

ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE

April 19, 2018

Minutes – Approved

Attendance: M. Bolicki, L. Campbell, B. Clark, D. Coulter, M. Kammer, L. Lemons, P. Manns, K. McClay, L. McGlynn, A. Nigro, W. Osler, H. Peterson, A. Polanco, E. Russell, J. Taggart.
Not Present: K. Zaniewski (medical leave), A. Chelius
Guests: C. Coulter, L. Dicker, K. Giulian, R. Russell, B. Zilovic

I. Approval of March minutes

The minutes were approved as submitted (1 Abstention).

II. Curriculum Proposals

FYI Item: ENGL212-Significant Themes in Literature, R. Russell

New topic for Spring 2019: *Gender and Sexuality*.

Social Science Option, Liberal Arts, AA, drop program, C. Coulter

Enrollment in the Social Science major has been decreasing each year since 2012. Current enrollment is at 23 students. There is a national trend toward Sociology rather than Social Science. It is anticipated that Sociology Option will serve students who may have been interested in this option. The college also offers Psychology and Human Services degrees.

APPROVED

Sociology Option, Liberal Arts, AA, program change, C. Coulter

The department is proposing changes that will align the Option with the recent changes to the base degree, Liberal Arts.

Program changes include:

- From *Choose COMM110 or COMM120* → *Choose COMM120*
- From *Choose PSYC101 or PSYC135* → *PSYC101*
- From *Choose ANTH 103, ECON110, GEOG102, GEOG110, GOVT101, GOVT110, or PSYC110* → *Choose ANTH103, GEOG102, GEOG110, or SOCL110*
- From General Education Humanities Course: *Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, THEA110* → *Select one of the following Foreign Language sequences (2 courses) SPAN111 and SPAN112; FREN111 and FREN112; or ITAL111 and ITAL112*
- From *Liberal Arts Electives: 6 credits* → *Liberal Arts Electives - Choose 6 credits from the following 200-level course alphas: ARTS, COMM, DANC, ECON, ENGL, HIST, HUMT, PSYC, SOCL, OR THEA.*

There was a discussion about the impact some of these changes may have on other departments/courses. It was noted that recent proposals to the Committee have lacked a sufficient response to #3 on Form B: *Include an impact study that indicates how this change affects other courses/programs.*

At the May meeting, the Committee will consider revising the language of #3 to better instruct originators.

APPROVED (1 Opposed)

BUSN232-Theories of Leadership, new course, K. Giulian

The Professional Studies department has determined that leadership is not being covered in the business program to the extent needed. The proposed course will be an elective for students in the program. Students in other disciplines may also benefit from the course. The course transfers primarily as an elective to 4 year schools.

It was stated that the course could be good for students in other disciplines, especially CRIM and PSYC. Karl stated that the course might be considered for general education approval in the future, but the department hasn't fully discussed that option.

The ISAS department looked into transferability of the course and found that very few schools accept the course as a Business program course. Most accept as free elective. Most of Atlantic Cape's Business Administration degree courses transfer as equivalent courses. Adding this course may change the program course transferability record.

It was also noted by several members, that the second textbook listed on the syllabus, *Leadership: Theories and Practice*, is generally used in upper-level or graduate-level programs at other schools. The course might be good for AAS degree (terminal program), but may be beyond the scope of the AS transfer degree.

It was noted that the text is very readable and accessible for community college students. A few members questioned why this upper-level course lacks a prerequisite.

The following issues were noted regarding the syllabus:

- The Goals are listed as bullets. Per the standard course syllabus, learning goals should be written as "Broad-based statements of instructor intention describing full course content broken into several curricula components..."
- Objectives are missing.

This proposal was TABLED.

BUSN142-Introduction to Personal Finance, drop course, K. Giulian

BUSN153-Real Estate Salesperson, drop course

BUSN215-Employment Law, drop course

The Department is doing some housekeeping and dropping courses that haven't run in many years. The department tried to run BUSN142, but has been unable to get enough enrollment. People interested in real estate are generally trained through brokerage houses. BUSN215 overlaps content of Business Law (BUSN210 & BUSN211).

APPROVED

CRIM/GIST170-Concepts in Terrorism and Homeland Security, *title & description change*, D. Wyks

Title changing to *Concepts in Terrorism and Homeland Security* to clarify some student confusion about the course content. Description revised.

APPROVED-effective Spring 2019

AVIT290-Fieldwork Using Unmanned Aircraft Systems, *new course*, J. Taggart

The College was just awarded an NSF grant and will be designing a new UAS technician degree which will include operation, application, maintenance, and repair of unmanned aircraft. The proposed course will be included in the degree. The College and Rutgers have also applied for a US Dept. of Transportation grant to design a program to prepare engineers to use drones for visual structural inspections. Rutgers and the ISAS department are also collaborating on a grant application to the US Dept. of Agriculture to develop learning activities for Atlantic Cape students to use drones to collect agricultural data.

We currently have a UAS professional series program that includes two, hand-on courses. Students can get their FAA remote pilot license. The Remote Sensing course (AVIT185) includes working with Rutgers blueberry/cranberry and the college is pursuing additional relationships with the shellfish and turf industries. This course will be our third, hands-on course and includes developmental and implementation of an independent project with one of our partner organizations.

There was some discussion about skills and abilities required for flying drones. The FAA doesn't currently have a medical requirement, but may add in the future.

Syllabus: The Goals are not written in paragraph form. The Learning Objectives are nested under the goals rather than the Outcomes.

This proposal was TABLED.

CISM162-Microcomputer Applications Using Spreadsheets, *title & description change*, L. Dicker

The description was updated to specify software used in the course. Title changed to *Microcomputer Applications Using Excel*.

APPROVED- effective Spring 2019

Media Production Specialist (Prof. Series), *program change*, B. Zilovic

Revising the Professional Series requirements to reflect a change made to the Media Studies degree last year. Replace COMM103-Introduction to Mass Media with TCOM127-Web Technologies.

There was some concern about removing COMM103.

It was pointed out that the answer to #3 is incomplete. B. Zilovic explained that the Series is focused on hands-on media production rather than theory. There are currently very few students enrolled in this series so the change will have little to no impact on enrollment. The department and the Media Studies Advisory Board have determined that the change would benefit students.

APPROVED-effective Spring 2019

General Studies, A.S., *program change*, M. Kammer (for G. McIntyre)

During a prior program review, a consultant recommended that we add four additional credits to the *Math-Science-Tech* general education requirements for the degree. At that time, the department added another Math course. The Gen. Ed. Foundation requires a total of 30 gen. ed. credits for AS degrees and the current General Studies degree requires 34. The recent Program Reviewer agreed

with the internal Self-study recommendation of removing 4 credits from the Math-Science-Tech category. This change will be in line with General Ed. guidelines for AS degrees and reduce the total degree credits to 60.

APPROVED – effective Spring 2019

CHEM100-Introduction to College Chemistry, *description change*, L. Lemons

The course description was revised to update topics and change the note to students.

APPROVED-effective Spring 2019

Time did not allow for the following agenda items:

Other Business

- *Update on Charge #10 - J. Taggart*
- *Update on Charge #11 – A. Nigro*
- *ADA Compliant forms for review*

The Committee agreed to schedule a May meeting in order to complete charges. L. Campbell will send out a few dates and confirm the date that works best for a majority of the members.

The meeting was adjourned at 2:15PM.