ATLANTIC CAPE COMMUNITY COLLEGE
CURRICULUM COMMITTEE

November 10, 2016

Minutes - Approved

Attendance: R. Benner, B. Clark, D. Coulter, C. Fortune, L. Ingram, J. Katz, L. Lemons, R. Manimaran, S. Shields, J. Taggart, D. Vassallo, K. Zaniewski, Excused: E. Russell, P. Leatherberry.
Guests: D. McElroy, D. Wyks, R. McArthur

Approval of October minutes – Minutes were approved with the addition of B. Clark to the attendance list.

<u>**Curriculum Proposals**</u>
HSRV142-Counseling Skills in Addiction Counseling, *description change,* **D. McElroy**
The Certification Board renumbered the topics. A description update is needed to change topic # C203 to C209.
APPROVED

HSRV215-Fieldwork in Human Services, *title, description, goals,* **D. McElroy**
The Ad hoc Committee and O. Hernandez agreed that all Internship, Fieldwork, Co-op and Practicum courses should be categorized as either Internship or Co-op. TO be consistent, course titles need to be similar and some standardization of course descriptions, goals and outcomes are needed. HSRV215 will be included in the Internship category and the title is changing to *Internship in Human Services.* The course description, goals, and outcomes have also been revised.
APPROVED

Civics Professional Series, *drop series,* **R. McArthur**
There are no students enrolled in the series and only 1 person has earned this certificate. As a result, the department has decided to drop the program.
APPROVED

History Option, Liberal Arts, A.A., *drop option,* **R. McArthur**
Program is being dropped due to limited enrollment and transferability issues. There are no 200-level history courses. Students interested in history will be able to concentrate their studies in the Liberal Arts, A.A. degree. It was suggested that students who are declared History Option majors be contacted. D. Coulter will speak with A. Nigro about requesting a list of students from IR.
APPROVED

Android Programmer, *drop series*, **B. Dougherty**
The series is being dropped and the two smartphone programmer series are being be combined into a single program.
APPROVED

iPhone Programmer, *program change*s (*title, description, requirements*) – **B. Dougherty**
Modifications have been made to allow students to select either the iPhone or Android Programmer course. CISM125 has been added as a requirement. Description has been adjusted. The title has been changed to *Smartphone Programmer*.

APPROVED

Educational Office Specialist, *drop series* – **B. Dougherty**
Legal Office Specialist, *drop series*
Medical Office Specialist, *drop series*
Due to low enrollment, these three Professional series programs are being dropped.
Modifications have been made to the Office Professional Specialist series to accommodate
students.
APPROVED

Office Professional Specialist, *program change (requirements change)*
Requirements have been adjusted to allow for an elective course.
APPROVED

Unmanned Aircraft Systems Specialist, *description change,* **J. Taggart**
The description was updated to include proper Federal Regulations and standard language. One
correction to the proposed update: *"Title"* should be inserted before *"14".*
APPROVED

Air Traffic Control Terminal, A.A.S., *program change*, **J. Taggart**
Replacing AVIT125-Special Topics in Aviation Studies with AVIT140-UAS Operation-Multi-
Rotor. This course will allow students to earn a Remote Pilot Certificate with a Small Unmanned
Aircraft System Rating. J. Katz suggested that the program Outcomes be updated. D. Vassallo
asked if the total program credits could be reduced from 65. J. Taggart will discuss with his
department.
APPROVED

Aviation Studies, A.S., *program change*, **J. Taggart**
Helicopter Pilot Option, Aviation Studies, A.S.*, program change*
Professional Pilot Option, Aviation Studies, A.S.*, program change*
All three Aviation degrees are replacing AVIT125 with AVIT140.
APPROVED

CRIM216-Criminal Justice Report Procedures, *title change*, **D. Wyks**
The course title is changing to more accurately reflect the course content and help transferability.
APPROVED

CRIM190-Special Topics in Criminal Justice, *new course*, **D. Wyks**
The creation of a special topics course will allow topics suggested by Advisory Board to be
offered.
APPROVED

CRIM110-Women in the Criminal Justice System, *drop course*, **D. Wyks**
CRIM120-Victimless Crime, *drop course*
CRIM165-Crime Analysis, Crime Mapping and GIS, *drop course*
These three Criminal Justice elective courses have experienced decreased enrollment and do not
readily transfer to four year institutions. The topics may be offered periodically through the new
Special Topics course.
APPROVED

CRIM250-Internship in Criminal Justice, *description, goals, prerequisite chg,* **D. Wyks**

The Ad hoc Committee and O. Hernandez agreed that all Internship, Fieldwork, Co-op and Practicum courses should be categorized as either Internship or Co-op. To be consistent, some standardization of course titles, descriptions, goals and outcomes are needed. The course description, goals, and outcomes have been revised and the prerequisite of CHEM102 has been removed. **APPROVED**

HOSP295-Internship in Hospitality Management, *course change,* **J. Katz**
The Ad hoc Committee and O. Hernandez agreed that all Internship, Fieldwork, Co-op and Practicum courses should be categorized as either Internship or Co-op. To be consistent, some standardization of course titles, descriptions, goals and outcomes are needed. J. MacNair, D. Wyks, M. Keiner, and J. Katz met and agreed upon some standard language for the internship courses. The course description, goals, and outcomes have been revised.
APPROVED

Other Business
Learning Outcomes for Professional Series – A list of programs missing LOs was distributed. The deadline for submission was originally 11/4, but has been extended to 11/11. Departments should approve the outcomes and sent to L. Campbell. The Committee will review to ensure that the outcomes are stated in measurable terms.

Should changes to Program and/or Course Outcomes be required to go through Curriculum Committee?
The current Form B lists requires changes to Goals but doesn't include Outcomes.
Changes to degree Outcomes requires an updated Curriculum Map and Program Level Assessment Plan for the Assessment Site.

After some discussion, a motion was made and approved which will require changes to Program Outcomes to be submitted to Curriculum as notification items.

Effective Date Chart *(handout)*
The chart was originally distributed in September for review. In an effort to be more responsive to curriculum changes, mid-year revisions will be permitted and course changes can be made after the catalog deadlines.

There was discussion about having multiple versions of programs published for the academic year (Catalog, web pages, and WebAdvisor). It was noted that allowing program changes after the catalog goes to print, would be a major shift in protocol. Only 1 version of program requirements can be entered in Degree Audit (the printed catalog will be used for this purpose). Waivers will be needed for students following program changes published on the web after the catalog goes to press.

 It was explained that programs, especially career programs, need to be responsive to changes in the field and recommendations made by advisory board members.