

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: June 21, 2017

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, June 29, 2017**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on June 7, 2017:
 - a. New Courses
 - 1) TURK 101, Elementary Turkish I (**Exhibit B-1**)
 - 2) TURK 102, Elementary Turkish II (**Exhibit B-2**)

EXHIBIT B-1

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: TURK 101: Elementary Turkish I
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION

This course offers an introduction to the modern Turkish language used by over 75 million people worldwide. The course is intended for students with little or no previous experience with the language. Students will develop speaking and listening skills in Turkish and learn to read and write in the language.

4. PREREQUISITES: NONE COREQUISITES: None
5. MAXIMUM CLASS SIZE: 25 COURSE FEE CODE: 0

COURSE TYPE FOR PERKINS REPORTING:

- ☐ vocational (approved for Perkins funding)
☒ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

The Turkish language is a valuable choice for students looking to broaden their cultural horizons and become more aware of the global landscape. The country of Turkey has a key role in current events in the Middle East. The study of Turkey and the Turkish language contributes to the student's awareness of diversity and encourages them to adopt a global perspective. This course also expands the course offerings of the Middle Eastern Studies Center at OCC.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☒ yes (**pending NJCCC approval**) ☐ no

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input checked="" type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:
☐ Program-specific requirement for the following degree program(s):

____ Elective

iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

iv. This course is recommended for the following:
 The Limited Load List _____
 The Writing Across the Curriculum List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

Offering comprehensive education programs includes a variety of language options for our learners who plan to seek a place in the global market.

7. RELATED COURSES IN OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here: The Turkish language is a rare offering for a college and thus no other community colleges in the state offer this language.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				This course is a specific language course. All community college offer a variety of language courses.

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJ Transfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	Language Elective 3.0 CR	General Education		
Kean University	Language Elective 3.0 CR	General Education		

Monmouth University	Language Elective 3.0 CR	General Education		
Richard Stockton University	Language Elective 3.0 CR	General Education		
Rowan University	Language Elective 3.0 CR	General Education		
Rutgers – New Brunswick School of Arts & Sciences	Turkish 190 Elementary Turkish I, 3 CR	General Education		

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
- ii. If not transferable to any institution, explain.

8. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Use single words and beginning level sentences while taking part in a conversation based on topics that relate to everyday life.
- b. Decode and comprehend beginning level speech that is delivered clearly and slowly.
- c. Decode and comprehend texts that are beginning level and short insofar as they relate specifically to everyday life.
- d. Write basic phrases and beginning level words.
- e. Develop a deeper understanding of the evolution of Turkish culture and how it differs from North American culture.

9. TOPICAL OUTLINE

1.Major Themes/Skills	2.Assignments/ Activities (Recommended but not limited to)	3. Assessment (Recommended but not limited to)	4.Related Course Learning Objective (s)
1. Vocabulary Acquisition - All course units contain new vocabulary selections to master.	<ol style="list-style-type: none"> 1. Reading in course text 2. Reading in course shell 3. Conversations with peers and instructor 4. Viewing video content 	<ol style="list-style-type: none"> 1. Quizzes 2. Exams 3. Written assignments 4. Research papers 	Objective 8: a & b.

2. Phonetics - All course units contain lessons on phonetics of the language	<ol style="list-style-type: none"> 1. Reading in course text 2. Reading in course shell 3. Conversations with peers and instructor 4. Viewing video content 	<ol style="list-style-type: none"> 1. Quizzes 2. Exams 	Objective 8: a & b.
3. Grammar - All course units contain lessons on grammar and usage.	<ol style="list-style-type: none"> 1. Reading in course text 2. Reading in course shell 3. Conversations with peers and instructor 4. Viewing video content 	<ol style="list-style-type: none"> 1. Quizzes 2. Exams 3. Written assignments 4. Research papers 	Objective 8: a, b, c, & d.
4. Reading & Writing - Students begin learning reading and writing exercises at the start of the course.	<ol style="list-style-type: none"> 1. Reading in course text 2. Reading in course shell 3. Conversations with peers and instructor 4. Viewing video content 	<ol style="list-style-type: none"> 1. Quizzes 2. Exams 3. Written assignments 4. Research papers 	Objective 8: a, c, and d.
5. Understanding Turkish Culture - All course units contain lessons on Turkish Culture.	<ol style="list-style-type: none"> 1. Reading in course text 2. Reading in course shell 3. Conversations with peers and instructor 4. Viewing video content 	<ol style="list-style-type: none"> 1. Quizzes 2. Exams 3. Written assignments 4. Research papers 	Objective 8: e.

10. METHODS OF INSTRUCTION — In the structuring of this course, what major methods of instruction will be utilized?

- Instructor lectures
- Textbook reading
- Instructor and peer discussions
- Vocabulary flashcards
- Computer assisted labs
- Videos
- Audio Recordings

11. General Education Goals addressed by this course (this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning objective from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (including but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.)

General Education Goal	1.Applicable (mark with x)	2. Related Course Learning Objective	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	X	8: a, b, c and d	9:1-4	Quizzes, exams, written Assignments, research papers
Quantitative Knowledge and				
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy				
Society and Human Behavior				
Humanistic Perspective	X	8: a, b, c, d, and e	9:1-4	Quizzes, exams, written Assignments, research papers

Historical Perspective				
Global and Cultural Awareness	X	8:e	9:5	Quizzes, exams, written Assignments, research papers
Ethical Reasoning and Action				
Independent/Critical Thinking	X	8: e	9:5	1. Quizzes 2. Exams 3. Written assignments 4. Research papers

12 NEEDS

- o Instructional Materials (text etc.): Text(s) selected by department
- o Technology Needs: Online modality requires computer with internet access, microphone, and speakers.
- o Human Resource Needs (Presently Employed vs. New Faculty): Presently Employed
- o Facility Needs: N/A
- o Library needs (list specific needs and must be initialed by library director): Library ebook collections contain materials relating to Turkish -DRK

13. GRADE DETERMINANTS

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

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

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Connect, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or “For Information Only.” This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	
#2 Semester Hours/Contact Hours	#5 Maximum Class Size/Lab Fee Code/ Vocational Status
#3 Catalog Description	#7 Transfer Information
#4 Prerequisites & Corequisites	#9 Topical Outline
#6 Justification	#10 Methods of Instruction
#8 Course Objectives	#12 Needs
#11 General Education Goals - Rubric	#13 Grade Determinants

Board of Trustees Approval Date: June 29, 2017

EXHIBIT B-2

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: TURK 102: Elementary Turkish II
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION
Elementary Turkish II continues to introduce the Turkish language for beginning learners. Students in this course will advance their reading, writing, listening and speaking skills in Modern Turkish. Students will be exposed to authentic language materials and begin to express themselves at an elementary-advanced level.
4. PREREQUISITES: TURK 101 COREQUISITES: None
5. MAXIMUM CLASS SIZE: 25 COURSE FEE CODE: 0

COURSE TYPE FOR PERKINS REPORTING:

- ☐ vocational (approved for Perkins funding)
☒ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

The Turkish language is a valuable choice for students looking to broaden their cultural horizons and become more aware of the global landscape. The country of Turkey has a key role in current events in the Middle East. The study of Turkey and the Turkish language contributes to the student's awareness of diversity and encourages them to adopt a global perspective. This course also expands the course offerings of the Middle Eastern Studies Center at OCC.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☒ yes (**pending NJCCC approval**) ☐ no

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

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| <input checked="" type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:
- ☐ Program-specific requirement for the following degree program(s):
☐ Elective
- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:
- None.
- iv. This course is recommended for the following:
- The Limited Load List _____
 The Writing Across the Curriculum List _____
- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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8. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Employ beginning level vocabulary in conversational Turkish.
- b. Decode rudimentary spoken Turkish.
- c. Read and translate beginning level Turkish texts.
- d. Compose grammatically correct Turkish documents using simple structured phrases.
- e. Cultivate a detailed concept of the development of Turkish culture and contrast how this diverges from North American culture.

9. TOPICAL OUTLINE

1. Major Themes/Skills	2. Assignments/ Activities (Recommended but not limited to)	3. Assessment (Recommended but not limited to)	4. Related Course Learning Objective (s)
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Board of Trustees Approval Date: June 2017