

POLICY

- A. All courses, curricula and programs, including development, modifications and deletions are the responsibility of the Academic Division, who shall make proposals to the Curriculum Committee. The Committee will make recommendations to the College Senate.
- B. The College shall establish criteria and procedures to be utilized in developing courses and curricula to insure maximum participation of the College community, and also to provide the flexibility needed to permit timely response to community requests for educational services.
- C. All procedures established shall be in accordance with College Senate Bylaws and Rules of Procedures and standards established by the New Jersey Commission on Higher Education.

Adopted: February 21, 1972
Revised: April 23, 1979
Revised: March 28, 1988
Revised: April 22, 1996
Revised: February 28, 2000
Revised: August 25, 2008

PROCEDURE

- A. Curriculum matters outlined below shall be sent to the Curriculum Committee by the Vice President of Academic Affairs and presented to that committee by the Dean concerned, using the attached format, together with an Endorsement and Transmittal Form.
1. Proposals for the additions, deletions or revisions of curricula leading to an associate degree or to diplomas or certificates which include the awarding of college credit.
 2. Additions, deletions or revisions of all credit courses to which numbers are assigned and which are to appear in the College catalog as continuous offerings.
- B. If approved by the Curriculum Committee, the matter shall be forwarded by the chairperson, after signing the Endorsement and Transmittal Form, to the Executive Secretary of the College Senate for inclusion on the next Senate agenda.
- If disapproved by the Curriculum Committee, the matter shall be returned to the Vice President of Academic Affairs.
- C. Curriculum matters approved by the College Senate shall be endorsed by the Executive Secretary and transmitted to the Office of the President for review and recommendation to the Board of Trustees for final approval or return to the College Senate.

Adopted: March 22, 1971
Revised: February 21, 1972
Revised: April 23, 1979
Revised: May 17, 1983
Revised: February 27, 1996
Revised: April 30, 1996
Revised: April 25, 2000
Revised: November 21, 2000
Revised: November 20, 2003
Revised: August 25, 2008

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
DEPARTMENT OF _____

1. COURSE NUMBER AND TITLE: XXXX xxx: _____
2. SEMESTER HOURS: x CONTACT HOURS: (x + x)
Lecture Lab
3. CATALOG DESCRIPTION
4. PREREQUISITES: XXXX xxx COREQUISITES: XXXX xxx
5. MAXIMUM CLASS SIZE: xx COURSE FEE CODE: x
DIFFERENTIAL FUNDING CATEGORY: x
COURSE TYPE FOR PERKINS REPORTING: ___ vocational ___ non-vocational

6. JUSTIFICATION

a. Describe the need for this course.

b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?
___ yes ___ no

If yes, mark with an "x" the appropriate category below.

___ Communication ___ Social Science ___ History
___ Humanities ___ Lab Science ___ Science (Non-Lab)
___ Mathematics ___ Technology ___ Diversity

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

___ Program-specific requirement for the following degree program(s):

___ Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments

- ii. If “None” was inserted, please explain.
- iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an “x” in box)	Unable to Determine Status (Place “U” in box)
Georgian Court University				
Kean University				
Monmouth University				
Richard Stockton College				
Rowan University				
Rutgers – New Brunswick				

- iv. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
 - v. If not transferable to any institution, explain.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:
- e. Mark with an “x” the General Education goal(s) addressed by this course:
- | | |
|--|--|
| <ul style="list-style-type: none"> _ 1. Communication – Written and Oral _ 2. Quantitative Knowledge and Skills _ 3. Scientific Knowledge and Reasoning _ 4. Technological Competency/Info Literacy _ 5. Society and Human Behavior | <ul style="list-style-type: none"> _ 6. Humanistic Perspective _ 7. Historical Perspective _ 8. Global and Cultural Awareness _ 9. Ethical Reasoning and Action _ 10. Independent/Critical Thinking |
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7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a.
- b.
- c.
- d.
- etc.

8. METHODS OF INSTRUCTION

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Sample: A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

Revision of the Following Items Must Be Sent to the Curriculum Committee	Revision of the Following Items Require No Approval
#1 Course Number & Title	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

August 27, 2007
 April 27, 2009