

**ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

December 8, 2016

Minutes - approved

Attendance: R. Benner, M. Bolicki, B. Clark, D. Coulter, C. Fortune, L. Ingram, J. Katz, L. Lemons, P. Leatherberry, E. Russell, S. Shields, J. Taggart, K. Zaniewski. Guests: B. Dougherty, B. Heard, J. Jones-Carmack, M. Keklak, A. Shelton, D. Wyks, B. Zilovic

Approval of November minutes – The November 12 minutes were approved.

I. Curriculum Proposals

CRIM/CISM262-Mobile Forensics Investigations, new course, D. Wyks (for B. Zilovic)

The Criminal Justice Advisory Board suggested adding a course that covers mobile devices/smartphone forensics since they are becoming increasingly involved in legal investigations. Perkins Grant funding has been used to purchase equipment and software. The course does not currently transfer to other colleges since they do not have a similar course. It will transfer as a free elective.

APPROVED

CISM240-Introduction to Computer Forensics, cross-list with CRIM, title & description change, D. Wyks

This course is being cross-listed to allow Criminal Justice majors to more readily identify it as a viable program elective. The course description was revised and the title changed from *Introduction to Computer Forensics* → *Computer Forensics*.

APPROVED

Criminal Justice, A.S., program changes, D. Wyks

Four suggested tracks were added for the Program Electives to help guide students on course selection: Corrections Track, Policing Track, Law Enforcement Track, and Homeland Security Track. Total credits have been reduced from 66 → 60-63.

Gen Ed changes: COMM110 was removed, CISM125 was added; CHEM102 requirement changed to read: CHEM102 or any General Education Science course; HIST104 requirement replaced with “General Education Humanities course”

Program Requirement changes:

CRIM206 moved to required program courses; Removed CRIM120, CRIM165, CRIM212 from Prog. Electives; Added CRIM190, CRIM262, AVIT140 to Electives.

APPROVED

LEGL280-Cooperative Education, Goals, title, description, credits, J. Katz (for M. Keiner)

Co-op courses are part of the standardization efforts for courses involving fieldwork. It was determined that the structure and content of this course better aligns with the Internship category than the Co-op category. It was determined that all internship courses should use the same credit structure. As a result, the field hours are changing from 150 to 135 and an hour of lecture has been added. (0-10-3 → 1-9-4). The course description, goals and objectives were also updated.

APPROVED

New Media Studies, A.A.S., title change, requirement change, B. Zilovic

Title changed to *Media Studies*. ENGL102 replaced with ENGL230; Gen. Ed Elective changed to GOVT110. Added AVIT140 to Program courses. Course titles were update on the catalog page.

APPROVED

TVRF103-Television Production I, *title change, description change, hours change*, **B. Zilovic**
TVRF203-Television Production II, *title change, description change, hours change*, **B. Zilovic**
TVRF180-Radio Production I, *title change, description change, hours change*, **B. Zilovic**
TVRF280-Radio Production II, *title change, description change, hours change*, **B. Zilovic**

Course titles have been updated to *TVRF103-Digital Video Production I*, *TVRF203-Digital Video Production II*, *TVRF180-Audio Production I* and *TVRF280-Audio Production II*. Course descriptions were updated as well.

The proposals included a change to the credit structure for the TVRF production courses. The program assessment process indicated that students performed better when given the opportunity to work on audio/video projects in a lab setting. The proposed change will provide an additional hour of contact for students. Currently, the courses are taught as 3 hour lecture courses (3-0-3) and are held in the D-Bldg lab. The proposed change would reduce lecture hours from 3 to 2 and add 2 hours of formal lab, for a total of 3 credit hours and 4 contact hours (2-2-3). This change will increase faculty contact hours from 3 to 4.

E. Russell spoke against the credit change and stated that all students could benefit from more time with teachers in a classroom setting.

There was a discussion about determining credits and contact hours for courses, the costs associated with the proposed credit change, and how similar production courses are structured at other institutions.

J. Katz reminded members that faculty compensation isn't within the purview of the Curriculum Committee.

A motion was made to approve the proposed TVRF course changes, including changes to credit structure, course titles, and course descriptions.

NOT APPROVED

2 – YES

2 – NO

5 - ABSTENTIONS

Committee chair, J. Katz, broke the tie with a vote of NO. She would like to see further research regarding contact hours for similar courses at other schools.

A second motion was made to approve the proposed TVRF course title changes and description changes.
APPROVED – *pending receipt of updated forms.*

TVRF290-New Media Studies Capstone Portfolio, *title change*, **B. Zilovic**

The course title has been updated to Media Studies Capstone Portfolio, in order align with the change of degree nomenclature.

APPROVED

TVRF295-Internship in New Media Studies, *title change*, **B. Zilovic**

The course title has been updated to *Media Studies Internship*, in order align with the new degree title. J. Katz reminded Bo that all other internship courses had been revised to include consistent language in descriptions, outcomes, and credit hours. The internship hours should be changed from 102 → 135 rather and the credit hours need to be updated from 1-6-3 to 1-9-4. B. Zilovic will submit the necessary changes at a later date.

APPROVED

Computer Security Certificate, *drop program*, **B. Dougherty**

The program has low enrollment with 9 students. Only one student has completed the program in the last two years. There are currently 3 avenues for students interested in Computer Security: A Certificate, a Professional series and the Computer Systems Support, A.A.S. degree. The CSS degree includes similar coursework and prepares students for industry certifications. Certifications have become increasingly important and provides students with qualifications for various positions.

APPROVED

Bilingual Office Specialist, drop series, B. Dougherty

The program is being dropped due to very low enrollment (3 students).

APPROVED

AVIT140-Unmanned Aircraft Systems Operations-Multi-Rotor, description change, J. Taggart

The first sentence of the description was revised (removed “multi-rotor wing class”).

APPROVED

Unmanned Aircraft Systems Specialist, credits, description, requirements change, J. Taggart

AVIT/TVRF263-Aerial Video Production was added to the series. Program credits increased from 16 to 17. The description was revised.

APPROVED

Aviation Studies, A.S., credit change, requirements change, J. Taggart

The 2015 Advisory Board concluded that students in non-flight Aviation programs should have the opportunity to experience flight. As a result, a requirement giving students a choice between AVIT101 or AVIT103 has been added. Total degree credits increased from 63 to 64.

APPROVED

BIOL103-Biology of our World, prereq. change, B. Heard

The course is for non-science majors and students don't need the concepts learned in MATH074 in order to be successful in this course. The change will allow students who test into 074, to take this general education lab science course. Prereq. changed from *ENGL080, and MATH071 or MATH074...* changed to *ENGL080 and MATH071 or MATH073...*

APPROVED

BIOL118-The Human Body, description & prereq. change, B. Heard (for J. Master)

The description has been updated to remove the line “credit will not be given for both BIOL118 and BIOL220.” The line reading “This course includes animal dissection” has been changed to This course **may** include animal dissection.” The prereq language was updated and the math requirement was changed from *MATH071 or MATH074* → *MATH071 or MATH073*.

APPROVED

BIOL220-Anatomy & Physiology I, prerequisite change, B. Heard, J. Xu

MATH099 was added to MATH071 and MATH074 as Math prerequisite options. Additional guidance was added regarding the Chemistry prereq. for Nursing students.

APPROVED

COMM/ENGL210-Special Topics in News Writing, new topic: Social Media-FYI, J. Jones

The syllabus was submitted as an FYI to the Committee. The new topic will be offered during the spring.

Health Services, A.S., title, description, requirements, M. Keklak

The current degree has been redesigned to increase opportunity for eligible healthcare professionals, increase opportunity for students unable to achieve admission into the Nursing or Radiology programs and to better align and transfer to four-year schools. The title is being changed to Health Science, A.S., the description has been revised and the degree requirements modified. The total credits have been reduced from 65 → 60.

APPROVED

MATH225-Calculus for Business, Economics, and Life Changes, drop course, A. Shelton

This course was created at the request of Dr. Wexler, B. Lemons, and Rutgers University, with the understanding that the course would be added to the Business Administration degrees and that Rutgers would use the course for their students. The course was never added to the Business degrees and Rutgers

hasn't provided enough students to run the course. The course has not run since it was created 2 years ago, so the Math Dept. is dropping it from the catalog.

APPROVED

MATH121-Applications of Math, prereq. change, A. Shelton

MATH220-Statistical Methods, prereq. change, A. Shelton

The prerequisite for MATH121 and MATH220 is changing from MATH071 or MATH074 → MATH071 or **MATH073**, which will provide gateway math courses for AAS degrees for which College Algebra or Precalculus aren't required for graduation or transfer.

APPROVED

II. Other Business

Charge #10: *Coordinate the collection of Learning Outcomes for Professional Series programs from impacted departments and review to validate measurability.*

The Committee has collected Learning Outcomes for all of the Professional Series and J. Katz has reviewed to confirm measurability, according to Bloom.

The Committee voted to accept the Professional Series Learning Outcomes for inclusion in the 2017-18 Catalog.

Adjournment