

EXHIBIT B



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

To: Board of Trustees
From: Office of the President
Date: March 20, 2013

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, March 22, 2013**:

- ◆ Recommend approval of the following items, as accepted by the College Senate at its meeting on March 6, 2013:
 - ◆ New Course
 - ◆ HUMN 210, Leadership and the Humanities (**Exhibit B-1**)
 - ◆ Revised Courses
 - ◆ BIOL 162, General Biology II (**Exhibit B-2**)
 - ◆ BUSN 271, Principles of Management (**Exhibit B-3**)
- ◆ Recommend revision of Policy #2120, Administration, Organization, Lines of Responsibility (**Exhibit B-4**)

EXHIBIT B-1

OCEAN COUNTY COLLEGE
NEW COURSE PROPOSAL
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HUMN 210: Leadership and the Humanities
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)
Lecture Lab
3. CATALOG DESCRIPTION

This is an interdisciplinary humanities course that examines leadership issues. The course includes classic and current literature on leadership that encompasses a philosophical and historical perspective. The course uses reading materials and films, case studies in leadership, and experimental learning exercises, a mentoring program, and service learning projects.

4. PREREQUISITES: ENGL 151 COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: 34 COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

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.

This course is based on the Phi Theta Kappa Leadership Development course designed to help students explore the concept of leadership, to improve their leadership skills, and to develop their own leadership styles.

- 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 ☒ 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 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 |
| <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Ethical Reasoning/Action | |

- 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):

 x Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Raritan Valley CC	Special Topics in the Humanities	HUMN 240	3	

- ii. If "None" was inserted, please explain.
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.
 The transferability of Raritan Valley's HUMN 240 was used in determining the transferability of Ocean's HUMN 210.

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	Elective Credit (No title) – 3 cr.	Elective Credit		
Kean University	n/a	n/a	n/a	Not yet evaluated
Monmouth University	HU298: Special Topics in the Humanities–3 cr.	Elective Credit		
Richard Stockton College	TACREC – Elective Transfer Credit – 3 cr.	Elective Credit		
Rowan University	INTR 99071- Elective Credit – 3 cr.	Elective Credit		
Rutgers – New Brunswick	Elective Credit (No title) – 3 cr.	Elective Credit		

- iv. 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).
 - v. If not transferable to any institution, explain.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

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This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages.
 - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world.
 - iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce.
 - iv. Seeking to empower students through the mastery of intellectual and practical skills.
 - v. Challenging students to transfer information into knowledge and knowledge into action.
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- | | |
|--|---|
| <input checked="" type="checkbox"/> 1. Communication x- Written and Oral | <input checked="" type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input checked="" type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Demonstrate reasonable understanding of print and visual materials on leaders and leadership through weekly leadership journals;
- b. Express informed opinions in writing and through oral presentations on the topic of leadership through weekly class discussions and monthly presentations;
- c. Apply the knowledge and skills gained in this course in real world leadership situations and demonstrate improved leadership abilities through community leadership projects and daily activities;
- d. Use writing and presentation skills which demonstrate the ability to summarize, synthesize, and draw inferences from course-related materials and which are well organized, fully developed, appropriately documented, and grammatically correct.

8. METHODS OF INSTRUCTION

Lectures, presentations, discussions, journal writing, group activities, projects.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

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

10. TENTATIVE TOPICAL OUTLINE

- a. Importance of leaders and leadership
- b. Purpose of leadership
- c. Complexity of leadership – Part I: Vision and team
- d. Complexity of leadership – Part II: Decisions and conflicts

11. 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

12. NUMBER OF PAPERS AND EXAMINATIONS

Journals; unit presentations; community leadership project; midterm exam; final exam

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, 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	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

EXHIBIT B-2

- This course is a continuation of BIOL 161, with emphasis on animal diversity, heredity, development and physiology of various systems.

- vocational (approved for Perkins funding)
 x non-vocational (not approved for Perkins funding)

1

EXHIBIT B - 2

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments

- ii. If "None" was inserted, please explain.
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer 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)
Rutgers – New Brunswick				
Georgian Court University				
Richard Stockton College				
Monmouth University				
Kean University				
Rowan University				

- iv. 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).
 - v. If not transferable to any institution, explain.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
 - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
 - iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan).
 - iv. Seeking to empower students through the mastery of intellectual and practical skills. (Academic Master Plan.
 - v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan.
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input checked="" type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Describe the distinctive characteristics found among the members of the kingdom Protista, including modes of nutrition, body forms, mobility, and reproduction.
- b. List several characteristics common to most animals. ~~comparing and contrasting the structural features of fish and amphibians and describing the adaptations necessary for life on land.~~ **Compare and contrast structural features, adaptations, and reproduction.**
- c. Identify distinguishing characteristics of phyla Porifera and Cnidaria.
- d. Describe the structural features of flatworms *and roundworms* and their functions, including parasitic flatworms.
- e. Describe the classes of mollusks *and annelids*, ~~including their comparing~~ distinctive body structures, and give examples of animals that belong to each class.

- f. ~~Describe the classes of Annelids~~ *Distinguish among the subphyla and classes of arthropods, comparing distinctive body structures and class characteristics and give examples of animals that belong to each group.*
- g. ~~Distinguish among the subphyla and classes of arthropods, and give an example of animals that belong to each group.~~ *Trace the evolution of vertebrates according to current hypotheses and describe the distinguishing characteristics of reptiles, birds, and mammals.*
- h. ~~Describe and give examples of each of the six classes of echinoderms and describe common characteristics shared by these classes that support grouping them together as deuterostomes.~~ *Describe the organization and complexity of animal systems with respect to tissues, organs, organ systems, and homeostasis.*
- i. ~~Trace the evolution of vertebrates according to current hypotheses, and describe the distinguishing characteristics of reptiles, birds, and mammals.~~ *Identify the principle cells and organs of the circulatory system, their structure and interactions within their system and other organ systems.*
- j. ~~Identify the principle organs of each organ system, including their structure and interaction within their system and other organ systems.~~ *Identify the principle cells and organs of the nervous system, their structure and interactions within their system and other organ systems.*
- k. ~~Describe the structure of chromosomes and their role in genetics.~~ *Identify the principle cells and organs of the immune and endocrine systems, their structure and interactions within their system and other organ systems.*
- l. ~~Define and apply Mendel's principles to solve genetic problems involving monohybrid and dihybrid crosses.~~ *Identify the principle cells and organs of the respiratory system, their structure and interactions within their system and other organ systems.*
- m. ~~Distinguish between population, community, ecosystem, and biosphere.~~ *Identify the principle cells and organs of digestion and excretion, their structure and interactions within their system and other organ systems.*
- n. *Define the principles and identify the structures involved with mammalian reproduction and development.*
- o. *Define and apply Mendel's principles to solve genetic problems involving monohybrid and dihybrid crosses.*

8. METHODS OF INSTRUCTION

Formal lectures and informal discussions
 Demonstrations
 Discovery-based laboratory assignments
 Web-based research

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Instructional Materials and Technology:

- ◆ Lecture Handouts – Power Point Presentations
- ◆ Overhead (LCD and Traditional) projectors

- ♦ Hands-on laboratory assignments
- ♦ Web-based course page with assignments and links.
- ♦ Specific course texts for lecture and laboratory.

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

10. TENTATIVE TOPICAL OUTLINE

- ♦ Structure and Systematics of Protists and Animals
- ♦ Sponges, Cnidarians, and Lower Worms
- ♦ Coelenterates I: Mollusks and Annelids
- ♦ Coelenterates II: Arthropods
- ♦ Coelenterates III : Echinoderms
- ♦ Chordates I: General Characteristics
- ♦ Chordates II: Sharks and Fishes
- ♦ Chordates III: Amphibians, Reptiles, and Birds
- ♦ Chordates IV: Mammals
- ♦ Mammalian System Physiology
- ♦ General Developmental Biology
- ♦ Ecology and Evolution

11. 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

12. NUMBER OF PAPERS AND EXAMINATIONS

Lecture:

A minimum of 4 Unit Exams
Weekly Quizzes
Cumulative Final Exam

Laboratory:

2 Laboratory Examinations (Practical and Written)
Formal Laboratory Reports (Kept in Lab Notebook)

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: September 22, 2008

Board of Trustees Approval Date: June 27, 2011

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

EXHIBIT B-3

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: BUSN-271: Principles of Management

2. SEMESTER HOURS: 3

CONTACT HOURS: (3 + 0)

Lecture Lab

3. CATALOG DESCRIPTION:

A comprehensive study of the various functions of management to assist students in understanding the interrelationships among the functional areas of a business enterprise, and to see with whom these functional areas interact in organizational decision-making. Designed to develop an ability to objectively analyze and solve management problems.

4. PREREQUISITES: ~~BUSN-131 or ELET-155 or consent of instructor.~~ *None*
COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35

COURSE FEE CODE: ~~2 (APPLIES TO HOME STUDY ONLY)~~ 0

DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING: ☒ vocational ☐ non-vocational

6. JUSTIFICATION

a. Describe the need for this course.

Students interested in management and leadership will benefit from this course. It is a required course for several business programs.

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 ☒ 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 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):
Business A.A.S. Management Option
☐ Elective

c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

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Richard Stockton College				
Monmouth University				
Kean University				
Rowan University				

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 - iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
 - iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
 - v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:
- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action |
| <input type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

- a. ~~Learn the functions of management and how they are evolving.~~
- b. ~~Learn the~~ *Describe the functions of management and key skills necessary to be an effective manager, including the following:*
 - o *Planning*
 - o *Decision-making*
 - o *Communicating*
 - o *Motivating individuals*
 - o *Managing diverse teams*
 - o *Exercising control*
 - o *Using technology*
 - o *Promoting innovation and entrepreneurship*
 - o *Managing and creating change*
 - o *Displaying ethical and social responsibility.*
- c. ~~Study~~ *Analyze organizational structures and the internal and external environmental factors that influence organizations.*
- d. ~~Learn decision-making skills~~
- e. ~~How to proceed through the basic planning process~~
- f. ~~Study ethics and social responsibility~~
- g. ~~Gain knowledge of~~ *Analyze market imperatives and the global economy.*
- h. ~~Learn the activities of entrepreneurship~~
- i. ~~Study organizational structures~~
- j. ~~Study the market imperatives a firm must meet to survive~~
- k. ~~Learn the basics of~~ *Describe the role of human resource management.*
- l. ~~How to manage a diverse work force~~
- m. ~~Learn~~ *Describe what it means to be the characteristics of a leader and the evolution of leadership*

- n. Study the fundamentals of motivation
- o. ~~Explore team management~~
- p. ~~Learn the basics of effective communications~~
- q. ~~Study the basics of the control function~~
- r. ~~Learn management of technology and innovation~~
- s. ~~Study change and change agents~~

8. METHODS OF INSTRUCTION: Lecture, class discussion, and Internet exercises

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate texts will be selected. Contact department dean for current adoptions.

10. TENTATIVE TOPICAL OUTLINE:

Chapter 1	Managing
Chapter 2	The External Environment
Chapter 3	Managerial Decision Making
Chapter 4	Planning and Strategic Management
Chapter 5	Ethics and Corporate Responsibility
Chapter 6	International Management
Chapter 7	New Ventures
Chapter 8	Organization Structure
Chapter 9	The Responsive Organization
Chapter 10	Human Resource Management
Chapter 11	Managing the Diverse Workforce
Chapter 12	Leadership
Chapter 13	Motivating for Performance
Chapter 14	Managing Teams
Chapter 15	Communicating
Chapter 16	Managerial Control
Chapter 17	Managing Technology and Innovation
Chapter 18	Managing and Creating Change

11. 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

12. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of three major examinations and one major written assignment, or the equivalents.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

Revision of the Following Items Must Be Sent to the Curriculum Committee	Revision of the Following Items Require No Approval
#1 Course Number & Title	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topic Outline
#4 Prerequisites & Co- requisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006;
March 8, 2006

Board of Trustees Approval Date: December 11, 2006

EXHIBIT B-4

Ocean County College, Toms River, NJ

ADMINISTRATION
ORGANIZATION
Lines of Responsibility #2120

POLICY

1. The President shall be responsible to the Board of Trustees for the organization and operation of the College and all decisions pertaining thereto.
2. The President and those individuals holding the positions listed below shall be designated as the Executive Officers of the College.

Executive Vice President, Operational
Executive Vice President, Instructional
Vice President of Academic Affairs
~~Vice President of Planning and Administration~~
Vice President of Finance **and Administration**
Vice President of Student Affairs
~~Vice President of College Advancement~~

3. The above officers shall recommend to the President those assistants and staff members required to effectively perform the functions of their respective offices.
4. Chain of Command

In the absence of the President, the assumption of responsibility as Acting President will be in the follow sequence:

Executive Vice President, Operational
Executive Vice President, Instructional
Vice President of Academic Affairs
~~Vice President of Planning and Administration~~
Vice President of Finance **and Administration**
Vice President of Student Affairs
~~Vice President of College Advancement~~

In those instances where a decision must be made which will impact the entire College, it is anticipated that the Acting President shall confer with the appropriate Vice President or Vice Presidents prior to making that decision.

When it is necessary for a Vice President to be absent from the campus for more than one day, the following procedure shall be followed:

- a. Appoint a member of the staff to assume responsibility for the division.
- b. Notify the Office of the President in writing.

Adopted: December 18, 1967
Revised: January 26, 1970
Revised: February 22, 1971
Revised: January 24, 1983
Revised: June 24, 1991
Revised: April 22, 1996

Revised: February 28, 2000
Revised: November 20, 2000
Revised: May 27, 2003
Revised: August 28, 2006
Revised: December 1, 2008
Revised: July 26, 2010

Revised: March 22, 2013