

EXHIBIT B



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

To: Board of Trustees
From: Office of the President
Date: December 12, 2012

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Friday, December 14, 2012:**

1. Recommend approval of the following items, as accepted by the College Senate at its meeting on November 26, 2012:
 - a. New Degree Programs in Cooperation with the School of Health Related Professions at the University of Medicine and Dentistry of New Jersey
 - 1) A.A.S. Degree in Dental Hygiene (**Exhibit B-1**)
 - 2) A.A.S. Degree in Occupational Therapy Assistant (**Exhibit B-2**)
2. Recommend approval of the following new policy:
 - a. Policy #3003, Personnel, All Employees, Part-Time Employment (**Exhibit B-3**)

EXHIBIT B-1

DENTAL HYGIENE - A.A.S. Degree – Effective Catalog Year 2013-2014

An Associate in Applied Science Degree in Dental Hygiene is offered in cooperation with the School of Health Related Professions at the University of Medicine and Dentistry of New Jersey (UMDNJ). A degree is awarded simultaneously by Ocean County College and UMDNJ.

Thirty two (32) of 34 General Education credits must be taken at Ocean County College, prior to formal admission into the clinical portion of the program at UMDNJ. The Dental Hygiene program is only available as a full-time course of study, and UMDNJ accepts a cohort of new full-time students each January. All dentistry courses are taken at UMDNJ's Scotch Plains campus.

Admissions Requirements

OCC has only four (4) dedicated seats available each year for admission to the Dental Hygiene program, so admission is highly competitive. To apply a student must be matriculated at OCC, and must be a resident of Ocean County. All applicants will be reviewed by a selection committee established at OCC to review all submitted supporting materials and make final admission recommendations to UMDNJ. Application materials will be due by April 1 each year to be considered for admissions the following January at UMDNJ.

Prior to acceptance into the UMDNJ program, students must have completed the following OCC courses, earning a minimum cumulative grade point average of 2.85:

BIOL 130 – Human Anatomy and Physiology I
BIOL 131 – Human Anatomy and Physiology II
BIOL 232 - Microbiology
CHEM 180 – Introductory Chemistry
ENGL 151 – English I
PSYC 172 – General Psychology

Prior to beginning clinical coursework at UMDNJ, students must also complete the following general education requirements and obtain a minimum grade of C in each:

ENGL 152 – English II
COMM 154 – Fundamentals of Public Speaking
MATH 156 – Introduction to Statistics
SOCI 181 – Introduction to Sociology

Program Objectives

Graduates of this program will be able to:

- Exhibit competency as clinicians through demonstrated performance on the North East Regional Board Dental Hygiene Examination and the National Board Examination and feedback from Employer Surveys
- Assume responsibility for health promotion and disease prevention for individuals and communities through participation in multiple off campus dental health education community projects
- Obtain RDH license issued by the State Board of Dentistry of New Jersey.

- Perform multiple, expanded dental auxiliary functions as defined in the New Jersey State Dental Practice Act under the auspices of Dental Specialties II and Clinical Services, I, II and III.
- Demonstrate professional development through membership in the Student American Dental Hygienists' Association and participation in related activities.
- Display professional demeanor at all times as evidenced by professional development grades achieved in all dental courses.
- Demonstrate competency in dental hygiene as stated in the Dental Hygiene Standard of Care and American Dental Educators Association Competencies.

Requirements

General Education - 34 credits as follows:

Code	Course	Credits
*BIOL 130	Human Anatomy and Physiology I	4
*BIOL 131	Human Anatomy and Physiology II	4
*BIOL 232	Microbiology	4
*CHEM 180	Introductory Chemistry	4
ENGL 151	English I	3
ENGL 152	English II	3
PSYC 172	General Psychology	3
SOCI 181	Introduction to Sociology	3
COMM 154	Fundamentals of Public Speaking	3
MATH 156	Introduction to Statistics	3

A grade of "C" or higher is required in all General Education courses.

** These courses must be completed within the past five (5) years*

Career Studies (UMDMJ) – 52 credits as follows:

(All dentistry courses are taken at UMDNJ's Scotch Plains campus.)

Code	Course	Credits
ADEC 110	Introduction to the Dental Profession	4
ADEC 111	Dental Head and Neck Anatomy	3
ADEC 112	Dental Materials	3
ADEC 113	Medical Emergencies in the Dental Office	1
ADEC 114	Dental Health Education	1
ADEC 115	Dental Radiology	3
ADEC 116	Dental Specialties I	1
ADEC 117	Practice Management	1
DENH 120	Introduction to Clinical Dental Hygiene	4
DENH 121	Clinical Dental Hygiene I	3
DENH 122	Clinical Services I	3
DENH 123	Oral Histology and Embryology	2
DENH 124	Nutrition	2

DENH 231	Clinical Dental Hygiene II	2
DENH 232	Clinical Services II	3
DENH 233	Periodontology I	2
DENH 234	Dental Health Education/ Community Dental Health	2
DENH 235	Oral Pathology	2
DENH 236	Pharmacology and Oral Medicine	1
DENH 242	Clinical Services III	3
DENH 243	Periodontology II	2
DENH 244	Dental Specialties II	1
DENH 245	Pain and Anxiety Control	1
DENH 246	Capstone Seminar	2

Credits required for degree: 86

Dental Hygiene Program Sequence –

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree will take longer than two years to complete. Some general education courses must be taken prior to starting clinical courses. See below.

The following OCC courses must be taken prior to admission at UMDNJ:

Code	Course	Credits
ENGL 151	English I	3
PSYC 172	General Psychology	3
MATH 156	Introduction to Statistics	3
COMM 154	Fundamentals of Public Speaking	3
ENGL 152	English II	3
BIOL 130	Anatomy and Physiology I	4
CHEM 180	Introductory Chemistry	4
BIOL 131	Anatomy and Physiology II	4
SOCI 181	Introduction to Sociology	3
BIOL 232	Microbiology	4

Career studies courses taken at UMDNJ (Full time, Spring entry):

Semester 1:

Course Code:	Course	Credits:
ADEC 110	Introduction to the Dental Profession	4
ADEC 111	Dental Head and Neck Anatomy	3
ADEC 112	Dental Materials	3
ADEC 113	Medical Emergencies in the Dental Office	1
DENH 120	Introduction to Clinical Dental Hygiene	<u>4</u>
		15cr.

Semester 2:

ADEC 114	Dental Health Education	1
ADEC 115	Dental Radiology	3
DENH 121	Clinical Dental Hygiene I	3
DENH 122	Clinical Services I	3
DENH 123	Oral Histology and Embryology	<u>2</u>
		12cr.

Semester 3:

ADEC 116	Dental Specialties I	1
DENH 124	Nutrition	2
DENH 231	Clinical Dental Hygiene II	2
DENH 232	Clinical Services II	3
DENH 233	Periodontology I	2
DENH 234	Dental Health Education/ Community Dental Health	2
DENH 235	Oral Pathology	2
DENH 236	Pharmacology and Oral Medicine	<u>1</u>
		15cr.

Semester 4:

ADEC 117	Practice Management	1
DENH 242	Clinical Services III	3
DENH 243	Periodontology II	2
DENH 244	Dental Specialties II	1
DENH 245	Pain and Anxiety Control	1
DENH 246	Capstone Seminar	<u>2</u>
		10cr.

EXHIBIT B-2

OCCUPATIONAL THERAPY ASSISTANT - A.A.S. Degree – Effective Catalog Year 2013-2014

An Associate in Applied Science Degree in Occupational Therapy Assistant is offered in cooperation with the School of Health Related Professions at the University of Medicine and Dentistry of New Jersey (UMDNJ). A degree is awarded simultaneously by Ocean County College and UMDNJ.

All 32 General Education credits must be taken at Ocean County College; no transfer credits can be considered. All occupational therapy assistant courses are taken at UMDNJ's Scotch Plains campus.

Admissions Requirements

Prospective students must apply to Ocean County College for admission to this program which has limited and competitive enrollment. To qualify for consideration for admission, a student must be matriculated at OCC, a resident of Ocean County, have a minimum 2.5 cumulative grade point average in the core requirements, have two letters of recommendation (from a faculty member and an Occupational Therapist or OT Assistant), have completed a required 40 hour observation in the field in two clinical settings under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant, submit an essay, and have a personal interview with the OTA admissions committee at UMDNJ.

All applicants will be reviewed by a selection committee established at OCC to review all submitted materials and make recommendations to UMDNJ.

Program Objectives

Graduates of this program will be able to:

Upon completion of the Occupational Therapy Assistant Program the graduate will:

1. Become a COTA (Certified Occupational Therapy Assistant) by successfully passing the National Board for Certification in Occupational Therapy Assistant (NBCOT) exam within six months of graduation.
2. Demonstrate the roles and responsibilities of the OTA as defined by the American Occupational Therapy Association (AOTA), consistent with the licensure regulations for an OTA in New Jersey.
3. Communicate effectively in an understandable and professional manner with clients, families, colleagues, and the public.
4. Produce clear and understandable documentation according to the requirements of the facility, federal and state laws, regulatory and payer requirements, and AOTA documents.
5. Deliver occupational therapy services under the supervision of an occupational therapist (OT) in accordance with the AOTA Practice Framework.
 - o Practice in a safe, ethical, and collaborative manner under the supervision of an occupational therapist in accordance with the regulations of the healthcare, educational, or community setting.
 - o Provide occupational therapy services to persons, groups, and populations from diverse experiences and cultures in health care, educational and community settings.

- Contribute to the evaluation process of the person, group, or population, by gathering information, implementing assigned assessments, and reporting results to the OT and treatment team.
 - Provide occupational therapy interventions under the guidance of an occupational therapist in accordance with evidence-based OT practice models, and that support the philosophy and values of the profession.
 - Encourage, advise, and coach persons, caregivers, groups, and populations affected by physical, psychosocial, cognitive, and developmental disorders or delays, and the aging process, to choose and practice occupations and skills that support adaptation to such life circumstances.
 - Problem-solve to devise, in collaboration with the client, OT, and team, alternative contexts, environmental adaptations, and/or task modifications to support participation in valued occupations, routines, and roles.
 - Teach individuals, groups, and populations about the health promoting associations between meaningful occupation and healthy development, positive health outcomes, and well-being; and advocate for the provision of occupational therapy services.
 - Exhibit and commit to refining client centered practices including the therapeutic use of occupation, interpersonal, communication, and teaching-learning tactics that consider the interests, values, and needs of diverse individuals, caregivers, groups and populations.
6. Contribute to the delivery of high-quality, cost-effective and integrated care as a team member in health, education, and community settings.
- Maintain, organize, and prioritize workload to meet the requirements of the practice setting.
 - Participate in ongoing quality improvement and implement changes as needed to ensure quality services are delivered and outcomes are measured.
7. Participate as an occupational therapy professional in local, state, and national organizations.
- Advocate for occupational therapy services and for the of those services
 - Comply with requirements for continued competence through formal and/or continuing education, and by actively seeking and participating in regular supervision.
 - Uphold the ethical standards, values, and attitudes of the occupational therapy profession.

Requirements

General Education (OCC) – 32 credits as follows:

Code	Course	Credits
ENGL 151	English I	3
ENGL 152	English II	3
PSYC 172	General Psychology	3
*PSYC 278	Life Span Development	3
SOCI 181	Introduction to Sociology	3
*BIOL 130	Human Anatomy & Physiology I	4
*BIOL 131	Human Anatomy & Physiology II	4
MATH 156	Introduction to Statistics	3
PHIL 192	Contemporary Ethical Issues	3

A grade of "C" or higher is required in all General Education courses.

** These courses must be completed within the past five (5) years.*

Career Studies (UMDMJ) – 42 credits as follows:

(All Occupational Therapy Assistant courses are taken at UMDNJ's Scotch Plains campus.)

Code	Course	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA	3
OCTH 1019	Level I Fieldwork A: Integration and Practice Applications	1
OCTH 1020	Occupational Performance and Participation: Skills and Client Factors	3
OCTH 1029	Level I Fieldwork B: Integration and Practice Applications	1
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult	2
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1039	Level I Fieldwork C: Integration and Practice Applications	1
OCTH 1040	Occupational Performance and Participation: Therapeutic Applications	3
OCTH 1050	Principles and Practices I: Wellness and Mental Health	2
OCTH 1052	Principles and Practices II: Rehabilitation, Disability, Aging And Participation	3
OCTH 1053	Principles and Practices III: Children and Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	2
PSRT 1102	Communication Techniques	3
PSRT 1103	Group Dynamics	3

Credits required for degree: 74

Occupational Therapy Assistant Program Sequence –

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree will take longer than two years to complete. Some general education courses must be taken prior to starting clinical courses. See below.

The following OCC courses are taken as prerequisites prior to admission at UMDNJ:

Code	Course	Credits
Semester 1		
ENGL 151	English I	3
MATH 156	Introduction to Statistics	3
PSYC 172	General Psychology	3
	Diversity Course (GDIV)	3

BIOL 130	Human Anatomy and Physiology I	<u>4</u> 16 cr.
Semester 2		
ENGL 152	English II	3
SOCI 181	Introduction to Sociology	3
PSYC 278	Lifespan Development	3
PHIL 192	Contemporary Ethical Issues	3
BIOL 131	Human Anatomy and Physiology II	<u>4</u> 16 cr.

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Career studies courses taken at UMDNJ (Full Time, Fall Entry):

Fall One

Course Code	Course	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA	3
PSRT 1102	Communication Techniques	3
OCTH 1020	Occupational Performance and Participation: Skills and Client Factors	3
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult	2
OCTH 1019	Level I Fieldwork A: Integration and Practice Applications	<u>1</u> 12 cr.

Spring One:

PSRT 1103	Group Dynamics	3
OCTH 1051	Principles and Practices I: Wellness And Mental Health	2
OCTH 1040	Occupational Performance and Participation: Therapeutic Applications	3
OCTH 1052	Principles and Practices II: Rehabilitation, Disability, Aging and Participation	3
OCTH 1029	Level I Fieldwork B: Integration and Practice Applications	<u>1</u> 12cr.

Summer One:

OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1053	Principles and Practices III: Children And Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 1039	Level I Fieldwork C: Integration and Practice	<u>1</u> 6 cr.

Fall Two:

OCTH 2019	OTA Practices: Fieldwork II, Adult/Older Adult	5
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OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	<u>2</u> 12 cr.

EXHIBIT B - 2

EXHIBIT B-3

POLICY

Effective January 1, 2013, annual part-time employees at the College may work no more than 29 hours each week.

Part-time employees who are hired on a semester-by-semester basis may work more than 29 hours each week for no more than 119 days within a calendar year.

Adopted: December 14, 2012