

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** March 19, 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, March 26, 2026:**

1. Recommend approval of the following items as accepted by the College Senate at its meetings on December 18, 2025, and March 19, 2026:
  - a. Revised College Senate Bylaws (**Exhibit B-1**)
  - b. Revised Program with Name Change
    - 1) Associate in Science, Public Health to Public Health and Human Performance (**Exhibit B-2**)
  - c. Revised Certificates of Completion
    - 1) Certificate of Completion, Environmental Sustainability (**Exhibit B-3**)
    - 2) Certificate of Completion, Industrial Hygiene/Hazardous Materials Management (**Exhibit B-4**)
  - d. Inactivated Program
    - 1) Associate in Applied Science, Health Science (**Exhibit B-5**)
  - e. Inactivated Program Option
    - 1) Associate in Applied Science, Computer Science/Informational Technology, Option in Artificial Intelligence (**Exhibit B-6**)
  - f. Inactivated Certificate of Completion
    - 1) Certificate of Completion, Artificial Intelligence (**Exhibit B-7**)

g. Inactivated Courses (for informational purposes)

- 1) ANTH 135, Cultural Anthropology of Africa
- 2) ARBC 100, Elementary Arabic I
- 3) ARBC 102, Elementary Arabic II
- 4) ARTS 191, The Arts of the Islamic World
- 5) ARTS 206, American Art
- 6) ARTS 297, Painting IV
- 7) BUSN 240, Travel Seminar: Marketing Across Cultures
- 8) BUSN 291, International Business: A Cultural Perspective
- 9) CHEM 155, Principles of General, Organic, and Biochemistry
- 10) COMM 272, Public Relations and Publicity
- 11) CRIM 237, Juvenile Justice
- 12) CSIT 126, Intermediate Spreadsheets and Database
- 13) CSIT 146, Introduction to Cybersecurity
- 14) CSIT 154, After Effects
- 15) CSIT 160, Introduction to Visual BASIC
- 16) CSIT 175, Digital Logic & Circuits
- 17) CSIT 184, Networking Essentials
- 18) CSIT 192, Introduction to Machine Learning
- 19) CSIT 210, Cyber Operations
- 20) CSIT 275, Data Management Analytics
- 21) CSIT 291, Computer Vision
- 22) CSIT 292, Natural Language Processing
- 23) EDUC 140, Mathematics for the Professional Educator
- 24) ENGL 091, Reading and Writing I
- 25) ENGL 095, Reading and Writing II
- 26) ENGL 222, Indigenous American Literature
- 27) ENGL 225, Chinese Literature in Translation
- 28) ENGL 226, Arabic Literature in Translation
- 29) ENGL 228, Indian Literature in Translation
- 30) ENGL 234, Science Fiction and Fantasy Literature
- 31) ENGL 235, Literature and Myth
- 32) ENGL 240, Women in Literature
- 33) ENGR 124, Engineering Analysis
- 34) ENGR 255, Digital Circuits
- 35) ENGR 271, Introduction to Biomechanics
- 36) ENGT 102, Manufacturing Processes
- 37) ENGT 150, Automated Control Systems
- 38) ENGT 191, Design – Technical Projects and Experience
- 39) ENGT 193, Test – Technical Projects and Experience
- 40) ENGT 195, Tools for Technical Communications
- 41) FILM 202, From Literature to Film
- 42) FIRE 255, Fire Inspector I
- 43) FIRE 256, Fire Inspector II
- 44) FIRE 257, Administration for Fire Officials
- 45) HHAW 121, Psychology and Physiology of Stress

- 46) HIST 185, Survey of Middle Eastern Civilization
- 47) HIST 271, History of England
- 48) HIST 275, History and Culture of China
- 49) HIST 278, History of the Arab World Since World War I
- 50) HLSC 170, Introduction to Homeland Security
- 51) HLSC 171, Fundamentals of Emergency Management
- 52) HLSC 172, Domestic and International Terrorism
- 53) HLSC 173, Introduction to Security
- 54) HLSC 174, Introduction to the Intelligence Function
- 55) HLSC 201, Organizational Integration and Management
- 56) HLSC 210, Risk Management and Analysis
- 57) HRTM 124, Quality Guest Customer Service Management
- 58) HRTM 225, Legal Aspects of Hospitality, Recreation and Tourism
- 59) HRTM 230, Principles of Food and Beverage Management
- 60) HRTM 240, Travel Seminar International Tourism Management
- 61) IRSH 101, Elementary Irish I
- 62) IRSH 102, Elementary Irish II
- 63) MATH 161, College Algebra
- 64) MATH 165, College Algebra (Accelerated)
- 65) MATH 195, Precalculus (Accelerated)
- 66) MECH 150, Introduction to Hydraulics and Pneumatics
- 67) MUSC 139, Introduction to Jazz Performance
- 68) MUSC 178, Ear Training and Sight Singing II
- 69) PHOT 207, Photojournalism
- 70) PHOT 280, Advanced Digital Photography
- 71) PHYS 181, Astronomy of the Solar System Lecture
- 72) PHYS 181L, Astronomy of the Solar System Lab
- 73) PHYS 182, Astronomy of Stars and Galaxies Lecture
- 74) PHYS 182L, Astronomy of Stars and Galaxies Lab
- 75) PHYS 283, General Physics III Lecture
- 76) PHYS 283L, General Physics III Lab
- 77) POLI 185, Principles of Public Administration
- 78) POLI 268, Women and Politics
- 79) PORT 101, Elementary Portuguese I
- 80) PORT 102, Elementary Portuguese II
- 81) PSYC 240, Travel Seminar the Person and Environment
- 82) PSYC 250, Introduction to Quantitative Analysis in the Social Sciences
- 83) PSYC 270, Psychology of Gender
- 84) PSYC 272, Positive Psychology
- 85) RUSS 101, Elementary Russian I
- 86) RUSS 102, Elementary Russian II
- 87) SOCI 182, Death and Dying
- 88) SOCI 240, Travel Seminar: The Immigrant Experience
- 89) SOCI 285, Drugs and Society
- 90) SOWK 191, Foundations of the Community Health Worker
- 91) SOWK 192, Introduction to Community Healthcare Practice
- 92) SOWK 200, Gerontology: The Study of Aging

Bylaw, Policy, and Curriculum Agenda  
March 19, 2026  
Page 4

- 93) SOWK 207. Group Dynamics
- 94) THTR 101. Voice and Diction

***EXHIBIT B-1***

BYLAWS OF THE  
COLLEGE SENATE  
OF  
OCEAN COUNTY COLLEGE



Adopted by:

OCEAN COUNTY COLLEGE BOARD OF  
TRUSTEES

Date: December 13, 2004

Amended: June 27, 2005

Amended: March 27, 2006

Amended: August 27, 2007

Amended: May 24, 2010

Amended: March 24, 2014

[Amended: April 24, 2025](#)

Amended: March 26, 2026

TABLE OF CONTENTS

**PREAMBLE .....3**

**ARTICLE 1: NAME.....3**

**ARTICLE 2: PURPOSE OF THE COLLEGE SENATE .....3**

**ARTICLE 3: COLLEGE SENATE ORGANIZATIONAL CHART.....4**

**ARTICLE 4: SENATE .....5**

**ARTICLE 5: SENATE STANDING COMMITTEES ..... 11**

**ARTICLE 6: ORDER OF BUSINESS ..... 21**

**ARTICLE 7: SELF-NOMINATION AND ELECTION TIMELINE ..... 22**

**ARTICLE 8: TRAINING ..... 23**

**ARTICLE 9: AMENDING BYLAWS ..... 23**

**ARTICLE 10: APPENDIX: GLOSSARY ..... 24**

**ARTICLE 11: APPENDIX: AGENDA AND MINUTES TEMPLATES ..... 26**

**ARTICLE 12: APPENDIX: TIMELINE ..... 28**

# BYLAWS OF THE COLLEGE SENATE

## PREAMBLE

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

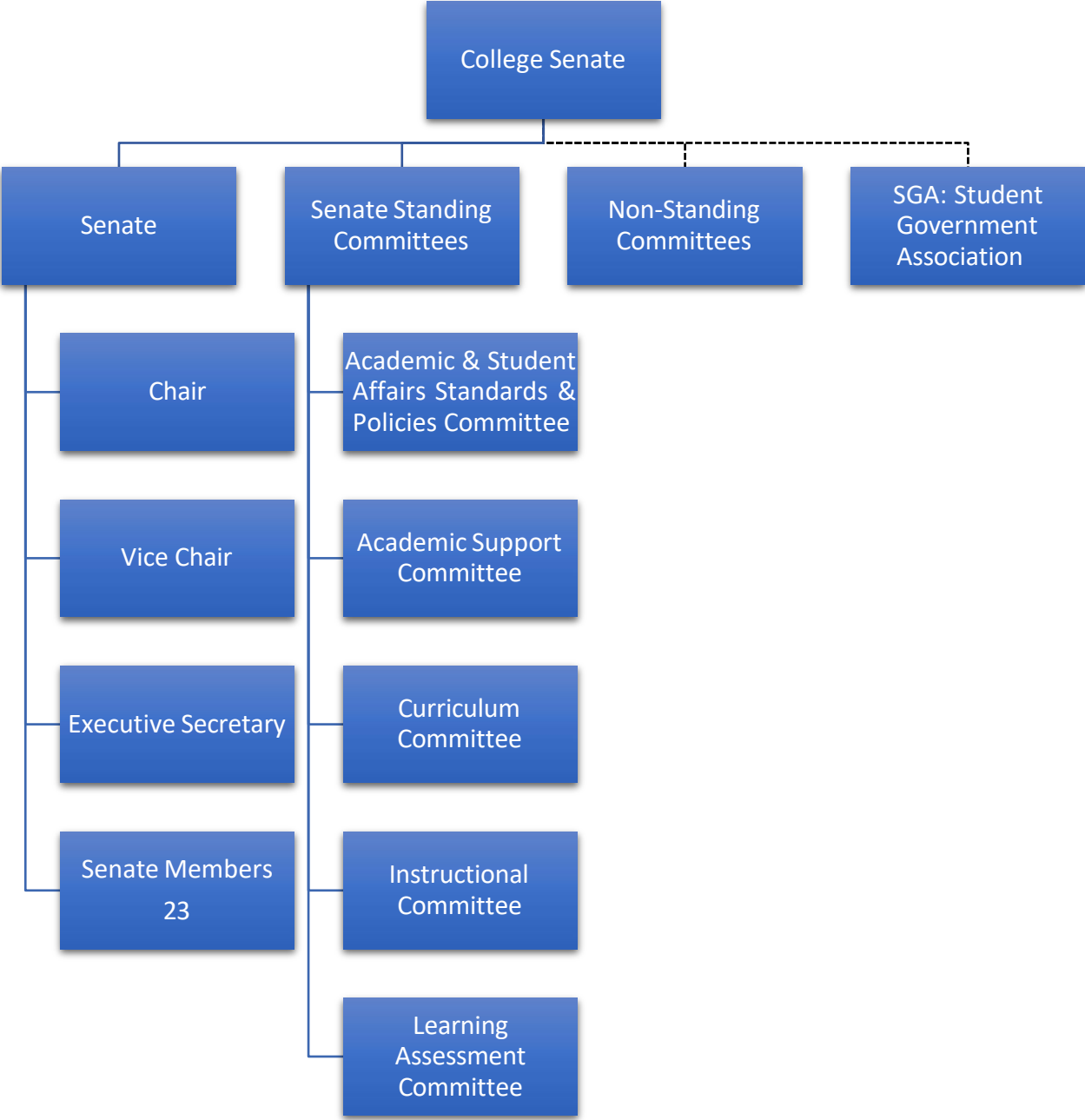
## ARTICLE 1: NAME

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

## ARTICLE 2: PURPOSE OF THE COLLEGE SENATE

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

ARTICLE 3: COLLEGE SENATE ORGANIZATIONAL CHART



## ARTICLE 4: SENATE

### CHARGES

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

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

## MEETINGS

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

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

## TERMS AND LIMITATIONS

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

## MEMBERS

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

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

## OFFICERS

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

## ELECTION OF OFFICERS

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

## DUTIES OF OFFICERS

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

## DUTIES OF THE CHAIR

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

## DUTIES OF THE VICE CHAIR

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

## DUTIES OF THE EXECUTIVE SECRETARY

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

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

### APPOINTMENT PROCEDURE of EX OFFICIO

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

### QUORUM

A quorum consists of 51% of seated [elected-voting](#) senators.

### SENATOR ELECTION AND VACANCIES

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

## ARTICLE 5: SENATE STANDING COMMITTEES

### COMMITTEES

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

### CHARGES OF STANDING COMMITTEES

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

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

## MEETINGS

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

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

## TERMS AND LIMITATIONS

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

## OFFICERS

Standing committee officers will be the chair and recorder.

## DUTIES OF OFFICERS

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

## DUTIES OF CHAIR

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

## DUTIES OF RECORDER

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

## APPOINTMENT PROCEDURE of AREA REPRESENTATIVES

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

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

## QUORUM

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

## STANDING COMMITTEE ELECTION AND VACANCIES

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

## CHARGES OF ACADEMIC AND STUDENT AFFAIRS STANDARDS AND POLICIES COMMITTEE

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

## CHARGES OF ACADEMIC SUPPORT COMMITTEE

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

## CHARGES OF CURRICULUM COMMITTEE

1. Review proposals for new and revised courses, academic programs, certificate curricula, and make recommendations. Proposals for new and revised courses, academic programs, and certificate curricula will be submitted to the Curriculum Committee by the area school dean.
2. Review and make recommendations on the alignment of active courses, academic programs, and certificate curricula with the College's general education goals, Academic Master Plan, and the course proposal form.
3. Serve in an advisory role on related issues at the request of a vice president or the President.

7.4. Review proposals and make recommendations for additions, deletions, and changes in requirements for all degrees and certificates.

8.5. In accordance with Middle States recommendations, one representative from Curriculum Committee will be elected by the committee to meet with the Board of Trustees Bylaws, Policy, and Curriculum Standing Committee. In the event that no one self-nominates for this role a name will be selected by lottery.

9.6. Membership consists of 13 voting members.

a. Elected Full-Time Faculty and Lecturer representatives:

- One Faculty or Lecturer from the School of Arts and Humanities
- One Faculty or Lecturer from the School of STEM
- One Faculty or Lecturer from the School of Business and Social Sciences
- One Faculty or Lecturer from the School of Nursing and Health Sciences
- One Faculty or Lecturer from the Library

b. Part-Time Educators:

- One Adjunct Faculty or Part-Time Teacher

c. Administrator Representative(s) to be determined by the area vice president for each of the following:

- One Academic Dean
- One Academic Assistant Dean
- One Registrar or Representative
- One Director of Academic Advising or Representative
- One Academic Affairs Administrator
- One Workforce Development Representative

d. One student appointed by the student government executive committee

e. *Ex Officio* Members

- Vice President of Academic Affairs
- Executive Director of Curriculum and Academic Assessment
- Program Director, Career and Academic Programs

CHARGES OF INSTRUCTION COMMITTEE

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

## CHARGES OF LEARNING ASSESSMENT COMMITTEE

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

## ARTICLE 6: ORDER OF BUSINESS

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

## ARTICLE 7: SELF-NOMINATION AND ELECTION TIMELINE

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

## ARTICLE 8: TRAINING

- Current Employees: Introduction to shared governance and the importance of getting involved
  - NeoEd
  - Human Resources professional development
  - Governance Website page
  
- Onboarding
  - Human Resource Orientation
  - NeoEd
  
- Training for newly elected executive committee members

## ARTICLE 9: AMENDING BYLAWS

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

## ARTICLE 10: APPENDIX: GLOSSARY

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

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

# ARTICLE 11: APPENDIX: AGENDA AND MINUTES TEMPLATES

---

---

OCEAN COUNTY COLLEGE

MEMORANDUM

---

---

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

---

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

NOTE: ADD WEBEX MEETING INVITE WITH LINK

---

---

OCEAN COUNTY COLLEGE  
MEMORANDUM

---

---

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

---

In Attendance

Senate Members: (list attendees)

Guests: (list attendees)

Absent

Senate Members: (list absentees)

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

## ARTICLE 12: APPENDIX: TIMELINE

### September:

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

### October:

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

### December:

- First Meeting: Form election committee

### February:

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

### March:

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

### April:

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

### May:

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

### June:

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

### August:

- Prepare standing committee annual report
- Prepare senate annual report

***EXHIBIT B-2***

# Program Change Request

Date Submitted: 03/03/26 3:35 pm

Viewing: AS.HLTH ~~AS.PUBH~~ : **Public Health and Human Performance, Health, Associate in Science**

Last approved: 03/10/25 10:53 am

Last edit: 03/13/26 3:13 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using  
this Program

[Public Health, Associate in Science](#)

[Public Health and Human Performance, Associate in Science](#)

Program Type Associate in Science (AS)

Program Title

Public Health and Human Performance, Health, Associate in Science

Academic School Business and Social Sciences

Effective Catalog  
Year 2026-2027

Program Code AS.HLTH ~~AS.PUBH~~

CIP Code 51.2201 - 51.2201

## Program Description

## In Workflow

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

## Approval Path

1. 03/04/26 1:49 pm  
Alexandra Tray (atray): Approved for BS Academic Administrator
2. 03/04/26 1:58 pm  
James Hadley (jhadley): Approved for BS Dean
3. 03/04/26 2:34 pm  
James Marshall (jmarshall): Approved for Executive Director

- of Curriculum and  
Program  
Development
4. 03/04/26 3:15 pm  
Catherine Mancuso  
(cmancuso):  
Approved for Vice  
President of  
Academic Affairs
  5. 03/13/26 3:25 pm  
Caroline Brittain  
(cbrittain):  
Approved for  
Curriculum  
Committee Chair
  6. 03/19/26 5:13 pm  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair
  7. 03/23/26 9:18 am  
Connie Bello  
(cbello): Approved  
for Cabinet

## History

1. Feb 12, 2025 by  
Mary Gibson  
(mgibson)
2. Mar 10, 2025 by  
James Marshall  
(jmarshall)

The A.S. in Public Health and Human Performance degree is designed to prepare students for careers in public health and wellness. **health**. Students will be introduced to how science, prevention, policy and education contributes to protecting and improving the health of people and their communities. This program is designed to transfer to four-year institutions.

## Program Objectives

---

## Program Goals

	Program goals
PG1	Introduce students to the field of public health
PG2	Provide a comprehensive curriculum fostering essential skills for public health
PG3	Prepare students to transfer to four-year institution to continue their studies in public health

## Program Learning

## Outcomes

	Students who successfully complete this program will be able to:
PLO1	Describe the fundamental concepts of public <u>health and human performance.</u> <del>health.</del>
PLO2	Demonstrate basic knowledge and skills appropriate for students seeking advanced study in the field of <u>public health and human performance.</u> <del>Public Health.</del>
PLO3	Apply basic scientific methods to analyze data that typically arise within fields of study related to the area of <u>public health and human performance.</u> <del>Public Health.</del>
PLO4	Analyze historical and current key public health issues and the impact of these issues locally, Nationally, and globally.
PLO5	Explain basic public health practices and concepts from a legal, ethical, economic, and cultural perspective.

### Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
<a href="#">ENGL 151</a> 					
<a href="#">ENGL 152</a> 					
<a href="#">PSYC 172</a> 					
<a href="#">MATH 156</a> 					
<a href="#">BIOL 130</a> 					
<a href="#">BIOL 130L</a> 					
<a href="#">BIOL 161</a> 					
<a href="#">BIOL 161L</a> 					



<u>Any AHMT, BIOL, ENVI, or HEHP courses.</u>	<u>6</u>
<b><u>Elective Courses</u></b>	
<u>Electives to meet 60 credits</u>	<u>9</u>
<b><u>Total Credit Hours</u></b>	<b><u>60</u></b>
<sup>1</sup> <u>Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.</u>	
<sup>2</sup> <u>A variety of STSC -Student Success Seminar courses are available.</u>	
<del>First Semester Second Semester Third Semester Fourth Semester 1 A variety of STSC -Student Success Seminar courses are available. Please speak to your academic advisor for assistance when selecting. 2 Students have the opportunity to choose electives that focus on Health Administration, Community Health or Environmental Public Health. Health Administration Community Health Environmental Public Health 6 3 Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses. 4 Suggested General Humanities General Education courses HST 191 African-American History PHIL 191 Introduction to Philosophy PHIL 192 Contemporary Ethical Issues 5 Course selections should be based on the requirements of the intended transfer to a four-year institution. Students should speak to their advisor for clarification. 6 Students completing all Environmental Public Health electives, and CHEM 180 or higher, are eligible to receive the Certificate of Completion in Industrial Hygiene/Hazardous Materials Management.</del>	
ENVI 142 Industrial Hygiene Lecture	<b>4</b>
ENVI 205 Hazardous Materials Management	3
ENVI 210 Indoor Environmental Quality	3
ENVI 217 Occupational Safety and Health	3
ANTH 134 Cultural Anthropology	3
PSYC 278 Life Span Development	3
SOWK 191 Foundations of the Community Health Worker	3
SOWK 192 Introduction to Community Healthcare Practice	3
SOWK 194 Counseling Communication Techniques	3
HEHP 183 Introduction to Health Administration	3
BUSN 151 Introduction to Human Resource Management	3
HEHP 188 Introduction to Nutrition	3
SOCI 181 Introduction to Sociology	3
Open Elective <sup>5</sup>	3-4

Humanities-General Education Course <sup>4</sup>		3
Elective if needed to reach 60-credits		0-2
Total Credit Hours		0
HEHP 225	Contemporary Health	3
Technology Gen-Ed <sup>3</sup>		3
Any General Education Course		3-4
AHMT 110	Medical Terminology	3
Public Health Elective <sup>2</sup>		3
Total Credit Hours		0
ENGL 152	English II	3
BIOL 162	General Biology II Lecture	4
or BIOL 131	Human Anatomy & Physiology II Lecture	
HEHP 184	Exploration of the U.S. Healthcare System and Healthcare Professions	3
PSYC 172	General Psychology	3
Public Health Elective <sup>2</sup>		3
Total Credit Hours		0
ENGL 151	English I	3
HEHP 227	Introduction to Public Health	3
MATH 156	Introduction to Statistics (Or Higher)	3
BIOL 161	General Biology I Lecture	4
or BIOL 130	Human Anatomy and Physiology I Lecture	
STSC 150	Student Success Seminar <sup>1</sup>	2
Total Credit Hours		0

## Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL <u>151, English</u> 151-ENGLISH I	3
ENGL <u>152, English</u> 152-ENGLISH II	3

GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Any GHUM course</u> <del>HUMANITIES-GENERAL EDUCATION REQUIREMENT</del>	3
GSOC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>PSYC 172, General Psychology</u> <del>PSYC-172 GENERAL-PSYCHOLOGY</del>	3
GSOC/ GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Any GHUM or GSOC course</u> <del>SOCl-181 INTRODUCTION TO SOCIOLOGY</del>	3
GMAT/ GSCI/ GTEC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>MATH 156, Introduction to Statistics</u> <del>MATH 156-INTRODUCTION TO STATISTICS</del>	3
	<u>Any GTEC Course</u> <del>Technology-General Education</del>	3
	BIOL 130 or BIOL 161	4
General Education	<b>Course Code &amp; Title</b>	<b>Credits</b>
	Any General Education <u>Courses</u> <del>Requirement</del>	<u>6</u> <del>3-4</del>
	<del>BIOL-131 or BIOL-162</del>	4
Concentration Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<del>AHMT-110 Medical Terminology</del>	3
	<del>HEHP-188 Introduction to Nutrition</del>	3
	<del>HEHP-184 Exploration of the U.S. Healthcare System and Healthcare Professions</del>	3
	<del>HEHP-225 Contemporary Health</del>	3
	<del>HEHP-227 Introduction to Public Health</del>	3
	<u>Any HEHP Courses</u>	<u>12</u>
	<u>Any AHMT, BIOL, ENVI, or HEHP Courses</u>	<u>6</u>
Elective Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<del>ANTH-134 Cultural Anthropology</del>	3

Course Code & Title	Credits
BUSN 151 Introduction to Human Resource Management	3
ENVI 142 Industrial Hygiene	4
ENVI 205 Hazardous Materials Management	3
ENVI 210 Indoor Environmental Quality	3
ENVI 217 Occupational Safety and Health	3
HEHP 183 Health Administration	3
PSYC 279 Life Span Development	3
SOWK 191 Foundations of the Community Health Worker	3
SOWK 192 Introduction to Community Healthcare Practice	3
<u>Any Elective Courses</u> SOWK 194 Interviewing and Communication Techniques	<u>3</u>
<u>Any STSC Course</u>	<u>2</u>

## Board Approval

---

History of Board

approval dates

Board of Trustees Approval Date: June 27, 2024

AIC Approval Date: November 1, 2024

Reviewer

Comments

***EXHIBIT B-3***

# Program Change Request

Date Submitted: 02/09/26 3:29 pm

Viewing: **CC.ENVSU : Environmental Sustainability, Certificate of Completion**

Last approved: 12/07/23 1:32 pm

Last edit: 02/09/26 3:43 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using  
this Program

[Environmental Sustainability, Certificate of Completion](#)

Program Type	Certificate of Completion
Program Title	Environmental Sustainability, Certificate of Completion
Academic School	Science, Technology, Engineering, Mathematics
Effective Catalog Year	2026-2027
Program Code	CC.ENVSU
CIP Code	30.3301 - 30.3301

## Program Description

## In Workflow

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

## Approval Path

1. 02/09/26 3:40 pm  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 02/09/26 3:55 pm  
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/10/26 9:49 am  
James Marshall (jmarshall):  
Approved for

Executive Director  
of Curriculum and  
Program  
Development

4. 02/10/26 10:43 am  
Catherine Mancuso  
(cmancuso):  
Approved for Vice  
President of  
Academic Affairs
5. 03/13/26 1:37 pm  
Caroline Brittain  
(cbrittain):  
Approved for  
Curriculum  
Committee Chair
6. 03/19/26 5:15 pm  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair
7. 03/23/26 9:19 am  
Connie Bello  
(cbello): Approved  
for Cabinet

## History

1. Jul 26, 2021 by  
cfallon
2. Sep 14, 2021 by  
soconnor
3. Nov 10, 2021 by  
soconnor
4. Feb 8, 2022 by  
soconnor
5. Dec 7, 2023 by  
soconnor

This certificate can be taken independently or as a complement to the environmental science degree program. This certificate will provide students with the knowledge, skills, and tools needed to conduct baseline sustainability surveys and assessments. Students will work under the guidance of a senior scientist.

## Program Learning

## Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Analyze the fundamental environmental, social, and economic issues underlying sustainability.
PLO2	Apply the principles of greenhouse gas analysis and reduction our daily lives.
PLO3	Critically evaluate the various global and national standards we use to assign life cycle values to products and services. Student will understand green washing, the mislabeling of products and services as green by computing their LCA values.
PLO4	Critically evaluate the need to develop new technologies required to replace fossil fuels and other forms of renewable energy.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
-------------	-------	-------	-------	-------

## Required Qualifications

## Plan of Study Grid

Fall One Credit HoursENVI 121 Renewable Energy 3ENVI 134 Carbon Footprint Analysis 3BUSN 271 Principles of Management 3Credit Hours 9

## Spring One

ENVI 220 Life Cycle Analysis 3ENVI 241 Environmental Sustainability 3Choose one of the following: 3SOCI 181Introduction to Sociology =SOCI 231Social Problems =SOCI 232Social Justice =Credit Hours 9Total Credit Hours 18

## Plan of Study Grid

## Freshman

First Semester Credit HoursENVI 134 Carbon Footprint Analysis 3ENVI 241 Environmental Sustainability 3BUSN 273Corporate Social Responsibility3

-	Credit Hours	0
Second Semester		
	ENVI-121 Renewable Energy	3
	ENVI-220 Life Cycle Analysis	3
	SOCI-232 Social Justice	3
-	Credit Hours	0
-	Total Credit Hours	0

## Degree Requirements Breakdown

GCOM	Course Code & Title	Credits
	N/A	0
GHUM	Course Code & Title	Credits
	None	0
GSOC	Course Code & Title	Credits
	None	0
GSOC/ GHUM	Course Code & Title	Credits
	None	0
GMAT/ GSCI/ GTEC	Course Code & Title	Credits
	None	0
General Education	Course Code & Title	Credits
	None	0
Concentration Courses	Course Code & Title	Credits
	ENVI-134 Carbon Footprint Analysis	3
	ENVI-121 Renewable Energy	3
	ENVI-220 Life Cycle Assessment	3
	ENVI-241 Environmental Sustainability	3
	<u>BUSN-271 Principles of Management</u> <del>BUSN 271- Corporate Social Responsibility</del>	3
	SOCI <u>181 or SOCI 231</u> <del>232- Social Justice</del>	3

Elective Courses

Course Code & Title	Credits
None	0

## Board Approval

---

History of Board

approval dates

Inactivated temporarily in Fall 2020 for the 21-22 school year. Certificate needs to be 16+ credits for FA. Discussed adding a BUSN course.

Board of Trustees Approval Date: July 22, 2021

Edited to be 16+ credits and Workflow started on: 11/17/21

Board of Trustees Approval Date: January 27, 2022

Reviewer

Comments

***EXHIBIT B-4***

# Program Change Request

Date Submitted: 02/09/26 3:24 pm

Viewing: **CC.IHHM : Industrial Hygiene/Hazardous Materials Management**

Last approved: 04/10/23 1:32 pm

Last edit: 03/23/26 8:40 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using  
this Program

[Industrial Hygiene/Hazardous Materials Management, Certificate of Completion](#)  
[Industrial Hygiene/Hazardous Materials Management, Certificate of Completion](#)  
[Environmental Sustainability](#)

Program Type	Certificate of Completion
Program Title	Industrial Hygiene/Hazardous Materials Management
Academic School	Science, Technology, Engineering, Mathematics
Effective Catalog Year	2026-2027
Program Code	CC.IHHM
CIP Code	512206 - Occupational Health and Industrial Hygiene.

## Program Description

## In Workflow

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

## Approval Path

1. 02/09/26 3:35 pm  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 02/09/26 3:55 pm  
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/10/26 9:49 am  
James Marshall (jmarshall):  
Approved for

Executive Director  
of Curriculum and  
Program  
Development

4. 02/10/26 10:43 am

Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

5. 03/13/26 3:26 pm

Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

6. 03/19/26 5:15 pm

Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

7. 03/23/26 9:20 am

Connie Bello  
(cbello): Approved  
for Cabinet

## History

1. Dec 3, 2020 by

soconnor

2. Dec 3, 2020 by

soconnor

3. Dec 3, 2020 by

soconnor

4. Dec 3, 2020 by

soconnor

5. Apr 29, 2021 by

soconnor

6. May 17, 2022 by

soconnor

7. Apr 10, 2023 by

soconnor

This certificate will be an extension of our environmental studies degree program. This certificate will provide students with the knowledge, skills, and training required to conduct industrial hygiene and hazardous materials testing and assessment. Students will conduct sampling and surveys in the field. Students will typically work under the direction of a senior scientist.

### Program Learning

#### Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Identify and analyze the fundamental aspects of the work environment and those elements that may create an unsafe or unhealthy work environment.
PLO2	Evaluate the various globally harmonized, national, and local standards we use to classify hazardous materials.
PLO3	Explain why common hazardous materials such as lead based paint or lead water supply systems in homes and schools pose a serious health risk.
PLO4	Student will be able to identify the specific sources of indoor pollutants that cause negative health effects and recommend mitigation measures.
PLO5	Critically evaluate and develop management control systems that promote a safe and healthy work environment.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
-------------	-------	-------	-------	-------	-------

### Required Qualifications

#### Plan of Study Grid

Fall One Credit Hours

[ENVI 210 Indoor Environmental Quality](#) 3

[ENVI 217 Occupational Safety and Health](#) 3

[Any CHEM Lecture with Associated Lab](#) 4

Credit Hours 10

Spring One

[ENVI 205 Hazardous Materials Management](#)<sup>3</sup>

[ENVI 142 Industrial Hygiene Lecture](#) 4

[& 142L and Industrial Hygiene Lab](#)

Credit Hours 7

Total Credit Hours 17

**Plan of Study Grid**

<b>First Semester</b>	<b>Credit Hours</b>
Any CHEM Course	4
ENVI 210 Indoor Environmental Quality	3
ENVI 217 Occupational Safety and Health	3
- Credit Hours	0
<b>Second Semester</b>	
ENVI 142 Industrial Hygiene Lecture	4
ENVI 205 Hazardous Materials Management	3
- Credit Hours	0
- Total Credit Hours	0

## Degree Requirements Breakdown

GCOM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
GSOC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
GSOC/ GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
GMAT/ GSCI/ GTEC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
General Education	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
Concentration Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
Elective Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A

## Board Approval

History of Board  
approval dates  
November 5, 2020

Reviewer  
Comments

***EXHIBIT B-5***

# Program Change Request

A deleted record cannot be edited

## Program Inactivation Proposal

Date Submitted: 03/04/26 10:05 am

Viewing: **AAS.HS : Health Science**

Last approved: 04/16/24 2:25 pm

Last edit: 03/04/26 10:05 am

Changes proposed by: James Marshall (jmarshall)

Final Catalog            2026-2027

Rationale for  
Inactivation

### In Workflow

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

### Approval Path

1. 03/04/26 10:13 am  
Mary Gibson (mgibson):  
Approved for NH Academic Administrator
2. 03/05/26 9:44 am  
Teresa Walsh (twalsh): Approved for NH Dean
3. 03/06/26 7:39 am  
James Marshall (jmarshall):

## EXHIBIT B-5

- Approved for  
Executive Director  
of Curriculum and  
Program  
Development
4. 03/06/26 8:37 am  
Catherine Mancuso  
(cmancuso):  
Approved for Vice  
President of  
Academic Affairs
5. 03/13/26 1:36 pm  
Caroline Brittain  
(cbrittain):  
Approved for  
Curriculum  
Committee Chair
6. 03/19/26 5:11 pm  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair
7. 03/23/26 9:17 am  
Connie Bello  
(cbello): Approved  
for Cabinet

## History

1. Jul 23, 2021 by  
soconnor
2. Apr 10, 2023 by  
soconnor
3. Aug 14, 2023 by  
soconnor
4. Apr 16, 2024 by  
James Marshall  
(jmarshall)

The Associate in Applied Science (A.A.S.) in Health Science is recommended for inactivation due to sustained extremely low enrollment and the absence of measurable student outcome data. Recent enrollment reflects only one active student in the program, and the lack of identifiable cohorts prevents meaningful assessment of retention or completion rates. While the program

was originally designed to provide a pathway for healthcare paraprofessionals to convert prior learning and professional experience into academic credit, the current structure has not generated sufficient demand to sustain the degree. Inactivating the program will allow the institution to focus resources on more clearly defined and higher-demand health science pathways and credentials that better align with student interest and workforce needs.

Program Type Associate of Applied Science (AAS)

Program Title Health Science

Academic School Nursing and Health Sciences

Will this program exceed the programmatic mission level for the Institution?

Effective Catalog Year 2026-2027

Program Code AAS.HS

CIP Code 51.0000 - 51.0000

Is this a new program announcement?

Campus(es) where the program will be offered.

Is licensure required of program graduates to gain employment?

Will the institution seek accreditation for this program?

If yes, list the accrediting organization:

List the institutions with which articulation

agreements will be  
arranged

### Program Description

---

The Associate in Applied Science (A.A.S.) Degree in Health Science is designed for students already working in the healthcare field as paraprofessionals who wish to enhance their educational credentials. They will receive up to 19 college credits for their previous postsecondary training and experience. The evaluation of previous training and experience will be conducted by the School of Nursing and Health Sciences and will be based upon review of transcript(s) from previous educational program(s) and work experience documented in a comprehensive portfolio. Students will complete the remaining credits as outlined to earn the A.A.S. degree.

### Program Objectives

---

#### Program Goals

	<b>Program goals</b>
PG1	History: Board of Trustees Approval Date: May 28, 2020 NJPC Approval: September 21, 2020







#### Program Learning

##### Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Discuss the role of management in healthcare organizations, including leadership, ethical issues, professionalism, and cultural and diversity awareness.
PLO2	Compare and contrast healthcare delivery organizations, such as hospitals, clinics, long term-care facilities, and other service providers.
PLO3	Exhibit a commitment to the needs of a diverse population of patients in healthcare settings.
PLO4	Communicate effectively with patients, families, and groups in collaboration with other healthcare professionals through reading, listening, speaking, and writing.
PLO5	Adhere to legal and ethical principles as they relate to individual patients and the healthcare community.
PLO6	Integrate critical thinking and problem solving appropriate for their healthcare disciplines.

	<b>Students who successfully complete this program will be able to:</b>
PLO7	Exhibit an enhanced professionalism in their chosen healthcare fields.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7
<b>FirstSemester</b>							
<b><u>ENGL</u></b> <b><u>151</u></b> 							
<b>SecondSemester</b>							
<b><u>ENGL</u></b> <b><u>152</u></b> 							
<b><u>PHIL</u></b> <b><u>192</u></b> 							
<b><u>PSYC</u></b> <b><u>172</u></b> 							
<b>ThirdSemester</b>							
<b><u>COMM</u></b> <b><u>154</u></b> 							
<b><u>SOCI</u></b> <b><u>181</u></b> 							
<b><u>BIOL</u></b> <b><u>114</u></b> 							
<b>FourthSemester</b>							

### College-wide Assessment of Program Learning Outcomes

- A Graduate Exit Survey and Noel Levitz Student Satisfaction Survey are undertaken in order to gauge overall student satisfaction with college programs.
- Course Level Assessment – 40 high enrollment courses from across all academic disciplines is conducted yearly on a three year cycle. Faculty develop specific assessment instruments/plans aligned to all course learning outcomes; specific recommendations for improvements in instruction, or curriculum are made based upon the results.
- Each course is individually digitally assessed at the end of each term for faculty performance and student satisfaction

- General Education Assessment – The college has 11 General Education goals and outcomes based on the NJCCC/AOA General Education Foundation; these are assessed cyclically each semester; there is a randomized selection of courses and students for inclusion in the assessment each semester; faculty teaching selected sections are required to submit the selected assignments for the students in their sections who have also been randomly selected. A faculty and staff committee works in teams to assess the submitted works using an appropriate AAC&U Value Rubric. Recommendations for curricular improvements, faculty workshops, etc. are made based on the data.

- Program Assessment – Program Assessment is conducted for all programs on a five year cycle; the program is reviewed and assessed in its entirety through indirect and direct assessment (i.e. testing, portfolio review, and artifact collection; student and alumni surveys, focus groups), and requires a full audit of all curriculum, faculty, enrollment and graduation trends, and advisory board recommendations, concluding in specific recommendations for improvement and planning, based upon the data collected

- Retention/Graduate rates are assessed college-wide for all first-time, full time students.

- Transfer rates are assessed at three years for first time, full-time students who non-completers.

#### Required Qualifications

##### Plan of Study Grid

First Semester		Credit Hours
<u>ENGL 151</u>	English I	3
<u>AHMT 110</u>	- Medical Terminology	3
<u>Mathematics Gen. Ed. Requirement</u>		3
<u>Any Gen. Ed. Requirement</u>		3
<u>Any STSC - Student Success Seminar course</u>	<sup>1</sup>	2
	Credit Hours	14
Second Semester		
<u>ENGL 152</u>	English II	3
<u>PHIL 192</u>	Contemporary Ethical Issues	3
<u>PSYC 172</u>	General Psychology	3
<u>Technology Gen. Ed. Requirement</u>		3
<u>Any Gen. Ed. Requirement</u>		3
	Credit Hours	15
Third Semester		
<u>COMM 154</u>	Fundamentals of Public Speaking	3
<u>SOCI 181</u>	Introduction to Sociology	3
<u>BIOL 114</u>	Principles of Biological Science Lecture	4
or <u>BIOL 119</u>	or Science and the Human Body Lecture	
or <u>BIOL 130</u>	or Human Anatomy and Physiology I Lecture	

<u>Any Gen. Ed. Requirement</u>	2
Credit Hours	12
Fourth Semester	
<u>AHLT 893</u> - Health Science Professional Experience <sup>2</sup>	19
Credit Hours	19
Total Credit Hours	60

1

A variety of STSC -Student Success Seminar courses are available. Please speak to your academic advisor for assistance when selecting.

2

Students are awarded up to 19 credits for completing an articulated CPE program and/or demonstrating professional certification, licensure, or experience, as approved by the School of Nursing and Health Sciences, based upon review of transcript(s) from previous educational program(s) and work experience documented in a comprehensive portfolio. If awarded less than 19 credits, the student needs to complete additional HEHP, HHAW, BIOL, CHEM, PHYS, or ENVI courses to make up the difference.

## Degree Requirements Breakdown

GCOM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	*	*
GSOC/ GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	8	8
GMAT/ GSCI/ GTEC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	8	8
General Education	<b>Course Code &amp; Title</b>	<b>Credits</b>
	88	8
Concentration Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	88	8

Reviewer  
Comments

***EXHIBIT B-6***

# Program Change Request

A deleted record cannot be edited

## Program Inactivation Proposal

Date Submitted: 02/04/26 4:23 pm

Viewing: **AAS.CS.AI : Computer**

## Science/Informational Technology - Option in Artificial Intelligence, Associate in Applied Science

Last approved: 02/12/25 11:01 am

Last edit: 02/04/26 4:23 pm

Changes proposed by: James Marshall (jmarshall)

Final Catalog                      2025-2026

Rationale for  
Inactivation

### In Workflow

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

### Approval Path

1. 02/05/26 9:13 am  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 02/17/26 11:49 am  
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/17/26 3:24 pm  
James Marshall (jmarshall):

## EXHIBIT B-6

Approved for  
Executive Director  
of Curriculum and  
Program  
Development

4. 02/17/26 3:25 pm  
Catherine Mancuso  
(cmancuso):  
Approved for Vice  
President of  
Academic Affairs
5. 03/13/26 1:36 pm  
Caroline Brittain  
(cbrittain):  
Approved for  
Curriculum  
Committee Chair
6. 03/19/26 5:11 pm  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair
7. 03/23/26 9:17 am  
Connie Bello  
(cbello): Approved  
for Cabinet

## History

1. May 9, 2021 by  
soconnor
2. Aug 30, 2021 by  
Kenneth Michalek  
(kmichalek)
3. Nov 17, 2021 by  
soconnor
4. Apr 16, 2024 by  
James Marshall  
(jmarshall)
5. Feb 12, 2025 by  
James Marshall  
(jmarshall)

Program has had consistent low enrollment and low to no completions. Courses unique to the program cannot be run with current enrollment trends and thus the program cannot be completed as designed.

Program Type	Option
Program Title	Computer Science/Informational Technology - Option in Artificial Intelligence, Associate in Applied Science
Option Title	Artificial Intelligence
Academic School	Science, Technology, Engineering, Mathematics
Base Program	Computer Science/Information Technology, Associate in Applied Science
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2025-2026
Program Code	AAS.CS.AI
CIP Code	110101 - Computer and Information Sciences, General.

Is this a new program announcement?

Campus(es) where the program will be offered.

Is licensure required of program graduates to gain employment?

## Objectives

### Program Description

---

This career program prepares students for entry-level positions in a multitude of Artificial Intelligence careers to be utilized in a variety of industries including the medical, manufacturing, financial, and automotive industries. Artificial Intelligence careers include positions such as Data Analytics Engineer, Data Scientist, Machine Learning Specialist, Big Data Engineer and Software Development Professional. The curriculum has been designed to introduce the student to the study of Artificial Intelligence and expose the student to real-world applications where AI is utilized in the areas of Machine Learning, Computer Vision, Natural Language Processing and Neural Networks. The curriculum also includes courses in programming, math, social sciences and humanities. A graduate of the program will have a firm understanding of Artificial Intelligence, the AI Project Lifecycle, various Machine Learning Algorithms such as Supervised and Unsupervised Learning and the ability to construct a Neural Network and apply it to topics such as vision and language processing.

The department recommends the following minimal criteria for prospective students in the Computer Science/Information Technology program:

1. High school diploma or equivalent
2. Cumulative high school grade point average of C or above
3. Ranked in top half of high school graduating class
4. No developmental studies requirement

## Program Objectives

### Program Goals

### Program Learning

### Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Explain what artificial intelligence is and give examples of applications where it is used.
PLO2	Describe the A.I. project lifecycle and identify the activities that occur during each stage of the cycle.
PLO3	Explain what data science and analytics are, how they are used for machine learning, and how to apply the various types of machine learning algorithms.
PLO4	Describe the techniques and concepts used in computer vision, how computers see, and how an image is represented.
PLO5	Investigate the various algorithms used in natural language processing (NLP) applications and the techniques used to train these algorithms to recognize language.
PLO6	Demonstrate how neural networks are used in the fields of computer vision and natural language processing.

	<b>Students who successfully complete this program will be able to:</b>
PLO7	Identify the challenges that A.I. will bring into the world including career challenges, ethical issues, and social impacts.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7
<b>Freshman</b>							
<b>First Semester</b>							
<a href="#"><u>ENGL 151</u></a> 							
<a href="#"><u>CSIT 165</u></a> 							
<a href="#"><u>CSIT 191</u></a> 	Exam	Exam	Exam	Exam		Exam	Exam
<b>Second Semester</b>							
<a href="#"><u>ENGL 152</u></a> 							
<a href="#"><u>MATH 156</u></a> 							
<a href="#"><u>MATH 196</u></a> 							
<a href="#"><u>CSIT 168</u></a> 							
<a href="#"><u>CSIT 213</u></a> 							
<b>Sophomore</b>							
<b>First Semester</b>							
<a href="#"><u>MATH 265</u></a> 							
<a href="#"><u>CSIT 192</u></a> 	Exam	Exam	Exam	Exam	Exam	Exam	Exam
<b>Second Semester</b>							
<a href="#"><u>CSIT 292</u></a> 					Paper	Exam	
<a href="#"><u>CSIT 291</u></a> 				Exam		Exam	

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7
FirstSemester							
SecondSemester							

### College-wide Assessment of Program Learning Outcomes

---

- A Graduate Exit Survey and Noel Levitz Student Satisfaction Survey are undertaken to gauge overall student satisfaction with college programs.
- Course Level Assessment – 40 high enrollment courses from across all academic disciplines are conducted yearly on a three year cycle. Faculty develop specific assessment instruments aligned to all course learning outcomes; specific recommendations for improvement in instruction, or curriculum are made based upon the results.
- Each course is individually digitally assessed at the end of each term for faculty performance and student satisfaction
- General Education Assessment – The college has 11 General Education goals and objectives based on the NJCCC/AOA General Education Foundation; these are assessed cyclically each semester; there is a randomized selection of courses and students for inclusion in the assessment each semester; faculty teaching selected sections are required to submit selected assignments for the students in their sections who have also been randomly selected. A faculty and staff committee works in teams to assess the submitted work.

### Relationship to Institutional Strategic Plan and Other Ocean County College Programs

---

Talk about the chart where you connected your program goals to the SI strategies. Discuss how the creation of this program may affect existing OCC programs, existing OCC programs, existing OCC certificates, and so on.

## Need

---

### Demand

---

Using your departmental access to EMSI, research the demand for this program by county. Discuss.

Using your departmental access to EMSI, research the demand for this program by region. Discuss.

### Similar Programs at Other Institutions

List 2-year and 4-year programs that are equivalent to your proposed program

Community

Projected students enrollments for the next few years – this information should be on your rubric.

List any program resources that you anticipate needing either immediately to begin the program or within the first year.

### Required Qualifications

#### Plan of Study Grid

#### Freshman

First Semester	Credit Hours
<a href="#">ENGL 151</a> English I	3
<a href="#">Mathematics/Science/Technology Gen. Ed. Requirement</a>	3
<a href="#">CSIT 165</a> Programming I	4
<a href="#">CSIT 191</a> Introduction to Artificial Intelligence	3
<a href="#">Humanities or Social Science Gen. Ed. Requirement</a>	3
Credit Hours	16

#### Second Semester

<a href="#">ENGL 152</a> English II	3
<a href="#">MATH 156</a> Introduction to Statistics	3
<a href="#">MATH 196</a> Precalculus	4
Or Higher	
<a href="#">CSIT 168</a> Introduction to Python Programming	2
<a href="#">CSIT 213</a> Database Management	3
Credit Hours	15

#### Sophomore

##### First Semester

<a href="#">MATH 265</a> Calculus I	4
<a href="#">CSIT 192</a> Introduction to Machine Learning	3
Computer Science Elective	3
<a href="#">Any Gen. Ed. Requirement</a>	4
Credit Hours	14

##### Second Semester

<a href="#">CSIT 292</a> Natural Language Processing	3
--	---

<u>CSIT 291</u> Computer Vision	3
CSIT Elective	3
<u>Any Gen. Ed. Requirement</u>	4
Elective (to meet 60 credits)	2
Credit Hours	15
Total Credit Hours	60

How does this  
option differ from

## Degree Requirements Breakdown

GCOM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	ENGL 151	3
	ENGL 152	3
GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
GHIS GSOC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	N/A	N/A
GDIV GSOC/ GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	HUMN/SOSC GEN ED REQ	3
GMAT/ GSCI/ GTEC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	MATH GEN ED REQ	3
General Education	<b>Course Code &amp; Title</b>	<b>Credits</b>
	ANY GEN ED COURSE	8
Concentration Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	CSIT 191	3
	CSIT 168	2
	CSIT 213	3
	MATH 201	4

Course Code & Title	Credits
CSIT 192	3
MATH 265	4
CSIT-291	3
CSIT-292	3
CSIT Elective	6
CSIT 165	4
MATH 156	3

Elective Courses

Course Code & Title	Credits
Elective	2

## Board Approval

---

History of Board

Reviewer

Comments

***EXHIBIT B-7***

# Program Change Request

A deleted record cannot be edited

## Program Inactivation Proposal

Date Submitted: 02/04/26 4:19 pm

Viewing: **CC.AI : Certificate of Completion in Artificial Intelligence**

Last approved: 11/21/24 10:16 am

Last edit: 02/04/26 4:19 pm

Changes proposed by: James Marshall (jmarshall)

Final Catalog            2025-2026

Rationale for  
Inactivation

### In Workflow

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

### Approval Path

1. 02/05/26 9:13 am  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 02/17/26 11:49 am  
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/17/26 3:24 pm  
James Marshall (jmarshall):

## EXHIBIT B-7

Approved for  
Executive Director  
of Curriculum and  
Program  
Development

4. 02/17/26 3:25 pm  
Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

5. 03/13/26 1:36 pm  
Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

6. 03/19/26 5:15 pm  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

7. 03/23/26 9:19 am  
Connie Bello  
(cbello): Approved  
for Cabinet

## History

1. Aug 30, 2021 by  
Kenneth Michalek  
(kmichalek)

2. Nov 17, 2021 by  
soconnor

3. Apr 10, 2023 by  
soconnor

4. Nov 21, 2024 by  
James Marshall  
(jmarshall)

Certificate has consistent low enrollment. Courses are unique to the certificate and enrollment cannot sustain running specialized AI courses.

Program Type	Certificate of Completion
Program Title	Certificate of Completion in Artificial Intelligence
Academic School	Science, Technology, Engineering, Mathematics
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2025-2026
Program Code	CC.AI
CIP Code	110102 - Artificial Intelligence.

### **Program Description**

---

The Ocean County College Certificate of Completion in Artificial Intelligence provides students with the skills necessary to pursue a career in the exciting field of AI. The curriculum focuses on the study of Artificial Intelligence and the real-world applications where AI is utilized. This includes Machine Learning, Computer Vision, Natural Language Processing and Neural Networks. Students who achieve this certificate will have a firm understanding of Artificial Intelligence, the AI Project Lifecycle, various Machine Learning Algorithms such as Supervised and Unsupervised Learning, and Neural Networks.

Students who apply to this program are expected to either possess a degree in computer science with the necessary programming background or possess equivalent industry experience. Knowledge of math in statistics, probability, and calculus is also a required prerequisite.







### Program Learning


#### Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Explain what Artificial Intelligence is and give examples of applications where it is used.
PLO2	Evaluate the techniques used in Data Science and Analytics, and examine how they are used in Machine Learning.
PLO3	Demonstrate how to apply the various types of Machine Learning methods which includes Supervised Learning, Unsupervised Learning and Reinforcement Learning and compares strengths and weaknesses.

<b>Students who successfully complete this program will be able to:</b>	
PLO4	Apply various Machine Learning Supervised and Unsupervised algorithms such as k-Nearest Neighbors, Linear Models, Decision Trees, Support Vector Machines and Naïve Bayes Classifiers to solve real-world problems.
PLO5	Experiment with the techniques and concepts used in Computer Vision such as pixels, matrices, image features, Support Vector machines and Convolutional Neural Networks.
PLO6	Assess the various algorithms used in Natural Language Processing applications and the methods used to train these algorithms to recognize language.
PLO7	Analyze how Neural Networks are used in the fields of Computer Vision and Natural Language Processing.
PLO8	Identify the challenges that AI will bring into the world including career challenges as well as the ethical and social impacts.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
<b>Freshman</b>								
<b>First Semester</b>								
<a href="#"><u>CSIT 168</u></a> 		Exam						
<a href="#"><u>CSIT 191</u></a> 	Exam	Exam	Exam	Exam			Exam	Exam
<b>Second Semester</b>								
<a href="#"><u>CSIT 192</u></a> 	Exam	Exam	Exam	Exam			Exam	
<a href="#"><u>CSIT 213</u></a> 		Exam						
<b>Sophomore</b>								
<b>First Semester</b>								
<a href="#"><u>CSIT 291</u></a> 					Exam		Exam	Exam
<a href="#"><u>CSIT 292</u></a> 						Exam	Exam	

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
Second Semester								
<a href="#">CSIT 295</a> 								
FirstSemester								
SecondSemester								

## Required Qualifications

## Plan of Study Grid

## Freshman

First Semester Credit Hours[CSIT 168](#) Introduction to Python Programming 2[CSIT 191](#) Introduction to Artificial Intelligence 3Credit Hours 5

## Second Semester

[CSIT 192](#) Introduction to Machine Learning 3[CSIT 213](#) Database Management 3Credit Hours 6

## Sophomore

## First Semester

[CSIT 291](#) Computer Vision 3[CSIT 292](#) Natural Language Processing 3Credit Hours 6

## Second Semester

[CSIT 295](#) Artificial Intelligence Capstone 3Credit Hours 3Total Credit Hours 20

## Degree Requirements Breakdown

---

GCOM

Course Code & Title	Credits
NA	0

GHUM

Course Code & Title	Credits
NA	0

GSOC

Course Code & Title	Credits
NA	0

## GSOC/ GHUM

Course Code & Title	Credits
NA	0

## GMAT/ GSCI/ GTEC

Course Code & Title	Credits
NA	0

## General Education

Course Code & Title	Credits
NA	0

Concentration  
Courses

Course Code & Title	Credits
CSIT-191	3
CSIT-192	3
CSIT-291	3
CSIT-292	3
CSIT-295	3
CSIT 168	2
CSIT 213	3

## Elective Courses

Course Code & Title	Credits
NA	0

Reviewer  
Comments