

# ***EXHIBIT B***



**BOARD OF TRUSTEES  
Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** July 22, 2009

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, July 27, 2009**:

1. Recommend approval of the following item as accepted by the College Senate at its meeting on May 20, 2009:
  - a. Amendment to College Senate Bylaws, Article IV, Standing Committees, to add a new Developmental Education Committee (**Exhibit B-1**)
2. Recommend approval of new Policy #5020, Students, All Employees, College-Wide Advisement (**Exhibit B-2**)
3. Recommend revision of the following policies:
  - a. Policy #3112.2, Personnel, Adjunct Faculty, Performance Evaluation (**Exhibit B-3**)
  - b. Policy #3125, Personnel, Academic Staff and Faculty, General, Full-Time Faculty Evaluation (**Exhibit B-4**)

***EXHIBIT B-1***

**Proposed addition to the Senate By-Laws, Article IV, Standing Committees:**

A. (new 7) Developmental Education Committee (p. 8)

K. (new 7) Developmental Education Committee (p. 17)

a. Charges

1. Review and make recommendations for additions, deletions, and changes in existing policies and procedures that relate to developmental education.
2. Review and recommend professional development proposals for campus activities that enhance developmental education instruction.
3. Promote innovations to improve developmental education instructional methods such as use of technology, information literacy, best practices, global awareness, and emerging teaching pedagogies that are aligned with the Academic Master Plan and College Strategic Initiatives. Plan and implement workshops that align with the Academic Master Plan, College Strategic Initiatives, and interests of the College community.
4. Serve in an advisory role on developmental-education related issues at the request of a vice president or the President.
5. Oversee the holistic development of the developmental education student, including but not limited to advising, early warning interventions, tutoring and learning lab services, developmental course scheduling, and counseling.

b. Membership (10 voting members; 4 non-voting, ex-officio)

Elected Full-Time Faculty representatives from each of the following:

One Developmental English  
 One Developmental Mathematics  
 One Faculty Constituency representative

Elected Constituency representative(s) as follows:

One Developmental English Adjunct Faculty  
 One Developmental Mathematics Adjunct Faculty  
 One Student (appointed by the Student Government Executive Committee)

Appointed Representative(s) to be determined by the area Vice President:

An Administrator who supervises Mathematics  
 An Administrator who supervises English  
 An Administrator in Academic Services  
 A representative from Student Services

Ex Officio Members:

Vice President of Academic Affairs or representative  
 Assistant Vice President of Instructional Support Services  
 Full-time English Tutor  
 Full-time Math Tutor

***EXHIBIT B-2***

Ocean County College, Toms River, NJ

STUDENTS  
ALL EMPLOYEES  
**College Wide Advisement #5020**

POLICY

***The College will maintain a program for college-wide advisement to insure that students are provided with multiple services and tools to accomplish their academic and lifelong learning goals. The Vice President of Academic Affairs and the Vice President of Student Affairs will oversee these services.***

**ADOPTED: July 27, 2009**

***EXHIBIT B-3***

POLICY

All adjunct faculty will be evaluated during **each of** the first **three** semesters of teaching and **annually** ~~every fourth semester of teaching~~ thereafter, unless it is deemed necessary to do evaluations more frequently by the Department Dean/**Assistant Dean, Provost, or Vice President of Academic Affairs, or his/her designee.**

The Department Dean/**Assistant Dean, or the Coordinator Provost, or designee** will review the classroom observation with the adjunct instructor within three weeks of the observation. A copy of the completed evaluation form **will** ~~shall~~ be sent to the adjunct instructor and a copy **will** ~~shall~~ be placed in the adjunct instructor's personnel file. The procedures for the Student Reaction Forms followed for full-time faculty will be the same for ~~A~~ **adjunct** ~~F~~ **faculty.**

~~Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall take precedence.~~

ADOPTED: June 23, 2003  
**Revised: July 27, 2009**

***EXHIBIT B-4***

POLICY

It is the policy of the Ocean County College Board of Trustees to evaluate systematically the performance of full-time faculty **annually**. These evaluation procedures ~~will shall~~ be divided for the following purposes:

1. Formal Evaluation:

Formal evaluation is used for the purpose of making decisions relating to reappointment, tenure, promotion, and other employment-related decisions as defined by the Faculty Association Agreement or policy. Student evaluation **will shall** be used as one component of formal evaluation.

2. Informal Evaluation:

Informal evaluation is used for the purpose of improvement and enhancement of instruction. It may be self-directed or undertaken as a recommendation by the ~~Department Dean/Assistant Dean, President, or the~~ Vice President of Academic Affairs, **Vice President of Student Affairs (regarding counselors), or President**. Informal evaluation is viewed as an integral part of the faculty member's professional development. Student evaluation may be used as one component of informal evaluation.

3. The appropriate administrator is responsible for the completion and delivery of the written evaluation of a classroom observation **in a timely manner** ~~within 15 (fifteen) working days of the classroom visit.~~

~~4. An evaluation submitted after 15 fifteen working days will not qualify as valid unless the faculty member so agrees.~~

This policy **will shall** be accomplished in accordance with Procedures #3125.

ADOPTED: January 23, 1989  
Revised: April 25, 1994  
Revised: January 22, 1996  
Revised: April 22, 1996  
Revised: February 28, 2000  
Revised: November 20, 2000  
Revised: January 27, 2003  
Revised: May 27, 2003  
**Revised: June 27, 2009**