

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

May 12, 2016

Minutes-approved

Attendance – R. Benner, M. Bolicki, B. Clark, C. Fortune, L. Ingram, L. Lemons, H. Peterson, E. Russell, S. Shields, J. Taggart, J. Wallace, K. Zaniowski. Guests: T. Cwik, K. Giulian, S. Marzelli, L. Stein, C. Knowles.

Approval of minutes – The minutes from April 14 were approved as submitted.

Curriculum Proposals

AVIT110-Private Pilot Ground School, title change, J. Taggart

AVIT220-Instrument Pilot Ground School, title & prereq. change

AVIT260-Commercial Pilot Ground School, title & prereq. change

The titles of all three Ground School courses have been changed to better represent the expanded scope of the courses. The FAA written exams are called “Knowledge” Tests.

The prerequisites for AVIT220 and AVIT260 have been changed to reflect that the courses will be taken by both airplane and helicopter students.

The following new course titles and prerequisites are effective Fall 2016:

AVIT110-Aeronautical Knowledge

AVIT220-Instrument Pilot Knowledge (prerequisite changed from AVIT210 → AVIT210 or AVIT145)

AVIT260-Commercial Pilot Knowledge (prerequisite changed from AVIT240 → AVIT240 or AVIT255)

Professional Pilot Option, Aviation Studies, A.S., prog. changes, J. Taggart

Due to issues with the VA and financial aid, program changes are needed. A common first step for students pursuing a career as a professional pilot is to become a flight instructor, which allows a pilot to accrue the commercial flight hours required for entry-level airline pilots. The program changes will permit a student to earn their certified flight instructor certificate and add a Multi-Engine rating to their commercial license. These changes are short-term fixes to help students with funding. Next year, the Aviation program will be turning into a career program. Airlines are acknowledging the value of associate’s degree.

Program changes include: Removal of AVIT135-Intro to UAS (3 cr); and the addition of the following courses: AVIT276-Fundamentals of Flight Instruction (3 cr), AVIT278-Airplane Flight Instructor (1 cr), AVIT286-Multi-Engine Pilot (1 cr). Total degree credits increase from 64→66.

Changes are effective Fall 2016 due to Financial Aid implications. Catalog was published in March and does not include these changes. The program’s Web page will be updated.

APPROVED

Helicopter Pilot Option, Aviation Studies, A.S., prog. changes, J. Taggart

Due to issues with the VA and financial aid for VA students, changes are needed in the program. A common first step for students pursuing a career as a professional pilot is to become a flight instructor, which allows a pilot to accrue the commercial time required for entry-level airline pilots. These changes are a short-term fix to help students with funding. The program changes will permit a student to earn their certified flight instructor certificate.

Some Committee members asked questions about the high cost of the Aviation program and the number of students enrolled. A member stated that community colleges usually provide services and training for the local community rather than regional needs. A discussion ensued. J. Taggart explained that the college isn't losing money on the flight training program and that academics is looking into the possibility of leasing/purchasing planes and a helicopter for the program. A Homestay Program is also being discussed. This program would allow the college to recruit international students and have them live with local families. Host families would receive compensation for providing accommodations. Living situations in homestay programs range from basic room-rental arrangements to complete family immersion. The college would need to pay to participate in this type of program.

Program changes include: Removal of TCOM125-Technical Communication (3 cr) and the addition of AVIT110-Aeronautical Knowledge (3 cr) and AVIT282-Helicopter Flight Instructor (2 cr). Total degree credits increase from 64 → 66.

Changes effective Fall 2016 due to Financial Aid implications. Catalog was published in March and does not include these changes. The program's Web page will be updated.

APPROVED

Business Administration, A.A.S., program change, K. Giulian

Business Administration, A.S., program change

BUSN/CISM247-Management Information Systems has been dropped from the Business Administration degree programs. The department has discussed removal of this course for several years. They conducted research at other NJ community colleges and concluded that BUSN/CISM247 is not a required course for students in neighboring community colleges. Colleges that require a computer course, require only a single, basic computer course similar to CISM125. BUSN247 is also being removed as a result of the directive from Dr. Hernandez, to reduce degree credits to as close to 60 as possible. The BUSN/CISM247 course is not being officially dropped from the catalog at this time, however, it will no longer be a required course for any programs.

The 2016-17 Catalog was released in March and the deadline for curriculum changes was the December meeting. As a result, the effective date for these changes will be Fall 2017.

Business Administration, A.A.S.- Degree credits reduced from 64 → 61

Business Administration, A.S.- Degree credits reduced from 65 → 62

APPROVED

CISM270-iPhone Programming, description change, S. Marzelli

The course description has been changed to reflect new technology. The effective date of the change will be Spring 2017 which will allow the next tabloid to reflect the course change during registration.

Computer Programming, A.A.S., program change, S. Marzelli

CISM270-iPhone Programming was included in the degree prior to the development of CISM271-Android Programming. The current requirement of CISM270 is being changed to CISM270 OR CISM271 to give students an option.

The 2016-17 Catalog was released in March and the deadline for curriculum changes was the December meeting. As a result, the effective date for these changes will be Fall 2017.

APPROVED

CDCC105-Early Childhood Health, Safety & Special Needs, *new course*, L. Stein

CDCC106-Early Childhood Social/Emotional Guidance, *new course*

CDCC250-Infant/Toddler Practicum, *new course*

CDCC/EDUC130-Early Childhood Practicum, *course change*

Course number changed to 200-level to better reflect the course content and number of prerequisite courses. New number CDCC/EDUC252.

Child Development and Child Care, A.A.S., *new degree*

L. Stein explained that the State of NJ requested that Atlantic Cape develop an associate degree to meet Early & Head Start requirements. The degree will be offered entirely online. The proposed new CDCC courses are all part of the new Child Development and Child Care, A.A.S. degree program. The courses include an increase in fieldwork/practicum experience for students in the program. The program has been modeled after the University of Cincinnati's degree and there may be potential for articulation. The new degree process will require an external consultant. Due to the timeline, the effective date has been changed from Spring 2017 to Fall 2017.

APPROVED

Preschool through Grade 3 Education, A.A., *converting option to degree*, L. Stein

The degree is being converted from an Option in Liberal Arts, A.A. to a stand-alone degree. The degree will prepare students for employment in early childhood programs or to pursue certification in early childhood education in a baccalaureate degree. The program is accredited by and aligned with the National Association of Education for Young Children (NAEYC). Effective date was adjusted from Spring 2017 to Fall 2017.

APPROVED

SOCL102-Contemporary Social Problems, *course number change*, J. MacNair

The course content meets the guidelines for a 200-level course. It has a prerequisite of SOCL101 and demands higher level comprehension and application of social theories and critical thinking. This course is offered at the 200-level at other nearby community colleges. The proposed course number was changed from SOCL201 to SOCL200 so avoid any potential conflicts in the system or on student transcripts. The number 201 has been used for SOCL201-Urban Sociology, which is being dropped from the catalog. The change will go into effect, Fall 2017.

APPROVED

SOCL201-Urban Sociology, *drop course*, J. MacNair

This course has not been taught since at least 1986 and is being removed from the catalog. Effective Fall 2017.

APPROVED

ARTS290-Fine Arts Capstone Portfolio, *new course*, C. Knowles

This 1 credit course has been developed to provide AFA students with an opportunity to develop and complete the Fine Arts Studies degree with a professional portfolio of their work. The course will also contribute to a program-level assessment. Comparable courses are offered in programs at eight community colleges.

APPROVED

Fine Arts Studies, A.F.A., *new program*, C. Knowles

The will be the first AFA offered at the college. The degree is intended for students who may not be interested in transferring to a baccalaureate program. Fine Arts Studies will provide students with a solid foundation in the visual arts and will prepare them for entry-level positions, gallery exhibition opportunities and/or transfer. An AFA will also open up funding opportunities similar to AAS degrees.

APPROVED

Other Business

General Education Subcommittee Update – L. Lemons

The Committee approved *ENGL202-Race and Ethnicity in Literature* as a general education course in the Humanities & Diversity categories. It was also approved for the integrated goals of Ethical Reasoning & Action and Information Literacy.

Form D updates were discussed and the proposed form will include three new questions to align with the State submission forms.

The group has been discussing the new charges. CISM125 and the College's computer literacy requirement have been discussed, but members wanted to discuss at the May department meetings for input on the skills and computer knowledge that are important for their students.

The Committee approved a draft of recommendations for course-level criteria/definitions and submitted to the Curriculum Committee for consideration.

A motion was made to accept the course-level definitions developed by the General Education Subcommittee. The motion was APPROVED.

J. Taggart stated that he would find out where this goes next. The Curriculum Committee members suggested that it go to Faculty Assembly.

Recommended Charges for 2016-2017

J. Taggart stated that the Committee may be charged with several items related to the upcoming Middle States review Compliance items (e.g. How does the institution determine the number of credits?). The Committee will wait to see if any new charges are proposed by administration.

Nominations for 2016-2017 Curriculum Committee Chair

J. Taggart asked for nomination's for next year's chair. J. Taggart nominated Josette Katz and M. Bolicki nominated Laurie Lemons. The Committee voted and approved Josette Katz to serve as next year's chair.