

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

September 21, 2017

Minutes - Approved

ATTENDANCE

M. Bolicki, L. Campbell, A. Chelius, B. Clark, D. Coulter, M. Kammer, J. Katz, L. Lemons, K. McClay, L. McGlynn, B. Osler, H. Peterson, A. Polanco, E. Russell, J. Taggart, K. Zaniewski. Guests: B. Heard. Excused: A. Nigro.

APPROVAL OF MINUTES

The May meeting minutes & the 2016-17 Final Report were approved.

J. Katz stated that the Thursday meeting schedule changes proposed in May have been approved. Curriculum submissions will be due the day after department meetings. She also followed up on last year's Ad hoc Committee regarding Internship, Co-op, Practicum, and field work course standardization. The Committee is awaiting forms for the Co-op and practicum courses. Josette will send an email to the coordinators and deans regarding outstanding course forms.

H. Peterson mentioned that the fees for Aviation flight courses have not yet received VA Certification. No VA students can enroll in any Aviation degree courses until certification is received.

REVIEW OF 2017-18 CHARGES

The charges were reviewed.

Charges 1 and 5 have some overlap. J. Katz will rewrite and send to FAEC. The recommended charges for the next academic year will now be due at the end of the spring semester, rather than the end of May.

Charge 3 – *Via email* was added to the first sentence: *Minutes of the committee meetings should be submitted, via email, to VP of Academic Affairs and the Administrative Assistant of Academic Affairs.*

Charge 8 – Laurie Lemons was nominated and elected to serve as the 2017-18 General Education Subcommittee chair.

Charge 10 – *Determine if transfer degrees transfer more effectively with a non-prescript regime of general education courses.* J. Taggart will prepare a report to share with the Committee.

Charge 11 – *Assess the validity of requiring CISM125 for most degree programs.*

The Curriculum Committee received this charge in mid-spring 2016 and transferred it the Gen. Ed. Subcommittee. Students must demonstrate competency in computer literacy in order to graduate. The State's also requires demonstration of Technological Competency or Information Literacy with a credit requirement of 0-3 credits.

Currently, Atlantic Cape students have three ways to satisfy this requirement:

1. Pass CISM-125 with a C or better
2. Prepare a portfolio that is reviewed by ISAS faculty
3. Pass the competency exam which consists of multiple choice questions, and projects in Excel, Word, and Access.

The Subcommittee discussed the course content and reviewed the competency exam. Each member was asked to have their department create a list of computer skills that are most important for students within their majors.

The lists were compiled and forwarded to the ISAS department for consideration. The subcommittee has not yet been informed of any adjustments or changes to CISM125 or the competency exam.

It was stated that determining appropriate curriculum for degree programs is the purview of each department. The charge, as written, does not fall within the scope of the Curriculum Committee. J. Katz will communicate this to the FAEC Chair.

CURRICULUM PROPOSALS

BIOL203-Microbiology, *course number change*, B. Heard

The course number is being changed to a higher 200-level number due to the difficulty level of the course. The new number will be BIOL250.

APPROVED

OTHER BUISNESS

Accessibility/ADA Compliance

The Committee will need to develop ADA compliant forms and receive compliant submissions. There was a discussion about possible ways to accomplish this. Electronic signatures will be needed on the forms.

J. Katz and L. Campbell will reach out to Chad to work on accessible forms.

Moving forward, all syllabi must be submitted to the committee in accessible format.

J. Katz stated that she put in a motion at Faculty Assembly, to request additional clerical support for faculty as they make all course material accessible.

D. Coulter stated that C. Walton and G. Fox have received additional training to assist faculty and will also receive Blackboard Ally training. Due to the volume of material, Chad will be able to assist, but not do the work for faculty. Administration understands the large amount of initial documents that must be made accessible. After the initial accessibility conversion, faculty will be responsible for making any new content accessible.