

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

May 11, 2017

Minutes - Approved

Attendance: M. Bolicki, C. Fortune, L. Ingram, L. Lemons, K. Zaniewski, J. Taggart, E. Russell, J. Katz, A. Chelius, B. Clark, K. McClay, D. Coulter. Absent: R. Benner, S. Shields, B. Johns, H. Peterson. Guests: Peter Oudemans (Rutgers), M. Keiner, S. Marzelli, J. Sacchinelli, K. Forrest.

Approval of April minutes – The minutes were approved with the removal of R. Benner from the attendance list.

Curriculum Proposals

Paralegal Studies Certificate, new program, M. Keiner

Paralegal Studies, A.S., drop program

The Paralegal Studies program currently has two degrees: AS and AAS. The AAS was added in 2000. The proposed Certificate program will allow students who have previously earned either a bachelors or associates degree. The ABA will approve the Certificate program. There has been a decrease in enrollment in the Paralegal program and the Certificate is expected to increase enrollment and allow students who have already earned a college degree to expedite opportunity to move into paralegal jobs. The program courses in the Certificate match all program courses in the AAS degree.

The College has articulation agreements with Rutgers, Rowan and Pierce for the Paralegal, AAS degree, but not the AS.

A committee member requested more information for #4 on the Form B to drop the AS degree. The current number of students that are enrolled in the degree needs to be included.

M. Keiner will add a note on the AAS catalog page regarding a foreign language requirement for students planning to transfer to Rutgers.

APPROVED – Pending completion of enrollment statistics for #4 on the AS Form B.

CISM135-Introduction to Programming – C++, description change, S. Marzelli

The course description was modified to include data types, expressions, functions and file management.

APPROVED

CISM159-Intermediate Programming-C++, description change

Description was modified to include vectors, strings, advanced file operations, data abstraction with classes, inheritance, polymorphism, aggregation and object-oriented design.

APPROVED

CISM/ENVL122- Agricultural Technology, new course, J. Taggart, S. Marzelli

Agricultural Technology was offered as a special topic course with the Beacon Visiting professor and was very successful. Students in the UAS Prof. Series have identified a desire to provide agricultural services to local commercial farmers. A new degree will be developed during the summer, which will transfer to Rutgers. Peter Oudemans of Rutgers, helped to develop the course.

APPROVED

Unmanned Aircraft Systems Specialist, program change, J. Taggart, S. Marzelli

The new CISM/ENVL-122-Agricultural Technology course has been added to the series as an optional course. The course title was corrected at the table. Total credits from 17 to 17-19.

APPROVED - Effective Spring 2018

Aviation Studies, A.S., program change, J. Taggart, S. Marzelli

TCOM125 has been moved to Program Electives and AVIT115-National Airspace System added to Program Courses. Total degree credits remain at 64. The recommended sequence of courses was revised. **APPROVED**

Professional Helicopter Pilot Option, Aviation Studies, A.S., prog. chg., J. Taggart, S. Marzelli

AVIT127-Intro to Airport Management was removed from the Program Courses and AVIT115-National Airspace System was added.

AVIT145-Private Pilot Helicopter was returned to the Program Option Courses after being removed by administration during the summer of 2016. The course was temporarily removed until admin. was able to restructure the contractual agreement between the College and the training partner. The restructure was needed to ensure VA would continue to fund 100% of the cost for students using benefits. Changes have been successfully made to the agreement and the course needs to be added back to the degree program. Total degree credits changed from 62 to 66.

There was a question regarding the total credits. Administration gave a directive to reduce all degree offerings to 60 credits (later revised to as close to 60 as possible). J. Taggart stated that the NJ legislation upon which that determination was based, never passed. There was further discussion.

APPROVED – Effective Fall 2017

Professional Pilot Option, Aviation Studies, program chg, J. Taggart, S. Marzelli

AVIT127-Intro to Airport Management was removed from the Program Courses and AVIT115-National Airspace System was added.

AVIT210-Private Pilot and AVIT278-Airplane Flight Instructor have been returned to the Program Option Courses after being removed by administration during the summer of 2016. The courses was temporarily removed until admin. was able restructure the contractual agreement between the College and the training partner. The restructure was needed to ensure VA would continue to fund 100% of the cost for students using benefits. Changes have been successfully made to the agreement and the course needs to be added back to the degree program. Total degree credits changed from 62 to 66.

APPROVED – Effective Fall 2017

H. Peterson reminded the Committee of potential issues that can be caused by mid-year program changes. Only one version of a program can be entered in Colleague each academic year. Changes made mid-year will not be reflected.

ENVL200-Environmental Science, prereq. change, J. Sacchinelli

The prereq. was changed from BIOL-110 and CHEM110 → BIOL109 and CHEM110.

APPROVED - Effective Spring 2018

COMM295-Communication Internship, title, credits, description change, K. Forrest

All disciplines were asked to revise co-op, internships, practicum and fieldwork courses to include common language and definitions for these courses. An ad-hoc committee determined that these types of courses would fall into one of two categories: Internship or Fieldwork. The Communication Internship, ACA Co-op and Media Studies Internship fall into the fieldwork category. As a result, the course description was revised, the title changed to **Communication Fieldwork**, and the credits have been adjusted from 1-9-3 → 0-9-3 (no lecture component).

APPROVED – Effective Spring 2018

Liberal Arts, A.A., program change, E. Russell

The previous degree included no foreign language (Rutgers requires) or 200-level course requirements. As a result, the English dept. was assigned to review the degree. An advisory committee was formed with internal and external members. The proposed degree will require students to take a two-semester sequence of a foreign language and complete 9 credits of 200-level coursework. Total credits required to earn the degree changed from 64 → 60.

Other changes include:

- General Education credits changed from 45 → 51
- Changing the *Choose: COMM110 or COMM120* → *COMM120*
- Changing the *Choose: PSYC101 or PSYC135* → *PSYC101*
- Increasing the Gen Ed Humanities credits from 9 → 15
 - Replacing the *General Education Humanities course* with *Choose: PHIL101, PHIL102 or PHIL110*
- Adding 6 credits of a foreign language (2-semester sequence of same language) Students must choose one of the following sequences: SPAN111 & SPAN112; FREN111 & FREN112; or ITAL111 & ITAL112.
- Changing *Program Courses (19 credits)* → *Liberal Arts Electives (up to 9 credits)* of 200-level Liberal Arts coursework

APPROVED – Effective Fall 2018

Other Business

Elect a Chair and Vice-Chair for 2017-18

J. Katz was nominated and elected as Chair.

L. Lemons was nominated and elected to serve as Vice-chair.

Determination of Credits, Contact Hours for Courses (for Middle States)

On April 26, O. Hernandez send the following request to J. Katz:

“We need some type of an institutional statement regarding how we come to derive the credit value of courses (3, 4, contact hours, etc.)

I’d like Curric. Committee to come up with a simple, one-paragraph statement that speaks to this. It should address that the construction of the course, vis-à-vis goals, objectives, outcomes, is what faculty use to determine whether a course should be 3 or 4 credits.”

J. Katz reviewed some other schools and feedback from her department to develop and share the following draft statement as a starting point for discussion and comment:

The faculty at Atlantic Cape Community College is responsible for the curriculum. As part of the course development process, faculty propose new courses and changes to existing courses. Based upon faculty expertise, with input from the appropriate Advisory Board, course outcomes are determined and the number of credits assigned. Faculty considers the rigor of course outcomes, the number of contact hours per course, assignments, such as readings, labs/clinical hours, homework, quizzes, and exams, presentations and projects. As appropriate, faculty may also consider the transferability of courses and the credit hours awarded at receiving institutions and accrediting body requirements. In the case of fieldwork and internships, the hours are based upon the outside-the-classroom experiences, the required assignments and contact hours.

The full department reviews proposed courses and course changes and upon approval by this group, the proposal is reviewed and approved by the respective dean. The curriculum review/approval process then moves to the college-wide curriculum committee where a comprehensive review of the course including credit hours is undertaken. Upon approval by this committee the approval is submitted to the Vice President of Academic Affairs.

The Committee discussed and voted to approve the statement as drafted. (6 voted to approve; 1 opposed).

Recommended Charges for 2017-18

J. Taggart recommended the following charge and agreed to conduct the research needed through NJTransfer and present the results to the Committee:

Determine if transfer degrees transfer more effectively with a non-prescript regiment of general education courses.

Jim explained that some schools have moved to general education electives rather than prescribing gen ed course requirements in degree programs. It was noted that most of our programs do have some flexibility for gen ed. courses.

Course Descriptions

J. Katz discussed the lack of consistency of the course descriptions in the catalog. She suggested that the committee create some samples as a guide for writing descriptions.

Degree credits

Should every program have 60 credits or can they still have up to 66 credits? The reduction of total degree credits to 60 was an administration initiative with which some programs complied and others have not. Administration later revised the initiative at a FA meeting, stating that 62-63 would be permitted if there was sufficient justification. Specialized degrees, such as Nursing, follow specific licensure/accreditation requirements, which justifies the need for 66 credits. This topic will be revisited next year.

Deadlines for Curriculum Submissions

Currently, the deadline for submission of proposals is two-weeks prior to the meeting date, however, we've been flexible over the past few years and have allowed submissions up to the Monday of the Committee meetings. The flexibility was permitted so curriculum changes approved at department meetings the week before Curriculum Committee meetings, could make the same month's agenda. There have been issues with incomplete submissions and an insufficient amount of time for the secretary to review and reach out to the originators for missing information and/or corrections needed on the form or syllabi. Forms should be reviewed by the departments and the deans to verify that the info is complete and in the correct format, prior to reaching the Committee.

Josette spoke with O. Hernandez about the possibility of changing the Thursday meeting schedule which would allow for a two week buffer between department and Curriculum meetings. He's agreed to switch the Academic Committee Meetings and Education Association meetings if the Committee and the Association would be amenable to the change.

The Committee agreed with the scheduling change.

J. Katz will follow-up with O. Hernandez so he can reach out to the Association.

Adjournment