

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE
2016-2017**

MID-YEAR REPORT – Approved

December 2016

Standing Charges:

1. Elect a Vice-Chair to fulfill the duties of the Chair position if that becomes vacant, and who will move into the Chair position when it becomes vacant. The Chair and the Vice-Chair should ensure that they do not have terms that expire in the same year. Email this selection to the FAEC Chairperson and Co-Secretaries. Laura Campbell will serve as the Secretary, and she will record minutes and maintain the Committee's website.

L. Lemons was elected to serve as Vice-Chair for 2016-17.

2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Co-Secretaries of the FAEC.

Charges were reviewed. No revisions were needed.

3. Minutes of the committee meetings should be submitted via email to the Vice President of Academic Affairs and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically to <http://venus.atlantic.edu/facultyassembly/minutes/upload> under the appropriate committee category. A progress report is due by the end of December. A year-end report is due by the end of May. Reports should also be uploaded to the web.

Ongoing.

4. Minutes of all meetings and a description of your activities should be posted on Atlantic Cape's website, along with a list of members.

Approved minutes for meetings in September through November have been posted along with a current list of members.

5. Elect a Chairperson and Vice-Chairperson for the next academic year at the last scheduled meeting of the academic year (May).

This charge will be completed at the May meeting.

6. Submit name of Chairperson for the next academic year and recommendations for next year's charges to the Vice President of Academic Affairs, Administrative Assistant of Academic Affairs, and the Chair of the FAEC by the end of May.

This charge will be completed at the May meeting.

7. Review changes in curriculum (courses, programs, & professional series) submitted by departments and forward recommendations to the VP of Academic affairs. Ensure there is no course duplication. Ensure that all new courses and programs, and any changes to existing courses and programs, are consistent with the mission of the College, meet College-wide standards and policies, and conform to all State and licensing regulations. Ensure that all courses contain four categories: Learning Goals, Student Learning Outcomes, Learning Objectives, and Assessment Strategies. The syllabus included with all submissions should demonstrate alignment of the Learning Objectives with the Student Learning Outcomes, the Student Learning Outcomes with the Learning Goals, and the Assessment Strategies with the Student Learning Outcomes.

Ongoing.

8. Keep the general education subcommittee active to review general education offerings. Elect a chair of the General Education Subcommittee and email this selection to the Vice President of Academic Affairs, Chair of the FAEC, and the Administrative Assistant of Academic Affairs. The secretary of the Curriculum Committee will serve as Subcommittee secretary.

Laurie Lemons will continue to serve as chair of the General Education Subcommittee. The Committee did not meet during the fall semester.

9. Submit recommendations for next year's charges to the Vice President of Academic Affairs and Chair of the FAEC in the year-end report due at the end of May.

This charge will be completed at the May meeting.

Additional Charges:

10. Coordinate the collection of Learning Outcomes for Professional Series programs from impacted departments (ISAS, ACA, Arts/Humanities, Professional Studies, Social Science) and review to validate measurability.

Learning Outcomes for all Professional Series programs were collected from departments and reviewed to validate measurability. The Curriculum Committee accepted the LOs and they will be placed in the 2017-18 Catalog and on the web page for each professional series program before the end of the academic year.

11. During the Fall Semester, establish an ad hoc committee to review current formats of internships, field placements, and co-ops. Make recommendations on creating an institution-wide model by December 1st, and ensure transferability of credits earned in these courses to four-year institutions.

The Ad hoc Committee met on 9/23/16 to discuss the charge. Attendees included: J. Katz, J. Taggart, M. Keiner, D. Wyks, D. Matt, K. Forrest, J. Macnair, D. McElroy, P. Leatherberry. O. Hernandez attended the beginning of the meeting to discuss the charge. The result of the meeting and follow-up discussions: All courses with a work-experience component will be divided into two categories: *Internship* courses and *Co-op* courses.

O. Hernandez will meet with A. Daquilla to discuss contracts needed for the various types of Internships/Co-ops. Otto will clarify what contracts are needed for each potential scenario and share the results of his meeting.

O. Hernandez recommended that some standardized language be included in the course descriptions and outcomes for each of the two categories. Two work groups were formed: One group to review the Internship courses (M. Keiner, D. Wyks, J. MacNair, D. McElroy, and J. Katz, P. Leatherberry) and a second group to discuss the Co-op courses (J. Taggart, K. Forrest, D. Matt, L. Ingram). Changes to most *Internship* courses (titles, descriptions, outcomes and/or credits) were submitted and approved by the Curric. Committee during the fall. To date, changes for the Co-op courses have not yet been submitted to the Curriculum Committee for review.

The final step will be a recommendation on the *Process* (who will do what) and to discuss standardization of some of the student forms.

APPROVED CURRICULUM PROPOSALS THROUGH DECEMBER 2016:

NEW COURSES

AVIT/TVRF263-Aerial Video Production (10/13/16)

CRIM190-Special Topics in Criminal Justice (11/10/16)

CRIM/CISM262-Mobile Forensics Investigations (12/8/16)

COURSE CHANGES

LEGL200-Bankruptcy Law and Practice, credit change (10/13/16)

ESLN101-ESL Accelerated Learning Support, pilot extension for Spring 2017 (10/13/16)

AVIT140-Unmanned Aircraft Systems Operation – Multi-Rotor, *description change (10/13/16)*
HSRV142-Counseling Skills in Addiction Counseling, *description change (11/10/16)*
HSRV215-Fieldwork in Human Services, *title, description, goals (11/10/16)*
CRIM216-Criminal Justice Report Procedures, *title change (11/10/16)*
CRIM250-Internship in Criminal Justice, *description, goals, prereq. chg. (11/10/16)*
HOSP295-Internship in Hospitality Management, *course change (11/10/16)*

TVRF103-Television Production I, *title change (effective Summer 2017) (12/8/16)*
TVRF203-Television Production II, *title change (effective Summer 2017) (12/8/16)*
TVRF180-Radio Production I, *title change (effective Summer 2017) (12/8/16)*
TVRF280-Radio Production II, *title change (effective Summer 2017) (12/8/16)*
TVRF290-New Media Studies Capstone Portfolio, *title change (effective Summer 2017) (12/8/16)*
TVRF295-Internship in New Media Studies, *title change (effective Summer 2017) (12/8/16)*
CISM240-Computer Forensics, *cross-list with CRIM (effective Fall 2017) (12/8/16)*
AVIT140-Unmanned Aircraft Systems Operations-Multi-Rotor, *description change (12/8/16)*

BIOL103-Biology of our World, *prereq. change (12/8/16)*
BIOL118-The Human Body, *description & prereq. change (12/8/16)*
BIOL220-Anatomy & Physiology I, *prereq. change (12/8/16)*
LEGL280-Cooperative Education, *Goals, title, description, credits (effective, Fall 2017) (12/8/16)*

MATH121-Applications of Math, *prereq. change, (effective Fall 2017) (12/8/16)*
MATH220-Statistical Methods, *prereq. change (effective Fall 2017) (12/8/16)*

DROPPED COURSES – Effective Fall 2017

CRIM120-Victimless Crime (11/10/16)
CRIM165-Crime Analysis, Crime Mapping and GIS (11/10/16)
CRIM110-Women in the Criminal Justice System (12/8/16)
MATH225-Calculus for Business, Economics, and Life Sciences (12/8/16)

SPECIAL TOPICS

COMM/ENGL210-Special Topics in News Writing, *New topic Spring 2017: Social Media (12/8/16)*

NEW PROGRAMS

Psychology, *conversion of Option to full degree program. (9/8/16) (Proposed effective date: Fall 2017)*
NOTE: *Psych. Option will remain in the 17-18 Catalog. The stand-alone degree was submitted to AIC, but was not initially approved at their December mtg. Revisions are needed to Assessment Plan section and the program must be resubmitted to the AIC.*

Psychosocial Rehabilitation and Addictions Counseling, A.S. (9/8/16) (Proposed effective date: Fall 2017)
NOTE: *Will not appear in 17-18 Catalog. Program Announcement hasn't yet gone out. Still need consultant's vitae. Will also need consultant report, response to consultant report in order to submit to AIC for approval) (9/8/16)*

PROGRAM CHANGES – Effective Fall 2017

Aviation Studies, A.S., *replaced AVIT125 with AVIT140 (11/10/16); Added AVIT101 or AVIT103. Credits changed from 63 → 54 (effective Fall 2017) (12/8/16)*
Air Traffic Control Terminal, A.A.S., *replaced AVIT125 with AVIT140, (effective Fall 2017) (11/10/16)*
Helicopter Pilot Option, Aviation Studies, A.S., *replaced AVIT125 with AVIT140, (effective Fall 2017) (11/10/16)*
Professional Pilot Option, Aviation Studies, A.S., *replaced AVIT125 with AVIT140, (effective Fall 2017) (11/10/16)*
Unmanned Aircraft Systems Specialist, *description change, (11/10/16) credits, describe, requirements change (effective Fall 2017) (12/8/16)*
iPhone Programmer, *(title changed to SmartPhone Programmer; description & requirements chg.)*

(effective Fall 2017) (11/10/16)

Office Professional Specialist, *program change (requirements change) (effective Fall 2017) (11/10/16)*

New Media Studies, A.A.S., *title changed to Media Studies; ENGL102 replaced with ENGL230. AVIT140 added; General Ed. Elective changed to GOVT110. (effective Fall 2017) (12/8/16)*

Criminal Justice, A.S., *program changes (effective Fall 2017) (12/8/16)*

Health Services, A.S., *title changed to Health Science; description & requirements changed (effective Fall 2017) (12/8/16)*

DROPPED PROGRAMS – Effective Fall 2017

Visual Communication Professional Series

Hospitality Marketing Professional Series

Civics Professional Series

History Option, Liberal Arts, A.A.

Android Programmer Professional Series

Educational Office Specialist Professional Series

Legal Office Specialist Professional Series

Medical Office Specialist Professional Series

Computer Security Certificate

Bilingual Office Specialist