

ATLANTIC CAPE COMMUNITY COLLEGE

CURRICULUM COMMITTEE

April 18, 2019

Minutes – Approved

Attendance: M. Bolicki, L. Campbell, A. Chelius, D. Coulter, O. Hernandez, M. Kammer, L. Lemons, P. Manns, L. McGlynn, A. Nigro, B. Osler, H. Peterson, E. Russell, K. Zaniewski.
Guests: M. Keiner

I. Approval of minutes – The minutes from March were approved.

II. Curriculum Proposals

Paralegal Studies, A.A.S., drop program, M. Keiner

The program is being dropped due to a decrease in enrollment and program expenses. A plan to allow all current and past (going back 10 years) paralegal studies students to complete the program has been communicated with students. Paralegal studies course schedules through Summer 2020 were included in the letter to students. Students who complete the program by Summer 2020 will still earn an ABA approved degree.

APPROVED

ENGL102-Composition I, description & goals change, E. Russell

The course description has been adjusted to add language about documentation using MLA or APA guidelines. An additional sentence was added: "Guidance and practice provided in presenting findings to an audience of peers." It was also noted that the advisory board suggested that students have access to a computer lab several times during the semester. The Learning Goals and Outcomes were adjusted to include language about information literacy.

APPROVED

CHEM102-Introduction to Forensic Science, drop course, L. Lemons

This course was originally created for Criminal Justice majors and was approved as a general education science course for Crim. majors. Due to transfer issues, the course was dropped from the Criminal Justice program and hasn't run for over a year. The course is now being dropped from the catalog.

APPROVED.

III. Other Business

Charge 10 –Subcommittee Update – A. Nigro, O. Hernandez, M. Kammer

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.

A draft of the proposed revisions to the Standard Syllabus Template was distributed and discussed. Learning Outcomes have been removed. Course Goals and Objectives will remain and Objectives must be nested under the appropriate Learning Goals. The Course Title, number, credits, prerequisites, and description (“Catalog Entry”) will appear first, followed by the Required Textbook and Materials, ADA Statement, Goals & Objectives, and Course Assessments and Grading Policy. A Grading formula (see sample below) should be included.

<i>Three Exams</i>	<i>300 pts.</i>
<i>Portfolio</i>	<i>100 pts.</i>
<i>Five Quizzes</i>	<i>100 pts.</i>
<i>Total Points Approx.</i>	<i>500 pts.</i>

The Standard Syllabus Template will be revised and distributed via email to Committee members who will solicit feedback at the May Department meetings.