ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE

February 9, 2017

Minutes - approved

Attendance: R. Benner, B. Clark, M. Bolicki, D. Coulter, C. Fortune, L. Ingram, J. Katz, L. Lemons, C. Niglio *(for H. Peterson)*, E. Russell, S. Shields, J. Taggart, D. Vassallo, K. Zaniewski. *Guests:* J. Atsu-Swanzy, A. Shelton. *Absent:* R. Benner, A. Chelius (teaching).

Minutes – The December 8 minutes were approved.

Curriculum Proposals

ENGR101-Introduction to Engineering, *prerequisite change,* **A. Shelton**
Prerequisite changed from MATH155 → MATH074 or MATH099 (may be taken concurrently). This is in line with other NJ community colleges and transfer institutions.
APPROVED

ENGR200-Engineering Design, *prerequisite change,* **A. Shelton**
Prerequisite changed from CISM125 → ENGR101.
APPROVED

ENGR204-Dynamics, *prerequisite change,* **A. Shelton**
Prerequisite changed from MATH256 and ENGR201 with a grade of C or better → ENGR201 with a grade of C or better.
APPROVED

ENGL201-World Literature – *prerequisite change,* **E. Russell**
ENGL203-British Literature I
ENGL204-British Literature II
ENGL205-Nineteenth Century American Literature
ENGL206-Twentieth Century American Literature
ENGL212-Significant Themes in Literature
ENGL213-Western Literature I
ENGL214-Western Literature II
ENGL215-Twentieth Century African-American Literature
ENGL216-Shakespeare
ENGL218-Literature for Children
ENGL224-Environmental Literature
The prerequisite for the courses listed above was changed from *ENGL102 or ENGL104 or permission of instructor* → **ENGL101 with a grade of C or better.**
APPROVED

ENGL202-Race and Ethnicity in Literature
Prerequisite changed from *ENGL102 or permission of instructor* → **ENGL101 with a grade of C or better.**
APPROVED

ENGL223-Poetry Workshop
Prerequisite changed from COMM/ENGL220 or permission of instructor → **ENGL101 with a grade of C or better.**
APPROVED
Other Business

Abstentions – J. Katz
At December's meeting, a vote on one of the proposals resulted in 2 voting *Yes*, 2 voting *No*, 5 Abstentions, and the chair voting *No* in order to break the tie. The Vice President was distressed by the number of abstentions. He feels that Committee members represent departments and should be required to vote, otherwise, alternative arrangements should be made.

Several members noted that Abstentions are permitted under Roberts Rules. J. Katz explained that administration feels that members should vote "No" rather than abstaining. A member stated that new information and questions were raised at the table, which were not anticipated based upon reviewing prior to the meeting. J. Katz explained that if a member isn't comfortable with a proposal as submitted, it's okay to vote No. It's not "uncollegial" to vote against a submission if you don't have enough information or are uncomfortable with a proposal. The presenter will leave the meeting with a clear understanding of the reasons why a proposal wasn't approved. They can then take those concerns back to their department and determine if adjustments should be made and if the proposal resubmitted. Everyone is always welcome to return to the Committee with a revised proposal if a submission is not initially approved.

Approval of Mid-Year Report – Approved with two corrections. The approved report will be posted on the Committee's web page.

Standardized Syllabus – Updated ADA Statement & Grading Scales
A member questioned why the syllabus is developed under the Assessment Committee rather than the Curriculum Committee. A discussion ensued about the confusion of having Goals, Outcomes and Objectives, rather than using Goals & Outcomes or Goals & Objectives. It was mentioned that it seems counter-intuitive to separate Goals, Outcomes and Objectives, rather than linking them (e.g. listing each Goal followed by the associated Outcome(s) and/or Objective(s) under each Goal).
Since we're approaching the Middle States review, it was noted that we should hold off on proposing changes to the standard syllabus template. After the M.S. review has been completed, a charge could be proposed to task the Curriculum Committee with reviewing/revising the format of the standardized syllabus.

The Grading Scales were also discussed. Beginning in fall 2017, there will be four scales: one for ACA courses (CUBP, CULA, CULN), one for Paralegal courses (LEGL), one for Nursing courses (NURS), and one for all other disciplines. The general grading scale that will apply to most disciplines, was approved by the Faculty Assembly. The individual departments provided the other scales. Paralegal and Nursing have accrediting bodies that required some variations in the percentages assigned to certain letter grades.

AIC Manual –Appendix K –Examples of Evaluation and Learning Outcomes Assessment Plans for new degree submissions.
We will need to submit a more detailed Evaluation and Learning Outcomes Assessment Plan for new degree programs. The AIC just provided NJ colleges with three examples from past submissions that were acceptable. J. Katz and L. Campbell will meet to discuss modifications to Form A in order to meet the format and guidelines provided by the AIC samples.

Other Business
The General Education Foundation (pg. 43 in the catalog) and the Technology requirement was discussed including the meaning of "computer competency" and the methods by which students can satisfy the graduation requirement. Currently, students can either take CISM125, pass a competency exam developed by the ISAS department which covers the CISM125 course material, or present a portfolio for ISAS department review.

The General Education Subcommittee is still in the process of working on the definition and reviewing the content of the computer competency exam. B. Dougherty will be presenting to the ISAS faculty, a list of computer skills gathered from the other departments. The departments were asked for the computer skills they felt were most important for students in their courses and disciplines.

There was also discussion about transferability issues for CISM125. Rowan will not accept the course or credits for transfer. In NJ Transfer, Rowan notes that CISM125 is non-transferrable because "*Computer Literacy is now defined as a basic skills course and the University will no longer accept it in transfer as meeting the University graduation requirement.*" It was noted that Rutgers will accept the course as a free elective, but not as an equivalent course.

Questions that need clarification: Why is Rowan able to deny credit for a state-approved General Education course? Who is Atlantic Cape's representative on the NJCCC's General Education Committee and who participates in statewide general education discussions?

Adjournment