

ATLANTIC CAPE COMMUNITY COLLEGE

CURRICULUM COMMITTEE

February 15, 2018

Minutes - *Approved*

Attendance: M. Bolicki, L. Campbell, A. Chelius, B. Clark, D. Coulter, M. Kammer, L. Lemons, P. Manns, L. McGlynn, A. Nigro, W. Osler, H. Peterson, A. Polanco, E. Russell, D. Vassallo, Not present: B. Johns (*teaching*), J. Taggart, K. Zaniewski.

I. Approval of Mid-Year Report

The Mid-year report was approved as submitted.

II. Approval of January minutes

Minutes were approved as submitted.

III. Curriculum Proposals

Criminal Justice Certificate, new program, P. Manns (for D. Wyks)

The Professional Studies department recently created three Certificate programs: Paralegal Studies, Hospitality Management, and Business Administration. The additional of a Criminal Justice Certificate will provide students with the opportunity to earn a short-term, resume building credential. It will be good for people already working in the industry (prison system, juvenile justice, police officers), those who have a degree in a different field, or individuals looking for preparation for entry-level positions in Criminal Justice. The program consists of 7 Criminal Justice courses and 2 general education courses. Credits can be applied toward a degree.

APPROVED

IV. Other Business

A. General Studies, A.S. - Program Review Summary – M. Kammer

At the January meeting, there were some questions about the need for the General Studies, A.S. degree. The recent program review shows that this is a worthy degree that satisfies the college mission. It's a good option for students who haven't yet decided on a major. The flexible curriculum maximizes transferability. The external reviewer made several suggestions for program changes in her report. The ESL/Modern Language department will be submitting the changes to the Committee in the near future.

It was mentioned that students in other degree programs could temporarily change their major to General Studies if they need a transfer course that isn't covered by financial aid because it's not a required course in their current program.

H. Peterson warned that we should not suggest or advise students to change majors for the purpose of circumventing federal financial aid regulations. This would be unethical. The regulations are intended to have students complete their degree requirements so they can earn a degree in a timely manner.

B. CISM125/Technological Competency Subcommittee

A.Nigro spoke with Dr. Katz regarding the charge. She would like the subcommittee to explore/research how other NJ community colleges satisfy the technological competency requirement at their institutions. For example, Mercer has six different courses that students can take to satisfy the requirement.

Some questions:

- Could we offer “Bootcamps” for students who successfully complete most sections of the competency exam, but need some additional skills in a single section, such as PowerPoint?
- Does the requirement need to be satisfied with a 3 credit course?
- Does it need to be an approved General Education course?
- Are there other ways for students to demonstrate competency?

The Subcommittee will complete the research and bring the information back to Curriculum Committee for discussion regarding possible recommendations.

C. ADA Compliant Curriculum forms – L. Lemons

Laurie worked with C. Bullock to come up with some ADA compliant forms. She provided a demo of two possible options: a fillable Google form and a Word document created with tables.

The **Google Form** allows for attachments and was easy to navigate, however, the output received by the Secretary is not editable if changes are needed.

Word Document – Laurie created a sample Form A for courses using tables (check boxes are not ADA compliant). This seems to be the better option because the files can be edited.

L. Lemons and L. Campbell will explore the best option and report back to the Committee.

Note: After the meeting, L. Campbell and L. Lemons discovered that the pdf output of the Google Form content is not accessible and therefore is not a good option for the Committee.

Adjournment