

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: April 17, 2025

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, April 24, 2025**:

1. Recommend approval of the following new policy:
 - a. Policy #2215, Administration, Administrative Operations, Artificial Intelligence (**Exhibit B-1**)
2. Recommend approval of the following Ocean County College academic calendars:
 - a. 2025 Academic Calendar (**Exhibit B-2**)
 - b. 2025 Accelerated Academic Calendar (**Exhibit B-3**)
 - c. 2025-2026 Academic Calendar (**Exhibit B-4**)
3. Recommend approval of the following items as accepted by the College Senate at its meeting on April 3, 2025:
 - a. Revised College Senate Bylaws (**Exhibit B-5**)
 - b. Revised Policy
 - a. Policy #7000, Educational Programs, Course and Curriculum, Compliance with Federal Definition of Credit Hour (**Exhibit B-6**)
 - c. Revised Courses
 - a. BIOL 163, Introductory Botany (**Exhibit B-7**)
 - b. BIOL 261, Ecology (**Exhibit B-8**)
 - c. GRPH 251, InDesign and Typography (**Exhibit B-9**)
 - d. GRPH 281, Graphics Portfolio (**Exhibit B-10**)

EXHIBIT B-1

Ocean County College, Toms River, NJ

ADMINISTRATION
ADMINISTRATIVE OPERATIONS
Artificial Intelligence #2215

POLICY

Ocean County College's systems and personnel process (receive, store, process, transmit, and alter) a variety of sensitive and non-sensitive (public) information that must be handled in accordance with applicable laws, regulations, and best security practices. This information must be protected from unauthorized access, modification, and destruction and backed up or archived as appropriate for the level of sensitivity and criticality of the information.

"Generative AI refers to deep-learning models that can generate high-quality text, images, and other content based on the data they were trained on" (Martineau, 2023).

Publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots or image generators, are impressive and widely popular. Examples of Generative AI (GenAI) include text-based and image-based tools. While these content-generating tools may offer attractive opportunities to streamline work functions and increase efficiency, they come with serious security, accuracy, and intellectual property risks.

This policy highlights the unique issues raised by GenAI, helps employees understand the guidelines for its acceptable use, and protects the College's confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, and reputation.

Purpose: The purpose of this policy is to establish standards for the use of artificial intelligence (AI) tools, software, and systems on the College's infrastructure. Students and faculty looking for guidance on AI in the classroom should refer to Policy #5180, Classes and Instruction, Academic Integrity.

Scope: This policy applies to all systems and information owned, managed, or processed by Ocean County College and its authorized personnel. This policy also applies to any external or non-Ocean County College system that interconnects with or exchanges data with Ocean County College-owned or managed systems.

Policy: This policy addresses the use of any third-party or publicly available GenAI tools, including text-based and image-based applications that mimic human intelligence to generate answers, work products, or perform certain tasks. Note that this policy may not address other GenAI or AI tools formally approved or installed for your use by the College.

Do not upload or input any confidential, proprietary, or sensitive College information into any GenAI tool. Examples include passwords and other credentials, FERPA-protected information, Protected Health Information (PHI), personnel material, information from documents marked Confidential, Sensitive, or Proprietary, or any other nonpublic College information that might be of use to malicious entities or harmful to the College if disclosed. Failure to follow this policy may breach your or the College's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the College's rights to that information to be challenged.

Adopted:

Ocean County College, Toms River, NJ

ADMINISTRATION
ADMINISTRATIVE OPERATIONS
Artificial Intelligence #2215

EXHIBIT B-2

2025 ACADEMIC CALENDAR

Winter Intersession (Five-Day Week)

Thursday, January 2	Classes Begin
Friday, January 17	Last Day of Classes

Spring Semester 2025

Friday, January 17	Colloquium
Wednesday, January 22	Classes begin
Monday, February 17	No Classes
Monday, March 17 - Sunday, March 23	No Classes - Spring Break
Wednesday, May 14	Last Day of Classes (FOLLOW MONDAY SCHEDULE)
<u>Wednesday, May 21</u>	<u>Commencement (Rain Date – Thursday, May 22)</u>

Spring 2025 Quick Term

Wednesday, February 26	Classes Begin
Monday, March 17 - Sunday, March 23	No Classes - Spring Break
Wednesday, May 14	Last Day of Classes (FOLLOW MONDAY SCHEDULE)

Summer 2025 First Five Week /Ten-Week Sessions

Monday, May 19	Classes Begin
<u>Wednesday, May 21</u>	<u>No Classes</u>
Monday, May 26	No Classes
<u>Friday, June 20</u>	<u>No Classes</u>
Tuesday, June 24	Last Day of Classes (1st 5-week)
Friday, July 4	No Classes
Tuesday, July 29	Last Day of Classes (10-week)

Summer 2025 Second Five-Week /Six-Week Sessions

Wednesday, June 25	Classes Begin
Friday, July 4	No Classes
Tuesday, July 29	Last Day of Classes (2nd 5-week)
Tuesday, August 5	Last Day of Classes (6-week)

Summer 2025 Post Session (Four-Day Week)

Monday, August 4	Classes Begin
Wednesday, August 27	Last Day of Classes

Board Revised: June 27, 2024

Board Revised: April 24, 2025

EXHIBIT B-3

2025
ACCELERATED ACADEMIC CALENDAR

2025 Accelerated Term 1

Wednesday, January 22	First Day of Classes
Monday, February 17	No Classes
Friday, March 14	Last Day of Classes

2025 Accelerated Term 2

Monday, March 24	First Day of Classes
Wednesday, May 14	Last Day of Classes

2025 Accelerated Term 3

Monday, May 19	First Day of Classes
<u>Wednesday, May 21</u>	No Classes
Monday, May 26	No Classes
<u>Monday, June 20</u>	<u>No Classes</u>
Friday, July 4	No Classes
Thursday, July 10	Last Day of Classes

2025 Accelerated Term 4

Friday, July 11	First Day of Classes
Thursday, August 28	No Classes
Saturday, August 30	Last Day of Classes

Board Approved: ~~November 9, 2023~~
April 24, 2025

EXHIBIT B-4

2025/ 2026 Academic Calendar

Fall Semester 2025

Wednesday, September 3 - Classes Begin

Wednesday, November 26 - Friday, November 28 - No Classes

Friday, December 19 - Last Day of Classes

2025 Accelerated Term 5

Wednesday, September 3 - First Day of Classes

Thursday, October 23 - Last Day of Classes

Fall 2025 Quick Term

Wednesday, October 8 - Classes Begin

Wednesday, November 26 - Friday, November 28 - No Classes

Friday, December 19 - Last Day of Classes

2025 Accelerated Term 6

Monday, October 27 - First Day of Classes

Wednesday, November 26 - Friday, November 28 - No Classes

Friday, December 19 - Last Day of Classes

Winter Break

Monday, December 22, 2025 – Tuesday, January 20, 2026 – No Classes

Winter Intersession 2025

Monday, December 15 - Classes Begin

Wednesday, December 24 – No Classes

Thursday, December 25 – No Classes

Thursday, January 1 – No Classes

Friday, January 18 - Last Day of Classes

Spring Semester 2026

Wednesday, January 21 - Classes Begin

Monday, February 16 - No Classes

Monday, March 16 - Sunday, March 22 - No Classes - Spring Break

Wednesday, May 13 - Last Day of Classes (FOLLOW MONDAY SCHEDULE)

Wednesday, May 20 - Commencement

Thursday, May 21 - Commencement Rain Date

2026 Accelerated Term 1

Wednesday, January 21 - First Day of Classes

Monday, February 16 - No Classes

Friday, March 13 - Last Day of Classes

Spring 2026 Quick Term

Wednesday, February 25 - Classes Begin

Monday, March 16 - Sunday, March 22 - No Classes - Spring Break

Wednesday, May 13 - Last Day of Classes (FOLLOW MONDAY SCHEDULE)

2025/ 2026 Academic Calendar

2026 Accelerated Term 2

Monday, March 23 - First Day of Classes
Wednesday, May 13 - Last Day of Classes

Summer 2026 First Five-Week

Monday, May 18 - Classes Begin
Wednesday, May 20 - No Classes
Monday, May 25 - No Classes
Friday, June 19 – No Classes
Tuesday, June 23 - Last Day of Classes

Summer 2026 Ten-Week

Monday, May 18 - Classes Begin
Wednesday, May 20 - No Classes
Monday, May 25 - No Classes
Friday, June 19 – No Classes
Friday, July 3 - No Classes
Tuesday, July 28 - Last Day of Classes

2026 Accelerated Term 3

Monday, May 18 - First Day of Classes
Wednesday, May 20 - No Classes
Monday, May 25 - No Classes
Friday, June 19 – No Classes
Friday, July 3 - No Classes
Thursday, July 9 - Last Day of Classes

Summer 2026 Second Five-Week

Wednesday, June 24 - Classes Begin
Friday, July 3 - No Classes
Tuesday, July 28 - Last Day of Classes (2nd 5-week)

2026 Accelerated Term 4

Friday, July 10 - First Day of Classes
Thursday, August 27 - No Classes
Saturday, August 29 - Last Day of Classes

Summer 2026 Post Session (Four-Day Week)

Monday, August 3 - Classes Begin
Wednesday, August 26 - Last Day of Classes

EXHIBIT B-5

BYLAWS OF THE
COLLEGE SENATE
OF
OCEAN COUNTY COLLEGE

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Adopted by:

OCEAN COUNTY COLLEGE BOARD OF
TRUSTEES

Date: December 13, 2004

Amended: June 27, 2005

Amended: March 27, 2006

Amended: August 27, 2007

Amended: May 24, 2010

Amended: March 24, 2014

Amended: April 24, 2025

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BYLAWS OF THE COLLEGE SENATE

PREAMBLE

Ocean County College (OCC) is committed to providing our community with a clear and balanced system of shared governance that provides the greatest means for achieving the mission of the College. The College Senate will foster an environment of mutual respect, courtesy, and integrity among members of the college community. The College Senate will safeguard transparency and provide opportunities for college community members to be heard regarding academics and student life.

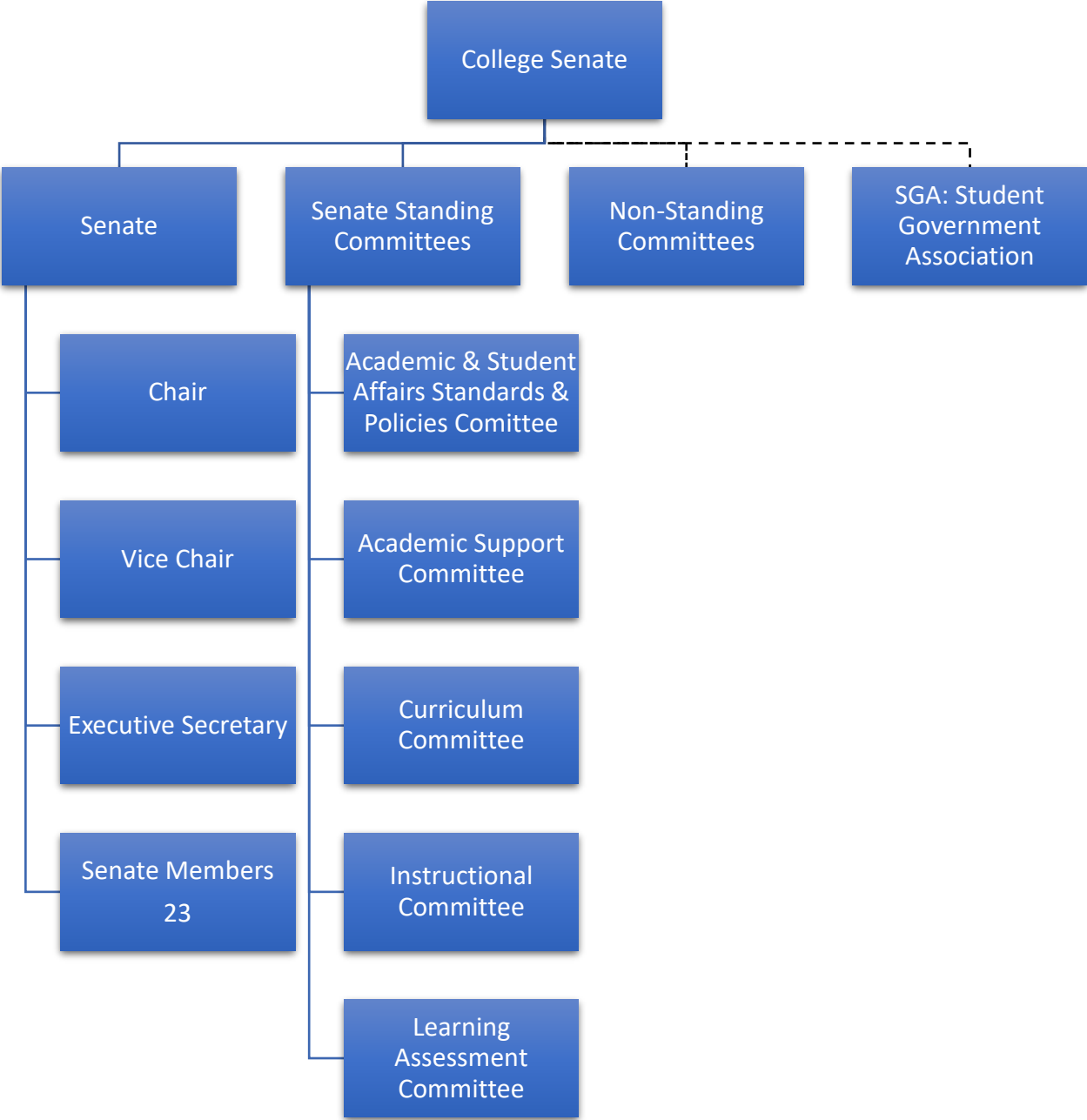
ARTICLE 1: NAME

The shared governance of Ocean County College will be known as the College Senate of Ocean County College, comprised of the Senate and the Standing Committees.

ARTICLE 2: PURPOSE OF THE COLLEGE SENATE

The College Senate represents all members of the college community and plays an active leadership role in the shared governance of OCC. The responsibility of the College Senate is to provide guidance and oversight through the standardized structure set forth in these bylaws and document archives and facilitate the College's educational mission and student life roles by providing a vehicle that represents the college community as a whole.

ARTICLE 3: COLLEGE SENATE ORGANIZATIONAL CHART



ARTICLE 4: SENATE

CHARGES

1. Uphold the Bylaws of the College Senate.
2. Facilitate transparent operation and communication within all levels of shared governance to encourage open dialogue and exchange of ideas.
3. Receive agenda items for consideration from standing committees, vice presidents, or the president to be reviewed, and action to be taken.
4. Recommend to the President's Cabinet additions, deletions, and/or revisions to policies and programs/courses/certifications in the areas of academics and student life.
5. Act on all agenda items in one of the following ways:
 - a. Senate-approved items will be forwarded to the President's Cabinet for approval.
 - b. Forward to the President's Cabinet without approval along with explanation for not approving.
 - c. Reject and return to originator with an explanation for its rejection.
 - d. Return to the originator with questions or suggestions for further consideration, revision, and re-presentation to the Senate, if warranted.
 - e. Redirect to a more appropriate committee or individual.
 - f. Table to the next meeting.
 - g. Procedures are reviewed and discussed, but not voted on for approval.
 - h. Forward to the President's Cabinet for its recommendation on any submitted agenda item that has been discussed at two consecutive scheduled meetings of the Senate without final action, with the exception of proposals to amend the bylaws.
6. Table agenda items to the next scheduled meeting as unfinished business, if time does not permit review.
7. Act upon any proposals or revisions to amend the bylaws.
8. Facilitate review of the bylaws as needed, at least once every three years.
9. Follow up with standing committees to ensure project progression remains in line with the College's goals and mission statement.
10. When an agenda item is forwarded to the President's Cabinet, the executive secretary will be notified of the status of the item in a timely manner, usually not to exceed 60 days.
11. Create annual report and review the annual reports of the standing committees before its last meeting of the year, and submit reports to the President's Cabinet by the second meeting in September.
12. Review the meeting schedule for the succeeding academic year, and make recommendations to the President's Cabinet at the second meeting in October.
13. Establish an election committee by the first meeting in December of each year.

14. The committee chair of any college-wide non-standing committee, task force, ad hoc, etc., will inform and update the executive committee of its formation, members, and charges. Documentation will be retained by the Senate. Chairs will follow the process described on the governance website.
15. All senators are voting members except *ex officio* members.
16. Should a vote be necessary, each voting member present will have one vote.
17. Passage will be determined by a simple majority of members present and voting.
18. Uphold standards, maintain consistency, effectiveness, efficiency, and support quality throughout all functions of the Senate.
19. Offer training opportunities as described in Article 6.
20. Review, recommendation, or consideration will not be given to submissions regarding the subject of collective bargaining or any matter within the purview of administration, other than those shared governance matters expressly granted in the Bylaws of the College Senate.

MEETINGS

1. The senate year will begin September 1 and end August 31.
2. Meetings will be held twice a month, in an assembly forum, as agenda warrants. Should circumstances require cancelling, rescheduling, or adding meetings, a notice will be sent to all senators, deans, vice presidents, and the president as well as posted to the Governance Website, except in cases of emergency. The assembly structure will be face-to-face, with Webex option to allow for a college-wide open forum for discussion, while still maintaining a structured senate-only voting system.
3. The outgoing chair will call the first meeting of the year and conduct the election of officers. If the chair is not available, the outgoing vice chair or executive secretary, in this order, will conduct the election of officers.
4. At the second meeting in October, a recommended meeting schedule will be sent to the President's Cabinet for the succeeding academic year and approved meeting days will be posted in advance of elections.
5. Standards will be established and a format for proposals will be posted to the Governance Website.
6. Agenda items will be submitted electronically to the chair seven working days prior to the next scheduled meeting.
7. A notice of regular meetings, which includes the meeting agenda, previous meeting's minutes, and exhibits, will be emailed to the senators, deans and vice presidents and posted to the Governance Website five working days prior to the scheduled meeting.

8. Meetings are open to the college community (faculty, staff, and students), except when agenda items are determined to be confidential by law or college policy.
9. A quorum must be achieved for the legal action of business. A quorum consists of 51% of seated elected senators.

TERMS AND LIMITATIONS

1. Senate positions will commence on September 1.
2. A senator's term is for two years.
3. Senators may not serve more than two consecutive terms.
4. Senators may not serve on a standing committee.
5. Appointed *ex officio* members and student senators will serve one-year terms.
6. Members have a duty to be present at each meeting, except in cases of emergency. If a member has excessive absences, a review and decision will be determined if the member will remain or be removed. A vacancy may be created when an elected senator has missed two consecutive meetings or more than 20% of the regularly scheduled meetings.

MEMBERS

1. Senate will consist of 23 elected senators and two *ex officio* members.
2. Faculty/Lecturers are elected by their academic school or constituency.
 - One Faculty or Lecturer from the School of Arts & Humanities
 - One Faculty or Lecturer from the School of STEM
 - One Faculty or Lecturer from the School of Business & Social Science
 - One Faculty or Lecturer from the School of Nursing
 - One Faculty or Lecturer from the Library
 - Two Faculty or Lecturer: At Large
3. Part Time Educators are elected by their constituencies:
 - Two Adjunct or Part Time Teacher
4. Administrators are elected by their constituencies:
 - One Workforce Development Administrator
 - One Student Affairs Administrator
 - Four Administrators
5. Others are elected by their constituencies:
 - Four Non-Affiliated Hourly
 - Two Support Staff

6. Two Students appointed by the student government executive committee
7. *Ex Officio* Members
 - One VP – Appointed by President
 - One Dean – Appointed by VPAA

OFFICERS

The officers will be the chair, vice chair, and executive secretary. The officers will constitute the executive committee.

ELECTION OF OFFICERS

1. The outgoing chair will call the first scheduled meeting and conduct the election of officers. The chair, vice chair and executive secretary must be elected / re-elected at the first meeting.
2. A senator must have served for one year before standing for election as the chair or vice chair.

DUTIES OF OFFICERS

1. Uphold the Bylaws of the College Senate.
2. Call a meeting for a standing committee when circumstances warrant.
3. Prepare and submit the meeting schedule for the succeeding academic year to the President's Cabinet for review and recommendations at the second meeting in October. The meeting schedule will be published in time for shared governance elections.
4. The vice chair and executive secretary will be voting members. The chair will only vote in the case of a tie, which will be the deciding vote.
5. Prepare an annual report of exhibits and activities and present it to the Senators for review and action by the last meeting in August. Upon approval, the report will be submitted to the President's Cabinet by the second meeting in September.
6. Oversee governance communications and electronic documents.
7. Develop, implement, and oversee a method and procedure to archive all electronic governance documents.
8. In the event that no one self-nominates for chair, vice chair and/or executive secretary, names will be selected by lottery.
9. In the event that a seat becomes vacant on the senate or a standing committee, the senate chair will contact the appropriate constituency to seek volunteers to fill that seat. Should there be more than one volunteer, an election will be held in a timely fashion.

DUTIES OF THE CHAIR

1. Preside at all meetings of the Senate.
2. Establish quorum before proceeding with the meeting.
3. Call meetings of the executive committee, when needed.
4. Receive, review, and forward exhibit items to the executive secretary to be added to the next agenda.
5. Notify senator(s) of any lapse in their attendance.
6. Forward approved items to the President's Cabinet for Board of Trustees approval.
7. Attend President's Cabinet and Board of Trustees meetings.

DUTIES OF THE VICE CHAIR

1. Assume the duties of the chair in their absence.
2. Assist the chair with their responsibilities/tasks upon request.
3. Serve as liaison between the senate and its standing committees.
4. Facilitate review of the bylaws as needed, at least once every three years.

DUTIES OF THE EXECUTIVE SECRETARY

1. Assume the duties of the chair or vice chair when neither is available.
2. Upon completion of elections, create an electronic distribution list of senators, deans, *ex officios*, vice presidents, and the president. This list will be used for email notifications throughout the year.
3. Prepare meeting agendas in collaboration with the chair.
4. Record all exhibits on the exhibit master file.
5. Send out meeting notices to all members of the Senate, standing committees, deans, vice presidents, and the president. Include the agenda, previous meeting's minutes, copies of exhibits to be reviewed and voted upon, and the Webex meeting link.
6. Send out meeting cancellation notices to all members of the Senate, standing committees, deans, *ex officios*, vice presidents, and the president when needed, with the exception of emergency situations. Upload the notice to the Governance Website as soon as possible prior to the scheduled meeting time.
7. At each meeting, record the attendance of both the voting members and guests and advise the chair when quorum has been reached.

8. Take notes, update minutes and update exhibit master file with approval status. Send minutes to members of the senate, standing committees, deans, *ex officios*, vice presidents, and the President. Upload the file to the Governance Website within five working days after the meeting.
9. Update and forward attendance master report to the chair. The file reflects year-to-date attendance of members and attending guests.
10. Ensure the electronic archiving of announcements, agendas, exhibits, minutes, cancellation notices, membership lists, appointments, election results, senate reports and other documents to the Governance Website.
11. Assist in preparing the annual report with the chair and vice chair.

APPOINTMENT PROCEDURE of EX OFFICIO

1. The Vice President of Academic Affairs will select and submit for presidential approval the dean *ex officio*. The president and vice presidents will notify the executive secretary of the appointment no later than the second meeting in May.
2. The president will select the vice-presidential *ex officio* representative and will notify the executive secretary of the appointment no later than the second meeting in May.
3. Senate *ex officio* appointees are not voting members.
4. The executive secretary will include the appointments in the composite election results, distribute the results electronically to the college community, and post it to the Governance Website by the first Monday in June.

QUORUM

A quorum consists of 51% of seated elected senators.

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SENATOR ELECTION AND VACANCIES

1. Senator elections will be held according to the self-nomination process outlined in Article 7.
2. In the event that a seat becomes vacant on the senate, the chair will contact the appropriate constituency to seek volunteers to fill a seat. Should there be more than one volunteer an election will be held in a timely fashion.
3. If a senate seat remains vacant, the position will be filled in the next election cycle. The newly elected senator will begin a new two-year term.

ARTICLE 5: SENATE STANDING COMMITTEES

COMMITTEES

- Academic and Student Affairs Standards and Policies
- Academic Support
- Curriculum
- Instruction
- Learning Assessment

CHARGES OF STANDING COMMITTEES

1. Decisions of the committee will be made by consensus of the members present.
2. Should a vote be necessary, each voting member present will have one vote.
3. Passage will be determined by a simple majority of members present and voting.
4. All committee members are voting members except *ex officio* members.
5. All regular agenda items received for consideration by the committee from an individual, (faculty, administrator, staff and student), the Senate, a vice president, or the President will be reviewed, and action will be taken by the committee within two scheduled meetings.
6. A committee will act on all agenda items in one of the following ways:
 - a. Recommend and present new or revised policy to the Senate.
 - b. Act as dictated by college policy and procedure.
 - c. Return to the originator with a request for revision, clarification or further information.
 - d. Reject and return to the originator with an explanation for its rejection.
 - e. Forward to the Senate, with a request to redirect the proposal to a more appropriate committee or individual.
 - f. Items submitted to the committee as “for Information Only” should be forwarded to the Senate in the same fashion.
 - g. Table to the next meeting.
7. Should time not permit full consideration of an item on the agenda, the item will be held to the next scheduled meeting and will be considered under unfinished business.
8. A submitted agenda item that has been discussed at two consecutive scheduled meetings of the standing committee, not including the Curriculum Committee, without final action will be forwarded to the Senate for its disposition. A submitted agenda item that has been discussed at three consecutive scheduled meetings of the Curriculum Committee without final action will be forwarded to the Senate for its disposition.
9. When an agenda item is forwarded to the Senate, the Executive Secretary will notify the committee recorder of the status of the item in a timely fashion, usually not to exceed 30 days.

10. If an agenda item is rejected by the committee and a vice president chooses to take it to the Senate for consideration, the vice president will notify the committee of the action and provide an explanation of the circumstances prompting that action. The committee will include the vice president's notice and explanation in a future committee meeting's minutes.
11. Provide an annual report to the Senate.
12. A request by a member of the college community to permit a guest (an individual who is not a member of the college community) to attend a committee meeting must be submitted to and approved by the committee chair prior to the committee meeting.
13. Review and make recommendations, at most every five years, for additions, deletions, and changes in existing policies and procedures that relate to the standing committees. This report will be presented to the Senate.

MEETINGS

1. The standing committee's year will begin September 1 and end August 31.
2. At the second meeting in October, the Senate will recommend meeting days of standing committees to the President's Cabinet for the succeeding academic year and post the dates in advance of Senate elections.
3. The Curriculum Committee will meet twice a month, as the agenda warrants. The other standing committees will meet once a month, as the agenda warrants.
4. A quorum must be achieved for the legal action of business. A quorum will exist when 45% of the voting committee members are present.
5. The outgoing chair will call the first meeting of the year and conduct the election of officers. If the outgoing chair is not available, the outgoing recorder will conduct the election of officers. If neither is available, the current senate chair will conduct the election of officers.
6. All agenda items will be sent electronically to the chair seven working days prior to the next scheduled meeting.
7. A notice of regular meetings, which includes the meeting agenda, previous meeting's minutes, and exhibits, will be posted to the Governance Website five working days prior to the scheduled meeting.
8. Items brought to the standing committee meetings will be submitted through the current transmittal form, and any required committee proposal forms. College transmittal forms and standing committee proposal forms will be posted to the Governance Website.
9. Meeting minutes, including attendance, will be posted to the Governance Website within five working days after the meeting.

10. Committee meetings are open to the college community, except when agenda items are determined to be confidential by law or college policy.
11. Should circumstances require cancelling, rescheduling, or adding meetings, a notice will be posted to the governance website at least five working days prior to the scheduled meeting, except in cases of emergency.

TERMS AND LIMITATIONS

1. All elected committee member terms will be for one year and commence on September 1st.
2. No elected member will serve more than three consecutive terms on the same committee.
3. Elected committee members will not serve concurrently in more than two elected positions for standing committees.
4. Elected committee members will not serve on the Senate.
5. Members of the standing committees have a duty to be present at each meeting. If a member has excessive absences, a review and decision will be determined if the member will remain on the committee or be removed. A vacancy can be created when an elected member of the standing committee has missed two consecutive meetings or more than 20% of the regularly scheduled meetings.

OFFICERS

Standing committee officers will be the chair and recorder.

DUTIES OF OFFICERS

1. The outgoing chair will call the first scheduled meeting of the year and conduct the election of officers.
2. Each standing committee will elect its officers from among the voting members at its first meeting of the year. Chairs will submit officer election results to the executive secretary of the Senate within 48 hours of the election.
3. Standing committee officers will be voting members.
4. In the event that no one self-nominates for chair or recorder, names will be selected by lottery.

DUTIES OF CHAIR

1. Preside at all meetings of the committee.
2. Uphold the Bylaws of the College Senate.
3. Prepare the committee meeting agendas by reviewing and including all submitted items for consideration.
4. Review the minutes of each meeting with the recorder before they are posted.
5. Notify the senate chair if any seat becomes vacant.
6. Ensure a quorum before continuing each meeting.
7. Present and forward items to the Senate, as specified under charges of the standing committees.

DUTIES OF RECORDER

1. Assume the duties of the chair in their absence.
2. Assist the chair with their responsibilities upon request.
3. Post all announcements of agendas, exhibits, minutes, and any other committee documents to the Governance Website five working days prior to the meeting.
4. Take attendance at committee meetings that reflects members present, absent, excused, and guests, and notify the chair when quorum has been reached.
5. Record minutes and review with the chair before posting to the Governance Website within five working days after the meeting.

APPOINTMENT PROCEDURE of AREA REPRESENTATIVES

1. The area vice president(s) will notify the executive secretary of the appointments no later than the second meeting in May.
2. The area vice president(s) will designate area representatives on standing committees.
3. Standing committee appointees are voting members.
4. Standing committee appointees may be elected to other standing committees. When possible, preference for appointment will be given to individuals not already elected.

5. The executive secretary will post the election and appointment results to the Governance Website. A composite membership list will be broadly distributed to the college community and posted to the Governance Website by the first Monday of June.

QUORUM

A quorum must be achieved for the legal action of business. A quorum will exist when 45% of the voting committee members are present.

STANDING COMMITTEE ELECTION AND VACANCIES

1. Standing committee elections will be held according to the self-nomination process outlined in Article 7.
2. In the event that a seat becomes vacant on the senate or a standing committee, the senate chair will contact the appropriate constituency to seek volunteers to fill a seat. Should there be more than one volunteer, an election will be held in a timely fashion. If the seat remains vacant after the second call for volunteers, the seat will remain so until the next election cycle.

CHARGES OF ACADEMIC AND STUDENT AFFAIRS STANDARDS AND POLICIES COMMITTEE

1. Review proposals and make recommendations pertaining to additions, deletions, and changes to policies and procedures that relate to academic issues that include, but will not be limited to, admission, readmission, registration, student records, placement testing, advanced standing, course withdrawal, and grades.
2. Collaborate with Academic Affairs to oversee the Academic Appeals Subcommittee as specified in college policy.
 - a. Review F to W, academic sanctions, academic forgiveness, and academic integrity appeals
 - b. The subcommittee will be comprised of seven members, five of which serve on the Academic Standards Committee.
 - c. The subcommittee will meet on as needed basis.
3. Serve in an advisory role on related issues at the request of a vice president or the president.
4. In accordance with Middle States recommendations, one representative from Academic and Student Affairs Standards and Policies Committee will be elected by the committee to meet with the Board of Trustees Bylaws, Policy, and Curriculum Standing Committee. In the event that no one self-nominates for this role a name will be selected by lottery.
5. Review and make recommendations on traffic appeals as related to parking violations issued by campus safety and security.
6. Membership consists of 15 voting members.
 - a. Elected Full-Time Faculty and Lecturer representatives from each of the following:
 - One Faculty or Lecturer from the School of Arts and Humanities
 - One Faculty or Lecturer from the School of STEM
 - One Faculty or Lecturer from the School of Business and Social Sciences
 - One Faculty or Lecturer from the School of Nursing and Health Sciences
 - One Faculty or Lecturer from the Library
 - b. Part-Time Educators:
 - One (1) Adjunct Faculty or Part-Time Teacher
 - c. Administrator Representative(s) to be determined by the area vice president for each of the following:
 - One Academic Dean or Academic Assistant Dean
 - One Workforce Development Administrator
 - One Enrollment Services Administrator
 - One Director of Academic Advising or Representative
 - One Counseling Services Representative
 - Director of Student Life or Representative
 - Registrar or Representative
 - d. Two students appointed by the student government executive committee
 - e. *Ex Officio* Members
 - Vice President of Student Affairs
 - Dean of Academic Affairs Processes and Faculty Development

CHARGES OF ACADEMIC SUPPORT COMMITTEE

1. Review and make recommendations for additions, deletions, and changes in existing policies and procedures that relate to academic support to the Academic Standards Committee.
2. Review and recommend student enrichment and foundational education proposals, including but not limited to those that enhance tutoring, information literacy, programming for at-risk students and disability services.
3. Review and recommend innovations to improve instructional methods in coordination with the Instruction Committee, 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 educational support-related issues at the request of a vice president or the president.
5. Collaborate with Instruction Committee and Academic and Student Affairs to oversee the holistic development of students, including but not limited to advising, early warning interventions, tutoring, information literacy skill development, and counseling.
6. Membership consists of 15 voting members.
 - a. Elected Full-Time Faculty and Lecturer representatives:
 - One Faculty or Lecturer from the School of Arts and Humanities
 - One Faculty or Lecturer from the School of STEM
 - One Faculty or Lecturer from the School of Business and Social Sciences
 - One Faculty or Lecturer from the School of Nursing and Health Sciences
 - One Faculty or Lecturer from the Library
 - b. Part-Time Educators:
 - One Adjunct Faculty or Part-Time Teacher
 - c. Academic and Tutoring Support Services
 - One Writing Tutor
 - One STEM Tutor
 - d. Administrator Representative(s) to be determined by the area vice president for each of the following:
 - One School Administrator
 - One Counseling Administrator
 - One Disabilities Services Representative
 - One Success Team Representative
 - One Academic and Tutoring Support Services Administrator
 - e. Two students appointed by the student government executive committee
 - f. *Ex Officio* Members
 - Vice President of Academic Affairs or Representative

CHARGES OF CURRICULUM COMMITTEE

1. Review proposals for new and revised courses, academic programs, certificate curricula, and make recommendations. Proposals for new and revised courses, academic programs, and certificate curricula will be submitted to the Curriculum Committee by the area school dean.
2. Review and make recommendations on the alignment of active courses, academic programs, and certificate curricula with the College's general education goals, Academic Master Plan, and the course proposal form.
3. Serve in an advisory role on related issues at the request of a vice president or the President.
7. Review proposals and make recommendations for additions, deletions, and changes in requirements for all degrees and certificates.
8. In accordance with Middle States recommendations, one representative from Curriculum Committee will be elected by the committee to meet with the Board of Trustees Bylaws, Policy, and Curriculum Standing Committee. In the event that no one self-nominates for this role a name will be selected by lottery.
9. Membership consists of 13 voting members.
 - a. Elected Full-Time Faculty and Lecturer representatives:
 - One Faculty or Lecturer from the School of Arts and Humanities
 - One Faculty or Lecturer from the School of STEM
 - One Faculty or Lecturer from the School of Business and Social Sciences
 - One Faculty or Lecturer from the School of Nursing and Health Sciences
 - One Faculty or Lecturer from the Library
 - b. Part-Time Educators:
 - One Adjunct Faculty or Part-Time Teacher
 - c. Administrator Representative(s) to be determined by the area vice president for each of the following:
 - One Academic Dean
 - One Academic Assistant Dean
 - One Registrar or Representative
 - One Director of Academic Advising or Representative
 - One Academic Affairs Administrator
 - One Workforce Development Representative
 - d. One student appointed by the student government executive committee
 - e. *Ex Officio* Members
 - Vice President of Academic Affairs
 - Executive Director of Curriculum and Academic Assessment
 - Program Director, Career and Academic Programs

CHARGES OF INSTRUCTION COMMITTEE

1. Review and make recommendations for additions, deletions, and changes in existing policies and procedures that relate to instruction.
2. Review and recommend professional development proposals for campus activities that enhance instruction.
3. Receive reports from and give feedback to the Colloquium Planning Committee.
4. Academic Affairs Faculty Development Unit should collaborate with the Instruction Committee to review and recommend innovations to improve 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. Collaborate on developing workshops that align with the Academic Master Plan, College Strategic Initiatives, Fall and Spring Teaching and Learning Institutes and other professional development opportunities that are of interest to the college community.
5. Serve in an advisory role on related issues at the request of a vice president or the president.
6. The chair of this committee will also serve on the Teaching and Learning Technology Committee (TLTC).
7. Membership consists of 11 voting members.
 - a. Elected Full-Time Faculty and Lecturer representatives from each of the following:
 - One Faculty or Lecturer from the School of Arts and Humanities
 - One Faculty or Lecturer from the School of STEM
 - One Faculty or Lecturer from the School of Business and Social Sciences
 - One Faculty or Lecturer from the School of Nursing and Health Sciences
 - One Faculty or Lecturer from the Library
 - b. Part-Time Educators:
 - Two Adjunct Faculty or Part-Time Teachers
 - c. One Elected Administrator
 - d. Administrator Representative(s) to be determined by the area vice presidents for each of the following:
 - Academic Dean or Academic Assistant Dean
 - Associate Director of Educational Technology
 - Enrollment Services Administrator
 - e. *Ex Officio* Members
 - Vice President of Academic Affairs

CHARGES OF LEARNING ASSESSMENT COMMITTEE

1. Review and make recommendations to the learning assessment plans of the college to assure alignment with the Academic Master Plan and the College Strategic Initiatives.
2. Review and assess summary course-level learning outcomes data, and convey to academic schools its recommendations for ways to improve teaching and learning. As appropriate, provide recommendations to the Instruction Committee for planning and implementing relevant workshops.
3. Review program review reports using criteria established by Policy/Procedure #7160, Program Evaluation, including assessment of the viability of programs and certificates.
4. Review proposals to inactivate or terminate courses, academic programs, and certificate curricula and make recommendations.
5. Review the Academic Master Plan every three to five years.
6. Serve in an advisory role on related issues at the request of a vice president or the president.
7. Review and make recommendations on the Comprehensive Local Needs Assessment (CLNA) process and submission.
8. Membership consists of 13 voting members
 - a. Elected Full-Time Faculty and Lecturer representatives:
 - One Faculty or Lecturer from the School of Arts and Humanities
 - One Faculty or Lecturer from the School of STEM
 - One Faculty or Lecturer from the School of Business and Social Sciences
 - One Faculty or Lecturer from the School of Nursing and Health Sciences
 - One Faculty or Lecturer from the Library
 - b. Part-Time Educators:
 - Two Adjunct Faculty or Part-Time Teachers
 - c. Administrator Representative(s) to be determined by the area vice president for each of the following:
 - One Academic Dean
 - One Academic Assistant Dean
 - One Institutional Research Representative
 - One Curriculum Management Representative
 - d. Two students appointed by the student government executive committee
 - e. *Ex Officio* Members
 - Vice President of Academic Affairs
 - Executive Director of Curriculum and Academic Assessment

ARTICLE 6: ORDER OF BUSINESS

- **AGENDA**

- Call to order
- Action on minutes
- Unfinished business
- New business
 - List of exhibits
- Community comments
 - Standing committee reports, if present
 - Open comments from all
- Adjourn
- Webex invitation

- **MINUTES**

- Attendees
 - Senators
 - Guests
 - Absent Senators
- Call to order
- Action on minutes
- Unfinished business
- New business
 - List of exhibits
- Community comments
 - Standing committee reports, if present
 - Open comments from all
 - Details of events, etc. will be emailed to executive secretary to add to minutes
- Adjourn

- **ANNUAL SUMMARY REPORT to the PRESIDENT**

ARTICLE 7: SELF-NOMINATION AND ELECTION TIMELINE

First Meeting in December	Senate forms election committee.
First Monday of February	Self-nomination forms for senator positions will be distributed to the faculty, administrators and staff by the election committee with a deadline for return.
Last Monday of February	Election ballots for senator positions will be distributed to the faculty, administrators and staff by the election committee with a deadline for return.
Last Friday of February	Election committee compiles and submits election results for senator positions to the executive secretary of the Senate.
First Monday of March	Self-nomination forms for standing committees will be distributed to the faculty, administrators and staff by the election committee with a deadline for return.
Last Monday of March	Election ballots for standing committees will be distributed to the faculty, administrators and staff by the election committee with a deadline for return.
First Monday of April	Election committee will notify the area vice presidents of appointed and <i>ex officio</i> seats to be filled with a deadline to return.
Last Monday of April	Appointees and <i>ex officios</i> will be reported by the area vice presidents to the election committee.
Last Monday of May	Election committee will submit the final composite list of election results to the executive secretary of the senate.
First Monday of June	A full membership list will be distributed to the college community and posted to the Governance Website by the executive secretary of the senate.
First Meeting in September	The Senate and standing committees will hold election of officers and submit the results to the executive secretary of the Senate within 24 hours of the election. The Academic & Student Affairs Standards & Policies and Curriculum committees will also elect a representative to meet, once a month, with the Board of Trustees' Bylaws, Policy, and Curriculum Standing Committee.
Last Friday of September	The executive secretary of the Senate will distribute a final full membership list to the college community and post to the Governance Website.

ARTICLE 8: TRAINING

- Current Employees: Introduction to shared governance and the importance of getting involved
 - NeoEd
 - Human Resources professional development
 - Governance Website page

- Onboarding
 - Human Resource Orientation
 - NeoEd

- Training for newly elected executive committee members

ARTICLE 9: AMENDING BYLAWS

Recommendations to amend these bylaws may be formally proposed by any member of the College Senate of Ocean County College not less than seven days in advance of the next Senate meeting. The proposal will be included on the agenda of the Senate and will be discussed at that meeting under new business. The proposed amendment will be well publicized to the college community and acted on in no fewer than two meetings and no more than four meetings following the introduction of the proposal by the Senate, with the exception of larger amendments. In these situations, a timeline will be created. The proposed bylaws change(s) will be forwarded to the president for approval. If approved, the changes will be forwarded to the Board of Trustees for their consideration. Presidential or Board disapproval will void the proposed changes.

ARTICLE 10: APPENDIX: GLOSSARY

- **Academic Support**: Educational programming, services, and resources to help our students persist and be successful.
- **Administrators**: Employee who holds a managerial role in the organization.
- **Agenda**: An outline of the order of which things need to be done. This includes exhibits to be discussed and voted upon.
- **Amendment**: A change, addition or deletion of the current Bylaws. This needs to be voted on and approved by the Ocean County College's Board of Trustees.
- **Appointed**: A faculty or staff member who is assigned, not elected, to a particular position.
- **At-Large**: An elected Senate member who does not hold a defined position within the Senate, but represents the concerns of all faculty, staff and student population. At-Large members are voting members.
- **Bylaws**: Establish the roles and responsibilities of governance members.
- **Charges**: The tasks and duties assigned to a particular group.
- **College Community**: Represents students, faculty and staff.
- **College Senate**: Overarching shared governance system which is comprised of the Senate and the Standing Committees.
- **Exhibits**: List of items to be presented, discussed, reviewed and voted upon.
- **Ex-Officio**: Individuals who serve on a committee, based on their administrative status at the College. They can participate in discussions, but have no voting rights.
- **Faculty**: Tenured/Tenure-track Faculty, College Lecturer II's, and Adjunct.
- **Governance**: A system whereby the organization is established and operated, and the mechanisms by which the organization and its members are held accountable.
- **Hierarchy**: A system to organize members into different ranks or levels of status.
- **Lottery**: Random selection of names in the order of chair, vice chair and executive secretary for Senate and chair, recorder for standing committees. For example, selecting names from a hat or by using an electronic randomizer, etc.

- **Minutes**: Notes that are recorded during a meeting and retained for public viewing.
- **Non-Standing Committee**: A committee that does not fall under the structure of the College Senate.
- **Preamble**: An introductory statement.
- **Part-Time**: For election purposes, a Part-Time Professional Educator excludes any Full-Time employees.
- **Quorum**: A minimum number of voting members that must be present at a meeting in order for decisions of that meeting to be valid.
- **Self-Nomination**: Individuals who officially recommend themselves for a committee position.
- **Senate**: An advisory body representing the general faculty, staff and students.
- **Senators**: Voting members of the Senate who review exhibits presented to them for recommendations and further action.
- **Staff**: Managerial, Technical and Support employees.
- **Standing Committee**: A panel of members of the College Community that specializes in a particular area of study. The committee reviews current policies and procedures, course contents, etc. and makes recommendation for changes.
- **Students**: Individuals attending OCC for Credit and Non-Credit courses.
- **Terms and Limitations**: The amount of time designated for a particular position within the Senate or a committee.
- **Vacancy**: A position on a committee that does not have an individual assigned to it.

ARTICLE 11: APPENDIX: AGENDA AND MINUTES TEMPLATES

OCEAN COUNTY COLLEGE

MEMORANDUM

To: Members of the College Governance Structure
From: (Executive Secretary or Recorder's Name), Senate Executive Secretary
Subject: Senate Agenda for Meeting of (Meeting Date)
Date: (Current Date)
Location: Remote WebEx

1. Call to order
2. Action on minutes
 - Minutes from (meeting date)
3. Unfinished business
 -
4. New Business
 - List of exhibits
 -
5. Campus community comments
 -
6. Adjournment

NOTE: ADD WEBEX MEETING INVITE WITH LINK

OCEAN COUNTY COLLEGE

MEMORANDUM

To: Members of the College Governance Structure
From: (Executive Secretary or Recorder's Name), Senate Executive Secretary
Subject: Senate Minutes for Meeting of (Meeting Date)
Date: (Current Date)
Location: Remote WebEx

In Attendance

Senate Members: (list attendees)

Guests: (list attendees)

Absent

Senate Members: (list absentees)

1. Call to order (time meeting started) pm
2. Action on minutes
 - a. Minutes from (meeting date) - Approved
3. Unfinished business
4. New Business
 - a. List of exhibits – DISPOSITION (approved/rejected/approve with edits/table)
5. Campus community comments –
6. Adjournment (time meeting ended) pm

ARTICLE 12: APPENDIX: TIMELINE

September:

- First Meeting: Start of new terms
- First Meeting: Outgoing chair will call meeting
- First Meeting: Outgoing Chair conducts the election of executive committee
- First Meeting: Set up training
- First Meeting: Present standing committee annual report to Senate
- Second Meeting: Present Senate annual report to the president and President's Cabinet
- Last Friday: Distribute a final full membership list to the college community

October:

- Second Meeting: Submit meeting schedule for the succeeding academic year to the President

December:

- First Meeting: Form election committee

February:

- First Monday: Self-nomination forms for senator positions will be distributed, with a deadline for return
- Last Monday: Election ballots for senator will be distributed with a deadline for return
- Last Friday: Compile and submit election results

March:

- First Monday: Self-nomination for standing committees will be distributed with a deadline to return
- Last Monday: Election ballots for standing committees will be distributed with a deadline for return

April:

- First Monday: Election committee will notify the area vice presidents of appointed and *ex officio* seats to be filled with a deadline to return
- Last Monday: Appointees and *ex officios* will be reported by the area vice presidents to the election committee

May:

- Second Meeting: Vice president/president submits *ex officios* for the following academic year
- Last Monday: Election committee will submit the final composite list of all election results to the executive secretary of the Senate

June:

- First Monday: Full membership list will be distributed to the college community and posted to the Governance Website

August:

- Prepare standing committee annual report
- Prepare senate annual report

EXHIBIT B-6

Ocean County College, Toms River, NJ

EXHIBIT B-6
EDUCATIONAL PROGRAMS
COURSE AND CURRICULUM
Compliance with Federal
Definition of Credit Hour #7000

POLICY

Ocean County College abides by the Federal and New Jersey State definitions of a credit hour and adopts a policy consistent with the Carnegie Unit. A one-credit class represents 150 minutes of academic work per week (e.g., one 50-minute class meeting plus 100 minutes of student preparation). For a 15-week term, this is equivalent to 37.5 hours. The standard OCC term is 15 weeks.

The US Department of Education requires that post-secondary institutions develop written policies regarding assignment of credit hours that conform to the definition in the Federal Register. The federal definition for a credit hour, which is consistent with the Carnegie Unit, is:

“A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.” (CFR 600.2)

The New Jersey Administrative Code defines term credit hour as:

“50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).” (A:1-1.2)

This policy applies to all types of courses and all delivery formats, as outlined below:

Lecture

One credit hour for a lecture (LEC) course represents 50 minutes per week of scheduled class time and a minimum of 100 minutes per week of student preparation time for a regular (15-week) term. For instance, a three-credit class represents 37.5 hours of in-class time and 75 hours of preparation time, or 112.5 hours total.

Lab and Studio

One credit hour for a lab (LAB) or studio course represents a minimum of 100 minutes per week of class time, either individual or supervised.

Practicum (includes Clinical, Field Experience, Internship, Performance)

One credit hour for a Clinical (CLN), Field Experience, Internship, Performance, represents a minimum of 150 minutes per week of supervised and/or independent practice.

EXHIBIT B-6
 EDUCATIONAL PROGRAMS
 COURSE AND CURRICULUM
 Compliance with Federal
 Definition of Credit Hour #7000

Delivery Formats

The above definitions refer to face-to-face courses. The total amount of academic work per credit hour for online or blended formats remains the same. Academic work is comprised of, as appropriate, class meeting time, synchronous online course activities, asynchronous online course activities, and student preparation.

Non-Standard Length Semesters

The total amount of academic work per term for courses offered for fewer or more than 15 weeks is adjusted accordingly to achieve the total 37.5 hours of academic work per term.

The below chart is included for clarification (ratios come from the Middle States administrative code)

Mode of Instruction	Term Hours Per Week*	Minutes Per Week*	Minutes Per Term
Lecture (Credit Ratio 1:1)			
1 credit	1	50	750
2 credit	2	100	1,500
3 credit	3	150	2,250
Lab (Credit Ratio 2:1)			
1 credit	2-3	100-150	1,500-2,250
2 credit	4	200	3,000
Practicum/Clinical (Credit Ratio 3:1)			
1 credit	3	150	2,250
2 credit	6	300	4,500
3 credit	9	450	6,750

* Based on Standard 15 Week Term

["Specialized Associate in Applied Science Associate Programs may use a different practicum credit-to-contact hour ratio to align with programmatic accreditation requirements. For specific calculations, refer to the relevant Program Student Handbook and Policy Manual."](#)

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Ocean County College, Toms River, NJ

EXHIBIT B-6
EDUCATIONAL PROGRAMS
COURSE AND CURRICULUM
Compliance with Federal
Definition of Credit Hour #7000

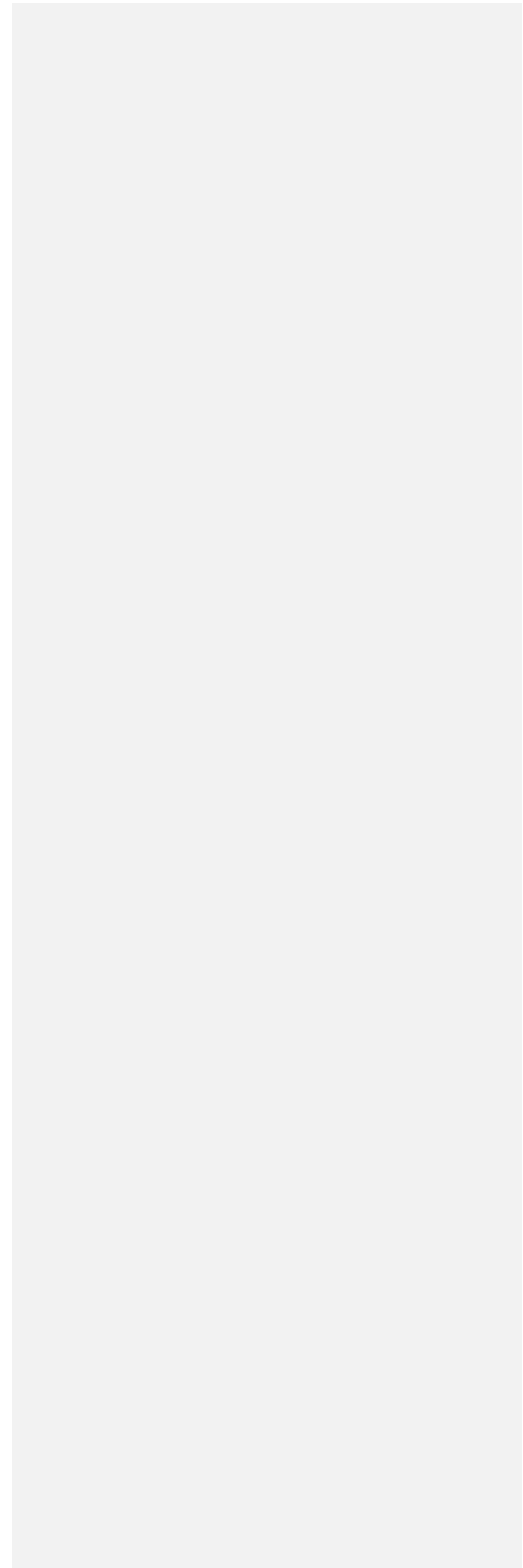


EXHIBIT B-7

Course Change Request

Date Submitted: 02/24/25 12:00 pm

Viewing: **BIOL 163 : Introductory Botany**

Last approved: 01/27/21 4:00 am

Last edit: 02/24/25 12:00 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course

[Approved General Education Courses
Biology \(BIOL\)](#)

Programs
referencing this
course

[AS.ES: Environmental Studies, Associate in Science](#)

Learning Outcomes

Display (show only)

1. Course Information

Subject	BIOL - Biology
School	Science, Technology, Engineering, Mathematics
Course Title	Introductory Botany

2. Hours

Semester Hours	4.00000
Lecture	3.00
Lab	2.00
Practicum	

3. Catalog Description

For display in the online catalog	Presents beginning botany students with an application of the diverse organisms we call plants. Discusses the role that plants have in the biosphere, the environmental issues involved, and a basic understanding of plant diversity and their biology. Botany as a scientific process is stressed throughout the courses.
--------------------------------------	---

4. Requisites

Prerequisites	None
Corequisites	None

5. Course Type

Course Type for Perkins Reporting	vocational (approved for Perkins funding)
--------------------------------------	---

6. Justification

Describe the need for this course	This course may be used to satisfy the lab science general education requirement.
--------------------------------------	---

7. General Education

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

General Education Category: Lab Science

General Education Status: Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement.)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and practical skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
	v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution: Mercer County CC
 Course Title: Plant Science
 Course Number: OHT 101
 Number of Credits: 3
 Comments:

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	GENED "G6" (GENERAL ED). 4 credits		
Kean University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	Elective FEX1003 4 credits		

Monmouth University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	FE001 (100 Level Free Elective) 4 credits		
Rowan University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	ASTR17070 (GE LAB SCIENCE ELECTIVE) 4 credits		
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	1776210 (PRINCIPLES OF BOTANY) 3 credits		

Stockton University

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Discuss the cellular basis of plant life.
CLO2	Describe the plant life cycle.
CLO3	Give examples of the life cycle from several plant phyla.
CLO4	Use correct terminology in describing observable plant structures.
CLO5	Describe the internal anatomical features of plants.
CLO6	Describe essential aspects of plant physiology including nutrition, water relations, internal transport, respiration, and photosynthesis.
CLO7	Discuss the economic and other social importance of plants.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	The Plant Cell Chemical Composition of Cells Metabolism in Cells	Textbook and/or online assignment	Quizzes
TO2		Textbook and/or online assignment	Quizzes
TO3		Textbook and/or online assignment	Quizzes
TO4		Textbook and/or online assignment	Quizzes
TO5		Textbook and/or online assignment	Quizzes

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized? Lecture/discussion, and laboratory/field exercise. Information Literacy/Library research will be integrated into the course.

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning Yes

Related Course CL01 CL02 CL03 CL04 CL05 CL06

Learning Outcome CL07

Related Outline ALL

Component

Assessment of General Education Goal (Recommended but not limited to)
Exam, quiz, field exercise, paper

Technological Competency

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking

14. Needs

Instructional Materials (text etc.): Contact department for current adoptions

Technology Needs:

Human Resource Needs (Presently Employed vs. New Faculty):

Facility Needs:

Library needs:

15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board
approval dates

Board of Trustees Approval Date: September 22, 2008

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: March 29, 2018

Reviewer
Comments

EXHIBIT B-8

Course Change Request

Date Submitted: 02/24/25 12:00 pm

Viewing: **BIOL 261 : Ecology**

Last approved: 06/12/21 4:00 am

Last edit: 02/24/25 12:00 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course

[Approved General Education Courses
Biology \(BIOL\)](#)

Programs
referencing this
course

[AS.ES: Environmental Studies, Associate in Science](#)

Learning Outcomes

Display (show only)

1. Course Information

Subject	BIOL - Biology
School	Science, Technology, Engineering, Mathematics
Course Title	Ecology

2. Hours

Semester Hours	4.00000
Lecture	3.00
Lab	2.00
Practicum	

3. Catalog Description

For display in the online catalog	This course is an introduction to ecology emphasizing the physical and biological factors affecting distribution, abundance and adaptations of organisms. Statistical analyses of population, community and ecosystem structure and function are performed. Fundamental concepts of behavioral ecology and evolutionary processes in ecology are stressed. Consideration of ecological principles is emphasized by field study in natural habitats and in the laboratory. Students will be required to travel to offsite laboratory locations.
--------------------------------------	--

4. Requisites

Prerequisites	BIOL 161
Corequisites	None

5. Course Type

Course Type for	non-vocational (not approved for Perkins)
-----------------	---

Perkins Reporting funding)

6. Justification

Describe the need for this course This course will fulfill the Lab Science general education requirement for graduation and transfer. This course is designed for bachelor-level degree programs in Biology, Environmental Science, and other science disciplines. Ecology benefits students transferring to four-year institutions since it is frequently a prerequisite for upper level courses in the ecological/environmental field of study.

7. General Education

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

General Education Category Lab Science

General Education Status Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Providing high quality educational experiences that prepare and empower diverse learners to contribute to and succeed in global societies
2	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages
3	Focusing on student success and providing and brokering a full spectrum of learning and development programs
4	Seeking to ensure that students will thrive in an increasingly diverse and complex world
5	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce
6	Seeking to empower students through the mastery of intellectual and practical skills.
7	Challenging students to transfer information into knowledge and knowledge into action.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Brookdale CC
 Course Title Ecology
 Course Number BI340
 Number of Credits 4
 Comments

Institution Mercer County CC
 Course Title Ecology
 Course Number BIO204
 Number of Credits 4
 Comments

Institution Atlantic Cape CC
 Course Title Ecology
 Course Number ENVL205
 Number of Credits 4
 Comments

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	BI340, Ecology, 4	Major/GE	
Kean University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	BIO3614, Ecology, 4	Major/GE	
Monmouth University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	BY220, Ecology, 4	Major/GE	
Rowan University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	BIOLO 1073, Ecology	Major/GE	
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	11216351, Ecology, 4	Major/GE	
Stockton University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	ENVL 2200, Ecology, 4	Major/GE	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Describe the scope of natural history, including habitats and resident organisms.
CLO2	Engage in experimental and field ecology and generalize from the data examined.
CLO3	Describe the organism as the fundamental unit of ecology and discuss the structure and dynamics of populations, communities, and ecosystems.
CLO4	Discuss the central position of evolutionary thinking in the study of ecology.

CLO5	Explain how the qualities of all ecological systems express the evolutionary adaptations of their component species.
------	--

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	<ul style="list-style-type: none"> The Science of Ecology: Its Meaning and Scope 1.0 Introduction to Ecology 1.1 The Study of Living Interactions 1.2 The Scale of Ecology: 1.3 Global Changes .4 Ecological Methods 2.0 Evolution & Genetics 2.1 Evolution Concerns 2.2 Gene and Chromosome 2.3 The Hardy-Weinberg Equation 2.4 Genetic Diversity 3.0 Natural Selection, Speciation, & Extinction 3.1 Natural selection pathways 3.2 Speciation 3.3 Evolution has accompanied geologic changes on Earth 3.4 Many patterns exist in the formation and extinction of species 3.5 Degree of endangerment varies by taxa, geographic location, and species 4.0 Behavioral Ecology 4.1 Altruism 4.2 Group advantages and disadvantages 4.3 Foraging behavior 4.4 Mating systems 	Weekly readings · Download PowerPoints	Weekly
TO2	<p>Physiological Ecology</p> <p>5.0 Temperature 5.1 The effects of cold temperatures 5.2 Effects of hot temperatures on species 5.3 The greenhouse effect 6.0 Water 6.1 Water availability 6.2 Salt concentrations in soil and 6.3 Soil or water pH affect on organisms 7.0 Nutrients 7.1 Soil development 7.2 Plant growth 7.3 Herbivore populations limits 7.4 Light as a limiting resource 7.5 Carbon dioxide and oxygen availability limit organismal growth and distributions 7.6 Species distributions are often limited by multiple abiotic factors</p>	Weekly readings Download PowerPoints	Weekly Summa
TO3	<p>Population Ecology</p> <p>8.0 Demographics and Population Patterns 8.1 A variety of techniques are used to quantify population size and density 8.2 Patterns of spacing may be clumped, uniform or random 8.3 Fragmented · Weekly readings · Download PowerPoints · Weekly quizzes · Summative assessments b</p> <p>habitats 8.4 Landscape ecology concerns the spatial arrangement of habitats and organisms 8.5 Metapopulations are separate groups of individuals that mutually affect one another via dispersal. 9.0 Life Tables & Demography 9.1 Age distributions, life tables, and survivorship curves summarize survival patterns 9.2 Age-specific fertility data can tell us when to expect population growth to occur 10.0 Population Growth 10.1 Unlimited population growth leads to “J”-shaped population growth curves. 10.2 Limited resource lead to “S”-shaped population growth curves. 10.3 Density-dependent factors may limit population sizes. 10.4 Life history strategies incorporate traits relating to reproduction, survival, and competitive ability. 10.5 Human populations continue to grow.</p>	Weekly readings Download PowerPoints	Weekly Summa
TO4	<p>11.0 Competition & Coexistence 11.1 Several different types of competition occur in nature. 11.2 The outcome of competition can vary with changes in the biotic and abiotic environments. 11.3Field studies show interspecific competition occurs frequently. 11.4The winners and losers of competitive interactions may be predicted using mathematical models. 11.5Species may coexist if they do not occupy identical niches. 12.0 Facilitation 12.1 Mutualism is an association between two species that benefits both species · Weekly readings · Download PowerPoints · Weekly quizzes · Summative assessments c, d, e</p>	Weekly readings Download PowerPoints	Weekly Summa

	<p>12.2 Commensal relationships are those in which one partner receives a benefit while the other is unaffected. 12.3 Facilitation may be more common under conditions of environmental stress. 13.0 Predation 13.1 Antipredator adaptations 13.2 Predator-prey interactions may be modeled by Lotka-Volterra equations 13.3 Introduced predators show strong effects on native prey 13.4 Native prey show large responses to manipulations of native predators 13.5 Humans, as predators, can greatly impact animal populations. 14.0 Herbivory 14.1 Plants defenses against herbivores. 14.2 Herbivores may overcome plant defenses and impact plant populations. 14.3 How much plant material do herbivores consume? 15. Parasitism 15.1 Parasites exhibit a wide range of attributes and lifestyles. 15.2 Hosts have evolved many different types of defenses against parasites. 15.3 Parasites can cause high mortality in host populations. 15.4 Host-parasite models are different from predator-prey models. 15.5 Parasitism increased by climate change. 16.0 Population Regulation 16.1 Both bottom-up and top-down effects are important in natural systems. 16.2 Conceptual models suggest top-down and bottom-up effects vary in importance in different environments. 16.3 Key factor analysis and indispensable mortality are two</p>		
<p>T05</p>	<p>Community Ecology 17.0 Species Diversity 17.1 The nature of communities has been debated by ecologists. 17.2 A variety of indices have been used to estimate species biodiversity. 17.3 Rank abundance diagrams visually describe the distribution of individuals among species in communities. 17.4 Community similarity is a measure of how many species are common between communities. 18.0 Species Richness Patterns 18.1 The Species-Time Hypothesis 18.2 The Species-Area Hypothesis suggests large areas support more species. 18.3 The Species-Energy Hypothesis 18.4 Intermediate Disturbance Hypothesis 18.5 Natural enemies promote increased species richness at local levels 18.6. Communities in climatically similar habitats may themselves be similar in species richness. 18.7 Habitat conservation focuses on identifying countries rich in species or habitats. 19.0 Species Richness & Community Services 19.1 Four hypotheses explain how species richness affects community services. 19.2 Species-rich communities are more stable than species-poor communities. 20.0 Succession 20.1 Several mechanisms that describe succession 20.2 Species richness often increases during succession. 20.3 Restoration ecology is guided by the theory of succession</p>	<p>Weekly readings Download PowerPoints</p>	<p>Weekly Summary</p>

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

- 3 Hours Lecture/Discussion
- 2 Hours Laboratory Field Work
- Lab Write-ups
- Written Abstracts

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior Yes

Related Course CLO4, CLO5

Learning Outcome

Related Outline All

Component

Assessment of General Education Goal (Recommended but not limited to)
Exam

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course all

Learning Outcome

Related Outline all

Component

Assessment of General Education Goal (Recommended but not limited to)
quiz, summative assessments

14. Needs

Instructional Materials (text etc.): An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

Technology Needs: Lab and Field Equipment
Software

Human Resource Needs (Presently Employed vs. New Faculty):

Facility Needs:

Library needs:

15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: November 3, 2008
	Board of Trustees Approval Date: July 25, 2011
	Board of Trustees Approval Date: March 26, 2012
	PLT Approval of Form: May 22, 2012
	Board of Trustees Approval Date: August 27, 2020

Reviewer
Comments

EXHIBIT B-9

Course Change Request

Date Submitted: 03/14/25 12:12 pm

Viewing: **GRPH 251 : InDesign and Typography**

Last approved: 04/05/23 2:46 pm

Last edit: 03/14/25 12:12 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course
[Graphic Design \(GRPH\)](#)

Programs
referencing this
course
[AA.FA: Fine Arts, Associate in Arts](#)
[AS.GADM: Graphic Arts, Design, & Media, Associate in Science](#)
[AAS.WBMKT: Web marketing, Associate in Applied Science](#)

Learning Outcomes
Display (show only)

In Workflow

1. **AH Academic Administrator**
2. **AH Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. **Senate Chair**
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. AH Academic Administrator
11. Colleague

Approval Path

1. 03/14/25 12:23 pm
Kathryn Kingsbury (kkingsbury):
Approved for AH Academic Administrator
2. 03/14/25 1:58 pm
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 03/14/25 2:35 pm
James Marshall (jmarshall):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 04/01/25 12:51 pm

Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair

History

- 1. Feb 21, 2021 by soconnor
- 2. Apr 5, 2023 by soconnor

AS.GADM: Graphic Arts, Design, & Media, Associate in Science

PLO 1: Construct, communicate, and modify specific messages with visual design tools (print or electronic).

PLO 2: Apply creative thinking and problem-solving techniques to various design tasks.

PLO 3: Demonstrate ethical and social awareness of the history of design practices.

PLO 4: Appraise and inspect others' work while participating in group critiques.

PLO 6: Analyze information gathered through different media and from a variety of sources.

PLO 7: Develop aesthetic and intellectual understanding pertaining to visual communications.

1. Course Information

Subject	GRPH - Graphic Design
School	Arts and Humanities
Course Title	InDesign and Typography

2. Hours

Semester Hours	3.00000
Lecture	2

Lab	2
Practicum	0

3. Catalog Description

For display in the
online catalog

This course introduces document layout software InDesign to create page design as well as provides an introduction to the study of the letterform as a cornerstone of graphic design. In this course, students will learn the basic principles of visual concept, typography, and layout design by working on the projects such as letterhead, business cards, and brochure. It focuses on how typography and layout can be used as a communicative device as well as a graphic, compositional and expressive element. This will be accomplished through lectures, exercises, student team assignments, discussion, and exploration in and outside of the classroom. These skills are prerequisites for all those interested in transferring or for those interested working within the graphic design industries.

4. Requisites

Prerequisites

GRPH 151 [and GRPH 152](#)

Corequisites

None

5. Course Type

Course Type for vocational (approved for Perkins funding)

Perkins Reporting

6. Justification

Describe the need
for this course

This course is essential component of the proposed A.S. in Graphic Arts, Design, and Media. The course is intended for students interested in learning how to create design layouts and typography for professional use. Topics include fundamental design principles, developing layout and typography images for print and web. Students will acquire both a theoretical understanding and a foundation of practices and vocabularies in these areas, which will lay the foundation for future creative work and projects.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

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

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	This course will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.
2	<p>This course is consistent with the following goals of the college as expressed in the Academic Master Plan:</p> <ul style="list-style-type: none"> o Provide a challenging, coherent, and integrated curriculum including high quality instructional and cultural programs for a diverse population of students. o Establish a shared commitment to high and meaningful educational and ethical standards. o Prepare students for successful transfer to other educational institutions. o Prepare students for a rewarding life marked by personal growth and lifelong learning.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Bergen CC

Course Title Computer Imaging

Course Number ART 197

Number of Credits 3

Comments

Institution County College of Morris

Course Title Introduction to Computer Graphics

Course Number GRD 111

Number of Credits 3

Comments

Institution Sussex County CC

Course Title Introduction to Computer Graphics

Course Number GRAD 101

Number of Credits 3

Comments

Institution Rowan College of South Jersey

Course Title Introduction to Computer Graphics

Course Number CG 101

Number of Credits 3

Comments

Cumberland County College

Institution Salem CC

Course Title Introduction to Computer Graphics
 Course Number CGA 101
 Number of Credits 3
 Comments

Institution Rowan College of South Jersey
 Course Title Foundations of Computer Graphic Arts
 Course Number CGA 115
 Number of Credits 3
 Comments
 Rowan College at Gloucester County

Transferability of Course

Georgian Court
 University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
GD 111, Introduction to Design, 3 cr.	Major	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CG 1000, Computers in Graphic Design, 3 cr.	Major	

Monmouth
 University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
AR001, 100 Level Art Elective, 3 cr.	Elective	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
001, Graphic Design 1, 3 cr.	Major	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
21:085:370, Computers in Graphic Design, 3 cr.	Major	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ARTV3271, Graphic Design II, 3 cr.	Major	

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Comprehend, identify, and apply basic design principles to layout.
CLO2	Discover basic layout design techniques by use of Adobe InDesign program.
CLO3	Acquire basic terminology of layout design and typography.
CLO4	Formally analyze a letterform, identifying its distinctive features and anatomical elements.
CLO5	Develop a basic proficiency in identifying and classifying type by looking for the main features in a typeface.
CLO6	Identify basic problem-solving requirements and client objectives.
CLO7	Relate type and image to communicate effective visual messages.

Students who successfully complete this course will be able to:	
CLO8	Develop magazine, business cards and book cover designs that communicate to a specific audience.
CLO9	Compare and analyze different layout styles/critique.
CLO10	Develop an understanding of the basic design process and the social context of graphic design.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction to the Workspace · Getting to Know InDesign. · Adobe InDesign Environment	· Reading in course text · Class discussions · Project · Exercises	· Design assignments · Written assignments · Project	CLO1-CLO3, CLO6, CLO9
TO2	Working with Documents and Pages · Features · Preferences	· Reading in course text · Class discussions · Viewing video content · Exercises	· Quizzes · Written assignments · Presentation	CLO1-CLO3, CLO6, CLO9
TO3	Working with Text · Flowing Text · Placing, Editing Text · Converting Text to Outlines	· Reading in course text · Presentations · Exercises · Project · Research · Group discussions	· Quizzes on Terminology · Written assignments · Project Presentation	CLO1-CLO7, CLO10
TO4	Working with Typography · What is a Font · The Anatomy of Type · Type Types · Type Formats	· Reading in course text · Presentations · Exercises · Project · Research · Group discussions	· Quizzes on Terminology · Written assignments · Project Presentation	CLO1-CLO9
TO5	Type Family Classification · Families · Choosing abTypeface for	· Reading in course text · Presentations · Viewing tutorial content ·	· Quizzes on Terminology · Written assignments · Project Presentation	CLO: All

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	a Design · Measuring Type and Weight	Exercises · Project		
TO6	Placing Graphics in InDesign	· Reading in course text · Class discussions · Project · Exercises · Group critiques	· Design assignments · Written assignments · Project	CLO1-CLO3, CLO6-CLO10
TO7	Working with Color, Swatches and Gradient	· Reading in course text · Class discussions · Research · Project · Exercises	· Quizzes · Exams · Written assignments · Presentation	CLO1, CLO3, CLO6-CLO9
TO8	Using a Grid · Components of the grid · Creating a grid for text and image	· Reading in course text · Writing · Class discussions · Project · Exercises · Presentations · Group critiques	· Quizzes · Written assignments · Presentation	CLO1, CLO3, CLO6-CLO8, CLO10
TO9	Preparing for Output · Packaging	· Class discussions · Research · Project · Exercises	· Test · Presentation · Assignment	CLO2, CLO3, CLO6, CLO9, CLO10
TO10	Creating Adobe PDF Documents with Form Fields · Printing	· Class discussions · Project · Exercises	· Test · Presentation · Assignment	CLO2, CLO3, CLO6, CLO9, CLO10

12. Methods of Instruction

In the structuring of this course, what major methods of

Assessment of General Education Goal (Recommended but not limited to)

- Quizzes · Exams · Written assignments · Research papers · Projects · Group Projects · Group Discussions

Information Literacy

Society and Human Behavior

Humanistic Perspective Yes

Related Course CLO: All
Learning Outcome

Related Outline TO: All
Component

Assessment of General Education Goal (Recommended but not limited to)

- Quizzes · Exams · Written assignments · Research papers · Projects · Group Projects · Group Discussions

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course CLO: All
Learning Outcome

Related Outline TO: All
Component

Assessment of General Education Goal (Recommended but not limited to)

- Quizzes · Exams · Written assignments · Research papers · Projects · Group Projects · Group Discussions

14. Needs

Instructional
Materials (text
etc.):

An appropriate textbook will be selected.
Contact the department for current adoptions.

Technology Needs:

Online modality requires computer with Internet access, and Adobe CC software

Human Resource
Needs (Presently
Employed vs. New
Faculty):

Presently Employed

Facility Needs:

Presently Existing TECH206

Library needs:

15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board

approval dates

Board of Trustees Approval Date: March 23, 2017

FYI only - Course fee update in batch. CC 2/23/23, senate 3/2/23, and BOT 3/17/23

Reviewer

Comments

Key: 869

EXHIBIT B-10

Course Change Request

Date Submitted: 03/14/25 12:13 pm

Viewing: **GRPH 281 : Graphics Portfolio**

Last approved: 02/21/21 9:41 pm

Last edit: 03/14/25 12:13 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages referencing this course [Graphic Design \(GRPH\)](#)

Programs referencing this course [AS.GADM: Graphic Arts, Design, & Media, Associate in Science](#)

Learning Outcomes [AS.GADM: Graphic Arts, Design, & Media, Associate in Science](#) 

- Display (show only) PLO 3: Demonstrate ethical and social awareness of the history of design practices.
- PLO 4: Appraise and inspect others' work while participating in group critiques.
- PLO 6: Analyze information gathered through different media and from a variety of sources.
- PLO 7: Develop aesthetic and intellectual understanding pertaining to visual communications.
- PLO 8: Develop and maintain a body of creative work.

1. Course Information

Subject	GRPH - Graphic Design
School	Arts and Humanities
Course Title	Graphics Portfolio

2. Hours

Semester Hours	3.00000
Lecture	1
Lab	4
Practicum	0

3. Catalog Description

For display in the online catalog A course utilizing specific assignments from Digital Imagery, and InDesign and Typography to create a complete presentation package for a potential client. The student will be responsible for the development of a project from initial client interview through roughs, comps, mechanicals and dummies. Assignments identified in previous classes will be incorporated into this class so the student will develop a sense of continuity and will become familiar with all the ramifications inherent to production graphics.

4. Requisites

Prerequisites	GRPH 151 , GRPH 152 , and GRPH 251
Corequisites	None

5. Course Type

Course Type for vocational (approved for Perkins funding)

6. Justification

Describe the need for this course This course will synthesize previous and build upon previous graphics courses to prepare students for entry into this rapidly growing field.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

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

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students
2	Establish a shared commitment to high and meaningful educational and ethical standards.
3	Prepare students for successful transfer to other educational institutions.
4	Prepare students for a rewarding life marked by personal growth and life-long learning.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Atlantic Cape CC
 Course Title FA Capstone Portfolio
 Course Number ARTS 290
 Number of Credits 3
 Comments

Institution Sussex County CC
 Course Title Portfolio Prep
 Course Number ARTA 260
 Number of Credits 3
 Comments

Institution Raritan Valley CC
 Course Title Portfolio Development
 Course Number ARTS 252
 Number of Credits 3
 Comments

Comments

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
			Will not transfer
Kean University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	VCX1002, "K1,K3"(Visual Communication Elective), 3 cr.	Elective	
Monmouth University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
			Will not transfer
Rowan University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	ARTGO1075 (GE ARTS Elective), 3 cr.	Artistic/Creative Exper (Grad Requirement)	
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
			Will not transfer
Stockton University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	ARTVEC (Visual Arts Elective), 3 cr.	Elective	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Develop a working knowledge of the entire production process (i.e., terms, techniques, sequencing of events, etc).
CLO2	Incorporate all of the disciplines (photographic, illustrative, computer graphics, etc.) in a problem-solving environment.
CLO3	Produce a professional (exit) assignment - for example: promotional program including point of purchase display, magazine and/or newspaper ads, package design, etc.
CLO4	Utilize the materials generated by this course as the centerpiece of their professional or transfer portfolio.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Portfolio production	Reading Lecture Class Discussion Individual Project	Group a Evaluati
TO2	Production Process: a. Terminology	Lecture Class Discussion	Group a Evaluati

	b. Techniques c. Sequence	Group & Individual Projects	
TO3	Problem Solving	Lecture Class Discussion Group & Individual Projects	Group a Evaluati

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

- o Lecture
- o Specific projects
- o A tutorial in which the instructor/student relationship becomes an artist/client relationship.
- o Students will be encouraged to develop their projects with actual businesses within the area.

In this case close supervision will be maintained with the actual client and the instructor will act as advisor.

- o Critique

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency Yes

Related Course CLO1, CLO3

Learning Outcome

Related Outline TO1, TO2b, TO2c

Component

Assessment of General Education Goal (Recommended but not limited to)
Project, group critique, Portfolio

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness Yes

Related Course CLO3

Learning Outcome

Related Outline TO1, TO3

Component

Assessment of General Education Goal (Recommended but not limited to)
Project, group critique, Portfolio

Ethical Reasoning and Action

Independent/Critical Thinking	Yes
Related Course	CLO3, CLO4
Learning Outcome	
Related Outline Component	TO: All
Assessment of General Education Goal (Recommended but not limited to)	Project, group critique, Portfolio

14. Needs

Instructional Materials (text etc.):	Appropriate textbook will be chosen by the department.
Technology Needs:	Mac computer lab with all Adobe creative suite applications.
Human Resource Needs (Presently Employed vs. New Faculty):	Presently Employed
Facility Needs:	Existing
Library needs:	Existing

15. 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
- B+: Very Good
- B: Good
- C+: Above Average
- C: Average
- D: Below Average
- F: Failure
- I: Incomplete
- R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approved: April 27, 1993 Board of Trustees Approved: July 28, 2008 Board of Trustees Approval Date: February 28, 2019
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Reviewer
Comments