

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

September 10, 2015

Minutes -Approved

Attendance: R. Benner, E. Russell, J. Katz, S. Shields, C. Fortune, M. Bolicki, L. Lemons, K. Zaniewski, J. Taggart, B. Clark, B. Johns, D. Coulter, H. Peterson. L. Campbell, Secretary.
Excused: M. Huber, L. Ingram.

Elect Committee Chair – J. Katz was nominated and elected to serve as chair during the fall 2015 semester. J. Katz will be on sabbatical leave during the spring. J. Taggart was nominated and elected to serve as chair during the spring 2016 semester.

Elect General Education Subcommittee Chair – L. Lemons was nominated and elected to serve as the 2015-16 General Ed. Subcommittee Chair. J. Katz discussed the announcement made at Inservice re: the Gen. Ed. Subcommittee being charged with the former Basic Skills Committee's charges. The Basic Skills charges will be given to the Academic Policies, Procedures and Standards Committee. The Gen. Ed. Subcommittee will continue with its standing charges to meet and review gen. ed. course proposals, on an as needed basis.

Approval of May minutes and 2014-15 Final Report - The May minutes were approved with the addition of S. Shields to the attendance list and a note at the end of the *Nominations for Chair* section on pg. 2, stating that a vote was not taken for the 2015-16 Committee Chair. The Final Report was approved as submitted.

Review of Proposed 2015-16 Charges

J. Katz discussed the two changes to the charges:

- 1) Charge #5** – The chair will now be elected at the end of the academic year (May mtg.)
- 2) Charge #9** – Coordinate the collection of Learning Outcomes for all Prof. Series programs from impacted departments (ISAS, ACA, Prof. Studies, Social Science) and review to validate measurability. Departments must submit Outcomes by November 25, the deadline for the 2016-17 catalog.

Curriculum Proposals

Pre-Engineering, A.S., nomenclature change, A. Shelton

The program title will change to Engineering. A. Shelton explained that other colleges in the area don't use "Pre" in their engineering program titles. The program will be moved from the ISAS department to the Math department. The math faculty members developed the courses for the program and teach the courses.

A Committee member asked where our engineering courses currently transfer and if we should align with Rowan's program courses. A. Shelton stated that there was a meeting with Rowan during the summer and they won't accept all of our courses. We are still working on transfer articulations and are considering NJIT, Drexel and Rowan. Rowan accepts a very limited

number of transfer students into their engineering program. A. Shelton estimated that we currently have 22 students enrolled in ENGR101-Intro. to Engineering. It was mentioned that this is the third title for the program. The program was originally named *Pre-Aerospace Engineering*, and was changed to *Pre-Engineering*, effective fall 2014. Each title change, requires board approval and submission to the State (AIC) as an informational agenda item.

APPROVED

Small Business Management Specialist, *prof. series nomenclature & program change*, K. Giulian

Title will change to Entrepreneurial Professional. Several program courses were changed, which will make the program eligible for Perkins funding.

There were questions about the program Learning Outcomes. K. Giulian was asked to include them with his Form B. LOs are not required for his proposed changes; they were added in anticipation of the new LO requirement for all Professional Series programs.

The Committee had questions about an appropriate number of Outcomes and assessment methods that will be used to measure the Outcomes.

J. Katz recommended that the LOs be removed from the proposal so the Committee could vote on the proposed title and course changes.

APPROVED

J. Katz will meet with O. Hernandez to discuss the Committee's questions about Learning Outcomes for the Professional Series programs.

J. Taggart requested enrollment and completion numbers for all Professional Series to help his department evaluate if any series should be dropped.