificates are more appropriate for healthcare workers. CE offers a similar course for member of the public.

APPROVED

ALHT110-Comprehensive Medical Terminology, *(to HESC110) course alpha change*, M. Keklak

ALHT108-Fundamentals of Nutrition, *(to HESC108) course alpha change*, M. Keklak

Allied Health is a dated term in the healthcare literature. Most NJ community colleges use the Health Science. The alpha change to HESC will align with the name change for the Nursing & Allied Health Programs which will now be known as Nursing & Health Science Programs.

APPROVED

AVIT185-Remote Sensing Using Unmanned Aerial Aircraft Systems, *title/description change*, J. Taggart

The title is being adjusted to align with the generally acceptable and FAA nomenclature. The prereq. (AVIT135) is being removed since it's a barrier to enrollment. The skills and knowledge obtained in AVIT135 are not critical to successful completion of AVIT185.

APPROVED

Adjournment