

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: January 22, 2026

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, January 29, 2026:

- d. Recommend approval of the following:
 - a. New Policy
 - 1) Policy #3067, Personnel, General, Awarding of Emeritus Status (**Exhibit B-1**)
- e. Recommend approval of the following items as accepted by the College Senate at its meetings on December 4, and 18, 2025, and January 15, 2026:
 - a. New Policy
 - 1) Policy #5108, Students, Classification, Residency Status (**Exhibit B-2**)
 - b. Revised Policies
 - 1) Policy #5152, Students, Academic Standards, Graduation (**Exhibit B-3**)
 - 2) Policy #5154, Students, Academic Standards, Grades and Scholastic Honors (**Exhibit B-4**)
 - c. Rescinded Policies
 - 1) Policy #5102, Students, Classification, Ocean County Residents (**Exhibit B-5**)
 - 2) Policy #5104, Students, Residency Classification, N.J. Non-County Residents (**Exhibit B-6**)
 - 3) Policy #5106, Students, Registration, Out-of-State Foreign Students (**Exhibit B-7**)
 - 4) Policy #5125, Students, Admission, Student Suspension (**Exhibit B-8**)

d. New Courses

- 1) COMM 140, Introduction to Media and Content Production (**Exhibit B-9**)
- 2) COMM 240, Video Production and Editing (**Exhibit B-10**)
- 3) COMM 241, Audio for Digital Media (**Exhibit B-11**)
- 4) COMM 242, Social Media and Multiplatform Content Creation (**Exhibit B-12**)
- 5) COMM 285, Media and Communication Capstone (**Exhibit B-13**)
- 6) ENVI 152L, Environmental Science Lab (**Exhibit B-14**)

e. Revised Course

- 1) STSC 151, Student Success Seminar for Veteran/Military-Affiliated Students (**Exhibit B-15**)

f. Revised Courses with Name Change

- 1) ENVI 152, Environmental Science to Environmental Science Lecture (**Exhibit B-16**)
- 2) GRPH 101, History of Media and Design to History of Graphic Design and Visual Communication (**Exhibit B-17**)
- 3) SOWK 194, Interviewing and Communication Techniques to Counseling Communication Techniques (**Exhibit B-18**)

EXHIBIT B-1

Ocean County College, Toms River, NJ

PERSONNEL

GENERAL

Awarding of Emeritus Status #3067

POLICY

Emeritus status may be awarded by the Board of Trustees, at its discretion, to full-time faculty, lecturer IIs, adjunct faculty, and senior administrators at the time of their retirement from Ocean County College, or it may be awarded posthumously. Emeritus status may be awarded to deserving candidates in recognition of distinguished and meritorious service to the College in teaching, service, or administration in a professional field, based on the following criteria:

Criteria

1. Faculty/Lecturers/Adjunct Faculty
 - a. Faculty must hold the rank of full professor and lecturers must have received at least one three-year contract at the time of retirement.
 - b. Must be a member of the OCC full-time faculty, lecturer II, or adjunct faculty constituency for a minimum of twenty years.
 - c. Must have gained recognition by colleagues for quality of service to the College and its students above and beyond the requirements of the position held.
2. Administrators
 - a. Must have held an administrative position for a minimum of twenty years.
 - b. Must have exhibited extraordinary commitment to the College.
 - c. Must have demonstrated outstanding qualities of service and gained recognition for such service.
3. Faculty, lecturers, adjunct faculty, and administrators must apply to the President for consideration of emeritus status, which includes the following:
 - a. A portfolio that includes a substantive narrative addressing the qualifications for emeritus status.
 - b. References to specific evidence cited in narrative (specific materials not needed):
 - 1) Committee participation
 - 2) Conferences attended
 - 3) Activity in professional field
 - 4) Performance evaluations
 - 5) Publications
 - 6) Awards
 - 7) Acknowledgements of outstanding service

Recommendations

1. Recommendations for faculty, lecturer II, and adjunct faculty emeritus status shall be made by the Vice President of Academic Affairs to the President. If in agreement, the President forwards the recommendation to the Board of Trustees for consideration.
2. Recommendations for senior administrator emeritus status shall be made by the President to the Board of Trustees for consideration.
3. The Board of Trustees recommends emeritus status for the President.
4. If the President's recommendation is supported, the Board of Trustees shall take formal action to award emeritus status.
5. All recommendations for emeritus status require approval by the Board of Trustees.
6. There is no appeal process associated with the award of emeritus status.

Privileges and Honors

1. Emeritus identification card
2. Faculty/staff parking privileges
3. Full use of Ocean County College library
4. Listing in Ocean County College catalog with emeritus status
5. Participation in the academic procession at Commencement
6. Attendance at Fall and Spring Colloquia
7. Employee rates for institutionally-sponsored special events

Expectations:

Retirees awarded emeritus status are expected to represent Ocean County College and conduct themselves in a positive manner. Individuals awarded emeritus status may not speak for or publicly represent the College without prior permission from the College President.

The College reserves the right to rescind emeritus status at any time should the recipient bring negative public perception and/or attention upon the College due to inappropriate behavior, public legal issues, or any other situation that will reflect negatively on the College. Removal of emeritus status shall be carefully considered by the trustees and the President, with the best interests of the College in mind. If warranted, formal action to remove emeritus status shall be taken by the Board of Trustees.

Adopted:

EXHIBIT B-2

STUDENTS

CLASSIFICATION

Residency Status #5108**Policy**

Students who have indicated either an Ocean County address or other New Jersey county address on their application are entitled to in-county or out-of-county tuition rates. Ocean County College's in-state tuition policy is governed by New Jersey Administrative code 9A:5-1.1, which requires students to obtain permanent domicile within New Jersey 12 months prior to enrollment. In-County tuition will be granted to students who have established permanent domicile within Ocean County, 30 days prior to the term's census date. In-county or out-of-county tuition will be determined based upon information that students supply on their undergraduate application. Students must provide proof of permanent domicile if requested by Ocean County College.

Qualifications

- An in-county resident is a student who has established permanent domicile in Ocean County at least 30 days prior to the census date within the current term for which they have applied, or is a graduate of an Ocean County high school. A student may be asked to provide one or more of the following documents to demonstrate domicile: *
 - A New Jersey Driver's License/permit
 - NJ-DVM non-driver identification
 - A New Jersey Voter Registration Card
 - A copy of recent property tax statement
 - Update of Address form Department of Motor Vehicles (DMV)
 - A copy of Ocean County high school diploma.

*This request can be made as a result of audits of student applications and/or the receipt of a Student Information Change form to maintain data integrity of the student's record.

- An out-of-county resident is a student who has established permanent domicile in New Jersey, residing outside of Ocean County, at least 12 months prior to enrollment.
- An out-of-state resident is a student who has established a permanent domicile outside of New Jersey, but has established a permanent domicile within the United States.
- An out-of-country resident is a student who has entered the United states either under a student visa (F-1), or is currently taking classes within their permanent domicile country through OCC's E-Learning (distance learning) program.
 - Distance learners are students who are enrolled in fully online courses at Ocean County College who are studying within their home country.
 - Distance learner students are billed according to the address provided on the application.

Ocean County College, Toms River, NJ

- Students seeking an I-20 from OCC in order to obtain an F1 Visa, should reference The International Student Packet & Instructions for further information. www.ocean.edu/admission_and_aid/international-students/
- A resident alien is a foreign national living on an official basis in a country of which they are not a citizen.
 - Resident alien students are billed according to the address provided on the application.
- NJ Dreamers are students who self-identify as being eligible for the NJ Alternative Financial Aid Application. NJ Dreamers can complete the NJ Alternative Financial Aid Application if they are not a United States citizen or eligible noncitizen and meet the following criteria:
 - Attended a New Jersey high school for at least three (3) years and
 - Graduated from a New Jersey high school **or** received the equivalent of a high school diploma in New Jersey and
 - Are able to file an affidavit stating that they have filed an application to legalize their immigration status **or** will file an application as soon as they are eligible to do so.

NJ Dreamer Students are billed according to the address provided on the application.

- Dependent students are defined by New Jersey Administrative code 9A:9-2.6 to be presumed domiciled in the state in which their parent/or legal guardian(s) is domiciled. Students must provide proof of permanent domicile if requested by OCC. If requested, as per New Jersey Administrative code 9A:5-1.1, a student may be required to provide one or more of the following documents to demonstrate domicile:
 - A copy of recent property tax statement from their primary domicile or an in-county summer home.
 - A copy of the student's New Jersey income tax return or evidence of withholding of New Jersey income tax from prior year; if a dependent, copies of their parent/legal guardian(s) income tax return or evidence of withholding of income tax from prior year
- Active military members and their dependents will be eligible for in-county rates. Submission of documentation is required. Documentation may include but not limited to: DD-214, Active Duty, or Commander's Certificate to obtain in-county rates.
- An early college student is a student enrolled at any High School, home school, out-of-county high school, or an out-of-state high school who is taking OCC classes while a high school student.
 - Students can enroll following their 8th grade year beginning the summer prior to the 9th grade year.
 - Early College rates are not determined by residency and are set in Policy 5300.

Chargeback

Ocean County College, Toms River, NJ

For Ocean County Residents attending an out-of-county college, the submission of a Chargeback Assistance Form may be reviewed as per Policy #5330.

Tuition

Students will be charged tuition and fees according to their residency status, as established in Policy #5300.

All requests for residency status updates must be submitted prior to the term's census date for which the changed status is sought. All forms submitted after the census date, will not be processed until the following semester.

Students who have indicated they were charged incorrectly for a prior term, may submit a tuition refund appeal: Refund Policy #5144.

EXHIBIT B-3

POLICY

1. To qualify as a candidate for the degree of Associate in Arts, Associate in Science, or Associate in Applied Science, a student must have the following:
 - a. A minimum of 60 hours of non-remedial credit which must include all courses required in the curriculum elected by the student.

Minimum requirements as indicated below:

Associate in Arts Degree

9 cr.	Communication
3 cr.	History
6 cr.	Humanities
6 cr.	Social Science
3 cr.	Diversity [This requirement cannot be satisfied by the same course used to satisfy the categories above.]
6 cr.	Mathematics (3-4 cr.) / Science (3-4 cr.) / Technology (0) cr.) Students must select one math course and one lab science course.
<u>27 cr.</u>	Elective Courses (can include any additional necessary General Education courses)
<u>60 cr.</u>	TOTAL CREDITS (33 General Education Credits)

Associate in Science Degree

6 cr.	Communication
3 cr.	Humanities
3 cr.	Social Science
3 cr.	Additional Humanities or Social Science
9 cr.	Mathematics (3-8 cr.) / Science (3-8 cr.) / Technology (0-4 cr.) Students must select one math course, one lab science course, and one technology course from the current List of Approved General Education Courses. Students may attempt to “test out” of the technology requirement. If they succeed, they must take additional credits in math or science from the List of Approved General Education Courses.
6 cr.	Additional General Education Credit [from the categories above]
18 cr.	Department Concentration / Program Specific Requirements
<u>12 cr.</u>	Elective Courses
<u>60 cr.</u>	TOTAL CREDITS (30 General Education Credits)

Associate in Applied Science Degree

6 cr.	Communication
3 cr.	Humanities or Social Science
3 cr.	Mathematics – Science – Technology Students must select any math, science, or technology course from the current List of Approved General Education Courses.
8 cr.	Additional General Education Credit [from the categories above]
37 cr.	Program Specific Requirements
<u>3 cr.</u>	Elective Courses
<u>60 cr.</u>	TOTAL CREDITS (20 General Education Credits)

- b. Waiver of courses requires that an equivalent number of credits must be completed to meet graduation requirements.
2. To qualify as a candidate for an Associate degree, a student must have earned at least 60 semester hours of non-remedial credit, or as specified otherwise for certain curricula, and accrued sufficient grade points for a cumulative grade point average of 2.00 (average grade of "C").
3.
 - a. A student may transfer a maximum of 30 credit hours at any time during the student's candidacy for a degree.
 - b. Service personnel on active duty and their dependents must meet all College degree requirements with the following exceptions:
 - (1) A minimum of 24 semester hours of the 60 required must be earned through attendance of classes at Ocean County College.
 - (2) These 24 semester hours may be earned at any time during the student's candidacy for a degree.
4. The College will confer Associates degrees ~~three~~four times per year. Candidates for graduation must file an application for Graduation by an established deadline to be eligible for the next upcoming graduation. The specific deadlines and the actual dates of graduation will be determined by the Registrar, within the following guidelines:
 - ~~After the~~ Fall Semester
 - deadline to apply: mid November
 - actual graduation: second week of January
 - ~~After the~~ Spring Semester
 - deadline to apply: mid March
 - actual graduation: day of Commencement Ceremony
 - ~~After the~~ Summer Sessions
 - ~~deadline to apply: mid July~~

~~o actual graduation day: last business day of August~~

• Graduation I

- o deadline to apply: mid June
- o actual graduation: mid July

• Summer Graduation II

- o deadline to apply: mid July
- o actual graduation: last day of August

5. A candidate whose final cumulative grade point average is 3.50 or higher will be graduated with honors based on the following:

- 3.50 - 3.79 cum laude (with honors)
- 3.80 - 3.89 magna cum laude (with high honors)
- 3.90 - 4.00 summa cum laude (with highest honors)

A student graduating with honors will receive an ~~an~~ emblem designation on the diploma, indicating the honors category. The appropriate honors distinction shall also be shown on the student's official College transcript.

6. All specific courses required for a second degree must be completed without repeating any previous courses in which credit was earned. Neither will any courses judged to be at a lower academic level than those previously completed be used toward the second degree.
7. No less than 18 additional credit hours, including those required, must be earned beyond the number established for the initial degree.
8. The prescribed procedure will be followed in filing an application for a second degree.
9. Additional degrees beyond the second normally will not be granted. Exceptions must be approved by the Academic Standards Committee.

ADOPTED: August 26, 1968
Revised: December 21, 1970
Revised: January 24, 1972
Revised: December 18, 1972
Revised: March 26, 1973
Revised: June 25, 1973
Revised: February 25, 1974
Revised: June 24, 1974
Revised: December 18, 1976
Revised: June 27, 1977
Revised: September 17, 1979
Revised: January 26, 1981
Revised: January 28, 1991
Revised: March 22, 1993
Revised: August 25, 2008
Revised: August 24, 2009

Revised: February 25, 2013
Revised: January 27, 2014
Revised: April 28, 2014
Revised: November 2, 2017
Revised: February 28, 2019
Revised: June 29, 2023

Ocean County College, Toms River, NJ

EXHIBIT B-3
STUDENTS
ACADEMIC STANDARDS
Graduation #5152

Revised: April 26, 2010

EXHIBIT B-4

POLICY

1. Students are responsible for knowing their own academic progress. Students must be able to obtain evidence of their academic progress in the current learning management system. Instructors will update grades on a weekly basis. Official grades are posted in the "Student Planning" database and on unofficial/official transcripts.

Grading System

The following grading system is used:

<u>GRADE</u>	<u>STANDARD</u>	<u>POINTS</u>	<u>QUALITY EARNED</u>	<u>ATTEMPTED</u>
A	Excellent	4.0	X	X
B+	Very Good	3.5	X	X
B	Good	3.0	X	X
C+	Above Average	2.5	X	X
C	Average	2.0	X	X
D	Pass/Below average	1.0	X	X
F	Failure	0		X
I	Incomplete	0		X
P	Passing (Not for Credit)	n/a	n/a	
*P	Passing (for Credit)		n/a	X
R	Registered for Audit	n/a		
T	Transfer			
*T	Transfer (Credit for Prior Learning)			
W	Withdraw	n/a		
CR	Credit	n/a		
NC	No Credit	n/a		

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or *P has been received are defined as "earned" semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and, thus, affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are defined as "attempted" semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, W, CR, and NC are neither "earned" nor "attempted." These do not affect the cumulative grade point average.

2. Final Grade Appeal

A student must submit an online "Final Grade Appeal" form within 45 college business days of the end of the term in which the grade was verified. The form is located on the college website. Nursing students should refer to the Nursing Student Handbook for procedures.

3. Grade of "I" (Incomplete)

In order to be eligible for a grade of "I" (Incomplete), a student shall have a reasonable chance at passing the course at the time of the request, as deemed by the instructor. The grade of "I"

(Incomplete) may be awarded by an instructor if he/she approves a Request for Incomplete form received from the student no later than the day of the final examination. A valid reason for the request must be offered. The faculty member must respond to the student completing the Request for Incomplete Form within five (5) college business days after the student submits the Request. If the instructor approves the request, the instructor must provide a plan and approved deadlines for the completion of the work. Approval of the request will allow up to 30 days from the completion of the term for which the "I" was issued, for the work to be completed and the final grade to be submitted to the Registrar. If the student is enrolled in a course for which the "I" grade course is a pre-requisite, the work for the incomplete course must be made up by the fifth day of the next term or the student will be administratively withdrawn from the higher-level course. When the work is completed, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by the required due date, the grade of "F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades.

4. Grade of "R" (Registered for Audit)

The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration or during the "add" period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an "R" may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of "W." Students may not audit courses in which they have an "I" grade.

5. Grade of "W" (Withdrawal)

The grade of "W" will be assigned when a student withdraws or is administratively dropped from a course in accordance with College policy (see Procedure).

6. President's Honor List

The President's Honor List is official recognition by the faculty of outstanding academic achievement. It is compiled each semester, including the summer session. Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

To qualify:

- A full-time student must complete a minimum of 12 credits, with a semester grade point average of 3.50 or better and no grade lower than a "C" in that semester to qualify for this honor.
- A part-time student is eligible for this honor at the completion of 15, 30, 45, and 60 credit hours, respectively, with a cumulative grade point average of 3.50 or better and no grade lower than a "C" during each review period.

7. Honors by Contract Program

The Honors by Contract Program allows high achieving students the opportunity to work individually with faculty members on directed higher-level educational activities that are related to course objectives while being enrolled in a regular course.

Students complete the regular course assignments in addition to faculty-directed, higher-level academic assignments. Students completing Honors by Contract courses will have the designation denoted on their transcripts. Students who successfully complete four Honors by Contract courses with an overall grade point average of 3.50 or above will graduate from Ocean County College with the designation of Ocean County College Honors Students. This designation will be noted on the students' transcripts, diplomas, and in Commencement programs.

All students with a grade point average of 2.50 or above, or its equivalent, from high schools, other higher education institutions, or Ocean County College are eligible to enroll in the Honors by Contract courses. Students may only enroll in two Honors by Contract courses per semester. Students enrolled in any remedial courses may not participate in the Program. Students may appeal to the Vice President of Academic Affairs for special permission to participate in Honors by Contract courses. Faculty members who teach college-level courses (100 level and above) may participate in the Honors by Contract Program; however, STSC and developmental courses may not be included.

The guidelines to be followed for the Honors by Contract Program are included with the Honors by Contract application.

9. Nursing Program

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.

A student receiving his/her first non-passing grade in any NURS course (clinical or non-clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the Nursing Program.

If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), he/she will fail out of the Nursing Program.

A student who has failed out of the Nursing Program due to academic (as opposed to clinical) performance may apply for readmission.

A student who has failed out of the Nursing Program due to clinical performance in at least one NURS course cannot reapply to the program but may contact the Nursing Program administrator for consideration on a case-by-case basis.

10. Developmental Courses

A passing grade for courses designated as developmental is "C" or better. These courses may not be used for credit toward graduation.

Ocean County College, Toms River, NJ

STUDENTS
ACADEMIC STANDARDS
Grades & Scholastic Honors #5154

Revised: December 21, 1970
Revised: January 22, 1973
Revised: March 26, 1973
Revised: June 23, 1975
Revised: June 17, 1976
Revised: June 23, 1978
Revised: January 22, 1979
Revised: June 4, 1979
Revised: August 25, 1980
Revised: January 26, 1981
Revised: August 24, 1981
Revised: April 26, 1982
Revised: December 13, 1982
Revised: June 27, 1983
Revised: January 26, 1987
Revised: June 22, 1987
Revised: January 22, 1990
Revised: May 29, 1990
Revised: March 25, 1991
Revised: March 23, 1992
Revised: April 22, 1996
Revised: May 27, 1997

Revised: November 20, 2000
Revised: January 28, 2008
Revised: August 25, 2008
Revised: December 1, 2008
Revised: August 24, 2009
Revised: June 28, 2010
Revised: July 25, 2011
Revised: January 28, 2013
Revised: May 27, 2014
Revised: December 8, 2014
Revised: August 22, 2019
Revised: May 28, 2020
Revised: March 25, 2021
Revised: December 7, 2023

EXHIBIT B-5

POLICY _____ STUDENTS

_____ CLASSIFICATION

_____ Ocean County Residents #5102

GENERAL

- ~~1. A resident of Ocean County is defined as a person who has established legal domicile in the county for at least one year prior to the date of enrollment, or is a graduate of an Ocean County high school, or, if a dependent minor, resides with parents or legal guardians who meet this definition.~~

- ~~2. Members of the military services on extended active duty, and their dependents, who are assigned to NAVAIR at Joint Base McGuire-Dix-Lakehurst (MDL) qualify for residency.~~

QUALIFICATIONS

~~Students covered by paragraph 2 above must meet the same standards and complete the same admissions as required of all Ocean County residents.~~

TUITION

~~Students covered by paragraph 2 above will be charged the same tuition and fee rate established for Ocean County residents.~~

Ocean County College, Toms River, NJ

Adopted: June 19, 1967

Revised September 27, 1971

Revised: October 23, 1972

Revised: February 26, 1973

Revised: April 28, 1975

Revised: September 22, 1975

Revised: September 17, 1979

Revised: May 27, 1997

Revised: July 25, 2011

Revised: July 23, 2012

EXHIBIT B-6

Ocean County College, Toms River, NJ

Ocean County College, Toms River, NJ

STUDENTS

CLASSIFICATION

RESIDENCY

#5104

N.J. Non-County Residents

POLICY

A resident of New Jersey, (non-county), is defined as a person who has been legally domiciled in the State for a period of at least one year.

QUALIFICATIONS

~~Non-County students must meet the same standards and complete the same admission requirements which apply to Ocean County residents.~~

TUITION

~~Non-County students will be charged the tuition and fee rates established by the Board of Trustees.~~

ENROLLMENT

~~Non-County students will be admitted on a space available basis overall and with specific programs.~~

PRIORITIES

~~Precedence for admission of non-county students will be as follows:~~

Ocean County College, Toms River, NJ

- ~~1. Students residing in Ocean County who have not yet established their legal domicile.~~
- ~~2. Ocean County property owners but not legally domiciled thereat.~~
- ~~3. Non-County students attending Ocean County high schools on a sending district relationship.~~
- ~~4. All other New Jersey residents.~~

Adopted: June 19, 1967

Revised: September 27, 1971

Revised: October 23, 1972

Revised: September 17, 1979

EXHIBIT B-7

Ocean County College, Toms River, NJ

Ocean County College, Toms River, NJ

STUDENTS

REGISTRATION

Out-of-State Foreign Students

#5106

POLICY

GENERAL

~~A foreign student is defined as a citizen of another country, temporarily in the United States, under a student visa, for the sole purpose of attending an educational institution.~~

QUALIFICATIONS

- ~~1. In addition to the general requirements for admission, a foreign student must submit evidence of satisfactory performance on the U.S. Department of State English Language Examination or the Test of English as a Foreign Language (TOEFL).~~
- ~~2. Immunization proof must be submitted prior to registration.~~
- ~~3. Comply with all State Department regulations concerning students from abroad.~~
- ~~4. a. An adult, independent, unsponsored foreign student must present a statement of financial resources revealing that the individual has adequate funds to meet all personal and educational expenses, including return travel to his/her homeland for the period the student intends to remain in the United States.~~

~~b. A minor, dependent, sponsored foreign student must present a notarized affidavit from a United States citizen or an authorized agency attesting to the assumption of the responsibility for the personal and educational expenses, including return travel, for the foreign student during the period the individual intends to remain in the United States.~~

Ocean County College, Toms River, NJ

PRIORITY

~~Qualified foreign students will be accorded the same priority of acceptance as designated in priority #4, policy #5104.~~

TUITION

- ~~1. Cost of tuition for an adult, 18 year old foreign student will be the same as that for an out-of-state student regardless of resident.~~
- ~~2. A minor, dependent, sponsored foreign student residing with a non-county resident will be charged the same tuition as a non-county resident.~~
- ~~3. A minor, dependent, sponsored foreign student residing with a legally domiciled Ocean County resident may, at the dispensation of the Board of Trustees, be charged the same tuition as a County resident.~~

ADOPTED: January 24, 1966 Revised: June 27, 1988

Revised: September 27, 1971 Revised: May 28, 1991

Revised: February 25, 1974

Revised: September 17, 1979

EXHIBIT B-8

Ocean County College, Toms River, NJ

~~STUDENTS~~

~~ADMISSION~~

~~Student Suspension #5125~~

~~POLICY~~

~~Students suspended for disciplinary reasons will be governed by the following:~~

- ~~1. Suspended students will not be permitted to complete make-up work.~~
- ~~2. Absences incurred during the period of disciplinary suspension will be considered part of the limit set by the instructor as defined in College policy #5162.~~
- ~~3. Should the number of absences exceed the limit allowed as a result of the disciplinary suspension, the student may not be dismissed. However, should a subsequent absence occur, the provisions of College policy #5162 will prevail.~~

~~ADOPTED: June 26, 1972~~

~~Revised: September 17, 1979~~

~~Revised: June 27, 1988~~

~~REVIEWED: February 19, 1991~~

EXHIBIT B-9

Course Change Request

New Course Proposal

Date Submitted: 11/04/25 4:49 pm

Viewing: **COMM 140 : Introduction to Media & Content Production**

Last edit: 12/12/25 9:57 am

Changes proposed by: Lee Kobus (lkobus)

Programs referencing this course
[CONC.GADM.COMM: Communication Studies Concentration](#)
[CONC.GADM.FILM: Film Studies Concentration](#)
[CONC.GADM.MDIA: Media Production Concentration](#)

- 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

Learning Outcomes
 Display (show only)

1. Course Information

Subject: COMM - Communication
 Course Number: 140
 School: Arts and Humanities
 Course Title: Introduction to Media & Content Production

2. Hours

Semester Hours: 3.0
 Lecture: 2
 Lab: 2
 Practicum: none

3. Catalog Description

For display in the online catalog: This course introduces students to the foundations of media production and the role of digital content in modern communication. Students will explore media industry pathways, business and monetization models, and the basic creative and technical principles of audio and video production. Through team-based projects in both studio and field environments, students gain hands-on experience in capturing content, working collaboratively, and practicing introductory editing technique

4. Requisites

Prerequisites: None
 Corequisites: None

5. Course Type

Course Fee Code
 Course Type for Perkins Reporting: vocational (approved for Perkins funding)

6. Justification

Describe the need for this course: This is the introductory course for a redesigned degree program in Multimedia Production. It is intended as a student's first class in the new degree.

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 and all courses in the revised degree program conform to the College's Academic Master Plan Goal 3: Deliver Innovative Curricular Programs and Goal 4: Develop New and Enhance Current Partnerships. The courses offer needed revisions that reflect the ongoing changes in the Electronic Media industry. Further, the program depends on feedback from industry leaders to identify trends and

- Approval Path
1. 11/06/25 8:10 am Kathryn Kingsbury (kkingsbury): Approved for AH Academic Administrator
 2. 11/10/25 11:46 am Jonathan Molinaro (jmolinaro): Approved for AH Dean
 3. 11/12/25 9:22 pm James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development
 4. 12/12/25 9:58 am Caroline Brittain (cbrittain): Approved for Curriculum Committee Chair

Add item
<p>expectations of our graduates.</p> <p>The degree program satisfies the College's Mission to: Empower diverse learners to achieve their goals while enriching the communities we serve. We prepare our students in this program to be creative professionals who will ultimately serve their communities with entertaining and informative content .</p> <p>Additionally, the courses and degree program fulfill Community and Workforce Needs through:</p> <p>OBJECTIVE 2.3 Develop programs that align with current labor market needs.</p> <p>OBJECTIVE 2.4 Provide career readiness supports and embed career competencies across the curriculum.</p> <p>The degree program affords students meaningful experiential learning opportunities through practical exercises within the courses and through Student Media opportunities.</p>

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Atlantic Cape CC
Course Title	Digital Video Prod. I
Course Number	TVRF-103
Number of Credits	3.0
Comments	

Institution	Brookdale CC
Course Title	Communication Media
Course Number	COMM-102
Number of Credits	3.0
Comments	

Institution	Mercer County CC
Course Title	Mass Media
Course Number	CMN-101
Number of Credits	3.0
Comments	

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	Intro. to Mass Communications CM-101		Unable to determine status
Kean University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	Mass Media COMM-2503		Unable to determine status
Monmouth University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	No direct match		Unable to determine status
Rowan University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	Foundations of Media Prod. RTF-0321		Unable to determine status
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	Int. to Film Prod. 07:211:191		Unable to determine status
Stockton University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	Media Aesthetics COMM 2412	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	Understand the basics of media production and the role of digital content in modern communication.
CLO2	Demonstrate familiarity with industry-standard production equipment and software.
CLO3	Apply fundamental principles of storytelling and audience engagement in digital media.
CLO4	Collaborate effectively to create and produce team-based production projects.

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	Topics include: <ul style="list-style-type: none"> • Overview of media industry and career pathways • Fundamentals of media business, marketing, and monetization • Foundational concepts in audio/video production • Team-based production assignments (studio and field work) • Introduction to video editing 	Practical assignment in audio Production Practical assignment in studio equipment operations Practical assignment in Directing a TV Production Research and present to class, findings on a career pathway within the industry	Accomplishments noted in evaluation rubric (to be created)	Understand the basics of media production and the role of digital content in modern communication. <ul style="list-style-type: none"> • Demonstrate familiarity with industry-standard production equipment and software. • Apply fundamental principles of storytelling and audience engagement in digital media. • Collaborate effectively on team-based production projects.

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized? Lectures, demonstrations, student led discussions and practical projects.

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

Information

Communication-Written and Oral Yes

Related Course Learning Outcome Understand the basics of media production and the role of digital content in modern communication.

Related Outline Component Research and present to class, findings on a career pathway within the industry

Assessment of General Education Goal (Recommended but not limited to) Rubric-based evaluation of student's research and presentation.

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency Yes

Related Course Learning Outcome Demonstrate familiarity with industry-standard production equipment and software.

Related Outline Component Practical assignment in studio equipment operations

Assessment of General Education Goal (Recommended but not limited to) Rubric-based evaluation of students performance on various pieces of equipment.

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course Collaborate effectively on team-based production projects.
Learning Outcome

Related Outline Team-based production
Component assignments (studio and field work)

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

Instructor's evaluation of a student's performance as a member of a production team and demonstrated problem solving abilities.

14. Needs

Instructional Text, to be determined by the instructor
Materials (text
etc.):

Technology Needs: Use of the college's television studio and video post production lab.

Human Resource New faculty member to lead the program
Needs (Presently
Employed vs. New
Faculty):

Facility Needs: Television studio and Video Post Production Lab, which already exist. Loaner cameras and equipment for in the field use by students also currently exists.

Library needs: Availability of databases for student's research, especially in the areas of career preparation and readiness.

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.

Reviewer

Comments

EXHIBIT B-10

Course Change Request

New Course Proposal

Date Submitted: 11/04/25 4:56 pm

Viewing: **COMM 240 : Video Production and Editing**

Last edit: 12/12/25 9:59 am

Changes proposed by: Lee Kobus (lkobus)

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. 11/06/25 8:10 am
Kathryn Kingsbury (kkingsbury):
Approved for AH Academic Administrator
2. 11/10/25 11:46 am
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 11/12/25 9:24 pm
James Marshall

(jmarshall):

Approved for

Executive Director
of Curriculum and
Program

Development

4. 12/12/25 9:59 am

Caroline Brittain

(cbrittain):

Approved for

Curriculum

Committee Chair

1. Course Information

Subject	COMM - Communication
School	Arts and Humanities
Course Title	Video Production and Editing

2. Hours

Semester Hours	3.0
Lecture	2
Lab	2
Practicum	0

3. Catalog Description

For display in the
online catalog

This course provides students with practical training in video production, including camera operations, directing, lighting, and scripting. Emphasis is placed on both studio and field production workflows, with students gaining hands-on experience in DSLR and mobile capture as well as multi-camera environments. Students will also learn advanced post-production techniques such as proxy workflows, color correction, and multi-cam editing.

4. Requisites

Prerequisites

None

Corequisites

None

5. Course Type

Course Type for vocational (approved for Perkins funding)

Perkins Reporting

6. Justification

Describe the need
for this course

This is the secondary course in a newly designed program in Multimedia Production. It builds upon skills attained in the introductory course.

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 and all courses in the revised degree program conform to the College's Academic Master Plan Goal 3: Deliver Innovative Curricular Programs and Goal 4:

Add item

Develop New and Enhance Current Partnerships. The courses offer needed revisions that reflect the ongoing changes in the Electronic Media industry. Further, the program depends on feedback from industry leaders to identify trends and expectations of our graduates.

The degree program satisfies the College's Mission to: Empower diverse learners to achieve their goals while enriching the communities we serve. We prepare our students in this program to be creative professionals who will ultimately serve their communities with entertaining and informative content .

Additionally, the courses and degree program fulfill Community and Workforce Needs through:

OBJECTIVE 2.3 Develop programs that align with current labor market needs.

OBJECTIVE 2.4 Provide career readiness supports and embed career competencies across the curriculum.

The degree program affords students meaningful experiential learning opportunities through practical exercises within the courses and through Student Media opportunities.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Atlantic Cape CC
Course Title	Digital Video Prod. II
Course Number	TVRF-203
Number of Credits	3.0
Comments	

Institution	Brookdale CC
Course Title	Digital Video Production
Course Number	TELV-122
Number of Credits	3.0

Comments

Institution Mercer County CC

Course Title Intro. to Field Production

Course Number CMN-142

Number of Credits 3.0

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Media Production CM-217		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Digital Video Prod. COMM-2403		Unable to determine status

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Intro. to Video Prod. CO-145		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Television Production RTF-03230		Unable to determine status

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Field Production 07:211:212		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Video Production COMM-2402	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	Plan, shoot, and edit video projects using professional techniques and software.
CLO2	Apply principles of visual storytelling, composition, and pacing.
CLO3	Demonstrate proficiency in post-production workflows, including editing, color correction, and sound syncing when using dual systems.
CLO4	Direct and collaborate effectively in studio and field production settings.

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	Topics include: <ul style="list-style-type: none"> • Camera operations (DSLR, mobile, and studio cameras) • Field and studio production workflows • Advanced video editing 	Demonstrated ability to operate a video camera and frame images to acceptable standards Student submitted examples, demonstrating specific post production	Accomplishments noted in evaluation rubric, to be created	<ul style="list-style-type: none"> • Plan, shoot, and edit video projects using professional techniques and software. • Apply principles

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	techniques (proxies, color, multi-cam editing) <ul style="list-style-type: none"> • Lighting, directing, scripting 	techniques Demonstrated ability to illuminate a scene to industry standard. Demonstrated ability to direct a scene to acceptable standard.		of visual storytelling, composition, and pacing. <ul style="list-style-type: none"> • Demonstrate proficiency in post-production workflows, including editing, color correction, and sound syncing when using dual systems. • Direct and collaborate effectively in studio and field production settings.

12. Methods of Instruction

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

Lecture, demonstration, student-led discussions and production activities.

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 Plan, shoot, and edit video
Learning Outcome projects using professional
 techniques and software.

Related Outline Demonstrated ability to operate a
Component video camera and frame images
 to acceptable standards; Student
 submitted examples,
 demonstrating specific post
 production techniques;
 Demonstrated ability to
 illuminate a scene to industry
 standard

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

Performance standards identified via evaluation rubric.

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course Field and studio production

Learning Outcome workflows

Related Outline Demonstrated ability to direct a

Component scene to acceptable standard.

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

Student performance in directing a team of peers to complete a production and to solve problems as they arise in a production evaluated by the instructor via an evaluative rubric.

14. Needs

Instructional

Materials (text
etc.):

Text, to be determined by the instructor.

Technology Needs:

Use of the existing television studio and video post production lab on the college campus.

Loaner cameras and production equipment for student use already exists at the college.

Human Resource

Needs (Presently

Employed vs. New

Faculty):

A new faculty member will need to be hired.

Facility Needs:

Existing television studio and the video post production lab.

Library needs:

None

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.

Reviewer

Comments

Key: 2399

EXHIBIT B-11

Course Change Request

New Course Proposal

Date Submitted: 11/04/25 5:16 pm

Viewing: **COMM 241 : Audio for Digital Media**

Last edit: 12/12/25 10:03 am

Changes proposed by: Lee Kobus (lkobus)

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. 11/06/25 8:10 am
Kathryn Kingsbury (kkingsbury):
Approved for AH Academic Administrator
2. 11/10/25 11:46 am
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 11/12/25 9:24 pm
James Marshall

(jmarshall):

Approved for

Executive Director
of Curriculum and
Program

Development

4. 12/12/25 10:00 am

Caroline Brittain

(cbrittain):

Approved for

Curriculum

Committee Chair

1. Course Information

Subject	COMM - Communication
School	Arts and Humanities
Course Title	Audio for Digital Media

2. Hours

Semester Hours	3.0
Lecture	2
Lab	2
Practicum	none

3. Catalog Description

For display in the
online catalog

This course introduces students to the creative and technical aspects of audio production for digital platforms. Students will gain skills in recording, editing, and mixing audio for podcasts, video, and streaming media. Using industry-standard digital audio workstations such as ProTools, Adobe Audition, and GarageBand, students will practice field and studio techniques including voiceover, sound effects, and live audio capture. Emphasis is placed on producing high-quality audio for multimedia integration. Students will also consider the role of sound design in enhancing audience experience and storytelling.

4. Requisites

Prerequisites

None

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 develops student skills in creating clean, high quality audio for a variety of production purposes.

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

Add item

- 1 This course and all courses in the revised degree program conform to the College's Academic Master Plan Goal 3: Deliver Innovative Curricular Programs and Goal 4: Develop New and Enhance Current Partnerships. The courses offer needed revisions that reflect the ongoing changes in the Electronic Media industry. Further, the program depends on feedback from industry leaders to identify trends and expectations of our graduates.
- The degree program satisfies the College's Mission to: Empower diverse learners to achieve their goals while enriching the communities we serve. We prepare our students in this program to be creative professionals who will ultimately serve their communities with entertaining and informative content .
- Additionally, the courses and degree program fulfill Community and Workforce Needs through:
- OBJECTIVE 2.3 Develop programs that align with current labor market needs.
- OBJECTIVE 2.4 Provide career readiness supports and embed career competencies across the curriculum.
- The degree program affords students meaningful experiential learning opportunities through practical exercises within the courses and through Student Media opportunities.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Atlantic Cape CC

Course Title Audio Production I

Course Number TVRF-180

Number of Credits 3.0

Comments

Institution Brookdale CC

Course Title Audio In Media

Course Number COMM-115

Number of Credits 3.0

Comments

Institution Mercer County CC

Course Title Digital Audio I

Course Number CMN-153

Number of Credits

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
No direct match*		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Audio Prod. COMM-2603	TBD	Unable to determine status

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
No direct match+		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Sound for Film & TV RTF-03395	TBD	Unable to determine status

Rutgers - New

Brunswick, Mason

Gross School of the
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Sound For Film 07:211:111		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Audio II COMM-3401	Major	

If not transferable
to any institution,
explain:

* Content may be part of Media Production course

+ Content may be part of Radio Production course (CO-102) or a component of CO-145

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Operate audio recording equipment and editing software proficiently.
CLO2	Capture and edit high-quality audio suitable for multiple formats.
CLO3	Integrate audio elements effectively into multimedia projects.
CLO4	Apply creative sound design techniques to enhance storytelling.
CLO5	Collaborate on audio production tasks within larger media workflows

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	Topics include: <ul style="list-style-type: none"> Fundamentals of audio capture and editing Podcasting, voiceovers, field audio, and audio 	Ingest and edit audio assets to create a specific message. Practice correct microphone placement	Accomplishments noted in evaluation rubric (to be created)	<ul style="list-style-type: none"> Operate audio recording equipment and editing software proficiently.

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	mixing <ul style="list-style-type: none"> • DAW tools: ProTools, Audacity, Adobe Audition, GarageBand • Field and studio audio techniques • Mixing audio for video 	and level management to collect useful content for production purposes. Complete a properly balanced audio mix of multiple channels and source tracks.		Capture and edit high-quality audio suitable for multiple formats. • Integrate audio elements effectively into multimedia projects. • Apply creative sound design techniques to enhance storytelling. • Collaborate on audio production tasks within larger media workflows

12. Methods of Instruction

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

Lecture, demonstrations and student practical activities.

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 Mixing audio for video
Learning Outcome

Related Outline Complete a properly balanced
Component audio mix of multiple channels
 and source tracks.

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

Evaluate the quality of source material and master mix of all sound elements, via evaluative rubric.

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.):

Text, to be determined by the instructor.

Technology Needs:

Use of the existing post production lab. Additional microphones of varying quality for various sound production applications. Additional software designed for audio production.

Human Resource

Needs (Presently
Employed vs. New
Faculty):

A new instructor with a deep background in audio production needs to be hired.

Facility Needs:

Use of the existing post-production lab.

Library needs:

No specific 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.

Reviewer

EXHIBIT B-12

Course Change Request

New Course Proposal

Date Submitted: 11/04/25 5:10 pm

Viewing: **COMM 242 : Social Media & Multiplatform Content Creation**

Last edit: 12/12/25 10:01 am

Changes proposed by: Lee Kobus (lkobus)

Programs
referencing this
course

[CONC.GADM.COMM: Communication Studies Concentration](#)

[CONC.GADM.FILM: Film Studies Concentration](#)

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. 11/06/25 8:10 am
Kathryn Kingsbury (kkingsbury):
Approved for AH Academic Administrator
2. 11/10/25 11:46 am
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 11/12/25 9:25 pm
James Marshall

(jmarshall):

Approved for

Executive Director
of Curriculum and
Program

Development

4. 12/12/25 10:01 am

Caroline Brittain

(cbrittain):

Approved for

Curriculum

Committee Chair

1. Course Information

Subject	COMM - Communication
School	Arts and Humanities
Course Title	Social Media & Multiplatform Content Creation

2. Hours

Semester Hours	3.0
Lecture	3
Lab	0
Practicum	none

3. Catalog Description

For display in the
online catalog

This course explores the rapidly evolving world of social media production and cross-platform content strategies. Students will learn how to create short-form video, audio, and written content designed for specific digital platforms, while also developing skills in campaign planning, copywriting, and audience engagement. The course emphasizes the importance of analytics, helping students understand how to evaluate performance metrics and adjust creative strategies. Students will complete portfolio-ready projects that demonstrate fluency in creating content for TikTok, Instagram, YouTube Shorts, and emerging media platforms

4. Requisites

Prerequisites

None

Corequisites

None

5. Course Type

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

6. Justification

Describe the need
for this course

This is the tertiary course in a newly designed program for Multimedia Production, introducing students to production and story telling techniques for Social Media platforms.

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

[Add item](#)

- | | |
|---|--|
| 1 | <p>This course and all courses in the revised degree program conform to the College's Academic Master Plan Goal 3: Deliver Innovative Curricular Programs and Goal 4: Develop New and Enhance Current Partnerships. The courses offer needed revisions that reflect the ongoing changes in the Electronic Media industry. Further, the program depends on feedback from industry leaders to identify trends and expectations of our graduates.</p> <p>The degree program satisfies the College's Mission to: Empower diverse learners to achieve their goals while enriching the communities we serve. We prepare our students in this program to be creative professionals who will ultimately serve their communities with entertaining and informative content .</p> <p>Additionally, the courses and degree program fulfill Community and Workforce Needs through:</p> <p>OBJECTIVE 2.3 Develop programs that align with current labor market needs.</p> <p>OBJECTIVE 2.4 Provide career readiness supports and embed career competencies across the curriculum.</p> <p>The degree program affords students meaningful experiential learning opportunities through practical exercises within the courses and through Student Media opportunities.</p> |
|---|--|

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Atlantic Cape CC

Course Title

Course Number

Number of Credits

Comments

No direct match

Institution Brookdale CC

Course Title Int. to Digital Media

Course Number DGMD-101

Number of Credits 3.0

Comments

Institution Mercer County CC

Course Title Social Media Technology

Course Number CMN-146

Number of Credits 3.0

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Transmedia Storytelling CM-205		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
No direct match		Unable to determine status

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Int. to Digital Media CO-221		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Int. to New Media RTF-03295		Unable to determine status

Rutgers - New

Brunswick, Mason

Gross School of the
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Digital Media Production 04:567:302		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Digital Storytelling COMM-2210	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	Plan and execute multiplatform content campaigns that engage target audiences.
CLO2	Create short-form video and audio content using industry-standard tools.
CLO3	Write compelling, concise copy optimized for digital and social media formats.
CLO4	Analyze social media metrics to inform creative and strategic decisions.
CLO5	Apply ethical and professional standards in digital media content creation.

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	Topics include: <ul style="list-style-type: none"> Platform-specific content creation Planning multiplatform campaigns 	Assess specific social media platforms as appropriate for use in a planned campaign Write copy and select	Accomplishments noted in evaluation rubric (to be created)	<ul style="list-style-type: none"> Plan and execute multiplatform content campaigns that

Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
<ul style="list-style-type: none"> • Short-form video and audio production • Writing for digital and social media • Social media metrics and analytics 	<p>visual and sound assets that will support the intended message.</p> <p>Edit video and audio assets into meaningful campaign story elements.</p> <p>Analyze data to determine the success or failure of a completed campaign.</p>		<p>engage target audiences. •</p> <p>Create short-form video and audio content using industry-standard tools. •</p> <p>Write compelling, concise copy optimized for digital and social media formats. •</p> <p>Analyze social media metrics to inform creative and strategic decisions. •</p> <p>Apply ethical and professional standards in digital media content creation</p>

12. Methods of Instruction

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

Lecture, demonstrations, independent and team-centered production projects.

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

Information

Communication-Written and Oral Yes

Related Course Write compelling, concise copy
Learning Outcome optimized for digital and social
media formats

Related Outline Write copy and select visual and
Component sound assets that will support the
intended message.

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

Evaluation of student performance by instructor, using specific evaluative rubric

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency Yes

Related Course Create short-form video and
Learning Outcome audio content using industry-
standard tools.

Related Outline Short-form video and audio
Component production

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

Evaluation of student performance by instructor, using specific evaluative rubric

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course Analyze social media metrics to
Learning Outcome inform creative and strategic
 decisions.

Related Outline Social media metrics and
Component analytics

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

Evaluation of student's proficiency in analyzing evidence to determine the success or failure of an online campaign, via an evaluative rubric

14. Needs

Instructional
Materials (text
etc.):

Text, to be determined by the instructor.

Technology Needs:

Use of the existing Video Post Production Lab and existing loaner field production equipment.

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

A new instructor with specific background in New Media Production will need to be hired.

Facility Needs:

The existing post production lab.

Library needs:

No specific 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.

Reviewer

Comments

Key: 2400

EXHIBIT B-13

Course Change Request

New Course Proposal

Date Submitted: 11/04/25 5:34 pm

Viewing: **COMM 285 : Media and Communication Capstone**

Last edit: 01/12/26 10:42 am

Changes proposed by: Lee Kobus (lkobus)

Programs
referencing this
course

[CONC.GADM.COMM: Communication Studies Concentration](#)

[CONC.GADM.MDIA: Media Production Concentration](#)

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. 11/06/25 8:10 am
Kathryn Kingsbury (kkingsbury):
Approved for AH Academic Administrator
2. 11/10/25 11:46 am
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 11/12/25 9:25 pm
James Marshall

EXHIBIT B-13

- (jmarshall):
 Approved for
 Executive Director
 of Curriculum and
 Program
 Development
4. 12/11/25 4:41 pm
 Caroline Brittain
 (cbrittain): Rollback
 to AH Dean for
 Curriculum
 Committee Chair
5. 12/12/25 3:41 pm
 Jonathan Molinaro
 (jmolinaro):
 Approved for AH
 Dean
6. 12/18/25 11:05 am
 James Marshall
 (jmarshall):
 Approved for
 Executive Director
 of Curriculum and
 Program
 Development
7. 01/12/26 10:56 am
 Caroline Brittain
 (cbrittain):
 Approved for
 Curriculum
 Committee Chair

1. Course Information

Subject	COMM - Communication
School	Arts and Humanities
Course Title	Media and Communication Capstone

2. Hours

Semester Hours	3.0
Lecture	2
Lab	2
Practicum	0

3. Catalog Description

For display in the
online catalog

This capstone course challenges students to apply their accumulated skills in a culminating media project. Working individually or in teams, students will conceptualize, plan, and produce a complete media product such as a short film, podcast, pilot episode, or branded content piece. Emphasis is placed on professional workflows, collaboration, and portfolio development. Students will also explore strategies for marketing, monetizing, and distributing their work to real-world audiences, and present their projects in a final showcase.

4. Requisites

Prerequisites

Enrollment restricted to Communication Studies and Media Production concentration students. Students must obtain the permission of the instructor to register.

Corequisites

5. Course Type

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

6. Justification

Describe the need
for this course

The capstone challenges students to apply the skills they have accumulated in earlier coursework to the creation of a final major project, akin to their professional interests, either Multimedia Production or Journalism.

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	<p>This course and all courses in the revised degree program conform to the College's Academic Master Plan Goal 3: Deliver Innovative Curricular Programs and Goal 4: Develop New and Enhance Current Partnerships. The courses offer needed revisions that reflect the ongoing changes in the Electronic Media industry. Further, the program depends on feedback from industry leaders to identify trends and expectations of our graduates.</p> <p>The degree program satisfies the College's Mission to: Empower diverse learners to achieve their goals while enriching the communities we serve. We prepare our students in this program to be creative professionals who will ultimately serve their communities with entertaining and informative content .</p> <p>Additionally, the courses and degree program fulfill Community and Workforce Needs through:</p> <p>OBJECTIVE 2.3 Develop programs that align with current labor market needs.</p> <p>OBJECTIVE 2.4 Provide career readiness supports and embed career competencies across the curriculum.</p> <p>The degree program affords students meaningful experiential learning opportunities through practical exercises within the courses and through Student Media opportunities.</p>

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Atlantic Cape CC
Course Title	Media Studies Portfolio
Course Number	TVRF-290
Number of Credits	3.0
Comments	

Institution	Brookdale CC
Course Title	Special Projects (Media)
Course Number	TELV-295
Number of Credits	3.0
Comments	

Institution	Mercer County CC
Course Title	Special Studies (Media)
Course Number	CMN-285
Number of Credits	3.0
Comments	

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
No direct match		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Comm. Senior Seminar COMM-4962	TBD	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Cocurricular Practicum in TV CO 263	TBD	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
RTF Internship RTF-03351-4		Unable to determine status

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Ind. Study in Film 07:211:495		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Comm. Senior Seminar COMM-4601	TBD	

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Produce original media content that integrates technical and creative skills.
CLO2	Manage project workflows from concept to final delivery in a collaborative environment.
CLO3	Critically evaluate media and communication products for quality, creativity, and audience impact.
CLO4	Apply business, marketing, and distribution strategies to real-world contexts.
CLO5	Develop a professional portfolio suitable for transfer or entry-level industry employment.

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	Topics include: <ul style="list-style-type: none"> • Producing a complete media product (short film, pilot episode, podcast, branded content) • Marketing, monetization, and distribution strategies • Collaboration and project management in media production • Portfolio development and public showcase 	Complete a detailed story proposal, describing the topic, characters related to the story and a proposed storytelling technique. Complete a budget for the creation of the project and propose distribution plan. Submit a completed project, for video and online distribution.	Accomplishments noted in evaluation rubric (to be created)	<ul style="list-style-type: none"> • Produce original media content that integrates technical and creative skills developed across the program. • Manage project workflows from concept to final delivery in a collaborative environment. • Critically evaluate media products for quality,

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
				creativity, and audience impact. • Apply business, marketing, and distribution strategies to real-world contexts. • Develop a professional portfolio suitable for transfer or entry-level industry employment.

12. Methods of Instruction

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

Independent student project activities, supported by regularly scheduled mentoring sessions with a faculty member.

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome Produce original media content that integrates technical and creative skills developed across

the program.

Related Outline Component	Complete a detailed story proposal, describing the topic, characters related to the story and a proposed storytelling technique.
---------------------------	--

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

Student performance measured via evaluative rubric

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency	Yes
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Related Course Learning Outcome	Manage project workflows from concept to final delivery in a collaborative environment.
---------------------------------	---

Related Outline Component	Shoot, edit and produce a complete video project
---------------------------	--

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

Student performance measured via evaluative rubric

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course Critically evaluate media products
 Learning Outcome for quality, creativity, and
audience impact.

Related Outline Make editorial decisions to assess
 Component the suitability of various elements
to effectively tell a story in words
and visually.

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

Student performance measured via evaluative rubric.

14. Needs

Instructional
 Materials (text
 etc.):

Possible text, depending on the type of project that's proposed, to be determined by the faculty mentor.

Technology Needs:

Use of the existing television studio, video post production lab and loaner cam era equipment.

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

New faculty member needs to be hired.

Facility Needs:

Television studio and post production lab.

Library needs:

None, specifically

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.

Reviewer

Comments

Caroline Brittain (cbrittain) (12/11/25 4:41 pm): Rollback: Committee requests clarification regarding prerequisites or alternate wording.

Key: 2402

EXHIBIT B-14

Course Change Request

New Course Proposal

Date Submitted: 10/08/25 9:04 am

Viewing: **ENVI 152L : Environmental Science Lab**

Last edit: 11/19/25 10:46 am

Changes proposed by: James Marshall (jmarshall)

Learning Outcomes

Display (show only)

In Workflow

1. **STEM Academic Administrator**
2. **STEM 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. STEM Academic Administrator
11. Colleague

Approval Path

1. 10/08/25 9:28 am
Connor Sampson (csampson):
Approved for STEM Academic Administrator
2. 10/10/25 11:17 am
Vandana Saini (vsaini): Approved for STEM Dean
3. 10/16/25 11:39 am
James Marshall (jmarshall):

EXHIBIT B-14

- Approved for
Executive Director
of Curriculum and
Program
Development
4. 10/24/25 11:51 am
Caroline Brittain
(cbrittain): Rollback
to STEM Dean for
Curriculum
Committee Chair
5. 11/19/25 10:34 am
Vandana Saini
(vsaini): Rollback to
STEM Academic
Administrator for
STEM Dean
6. 11/19/25 10:38 am
James Marshall
(jmarshall):
Approved for STEM
Academic
Administrator
7. 11/19/25 10:48 am
Vandana Saini
(vsaini): Approved
for STEM Dean
8. 11/19/25 10:49 am
James Marshall
(jmarshall):
Approved for
Executive Director
of Curriculum and
Program
Development
9. 12/05/25 9:54 am
Caroline Brittain
(cbrittain):
Approved for
Curriculum

1. Course Information

Subject	ENVI - Environmental Science
School	Science, Technology, Engineering, Mathematics
Course Title	Environmental Science Lab

2. Hours

Semester Hours	1.0
Lecture	0
Lab	2
Practicum	0

3. Catalog Description

For display in the
online catalog

This laboratory course explores the complex interactions that define ecosystems. It analyzes how human and ecological systems interact and how human activities influence natural processes and environmental health. Face to face students will be required to travel to offsite laboratory locations.

4. Requisites

Prerequisites

Corequisites

For the first attempt ENVI 152 is considered a corequisite. If the student should fail either lecture or lab after the first attempt then they may take the individual failed section.

5. Course Type

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

6. Justification

Describe the need
for this course

This course is a corequisite for ENVI-152. It is also required for bachelor level degree programs in Environmental Science and several other science and engineering disciplines.

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 Proposed

Status

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	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).

Add item	
5	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

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
GENED General Education 1-credit	General Education	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ESX1001 Earth Science with Lab 4-credits	Major (linked course must complete both lecture & lab or only elective credit is granted)	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
BY 220 Environmental Biology 4-credits	Major (linked course must complete both lecture & lab or only elective credit is granted)	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
BIOL 01076 GE Biology Lan Science 1-credits	Elective	

Rutgers - New

Brunswick, Mason
Gross School of the
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
1119160 Biology, Society, & Ecological Issues 4-credits	Major (linked course must complete both lecture & lab or only elective credit is granted)	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ENVL 1100 Intro to Environmental Studies 4-credits	Major (linked course must complete both lecture & lab or only elective credit is granted)	

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 what ecosystems are and how nature works.
CLO2	Analyze the environment's use and abuse: Non-point source pollution, wastewater treatment, recycling, landfills, environmental degradation, etc.
CLO3	Illustrate the use of the scientific method of inquiry and analysis to better understand nature, our impact on it and how applied science, technology and public policies may foster sustainable global development.
CLO4	Explore the diversity of various ecosystems such as: oceans, estuaries, wetlands, pinelands, etc.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments	Assessments	Course

EXHIBIT B-14

		(Recommended but not limited to)	(Recommended but not limited to)	Learning Outcome(s)
TO1	Solid Waste and Waste Water Management	Tour of Ocean County Recycling Center; Ocean County Landfill; Ocean County Utilities Authority Wastewater Treatment Plant	Lab practical questions.	CLO2; CLO3
TO2	Non-Point Source Pollution, Ocean County Watershed	Tour and presentation at non-profit organization Save Barnegat Bay.	Lab Practical questions	CLO2; CLO3
TO3	Local Species Diversity	Field work at Cattus Island County Park; Double Trouble State Park; Jake's Branch County Park; Island Beach State Park; Ocean County College Arboretum	Lab practical questions; Power Point assignment	CLO1; CLO3; CLO4
TO4	Local Ecosystem Diversity	Field work at Cattus Island County Park; Double Trouble State Park; Jake's Branch County Park; Island Beach State Park; Ocean County College Arboretum	Lab practical questions; Power Point assignment	CLO1; CLO3; CLO4
TO5	Effects of climate change; sea level rise; forest fires; population growth	Field work at Cattus Island County Park; Double Trouble State Park; Jake's Branch County Park; Island Beach State Par	Lab practical questions; Power Point assignment	CLO2; CLO3

12. Methods of Instruction

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

utilized?

Instruction and tours at off-campus locations.

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

Information

Communication-Written and Oral Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Lab Practical questions; Power Point assignment

Quantitative Knowledge and Skills Yes

Related Course CLO2

Learning Outcome

Related Outline TO1, TO2

Component

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

Lab Practical questions

Scientific Knowledge and Reasoning Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Lab Practical questions

 Technological Competency

 Information Literacy

Society and Human Behavior Yes

Related Course CLO2, CLO3

Learning Outcome

Related Outline TO1, TO2, TO5

Component

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

 Lab Practical questions

Humanistic Perspective Yes

Related Course CLO2, CLO3

Learning Outcome

Related Outline TO1, TO2, TO5

Component

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

 Lab Practical questions

Historical Perspective Yes

Related Course CLO2

Learning Outcome

Related Outline TO1, TO2, TO5

Component

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

 Lab Practical questions; Power Point assignment

Global and Cultural Awareness Yes

Related Course CLO2, CLO#

Learning Outcome

Related Outline TO1, TO5

Component

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

Lab Practical questions

Ethical Reasoning and Action Yes

Related Course CLO2

Learning Outcome

Related Outline TO2, TO5

Component

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

Lab Practical questions

Independent/Critical Thinking Yes

Related Course CLO2

Learning Outcome

Related Outline TO1, TO2, TO5

Component

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

Lab Practical questions

14. Needs

Instructional

Materials (text
etc.):

None

Technology Needs:

None

Human Resource

Needs (Presently
Employed vs. New
Faculty):

Presently employed full-time and adjunct faculty.

Facility Needs:

Coordination with off campus locations: state and county parks, municipal utilities locations.

Library needs:

None

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.

Reviewer

Comments

Caroline Brittain (cbrittain) (10/24/25 11:51 am): Rollback: Edits per discussion at committee 10.23.25

Vandana Saini (vsaini) (11/19/25 10:34 am): Rollback: Edits needed

Key: 2389

EXHIBIT B-15

Course Change Request

Date Submitted: 06/12/25 12:02 pm

Viewing: **STSC 151 : Student Success Seminar for Veteran/Military-Affiliated Students**

Last approved: 10/28/21 4:01 am

Last edit: 06/12/25 12:02 pm

Changes proposed by: Henry Jackson (hjackson)

Catalog Pages
referencing this
course
[Student Success \(STSC\)](#)

Learning Outcomes
Display (show only)

In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

Approval Path

1. 07/22/25 10:01 am
drobleski: Approved for BS Academic Administrator
2. 11/21/25 1:24 pm
Antoinette Clay (tclay): Approved for BS Dean
3. 11/21/25 3:44 pm
James Marshall (jmarshall): Approved for Executive Director

of Curriculum and
Program
Development
4. 12/11/25 4:39 pm
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair

History

1. Oct 2, 2021 by
Stephanie Frattini
(sfrattini)
2. Oct 28, 2021 by
soconnor

1. Course Information

Subject	STSC - Student Success
School	Business and Social Sciences
Course Title	Student Success Seminar for Veteran/Military-Affiliated Students

2. Hours

Semester Hours	2
Lecture	2
Lab	0
Practicum	0

3. Catalog Description

For display in the
online catalog

This comprehensive course is designed to build a solid foundation for a successful college experience. This seminar-based course will help veteran/military-affiliated students develop the emotional and intellectual skills necessary to work toward graduation and their chosen career

path, while assisting in the transitioning process for veterans and military-affiliated students. In addition to learning to develop a self-motivated academic passion, students can expect to develop their critical thinking and academic skill and understand how skills gained in the military can be transferred to the academic experience. The course will also enable students to connect to the campus community. ~~community through an analytical and information literacy component and service-learning experience.~~ This course is designed for veteran/military-affiliated student.

4. Requisites

Prerequisites

none

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 designed to introduce veteran/military-affiliated students to the academic skills and strategies of a successful college student. Students who have developed strong critical thinking and academic skills are actively engaged and have an increased graduation and transfer rate.

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	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)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Bergen CC
 Course Title Success 101
 Course Number IST 123
 Number of Credits 3
 Comments

Institution Essex County College
 Course Title College Success seminar

Course Number	CSS 101
Number of Credits	3
Comments	

Institution	Middlesex County College
Course Title	Strategies for Success
Course Number	CPS 041
Number of Credits	3
Comments	

Institution	Middlesex County College
Course Title	Student Success
Course Number	SSD 101
Number of Credits	3
Comments	

Institution	Rowan College at Burlington County
Course Title	Student Success
Course Number	COS 103
Number of Credits	3
Comments	

Institution	Salem CC
Course Title	Skills for Success

Course Number	SCO 104
Number of Credits	3
Comments	

Institution	Sussex County CC
Course Title	Foundations of College Success
Course Number	COLL 101
Number of Credits	3
Comments	

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC, Elective Credit, 3 credits	Elective	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
FEX 1000, Free Elective, 3 credits	Elective	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
LC100, Freshman Seminar, 3 credits	Elective	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
INTR 99081, Free Elective, 3	Elective	

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
credits		

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
TRCREC "03" (ELECTIVE TRANS CREDIT	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	Prepare written and oral communications to assist Veteran/Military-Affiliated students to discover, develop, and articulate ideas and viewpoints.
CLO2	Explain decision-making and apply critical thinking aspects pertaining to responsible behavior, ethics, setting goals, motivation, and Veteran/Military-Affiliated transition/integration skills needed to achieve those goals.
CLO3	<u>Demonstrate</u> Describe how academic skills, such as time management, note-taking, and test preparation techniques, can apply to learning and Veteran/Military-Affiliated experiences.
CLO4	<u>Demonstrate competent use of available technology for information literacy, Veteran/Military-Affiliated research, advising, registering, and taking courses.</u> Complete a service-learning activity, describe the experience within a Veteran/Military-Affiliated context, research and analyze societal issues of interest to Veteran/Military-Affiliated students.

Students who successfully complete this course will be able to:	
CLO5	<u>Identify and analyze various occupations and career preferences through self-assessment, while evaluating Veteran/Military-Affiliated skills that can aide in chosen career field.</u> Explain the use of the college's technological services for information literacy, Veteran/Military-Affiliated research, advising, registering, and taking courses.
CLO6	<u>Describe the importance of keeping physically, mentally, socially, and emotionally healthy and describe the techniques to manage stress.</u> Identify and analyze various occupations and career preferences through self-assessment, while evaluating Veteran/Military-Affiliated skills that can aide in chosen career field.
CLO7	Explain the importance of understanding financial situations in everyday life and in planning for the future.
CLO8	Describe the importance of keeping physically, mentally, socially, and emotionally healthy and describe the techniques to manage job-related stress.

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	<u>Exploring College</u> a. <u>Academic standards</u> b. Skills a. <u>Expectations</u> Motivation and <u>decision-making</u> c. GRIT b. <u>Ocean's campus resources</u> Time management and goal setting c. Note-taking, reading, and testing strategies	1. Reading 2. Class discussion 3. Journals 4. Performance based assignment	1. Exam 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO2, <u>CLO4</u> CLO3
TO2	<u>Communication and Critical Thinking Skills</u>	1. Reading 2. Class discussion	1. Exam 2. Quiz	<u>CLO1, CLO2,</u> <u>CLO4</u> CLO1,

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	<p><u>a. Effective communication</u> <u>b. Information literacy</u> c. Literacy a. Creative, analytical, critical thinking and meta-cognition Career exploration b. Academic advising c. Financial literacy</p>	<p>3. Journals 4. Performance based assignment</p>	<p>3. Graded Assignment 4. Project</p>	<p>CLO5, CLO6, CLO7</p>
TO3	<p><u>Reading, Writing, Note-Taking, Studying, Testing Strategies</u> <u>a. Effective reading and test-taking strategies</u> <u>b. Taking notes</u> <u>c. Memory and studying</u></p> <p>Self-Management a. Decision-making b. Communication c. Health and wellness</p>	<p>1. Reading 2. Class discussion 3. Journals 4. Performance based assignment</p>	<p>1. Exam 2. Quiz 3. Graded Assignment 4. Project</p>	<p>CLO3 CLO1, CLO8</p>
TO4	<p><u>Time Management and SMART Goal Setting</u> <u>a. How to manage time</u> <u>b. Procrastination</u> <u>b. Goal setting and motivation</u></p> <p>Service Learning a. Action plan b. Service evaluation</p>	<p>1. Reading 2. Class discussion 3. Journals 4. Performance based assignment</p>	<p>1. Exam 2. Quiz 3. Graded Assignment 4. Project</p>	<p>CLO3, CLO1, CLO4</p>
<u>TO5</u>	<p><u>Discovering Motivation and Grit</u> <u>a. Motivation and grit</u></p>	<p><u>1. Reading</u> <u>2. Class discussion</u> <u>3. Journals</u></p>	<p><u>1. Exam</u> <u>2. Quiz</u> <u>3. Graded Assignment</u></p>	<p><u>CLO1, CLO3,</u> <u>CLO6</u></p>

Related Outline TO1, TO2, TO3, TO4, TO5, TO6,

Component TO7 ~~TO4~~

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

Exam

Quiz

Graded Assignment

Project

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy Yes

Related Course CLO1, CLO2, CLO4 ~~CLO1, CLO5,~~

Learning Outcome ~~CLO6, CLO7~~

Related Outline TO2

Component

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

Exam

Quiz

Graded Assignment

Project

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5

Learning Outcome ~~CLO5, CLO6, CLO7, CLO8~~

Related Outline TO2 ~~TO1, TO2, TO3, TO4~~

Component

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

Exam

Quiz

Graded Assignment

Project

14. Needs

Instructional

Materials (text
etc.):

Department approved textbook and/or open educational resources will be chosen by department.

Technology Needs:

N/A

Human Resource

Needs (Presently
Employed vs. New

Faculty):

Adjunct faculty or presently employed instructors will be utilized.

Facility Needs:

N/A

Library needs:

N/A

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

New course board approved: September 23, 2021

Reviewer

Comments

Key: 2234

EXHIBIT B-16

Course Change Request

Date Submitted: 10/05/25 9:09 am

Viewing: **ENVI 152 : Environmental Science**

Lecture Sci

Last approved: 10/27/21 1:22 pm

Last edit: 10/16/25 3:05 pm

Changes proposed by: Duane Grembowicz (dgrebowicz)

Catalog Pages
referencing this
course

[Approved General Education Courses
Environmental Science \(ENVI\)](#)

Programs
referencing this
course

[CONC.PBS.POLI: Political Science and Public Administration
Concentration](#)
[CONC.PBS.SOSC: Sociology Anthropology](#)
[CONC.GLOBL.HIST: History](#)

Learning Outcomes
Display (show only)

In Workflow

1. **STEM Academic Administrator**
2. **STEM 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. STEM Academic Administrator
11. Colleague

Approval Path

1. 10/06/25 8:51 am
Connor Sampson (csampson):
Approved for STEM Academic Administrator
2. 10/07/25 10:53 am
Vandana Saini (vsaini): Approved for STEM Dean
3. 10/16/25 11:39 am
James Marshall (jmarshall):

EXHIBIT B-16

- Approved for
Executive Director
of Curriculum and
Program
Development
4. 10/24/25 11:51 am
Caroline Brittain
(cbrittain): Rollback
to STEM Dean for
Curriculum
Committee Chair
5. 11/19/25 10:48 am
Vandana Saini
(vsaini): Approved
for STEM Dean
6. 11/19/25 10:49 am
James Marshall
(jmarshall):
Approved for
Executive Director
of Curriculum and
Program
Development
7. 12/05/25 9:54 am
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair

History

1. Oct 21, 2021 by
soconnor
2. Oct 27, 2021 by
soconnor

1. Course Information

Subject

ENVI - Environmental Science

School Science, Technology, Engineering,
Mathematics

Course Title Environmental Science Lecture ~~Sci~~

2. Hours

Semester Hours 3 ~~4.00000~~

Lecture 3.00

Lab 0 ~~2.00~~

Practicum 0

3. Catalog Description

For display in the
online catalog

An introduction to current environmental problems and the processes used to analyze them from perspectives of the biological, geological, and social sciences. ~~Field and laboratory experiences incorporated into the course. Students will be required to travel to offsite laboratory locations.~~ It is highly recommended that students enrolling in this course have completed high school biology and high school chemistry.

4. Requisites

Prerequisites

Corequisites

For the first attempt ENVI 152L is considered a corequisite. If the student should fail either lecture or lab after the first attempt then they may take the individual failed section.

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 is required for bachelor level degree programs in Environmental Science, and several other science and engineering disciplines.

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~~

Science (Non-Lab)

General Education Approved

Status

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	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)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Bergen CC
Course Title	Intro to Environmental Biology
Course Number	BIOL-108
Number of Credits	4
Comments	

Institution	Brookdale CC
Course Title	Environmental Science
Course Number	ENVR-107
Number of Credits	4
Comments	

Institution	Union County College
Course Title	Environmental Science
Course Number	BIO-103
Number of Credits	4
Comments	

Institution	Warren County CC
Course Title	Environmental Studies
Course Number	BIOL-165

Number of Credits 4

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>GENED General Education 1-credit</u> GENED (GENERAL ED) 4-cr	General Education	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>ESX1001 Earth Science with Lab 4-credits</u> ESX1001-EARTH SCIENCE WITH LAB 4-cr	<u>Major (linked course must complete both lecture & lab or only elective credit is granted)</u> General Education	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>BY 220</u> BY220 Environmental Biology <u>4-credits</u> 4-cr	<u>Major (linked course must complete both lecture & lab or only elective credit is granted)</u> General Education	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>BIOL 20100 Natural Resources 3-credits</u> BIOL20100-NATURAL RESOURCES 3-cr	General Education	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>1119160 Biology, Society, & Ecological Issues 4-credits</u> 01119160 BIOLOGY, SOCIETY, AND ECOLOGICAL ISS 4 cr	<u>General Education (linked course must complete both lecture & lab or only elective credit is granted)</u> General Education	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>ENVL 1100 Intro to Environmental Studies 4-credits</u> ENVL1100 INTRO TO ENVIRONMENTAL STUDIES 4 cr	<u>Major (linked course must complete both lecture & lab or only elective credit is granted)</u> General Education	

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 what ecosystems are and how nature works.
CLO2	Analyze the environment's use and abuse: Population trends and control, renewable and non-renewable resources, pollution, environmental degradation, waste disposal, etc.
CLO3	Through fieldwork, explore Ocean County's tremendous diversity of ecosystems: ocean, estuarine, freshwater, wetlands, pinelands, etc.
<u>CLO3</u> CLO4	Illustrate how business and growth are possible while maintaining environmental integrity.
<u>CLO4</u> CLO5	Illustrate the use of the scientific method of inquiry and analysis to better understand nature, our impact on it and how applied science, technology and public policies may foster sustainable global development.

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	Humans and Sustainability: An Overview	* Weekly Readings * Download PowerPoints	* Weekly quizzes * Summative assessments	All
TO2	Science, Ecological Principle, and Sustainability	* Weekly Readings * Download PowerPoints	* Weekly quizzes * Summative assessments	All
TO3	Sustaining Biodiversity	* Weekly Readings * Download PowerPoints	* Weekly quizzes * Summative assessments	All
TO4	Sustaining Natural Resources	* Weekly Readings * Download PowerPoints	* Weekly quizzes * Summative assessments	All
TO5	Sustaining Environmental Quality	* Weekly Readings * Download PowerPoints	* Weekly quizzes * Summative assessments	All

12. Methods of Instruction

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

- o Lecture, discussion, and small group work
- o ~~Off campus lab sites for instruction and tours of the location~~ o Quizzes, exams, writing assignments, and presentations

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 8: All

Learning Outcome

Related Outline 8: All

Component

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

Technological Competency

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course 8: All

Learning Outcome

Related Outline TO 1,2,3,4

Component

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

N/A

Independent/Critical Thinking

Yes

Related Course 8: All

Learning Outcome

Related Outline TO 12,3

Component

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

N/A

14. Needs

Instructional

Materials (text
etc.):

Textbook ~~textbooks, field lab equipment~~

Technology Needs:

Human Resource

Needs (Presently
Employed vs. New
Faculty):

Facility Needs:

~~Coordination with off campus locations: state and county parks, municipal utilities locations~~

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: May 29, 2012

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: November 3, 2016

Reviewer

Comments

Caroline Brittain (cbrittain) (10/24/25 11:51 am): Rollback: Edits per discussion at committee 10.23.25

EXHIBIT B-17

Course Change Request

Date Submitted: 12/05/25 7:47 am

Viewing: **GRPH 101 : History of Graphic Design Media and Visual Communication Design**

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

Last edit: 12/09/25 10:03 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course

[Graphic Design \(GRPH\)](#)

Programs
referencing this
course

[CONC.GADM.GRPH: Graphic Design Concentration](#)

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. 12/05/25 1:27 pm
James Marshall
(jmarshall):
Approved for AH Academic Administrator
2. 12/09/25 10:03 am
Jonathan Molinaro
(jmolinaro):
Approved for AH Dean
3. 12/15/25 8:08 am
James Marshall

EXHIBIT B-17

(jmarshall):

Approved for

Executive Director
of Curriculum and
Program

Development

4. 01/12/26 8:56 am

Caroline Brittain

(cbrittain):

Approved for

Curriculum

Committee Chair

History

1. Feb 21, 2021 by soconnor

[AS.GADM: Arts, Communication, and Design, 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 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	History of <u>Graphic Design</u> Media and <u>Visual Communication</u> Design

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0

Practicum

0

3. Catalog Description

For display in the
online catalog

A survey of the evolution of graphic design media and visual communication design from 1450 to the present in Europe and the United States. The course will cover the significant events and works in media, graphic design, media and visual design communication, and will contextualize design media and design history in terms of artistic achievement, technical innovation, and cultural expression. The course will identify and discuss graphic design media and visual communication design from the medieval period through the digital age.

4. Requisites

Prerequisites

None

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 an essential component of the proposed A.S. in Graphic Arts, Design, and Media. By examining the historical and cultural traditions involved in graphic design media and visual communication, design, students will be encouraged to think rationally and critically about these areas and address subjective issues of design, media, popular culture, art, and ethics. Students will acquire both a theoretical understanding and a historical foundation of practices and vocabularies in these fields, which will lay the groundwork for future coursework 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:

Elective

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	Sussex County CC
Course Title	History of Graphic Design
Course Number	GRAD 108

Number of Credits 3

Comments

Institution County College of Morris

Course Title History of Graphic Design

Course Number GRD 110

Number of Credits 3

Comments

Institution Sussex County CC

Course Title Principles and History of Graphic Design and Illustration

Course Number GRAD 103

Number of Credits 3

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC, Elective Credit, 3 cr.	Elective	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
AH3748, History of Visual Communications, 3 cr.	Major	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
FE001, 100 Level Free Elective, 3 cr.	Elective	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ARTG01076 Art Major Elective, 1 cr	Major Elective	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC, Elective Credit, 3 cr.	Elective	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ARTVEC, Visual Arts Elective, 3 cr	Gen Ed: Arts	

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Identify visual design characteristics that represent specific <u>visual media</u> and <u>graphic</u> design periods and styles throughout history, with the ability to perform formal analysis.
CLO2	Explain the historical and cultural development and significance of design styles.
CLO3	Define major categories and periods in <u>visual media</u> and <u>graphic</u> design history.

Students who successfully complete this course will be able to:	
CLO4	Recognize key designers and their contributions.
CLO5	Analyze and critique <u>visual</u> media and <u>graphic</u> design work.
CLO6	Evaluate the creative process and elements used in <u>graphic design</u> media and <u>visual communication</u> . design .
CLO7	Define and utilize <u>graphic design</u> media and <u>visual communication</u> design vocabulary.

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	Early History of Design a. Invention of writing and alphabets b. Illuminated manuscripts	Reading in course text, Writing, Class discussions, Viewing video content	Quizzes, Exams, Written assignments, Research papers	CLO1-CLO4, CLO6, CLO7
TO2	Printing a. Inventions b. Development of major type classifications	Reading in course text, Class discussions, Viewing video content	Quizzes, Exams, Written assignments, Presentation	CLO1-CLO3, CLO6, CLO7
TO3	Typography a. Innovations in the Industrial Revolution b. Non-Western	Reading course text, Class discussions, Project	Quizzes on Terminology, Written assignments, Project Presentation	CLO1-CLO3, CLO5-CLO7
TO4	Origins of Advertising - The Victorian Era	Reading in the course text, Class discussions, Research	Quizzes, Exams, Written assignments, Presentation	CLO1-CLO3, CLO5
TO5	Modernism - Influence on poster design	Reading in course text, Class discussions, Project, Writing	Quizzes, Written assignments, Project, Presentation, Group	CLO1-CLO4, CLO6, CLO7

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
			Critiques	
TO6	Arts and Crafts	Reading in course text, Writing, Class discussions, Viewing video content	Quizzes, Written assignments, Presentation	CLO1-CLO4, CLO6
TO7	Constructivism	Reading in course text, Class discussions, Project, Writing	Quizzes, Written assignments, Presentation	CLO1-CLO4, CLO6, CLO7
TO8	Art Nouveau	Reading in course text, Class discussions, Group Project	Quizzes, Written assignments, Project Presentation, Group Critiques	CLO1-CLO5
TO9	Swiss Design Style	Reading in course text, Class discussions, Project, Writing	Quizzes, Written assignments, Project Presentation, Group Critiques	CLO1-CLO5
TO10	Corporate Visual Identities	Reading in course text, Class discussions, Project, Writing	Quizzes, Written assignments, Project Presentation, Group Critiques	CLO2-CLO5, CLO7
TO11	Postmodern Design	Reading in course text, Class discussions, Group Project	Quizzes, Written assignments, Project Presentation, Group Critiques	CLO1-CLO4, CLO7

12. Methods of Instruction

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

- o Lectures,
- o Discussion,
- o Workshop projects,

- o Written assignments and examinations,
- o Computer assisted labs

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

Information

Communication-Written and Oral Yes

Related Course CLO2-CLO3, CLO5-CLO7

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

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

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 Yes

 Related Course CLO1-CLO3, CLO5-CLO7

Learning Outcome

 Related Outline TO1-TO9, TO11

Component

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

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

 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 creative software.

Human Resource

Needs (Presently

Employed vs. New

Faculty):

Presently Employed_

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: March 23, 2017

Reviewer

Comments

Key: 867

EXHIBIT B-18

Course Change Request

Date Submitted: 10/20/25 3:59 pm

Viewing: **SOWK 194 : Counseling Interviewing
and Communication Techniques**

Last approved: 10/28/21 4:00 am

Last edit: 10/20/25 3:59 pm

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages

referencing this

course

[Social Work \(SOWK\)](#)

Programs

referencing this

course

[AS.PUBH: Public Health, Associate in Science](#)

[CONC.PBS.SOWK: Social Work Concentration](#)

[AS.SW: Social Work, Associate in Science](#)

[AS.SW.MEDI: Social Work, Associate in Science - Option in Medical and Behavioral Health](#)

Learning Outcomes

Display (show only)

In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

Approval Path

1. 11/12/25 9:26 pm
James Marshall
(jmarshall):
Approved for BS Academic Administrator
2. 11/21/25 1:23 pm
Antoinette Clay
(tclay): Approved for BS Dean
3. 11/21/25 3:44 pm
James Marshall
(jmarshall):

Approved for
Executive Director
of Curriculum and
Program
Development
4. 12/11/25 4:39 pm
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair

History

1. Oct 28, 2021 by
soconnor

AS.SW: Social Work, Associate in Science

PLO 1: Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical practice frameworks.

PLO 2: Apply knowledge, skills, values, and ethics in social work practice and demonstrate professional behaviors.

PLO 3: Examine the history of social welfare, the development of the social work profession, and commitment to social and economic justice.

1. Course Information

Subject	SOWK - Social Work
School	Business and Social Sciences
Course Title	<u>Counseling</u> Interviewing and Communication Techniques

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the
online catalog

This course examines the theoretical foundations of counseling, counseling styles and techniques, and sensitivity to counseling culturally diverse clients through the processes of human communication. It provides an opportunity for students to practice the skills necessary for a career in social work and related fields.

4. Requisites

Prerequisites

NONE

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 designed to focus on communication techniques and ethical guidelines in the social work field. This will be a required course in the social work program that is currently being developed.

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	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)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Counseling Techniques
Course Number	PSYC 215
Number of Credits	3
Comments	

Institution	Camden County College
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Course Title Introduction to Counseling

Course Number HSR:103

Number of Credits 3

Comments

Institution Middlesex County College

Course Title Introduction to Counseling Skills

Course Number HUS 200

Number of Credits 3

Comments

Institution Rowan College at Burlington County

Course Title Introduction to Counseling

Course Number HUS 201

Number of Credits 3

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
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Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Elective, 3 cr	Elective	

Monmouth
University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CO001, 3 cr	100 level Comm Elective	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Elective, 3 cr	Elective	

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
SOWKEC, 3 cr	Social Work 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	Critically choose and implement interventions to achieve practice goals and enhance the capacities of clients.
CLO2	Apply knowledge of human behavior and the social environment, person-in-environment, and other multi-disciplinary frameworks in interventions with clients and constituencies.

Students who successfully complete this course will be able to:	
CLO3	Make ethical decisions by applying standards of the NASW Code of Ethics.
CLO4	Use reflection and self-regulation to increase self-awareness and manage personal values and maintain professionalism.
CLO5	Apply and communicate understanding of the importance of diversity and difference in shaping one’s life experiences.
CLO6	Distinguish and practice communication and interviewing skills necessary in micro, mezzo, and macro practice settings.

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	Core Skills of the Helping Process a. Microskills Hierarchy b. Attending and Empathy Skill Building c. Observation Skills d. NASW Code of Ethics	Reading assignments, class discussions, videos, group activities, or writing component.	Quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1, CLO2, CLO3, CLO4, CLO6
TO2	Stages of Counseling a. Relationship Building b. Assessment c. Goal-Setting d. Interventions e. Termination	Reading assignments, class discussions, videos, group activities, or writing component.	Quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1, CLO2
TO3	Counseling Theories a. Psychodynamic Approaches b. Cognitive Behavioral Approaches c. Social Learning Theories	Reading assignments, class discussions, videos, group activities, or writing component.	Quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1, CLO2
TO4	Reflection of Feelings: Understanding the Client Experience	Reading assignments, class discussions, videos, group activities, or writing	Quizzes on readings, class discussions, graded oral presentations, written	CLO1, CLO2, CLO5, CLO6

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	a. Paraphrasing b. Reframing the story c. Multiculturalism d. Impact of trauma	component.	essay or research paper	

12. Methods of Instruction

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

Lecture, audio-visual presentations, role playing, case study presentations, discussion, demonstration exercises, student projects and reading assignments.

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

Information

Communication-Written and Oral Yes

Related Course CLO1, CLO4, CLO5
Learning Outcome

Related Outline TO1, TO2, TO4
Component

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

Quiz, exam, activity, assignment, project, paper, or presentation

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior Yes

Related Course CLO1, CLO2, CLO3, CLO6

Learning Outcome

Related Outline TO2, TO3, TO4

Component

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

Quiz, exam, activity, assignment, project, paper, or presentation

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking

14. Needs

Instructional

Materials (text
etc.):

An appropriate textbook will be selected. Please contact the Department Office 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

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B+: Very Good

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C+: Above Average

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D: Below Average

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16. Board Approval

History of Board
approval dates

Revised: September 20, 2006

Board of Trustees Approval Date: November 5, 2007

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: March 29, 2018