

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

October 13, 2016

Minutes - approved

Attendance: M. Bolicki, A. Chelius, B. Clark, C. Fortune, J. Katz, L. Lemons, K. McClay, H. Peterson, E. Russell, S. Shields, J. Taggart, D. Vassallo, K. Zaniewski, L. Campbell, Secretary.
Excused: L. Ingram, R. Benner, P. Leatherberry, B. Johns

Guests: S. Natale-Boianelli, C. Knowles-Harrigan.

Approval of September minutes– Approved with correction of a misworded sentence.

Curriculum Proposals

ESLN101-ESL Accelerated Learning Support, *pilot extension*, S. Natale-Boianelli

The course is running for the first time this semester. The department cannot yet determine student success or effectiveness of the course, but would like to extend the pilot program for the spring semester. After the extension of the pilot, data will be available to craft the version of the course that will be brought to Curriculum as a new course.

Motion to accept a one semester extension for the experimental ESLN101 course.

The motion was accepted.

Visual Communication Professional Series, *drop program*, C. Knowles-Harrigan

The department is cleaning up the catalog after receiving an enrollment report for the Professional Series programs. Only 1 student is currently enrolled in the program so it is being dropped.

APPROVED

LEGL200-Bankruptcy Law and Practice, *credit change*, D. Vassallo (for M. Keiner)

Course credits are being changed from 3 → 1 as part of the effort to reduce degrees to 60 credits. This course doesn't transfer well to four-year schools because most do not have Bachelor level Paralegal programs. The Advisory Board members agreed that the course doesn't need to be 3 credits and the content could be covered in a 1 credit format.

A question was asked about how the college determines the number of credits and contact hours for a course. There are 9 Goals and 10 Outcomes included in the syllabus for a 1 credit course, when compared to the proposed 1 credit AVIT/TVRF263 which has 4 Goals and 1 Outcome. D. Vassallo stated that M. Keiner already reduced/revised the course content.

APPROVED

AVIT/TVRF263-Aerial Video Production, *new course*, J. Taggart

This is an emerging area and can be taken after a student earns a Remote Pilot Certificate with a small UAS rating. The department is still determining how to fit this 1 credit course into the New Media Studies, AAS degree.

Question: Will there be a fee for this course? Probably, but that determination is made by administration. Otto & Leslie will need to discuss fees for all of the drone courses. Currently, a heavy lab fee is attached to the courses; not the AVIT program fee.

J. Taggart stated that there are airspace regulations for flying drones and our ML campus falls into this category since ACY is nearby. The college is working to get FAA approval, but current needs to fly drones in the gym. Looking into other nearby places including the 4-H Fairgrounds.

What is the correct terminology for a pilot's certification? Is it a pilot's *Certificate* or a *License*? J. Taggart explained that the FAA describes it as a *Certificate* rather than a *License*. Many of the Aviation course descriptions and prerequisites descriptions use the term *License* rather than *Certificate*. The course descriptions & prereqs may need to be updated to align with the FAA terminology and to maintain consistency.

Will the course be offered in the fall, spring and summer as noted on the Form A? O. Hernandez requested that departments limit 200-level courses to spring only or fall only. J. Taggart stated that the course could potentially be offered in every semester.

The course syllabus doesn't align with the college's standardized syllabus template. The ADA statement and Grading scale are missing and the Goals, Objectives and Outcomes should be listed separately. J. Taggart will revise the syllabus to align with the standardized template.

APPROVED pending submission of a revised syllabus.

AVIT140-Unmanned Aircraft Systems Operation – Multi-Rotor, *description change*, J. Taggart

The description is being updated as a result of the August 29 implementation Code of Federal Regulations 14 part 107 which defines the criteria for earning a FAA Remote Pilot Certificate with a Small Unmanned Aircraft System Rating. The course description update will ensure that we're using standard nomenclature when referencing the FAA's certificate.

The course syllabus doesn't align with the college's standardized syllabus template. The ADA statement and Grading scale are missing and the Goals, Objectives and Outcomes should be listed separately. J. Taggart will revise the syllabus to align with the standardized template.

APPROVED pending submission of a revised syllabus.

J. Taggart requested that the remainder of his proposals be tabled.

- **Unmanned Aircraft Systems Specialist, *description change***
- **Air Traffic Control Terminal, A.A.S., *program change***
- **Aviation Studies, A.S., *program change***
- **Professional Pilot Option, Aviation Studies, A.S., *program change***
- **Helicopter Pilot Option, Aviation Studies, A.S., *program change***

Hospitality Marketing Professional Series, *drop program*, J. Katz

The department has decided to drop this series due to low enrollment. All courses will continue to be offered as a part of the Hospitality Management degree program.

Other Business

General Education Subcommittee Chair – L. Lemons was nominated and approved as the 2016-2017 chair.

Professional Series Learning Outcomes – J. Katz reminded everyone that they need to submit LOs for all Prof. Series programs. Departments should review and approved the Outcomes.

Ad hoc Committee – The Committee met and developed a differentiation between Internship and Co-op courses. All courses with an internship, fieldwork, practicum, or co-op component will fall into one of two categories: Co-op or Internship. J. Katz met with O. Hernandez and he agreed with the Committee's proposal. He will meet with A. Daquilla to discuss contracts needed for the various student scenarios and share the results.

Otto also asked that the courses include a degree of standardization on the syllabi (similar language in the descriptions and outcomes). Two work groups will be formed to agree upon the standard language for each category. Course changes will go to the departments and then Curriculum. The final step will be a recommendation on the process (who will do what) and discussion about the standardization of student forms.

Effective dates for Curriculum Changes - A chart with proposed meeting deadlines for Fall, Spring, and Summer effective dates was distributed for review and consideration. O. Hernandez would like to allow for changes that will be more responsive. Mid-year program changes can be made on the program's web page, however, the official catalog will not be adjusted.

H. Peterson expressed concern about mid-year changes to program requirements and described how the changes would affect Degree Audit, advising, financial aid and students. Program requirements are added using the official catalog for each academic year. Colleague only allows one catalog per year. Mid-year changes will not appear in student advising system and will require course waivers. Financial aid also follows degree audit and if a program changes after the catalog is published, students will not be able to sign up for the course without coming to the college and getting special permission for a waiver. Having multiple versions of a program could be confusing for students.

Credit Hours Policy - H. Peterson chairs the M.S. Compliance Committee. As a part of the M.S. report, the college is required to provide the policy used for determining course credits. Currently, we do not have a written policy in place. The only information received by the Committee is the Carnegie Unit. She brought the topic to Curriculum Committee because she wasn't sure where begin.

J. Katz mentioned that this may need to be a formal charge given to the Curriculum Committee. L. Campbell gathered material on the topic, including some samples from other colleges, and will forward to H. Peterson and J. Katz as an FYI.

Adjourned