

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

September 20, 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.*
Guest: *S. Shields, FAEC Liaison*

I. Review of 2018-2019 Charges - S. Shields, FAEC Liaison

The standing charges are similar to the 2017-18 charges.

Additional Charges: Charge 7 & 8 are the same as last year.

Charge 9: *Assess the validity of requiring CISM125 for most degree programs. Research and propose additional ways students could satisfy the state Technological Competency goal. Report findings to the Faculty Assembly in November.*

Last year, research was compiled & presented to the committee by A. Nigro and J. Taggart at the May meeting. NJ community college catalogs were used to determine how students at other schools are able to satisfy the Technological Competency requirement. The Committee now needs to work on proposing additional ways that Atlantic Cape students might be able to satisfy the requirement. S. Shields stated that two other Faculty Committees are also looking into the Technological Competency issue from different vantage points. FAEC thought it would be good to have input from multiple committees. Findings from each of the Committees should be reported to FA in November.

Charge 10: *Concerns have been raised about 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 material included in the syllabus. For example, concerns have been raised about placing the textbook before the course description. Revise the Standard Syllabus Template to reflect the results of these findings.*

Charge 10 was proposed as an additional charge by the 2017-18 Curriculum Committee.

Charge 11: *Review forms to be submitted to Curriculum Committee to ensure all forms are ADA compliant.*

This charge was carried over from last year.

II. Approval of May minutes & 2017-18 Final Report – May Minutes & the Final Report were approved with 1 abstention.

III. Elect a Vice-Chair – E. Russell was elected to serve as Vice-chair.

IV. Elect General Education Subcommittee Chair – A. Nigro was elected to serve as subcommittee chair.

V. Other Business

L. Lemons mentioned a change to the meeting format for 2018-19. Any suggested policy changes that arise during the discussion of curriculum proposals, will be moved to the “Other Business” portion of the meeting agenda. Only existing policies will apply to proposals presented to the Committee.

Discussion about Charge #9. Technical Competency

- The research compiled last year by A. Nigro and J. Taggart was discussed.
 - Brookdale permits students to satisfy Tech Comp. requirement with program-specific courses other than general education courses.
 - Several other schools offer a menu of computer courses from which students can select. Should we have a similar option for Atlantic Cape students?
- Does the State require a general education course to satisfy tech. comp or can schools designate other courses?
- It was noted that Atlantic Cape permits education majors to satisfy the tech. comp. requirement by completing CISM290-Instructional Technology for Educators, which is not an approved general education course.
- Could the college administer a computer placement test, via the Testing Center, similar to the Accuplacer tests used for English and Math? All incoming students could take the test to see if they need CISM125.
- General Education courses cannot satisfy both General Education and Program course requirement. (e.g. Anatomy & Physiology has not been approved by state as gen ed because it's considered program course for Nursing, Biology majors).
- Could an existing Gen. ed. course (eg. ENGL101) be submitted to fulfill a second category (Technology)? Gen. ed. courses can only satisfy a single Category (eg. ENGL101 satisfies “Communication” category and cannot also be approved for the “Technology” category).
- It was stated that attrition rates are high for CISM125. Another member replied that the rates are similar to other first semester, gateway courses.
- Some skills are taught in ALP sections (using Blackboard, logging into email account, using WebAdvisor). These are institution-specific college survival skills, similar to what might be taught in a Freshman Seminar course, rather than Tech. Competency skills (CISM125 teaches Word, Excel, Database, PowerPoint, etc).

OUTCOME: Committee members should go back to their departments for feedback on the following (*Note: L. Lemons will email the committee with the exact wording of these questions*):

1. Should the College consider administering a free Computer Placement Test to students at the time of Accuplacer testing?
2. Would faculty like the ISAS department to develop additional course options that could satisfy the Tech. Comp requirement?

adjournment