

ATLANTIC CAPE COMMUNITY COLLEGE

CURRICULUM COMMITTEE

February 21, 2019

Minutes –Approved

Attendance: M. Bolicki, L. Campbell, A. Chelius, B. Clark, O. Hernandez, M Kammer, L. Lemons, P. Manns, K. McClay, L. McGlynn, A. Nigro, B. Osler, H. Peterson, E. Russell, K. Zaniewski.
Guests: T. Cwik, B. Dougherty, K. Giulian, M. Keiner, M. Leacott, S. Marzelli, B. Sanders-Rabinowitz, J. Taggart, D. Wyks

I. Approval of minutes and Mid-year report – The minutes from January 31 and February 1 were approved. The Mid-Year Report was approved.

II. Curriculum Proposals

Elementary/Middle School Education Option, Liberal Arts, A.A., description change, title change to K-12 Education Option, B. Sanders-Rabinowitz

The program requirements were modified in January and the program now applies to students who aspire to teach from kindergarten through twelfth grade, rather than just elementary and middle school. The new title and program description reflect this change. This change will eliminate the need for a separate Secondary Education Option.

APPROVED

Secondary Education Option, Liberal Arts, A.A., drop program, B. Sanders

This option is being removed due to modifications made to the Elementary/Middle School Education Option, which will now cover K-12.

APPROVED

Criminal Justice, A.S., program change, J. Heenan

COMM110 is being added to the Program Electives section due to articulation agreements with NJ Police Academies in Atlantic and Cape May counties. When COMM110 was removed from the General Education requirements for the degree, it should have been moved to the Program Electives but it was not.

APPROVED

Professional Helicopter Pilot Option, Aviation Studies, A.S., program change, J. Taggart

Credits changed from 66 to 60. AVIT115 and AVIT140 have been removed. A member suggested that the state might allow an exemption for the 60-credit maximum for the flight degrees. T. Cwik will look into it.

APPROVED

AVIT210-Private Pilot, title change: Private Pilot Airplane, J. Taggart, T. Cwik

Title is changing to differentiate the Airplane courses from the Helicopter courses.

APPROVED

AVIT240-Instrument Pilot, title change: Instrument Pilot Airplane, J. Taggart, T. Cwik

Title is changing to differentiate the Airplane courses from the Helicopter courses.

APPROVED

AVIT280-Commercial Pilot, title change: Commercial Pilot Airplane, J. Taggart, T. Cwik

Title is changing to differentiate the Airplane courses from the Helicopter courses.

APPROVED

FYI: AVIT125-Special Topics in Aviation Studies, Topic: *Unmanned Aircraft Systems for Public Safety (Spring 2019)* This course topic is being offered to AC firefighters and AC police department. It was noted that the syllabus is not in the correct format and should be revised.

APPROVED

Computer Applications Option, OST, A.A.S., drop program, B. Dougherty

This option is being dropped due to low enrollment. Currently, 7 students are declared majors. These students can be grandfathered, allowed substitutions or moved to the OST degree program.

APPROVED

Database Design and Development Option, Computer Programming, A.A.S., drop program, S. Marzelli

This option is being dropped due to low enrollment. Currently, 5 students are declared majors. At the January meeting, several courses were added to the Computer Programming degree and a Database Design and Development concentration was added.

APPROVED

CISM132-Problem Solving Using Technology, new course, S. Marzelli, J. Taggart

4 credit course. Not sure if course will transfer. It will be submitted for General Education Technology category. How would a student decide whether to take CISM125 or this course? Four credit fits better in the Math-Science-Technology category. CISM132 would be included in ISAS department programs in place of CISM125. What determines that this is a 4 cr vs 3 credit course?

The syllabus is not in the standardized format. Needs to be corrected before Dr. Katz will sign the form.

APPROVED *pending syllabus revisions*

MATH128-Trigonometry, drop course, B. Osler for M. Leacott

This course hasn't been offered in 5 years. Course objectives are distributed in other math courses.

APPROVED

Paralegal Studies Certificate, drop program, M. Keiner

This certificate was recently added, but a decision was made to drop the paralegal programs. All students have been notified so they can complete their requirements before the ABA accreditation expires. Courses will be offered through May 2021. Administration has decided to sunset the program due to the expense (\$28,000 per year for library resources). Accreditation is also expensive and enrollment in Paralegal programs is down to 38 students this semester. There are fewer attorneys in the area and attorneys coming out of law school are often taking Paralegal job positions. It was noted, however, that a majority of our graduates have been finding employment.

APPROVED

III. Other Business

Charge #10 - Concerns have been raised about three levels of student learning on course syllabi.

The committee should evaluate the terms "goals, outcomes, and objectives" and determine if there is a curricular need for breaking the course goals down into three levels. The committee should also assess the order of material included in the syllabus. For example, concerns have been raised about placing the textbook before the course description. Revise the Standard Syllabus Template to reflect the results of these findings

Discussion: The current syllabus includes Goals, Outcomes and Objectives and was created based upon a book by Suskie who was previously on Middle States Commission. Would Middle States have a problem if we changed from Goals, Outcomes & Objectives to Goals & Outcomes? M. Kammer, A. Nigro and O. Hernandez agreed to work on this charge.