

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: April 23, 2014

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, April 28, 2014**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on March 19 and April 16, 2014:
 - a. New Courses
 - 1) ENVI 232, Environmental Policy (**Exhibit B-1**)
 - 2) NURS 280, Nursing Science (**Exhibit B-2**)
 - b. Revised Course
 - 1) CRIM 154 to CRIM 281, Criminal Investigation Theory (**Exhibit B-3**)
 - c. Revised Degree Programs
 - 1) A.S. Degree in Engineering (**Exhibit B-4**)
 - 2) A.S. Degree in Environmental Studies (**Exhibit B-5**)
 - d. Revised Policy #5152, Students, Academic Standards, Graduation (**Exhibit B-6**)

2. Recommend adoption of the following new policies:
 - b. Policy #4115, Business, Revenues, Governmental Assistance, Bonds Issued by the New Jersey Educational Facilities Authority (NJEFA) **(Exhibit B-7)**
 - c. Policy #4340, Business, Payroll, Mandatory Participation in Direct Deposit **(Exhibit B-8)**
3. Recommend revision of Policy #3075, Personnel, All Employees, Students, and the Public, Control of Smoking **(Exhibit B-9)**
4. Recommend approval of the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the following events on campus:
 - a. The Barnegat Bay Yacht Racing Association Cocktail Reception beginning at 6:00 p.m. on Saturday, May 31, 2014, in the College Gymnasium.
 - b. The Center for Faculty Excellence, Creativity, and Innovation Year-End Celebration from 2:00 p.m. to 6:00 p.m. on Wednesday, May 14, 2014, in the Gateway Building.

EXHIBIT B-1

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF SCIENCE TECHNOLOGY AND MATHEMATICS

1. COURSE NUMBER AND TITLE: ENVI 232: Environmental Policy

2. SEMESTER HOURS: 3 CONTACT HOURS: 3 + 0
Lecture Lab

3. CATALOG DESCRIPTION

This course focuses on the development of U.S. environmental policies and how these policies are initiated, implemented, and improved. Students will explore how environmental issues arrive on the public agenda; the role of political institutions in making environmental policy; the economic, political, and institutional forces that shape policymaking; competing approaches to environmental policy analysis; and the goals and strategies of the environmental movement.

4. PREREQUISITES: ENVI 152 COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35 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, in addition to being timely and pertinent to the residents of New Jersey, will be a required course in the OCC Environmental Studies AS degree program.

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):
Environmental Studies AS degree program

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
Brookdale	Environmental Politics and Policy	POLI228	3	
Bergen	Environmental Policy Compliance and Regulation	ENV 109	3	
Burlington	Environmental and Sustainability Policy and Governance	SST 251	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.

Brookdale's POLI 228 was used to identify the transferability of ENVI 232 in the chart below.

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		
Kean University		Elective credit		
Monmouth University	PS 330 Environmental Policy	Major		
Richard Stockton College	POLS 2201: Politics of the Environment	Gen Ed: Social and Behavioral Science		

Rowan University	POSC 07075: General Ed Political Science Elective	Gen Ed: Political Science Elective		
Rutgers – New Brunswick				U – Not yet evaluated

- 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 checked="" type="checkbox"/> 7. Historical Perspective |
| <input checked="" 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 type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Describe values that underpin “good” environmental policy.
- b. Assess policy decisions critically both through experiential exercises and through classroom work (e.g. policy paper, classroom discussion and final exam).
- c. Apply analytical techniques to case studies.
- d. Apply fundamental theories and concepts to practical environmental problems, while engaging those issues on a scholarly and practical level.

- e. Explain the components of systems processes as well as the institutions involved in environmental policy making.
- f. Apply varying methods and research skills through engagement of political issues and problems.
- g. Describe the mechanism and application of environmental policy in the State of New Jersey.

8. METHODS OF INSTRUCTION

Three (3) hours of lecture/discussion per week

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

Text: Appropriate texts will be selected. Please contact the academic school office for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

- a. Introduction to Environmental Policy
- b. Core Governance Theory
- c. Elite Versus Popular Models of Democracy
- d. Policy in Transition
- e. Markets to the Rescue
- f. Science to the Rescue
- g. Climate Change Policy
- h. Sustainability and Justice
- i. Environmental Problems in New Jersey
- j. Environmental Policy in New Jersey
- k. The New Jersey Department of Environmental Protection

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

At least 3 papers and 2 examinations

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

Board of Trustees Approval Date:

EXHIBIT B-2

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: NURS 280: Nursing Science

2. SEMESTER HOURS: 6 CONTACT HOURS: (3 + 9)
Lecture Lab

3. CATALOG DESCRIPTION

This course will introduce the Kean BSN student to the science of professional nursing practice. It will assist the student to explore nursing as a profession and practice discipline and to discover the value of critical thinking as the core of scientific investigation. Students will apply critical thinking to integrate an eclectic knowledge base that draws from liberal arts studies as well as from the social, biological, genomic, technological, and nursing sciences. Priorities of care focusing on evidence based practice (EBP) will be explored including safe and effective nursing care, therapeutic and professional communication techniques, environmental variables, physiological and psychological integrity as well as high level wellness and patient/family teaching learning strategies. This course is not intended for students pursuing the OCC AAS in Nursing. The course is limited to students in the generic Kean BSN Program.

4. PREREQUISITES: BIOL 131, SOCI 282, PSYC 172 and permission of instructor
COREQUISITES: none

5. MAXIMUM CLASS SIZE: 30 COURSE FEE CODE: 8
DIFFERENTIAL FUNDING CATEGORY: B
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 Kean University BSN generic nursing program begins with general education courses taken at Ocean County College. This initial clinical course of the Kean BSN generic nursing program is the only clinical course in the program that will be offered by OCC. It will be considered part of the 18 credit concentration in Science to allow students to obtain an Associate in Science (AS) General Studies - Science degree in passing from Ocean County College. The course is an entry level clinical nursing course for students who will be pursuing a BSN from Kean University with eligibility to complete the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in New Jersey permitting the graduate to practice nursing within the state.

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 X no

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

___ Communication ___ Social Science ___ History
 ___ Humanities ___ Lab Science ___ Science (Non-Lab)
 ___ Mathematics ___ Technology ___ Diversity
 ___ Information Literacy ___ Ethical Reasoning/Action

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

x Program-specific requirement for the following degree program(s):
 Kean BSN students (obtaining AS.GE.SCIE from OCC in passing)
 ___ 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) 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
None				

- ii. If "None" was inserted, please explain.
 The joint BSN arrangement is unique to Kean-Ocean.
- iii. Complete the table below. The institutions listed 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)
Georgian Court University	* See note below.			
Kean University	NURS 2998	Major		
Monmouth University	* See note below.			
Richard Stockton College	* See note below.			
Rowan University	* See note below.			
Rutgers – New Brunswick	* See note below.			

- 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

* Because the joint BSN arrangement is unique to Kean-Ocean, with no other NJ community colleges offering a Nursing Science course, the transferability of Ocean's NURS 280 cannot be determined.

- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

- ◆ This course will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.
- ◆ This course is consistent with the following goals of the college as expressed in the Academic Master Plan.
 - ▶ Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students.
 - ▶ Establish a shared commitment to high and meaningful educational and ethical standards.
 - ▶ Prepare students for successful transfer to other educational institutions
 - ▶ Prepare students for a rewarding life marked by personal growth and life-long learning.

- e. Mark with an "x" the General Education goal(s) addressed by this course:

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

6. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Describe the evolution the role of the professional Registered Nurse across various practice settings.
- b. Utilize critical thinking skills and scientific methodology to implement the nursing process.
- c. Discuss the components of a therapeutic relationship with adult patients.
- d. Demonstrate increasing skills engaging in therapeutic and professional communication skills.
- e. Demonstrate safe, effective evidence based care in a simulated environment utilizing the nursing process.
- f. Compare and contrast various patient/family teaching learning strategies.
- g. Identify factors affecting health and wellness across the life-span for individuals, families, communities, and global populations.
- h. Discuss legal and ethical issues that affect holistic patient care and nursing practice across the health care continuum.

8. METHODS OF INSTRUCTION

- a. Lecture/modules
- b. Recitation
- c. Discussion
- d. Computer assisted instruction/Client Care Simulations
- e. Clinical Practice

9. INSTRUCTIONAL MATERIALS

- a. An appropriate textbook will be selected. Contact the department for current adoptions.
- b. Multimedia
- c. Various audiovisual aids e.g. video/audio DVDs, computer-simulation, mannequins, anatomical models, medical equipment

10. TENTATIVE TOPICAL OUTLINE

- A. The Professional Registered Nurse
 1. The History of Nursing: Key Events
 2. Contemporary Nursing Practice
 3. Professional Role and Practice Settings
 4. The Art and Science of Nursing: Theories of Practice
 5. Education, Licensure, and Certification
 6. Nursing Research vs. Evidence Based Practice (EBP)
 7. Professional and Regulatory Requirements
 - a. Standards of Practice and Standards of Care
 8. Legal and Ethical Issues in Nursing Practice
- B. Critical Thinking and Scientific Methodology: The Nursing Process

1. Critical Thinking
 2. Diagnostic Reasoning
 3. Reflective Practice
 4. The Nursing Process
 - a. Assessment
 - b. Diagnosis
 - c. Planning
 - d. Implementation
 - e. Evaluation
- C. Communication: Therapeutic and Professional
1. The Communication Process
 2. Therapeutic Communication Techniques
 - a. Verbal Communication
 - b. Nonverbal Communication
 3. Positive vs. Negative Communication Techniques
 4. Written Communication
 5. Professional Communication
 - a. Interprofessional Communication
 - b. Managing Conflict
 6. Communication Styles
 - a. Communication and Cultural Diversity
- D. Nursing Practice
1. Basic Review of Systems
 2. Introduction to Patient/Family Needs
 - a. Safety and Infection Control Precautions
 - b. Fluid
 - c. Oxygen
 - d. Elimination
 - e. Sleep/Rest
 - f. Nutrition
 - g. Sensory Perception
 3. Competency Validation
 - a. Physical/Health Assessment
 - b. Vital Signs: Temperature, Blood Pressure, Pulse, Respiration
 - c. Activity/Mobility: Body Mechanics, Range of Motion (ROM), Patient Transfer
 - d. Basic Hygiene
 - e. Documentation
- E. Patient/Family Teaching Learning Strategies
1. Teaching/Learning Concepts
 2. Teaching/Learning Assessment
 3. Health and Adaptation to Illness
 4. Teaching/Learning Methodologies
- F. Health and Wellness Across the Lifespan

1. Stress and Adaptation
 2. Psychosocial Adaptation
 3. Aging Awareness
 4. Culture and Ethnicity
 5. Spirituality
 - a. Loss, Grief, and Dying
- G. Legal and Ethical Issues Across the Health Care Continuum
1. The Nurse as Patient Advocate
 2. Health Care Organization: Values, Philosophies, Missions, and Visions
 3. Nursing Code of Ethics
 4. Bioethics and Health Care
 5. Healthcare Dilemmas and Ethical Challenges

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. Written nursing process records. Reflective practice journaling. Successful completion of the clinical component of the course.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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#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

Board of Trustees Approval Date: _____

EXHIBIT B-3

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
DEPARTMENT OF SOCIAL SCIENCE, EDUCATION
AND PUBLIC SERVICE

1. COURSE NUMBER AND TITLE: CRIM 154 281: Criminal Investigation *Theory*
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)
Lecture Lab

3. CATALOG DESCRIPTION

In this This course, is an introduction to criminal investigation *is explored* as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation as practiced by police officers. An underlying theme of the course is the responsibility of conducting investigations within the framework of the constitution and the practices of a dynamic society.

4. PREREQUISITES: ~~None~~ *Permission of the department* COREQUISITES: None
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

~~Course Type for Perkins Reporting:~~ x vocational ~~non-vocational~~

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

- a. Describe the need for this course

This course is consistent with the needs demonstrated in the field of Criminal Justice today. It will promote and encourage an understanding of the patterns and trends necessary for academic excellence and achievement of lifelong learning and personal goals in the field of Criminal Justice.

- b. Relationship to courses within the College

i. ~~Does this course satisfy a general education requirement?~~ ~~yes~~ x no
If yes, mark with an "x" the appropriate category below.

~~Communication~~ ~~Social Science~~ ~~Lab Science~~
~~Mathematics~~ ~~Humanities~~

- 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.

☐ Communication ☐ Social Science ☐ History
☐ Humanities ☐ Lab Science ☐ Science (Non-Lab)
☐ Mathematics ☐ Technology ☐ Diversity
☐ Information Literacy ☐ Ethical Reasoning/Action

- ii. Does this course satisfy a Group A or Group B Humanities/Literature requirement for the AA in Liberal Arts degrees? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category. ☐ Group A ☐ Group B

- iii. 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:
AS in Criminal Justice
☐ Elective

- iv. Does this course satisfy the diversity requirement for the AA in Liberal Arts degree?
☐ yes ☒ no

[The diversity requirement is defined as "any course whose primary purpose is to help students analyze the implications of the commonalities and differences among culturally diverse people(s). This requirement may include courses in gender studies or in non-western history and thought."]

If yes, please explain: _____

- v. Does this course satisfy the computer literacy requirement? ☐ yes ☒ no

- 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):
AS in Criminal Justice
☐ 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) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments

- ii. If "None" was inserted, please explain.
- iii. Complete the table below. The institutions listed 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 is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice.~~

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. Independent Thinking | <input type="checkbox"/> 5. Science & Social Science | <input type="checkbox"/> 9. Global Perspective |
| <input checked="" type="checkbox"/> 2. Communication | <input type="checkbox"/> 6. Aesthetic Appreciation | <input type="checkbox"/> 10. Health & Well Being |
| <input checked="" type="checkbox"/> 3. Problem Solving | <input type="checkbox"/> 7. Historical Consciousness | <input checked="" type="checkbox"/> 11. Civic Responsibility |
| <input checked="" type="checkbox"/> 4. Ethical Judgment | <input type="checkbox"/> 8. Diversity | <input type="checkbox"/> 12. Technology |
| | | <input type="checkbox"/> 13. Lifelong Learning |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Describe and state the objectives of criminal investigations.
- b. Discuss the myths of crime solving and the criminal investigation process.
- c. Explain recent developments in science, detection, and in contemporary research in criminal investigations.
- d. Demonstrate various types of investigations.
- e. Discuss investigative procedures and their importance in presentation of facts and circumstances surrounding each case.
- f. Explain role of criminal intelligence, collection, and use of information.
- g. Discuss the development and management of informants, areas of concern, problems most common to the use of informants.

8. METHODS OF INSTRUCTION

This course will consist of lecture and demonstration; video presentations, individual and group activities.

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

Text: An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

- a. Evolution of Investigation
- b. Crime and Preliminary Investigation
- c. Follow-Up Investigation
- d. Interview and Interrogation
- e. Surveillance Techniques and Development of Information Sources
- f. Report Writing
- g. Intelligence Gathering

11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based of 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

Two written exercises, a minimum of four quizzes, and at least two examinations.
Submit final project

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

Revised: September, 2006; August 30, 2006

Board of Trustees Approval Date: December 10, 2007

Board of Trustees Approval Date: April 27, 2009

EXHIBIT B-4

ENGINEERING - A.S. Degree Program – Effective Catalog Year 2014-2015 2015-2016

The Associate in Science Engineering program is designed to prepare beginning engineering students to successfully transfer to baccalaureate engineering programs. Participants in the associate program will enroll in science, mathematics, and engineering courses that provide serious students with the knowledge and background necessary to take upper level courses in their chosen field of study.

FIRST SEMESTER

ENGL 151	English I	3 cr.
MATH 265	Calculus I	4 cr.
CHEM 181	General Chemistry I	4 cr.
PHYS 281	General Physics I	4 cr.
ENGR 181	Graphics for Engineers	<u>2 cr.</u>
		17 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
MATH 266	Calculus II	4 cr.
CHEM 182	General Chemistry II	4 cr.
PHYS 282	General Physics II	4 cr.
	Humanities Gen Ed Requirement	<u>3 cr.</u>
		18 cr.

THIRD SEMESTER

MATH 267	Calculus III	4 cr.
ENGR 221	Engineering Statics	3 cr.
CSIT 165	Programming I	4 cr.
	Engineering Elective	<u>3-4 cr.</u>
		14-15 cr.

FOURTH SEMESTER

	Social Science or Humanities	
	Gen Ed Requirement	3 cr.
ENGR 222	Engineering Dynamics	3 cr.
	Engineering Elective	3-4 cr.
	Social Science Gen Ed Requirement	3 cr.
	Elective (to meet required 64 cr.)	<u>2-3 cr.</u>
		14-16 cr.

TOTAL CREDITS 64-66

~~* Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) to meet the required 64 total credits.~~

~~Note: Transfer students are strongly advised to take MATH 280: Differential Equations.~~

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Students should check with their Engineering Advisor and with transfer institutions in selecting their engineering electives.

Engineering Electives:

CSIT 166 Programming II	4 cr.
PHYS 283 General Physics III	4 cr.
ENGR 101 Introduction to Engineering	2 cr.
ENGR 124 Engineering Analysis	3 cr.
ENGR 225 Design of Material Structures	3 cr.
ENGR 251 Electrical Engineering I	4 cr.
ENGR 252 Electrical Engineering II	4 cr.
ENGR 290 Engineering Internship	3 cr.
MATH 280: Differential Equations	3 cr.

Substitution courses for Engineering Electives may be granted with permission from the Program Chair.

Board of Trustees Approval Date: January 24, 2005
 Board of Trustees Approval Date: August 27, 2007
 Board of Trustees Approval Date: July 28, 2008
 Board of Trustees Approval Date: December 1, 2008
 Board of Trustees Approval Date: August 24, 2009
 Board of Trustees Approval Date: November 2, 2009
 Board of Trustees Approval Date: December 6, 2010
 Board of Trustees Approval Date: August 27, 2012
 Board of Trustees Approval Date: August 26, 2013

EXHIBIT B-5

ENVIRONMENTAL SCIENCE STUDIES - A.S. Degree Program - Effective Catalog Year 2015-2016

This program is designed to prepare students for careers in the dynamic field of environmental science, which is concerned with monitoring humanity's impact on the Earth and solving environmental problems. Students graduating from this program might work in environmental education centers, public relations firms, testing labs, environmental research organizations, travel/tourism (ecotourism companies), food manufacturers, waste management companies or government agencies. The program provides students with a strong background in the natural sciences and is attractive to four-year institutions that offer baccalaureate or graduate degrees in environmental studies, where OCC graduates may apply for additional preparation in the field.

FIRST SEMESTER

ENGL 151	English I	3 cr.
MATH 191	Precalculus I	
— or MATH 265	or Calculus I	3-4 cr.
MATH 165 or higher	College Algebra	5 cr.
BIOL 161	General Biology I	4 cr.
ENVI 152	Environmental Science	4 cr.
CHEM 181	General Chemistry I	4 cr.
	Technology Requirement *	3 cr.
		17-18 16 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
MATH 192	Precalculus II	
— Or MATH 266	Or Calculus II	3-4 cr.
MATH 156	Introduction to Statistics	3 cr.
BIOL 162	General Biology II	4 cr.
CHEM 182	General Chemistry II	4 cr.
CHEM 181	General Chemistry I	4 cr.
ENVI 152	Environmental Science	4 cr.
	Technology Requirement *	3 cr.
		18-19 17 cr.

THIRD SEMESTER

CHEM 283	Organic Chemistry I	4 cr.
CHEM 182	General Chemistry II	4 cr.
BIOL 261 or	Ecology or	
— BIOL 265 or	Marine Biology or	
— ENVI 154 or	Introduction to Oceanography or	
— ENVI 259	Field Experience/Practicum	3-4 cr.
	Environmental Studies Elective	3-4 cr.
	Environmental Studies Elective	3-4 cr.
	Social Science Gen Ed Requirement	3 cr.
	Humanities Gen Ed Requirement	3 cr.
		16-18 cr.

FOURTH SEMESTER

CHEM 284	Organic Chemistry II	4 cr.
	Environmental Studies Elective	3-4 cr.
	Humanities Gen Ed Requirement	3 cr.
	Social Science Gen Ed Requirement	3 cr.
	Elective (to meet required 64 cr.)	4-5 cr.

TOTAL CREDITS 64

* Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) to meet the required 64 total credits.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Note regarding math requirement: Some bachelor's degree programs in science require Calculus; completion of at least MATH 191 Precalculus I & MATH 192 Precalculus II is recommended to transfer. MATH 156 Introduction to Statistics and MATH 165 College Algebra are recommended for transfer to programs that do not require Calculus.

Environmental Studies Electives

BIOL 101 The Pine Barrens

BIOL 261 Ecology

BIOL 265 Marine Biology

ENVI 154 Introduction to Oceanography

ENVI 232 Environmental Policy

ENVI 259 Field Experience/ Practicum

CHEM 283 Organic Chemistry I

CHEM 284 Organic Chemistry II

Board of Trustees Approval Date: May 29, 2007

Board of Trustees Approval Date: March 24, 2008

Board of Trustees Approval Date: December 1, 2008

Board of Trustees Approval Date: August 24, 2009

Board of Trustees Approval Date: December 6, 2010

Board of Trustees Approval Date: November 4, 2013

EXHIBIT B-6

POLICY

1. To qualify as a candidate for the degree of Associate in Arts, Associate in Science, or Associate in Applied Science, a student must have the following:
 - a. A minimum of 64 hours of non-remedial credit which must include all courses required in the curriculum elected by the student.

Minimum requirements as indicated below:

Associate in Arts Degree

9 cr.	Communication
6 cr.	History
9 cr.	Humanities
6 cr.	Social Science
<hr/>	
3 cr.	Diversity [May count as another general education requirement] [This requirement cannot be satisfied by the same course used to satisfy the categories above.]
<hr/>	
6 cr.	Social Science
12 cr.	Mathematics (3-8 cr.) / Science (3-8 cr.) / Technology (0-4 cr.) Students must select one math course, one lab science course, and one technology course, and must complete the 12 cr. requirement with any additional math or science course from the current List of Approved General Education Courses, which resides in the Office of Academic Affairs. Students may attempt to "test out" of the technology requirement. If they succeed, they must take additional credits in math or science from the List of Approved General Education Courses.
<u>19cr.</u>	Elective Courses
64cr.	TOTAL CREDITS (45 General Education Credits)

Associate in Science Degree

6 cr.	Communication
3 cr.	Humanities
3 cr.	Social Science
3 cr.	Additional Humanities or Social Science
9 cr.	Mathematics (3-8 cr.) / Science (3-8 cr.) / Technology (0-4 cr.) Students must select one math course, one lab science course, and one technology course from the current List of Approved General Education Courses, which resides in the Office of Academic Affairs. Students may attempt to "test out" of the technology requirement. If they succeed, they must take additional credits in math or science from the List of Approved General Education Courses.
6 cr.	Additional General Education Credit [from the categories above]

18 cr.	Department Concentration / Program Specific Requirements
<u>16 cr.</u>	Elective Courses
64 cr.	TOTAL CREDITS (30 General Education Credits)

Associate in Applied Science Degree

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

- b. Waiver of courses requires that an equivalent number of credits must be completed to meet graduation requirements.
2. To qualify as a candidate for an Associate degree, a student must have earned at least 64 semester hours of non-remedial credit, or as specified otherwise for certain curricula, and accrued sufficient grade points for a cumulative grade point average of 2.00 (average grade of "C").
3.
 - a. As long as the maximum allowable of 32 transfer credit hours is not exceeded, a student who has matriculated at another accredited institution may transfer back to Ocean County College a maximum of 9 credit hours for the purpose of completing his/her degree requirements. Under circumstances totally beyond the control of the student concerned, the maximum allowable may be exceeded by petitioning the Academic Standards Committee which could approve up to 24 credit hours to be transferred back to meet degree requirements.
 - b. Service personnel on active duty and their dependents must meet all College degree requirements with the following exceptions:
 - (1) A minimum of 24 semester hours of the 64 required must be earned through attendance of classes at Ocean County College.
 - (2) These 24 semester hours may be earned at any time during the student's candidacy for a degree.
4. The College will confer Associates degrees three times per year. Candidates for graduation must file an application for Graduation by an established deadline to be eligible for the next upcoming graduation. The specific deadlines and the actual dates of graduation will be determined by the Registrar, within the following guidelines:

- After the Fall Semester

- deadline to apply: mid November
- actual graduation: second week of January

• After the Spring Semester

- deadline to apply: mid March
- actual graduation: day of Commencement Ceremony

• After the Summer Sessions

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

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

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

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

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

ADOPTED: August 26, 1968

Revised: December 21, 1970

Revised: January 24, 1972

Revised: December 18, 1972

Revised: March 26, 1973

Revised: June 25, 1973

Revised: February 25, 1974

Revised: June 24, 1974

Revised: December 18, 1976

Revised: June 27, 1977

Revised: September 17, 1979

Revised: January 26, 1981

Revised: January 28, 1991

Revised: February 25, 2013

Revised: January 27, 2014

Revised: April 28, 2014

Revised: March 22, 1993
Revised: August 25, 2008
Revised: August 24, 2009
Revised: April 26, 2010

EXHIBIT B-7

Post-Issuance Compliance Policies and Procedures of Ocean County College Related to Certain Bonds Issued by the New Jersey Educational Facilities Authority Pursuant to Financing Programs for Institutions of Higher Education Sponsored by the State of New Jersey.

Policy Sections	Page
I. Organizational Responsibility	2
II. Tracking Expenditures and Use of Bond-Financed Facilities	3
III. Private Business Use and Private Payments	3
IV. Record Retention	4
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Purpose

The Secretary of Higher Education of the State of New Jersey (the "Secretary") has awarded Ocean County College (the "Institution") funds for projects or equipment leases pursuant to one or more of the following programs: Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 *et seq.* ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 *et seq.* ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A. 18A:72A-59 *et seq.* ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 *et seq.* ("HEFT" and together with CIF, ELF and HETI, the "State-Backed Programs"). The funds for projects or equipment leases awarded pursuant to these State-Backed Programs are referred to herein collectively as "Grants". The Grants are disbursed to the institutions of higher education ("Grantees") from proceeds of tax-exempt bonds (the "State-Backed Bonds") issued by the New Jersey Educational Facilities Authority (the "Authority" or "NJEFA") pursuant to the applicable State-Backed Programs. The debt service on these State-Backed Bonds is payable by the State of New Jersey (the "State") subject to appropriation by the New Jersey Legislature. A Grantee that receives funds pursuant to the CIF or ELF Programs is required to reimburse the State for a portion of the debt service paid by the State on the CIF Bonds or ELF Bonds. However, Grantees that receive funds pursuant to the HETI or HEFT Programs have no obligation to reimburse the State for any debt service on HETI Bonds or HEFT Bonds.

- 1) Because the State-Backed Bonds are issued as tax-exempt bonds, the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and regulations adopted thereunder (collectively, "Federal Tax Law Requirements") must be satisfied during the term of the State-Backed Bonds by each Grantee in order for the tax-exempt status of such State-Backed Bonds to be maintained. As a Grantee that has received proceeds of State-Backed Bonds, the Institution understands that it has

an obligation to comply with these Federal Tax Law Requirements throughout the term of any State-Backed Bonds, which may be longer than the term of a Grant. Pursuant to a Grant or Lease Agreement with the Authority, the Institution has agreed to adopt these Post-Issuance Compliance Policies and Procedures (the "Policy") in order to assist it in fulfilling its obligations to comply with Federal Tax Law Requirements applicable to the State-Backed Bonds. The Institution recognizes that this compliance is an ongoing process, and that analysis of information and implementation of this Policy will require annual or more frequent monitoring and likely ongoing consultation with NJEFA and its bond counsel. Further policies and procedures may be identified from time to time by NJEFA with respect to outstanding or future State-Backed Bonds from which this Institution receives a Grant and the Institution will take all necessary steps to ensure compliance with such policies and procedures.

Policy Sections

I. Organizational Responsibility

The Executive Vice President of Finance and Administration (the "Compliance Officer") has primary responsibility for post-issuance tax compliance to ensure and monitor post-issuance matters with respect to State-Backed Bonds.

The Compliance Officer has overall responsibility for carrying out all aspects of this Policy including providing information and training on implementing post-issuance compliance policies, tracking expenditures, allocating sources of funding for a particular project between Grants funded from State-Backed Bond proceeds and other sources of money, identifying and monitoring private use and reviewing rebate reports, if requested by the Authority, and keeping adequate records to support all of the foregoing. The Compliance Officer may delegate specific responsibilities to other officers, employees and agents of this Institution as designated in this Policy and as may be modified or supplemented in the future.

The Finance Department shall separately track utilization of Grant proceeds and other sources of funding (i.e., other bonds, equity, other grants, contributions, etc) for each project financed by each issue of State-Backed Bonds; prepare and review requisitions to assure that proceeds are expended on projects as approved by the Secretary and authorized in the applicable bond documents and requisitions; and confirm that reimbursement of pre-issuance costs are permissible and submit reviewed requisitions to the NJEFA. The Finance Department in consultation with Facilities Management and the Office of Information Technology shall also determine when projects financed by Grants are completed and/or placed in service and advise the Authority that such events have occurred. The Finance, Facilities and Information Technology Departments, as applicable will consult with the Compliance Officer if questions arise relating to the foregoing matters.

II. Tracking Expenditures and Use of Bond-Financed Facilities

The Institution's Finance Department shall maintain records regarding the use and allocation of Grants funded from State-Backed Bonds proceeds and other sources for Grant-financed facilities. Such records shall be maintained with respect to each series of State-Backed Bonds. The Authority's Accounting Department shall maintain copies of approved requisitions and copies of invoices. Requisitions submitted to the Authority must be accompanied by copies of invoices for Contractor/Architect/Engineering bills and any other items over \$10,000 before being approved.

The Finance, Facilities and Office of Information Technology departments will monitor the application and use of Grants on an ongoing basis and inform the Authority of events relating to use of bond proceeds and financed facilities, which may result in private business use or other tax issues, and that must be analyzed for compliance with Federal Tax Law Requirements. The Finance Department and the Facilities Department will work together to identify square footage or other measurements of private business use of financed facilities. The Institution will comply with the covenants and representations relating to the Grants and the State-Backed Bonds in the applicable bond documents and will cooperate with the Authority in obtaining necessary information, keeping records, seeking advice from bond counsel and undertaking any remediation, if necessary.

At least once every twelve months, the Authority is expected to send a certification to the Institution regarding application and use of Grants and other matters and the Compliance Officer will coordinate with assigned individuals at the Institution to provide updated information about the use of the financed facilities and other matters and complete and return the certification and any supporting documentation (the "Annual Review Process"). The Institution will provide an annual certification to the Authority regardless of receipt of a form thereof from the Authority. The Compliance Officer will work with the Authority and/or bond counsel, if necessary, to assist in making a final allocation of expenditures for a Grant-financed project when required under the Code and applicable regulations.

III. Private Business Use and Private Payments

The Institution's Finance Department in conjunction with the Facilities Department (which will maintain records of all private business use contracts) will monitor private business use of bond-financed property and any private payments.

State-Backed Bonds may lose tax-exempt status if private business use of bond proceeds and "private business payments" securing such State-Backed Bonds exceed certain percentages which are described in the Tax Certificates signed by the Institution in connection with the issuance of the State-Backed Bonds. Unless approved in advance by the Authority, no private business use of the property financed by the Grants is permitted. The anticipated amount of private business use of a particular series of State-Backed Bonds is anticipated to be known at the time the State-Backed Bonds are issued. Any increase in private business use of Grant financed facilities by any Grantee must be analyzed for the applicable State-Backed Bond issue as a whole. Therefore, the Institution and each other Grantee must obtain permission from the Authority to increase any private business use of its Grant financed facilities, in order to assure that tax-exemption for the issue of State-Backed Bonds as a whole is preserved. The Institution will monitor and report the use of Grant-financed facilities as part the Annual Review Process. The Institution understands that failure to obtain such permission may result in loss of tax-exempt status of the State-Backed Bonds and that it will be responsible to the Authority if its actions cause such treatment.

Special legal entitlements to property financed with State-Backed Bonds can give rise to private business use. Special legal entitlements include leases of financed property, management contracts, sponsored research agreements, naming rights, licenses of facilities for use by cell phone service providers, energy providers and the like. Typical examples of private business use in a college setting often include food service contracts, bookstore contracts, privately sponsored research and camp programs if they do not meet certain safe-harbors set out in IRS Revenue Procedures 97-13 and 2007-47, or exceptions in IRS regulations for short term and incidental use arrangements.

Since the HETI and HEFT Programs require (and expect) no payments by the Institution, it is not anticipated that the private business payment test will be met for such bonds, but the Authority has requested the Institution to monitor private business use.

As required in the Authority's bond documents and policies, the Institution will report and certify to the Authority at least annually with respect to the use of Grant-financed facilities, any additions or changes that may have occurred and cooperate with the Authority in determining whether an event has occurred that might adversely affect the tax-exempt status of the State-Backed Bonds and in taking appropriate remedial action.

IV. Record Retention

Authority Grant and other bond documents require the Institution to maintain all relevant records relating to State-Backed Bonds. The Authority will also retain documents it receives directly from the Institution or third parties. These documents include closing transcripts, agreements, including investment agreements, to which the Authority is a party, bank statements, rebate reports and requisitions. Both the Institution and the Authority shall maintain records for the length of time required to comply with IRS regulations. Currently, records of issuance and related post-issuance compliance documentation must be maintained for the life of the bond issue, including any refunding issue, plus three years.

Basic records relating to State-Backed Bonds include the transcript as well as documentation evidencing the:

- Expenditures and requisitions;
- Investment of bond proceeds;
- Use of Grant-financed property; and
- Sources of payment or security for the State-Backed Bonds.

The Authority will rely on the Institution for specific records relating to application of bond proceeds and use of projects and/or equipment financed by Grants received by the Institution.

V. Arbitrage and Rebate

State-Backed Bonds will lose their tax-exempt status if they are classified as "arbitrage bonds." In general, arbitrage is earned when the gross proceeds of a bond issue are used to acquire investments that earn a yield that is "materially higher" than the yield on the bonds issued or if funds are held or received by the Institution for the project or for debt service that are invested higher than such yield. The Code contains two separate sets of requirements that must be complied with to ensure that State-Backed Bonds are not arbitrage bonds. They are:

- Yield Restriction requirements, which generally provide that in the absence of an applicable exception, bond proceeds may not be invested at a yield in excess of the bond yield; and
- Rebate requirements, which generally provide that when arbitrage is earned on an issue in excess of permitted amounts, unless an exception is met, the excess earnings must be paid to the U.S. Department of Treasury, even if an exception to the yield restriction requirements applies.

The NJEFA will engage the services of an Arbitrage Compliance Servicer, as necessary, to provide written reports to assist the Authority and the State Treasurer in monitoring yield on investments and calculating any rebate that may be due. The Institution will cooperate with the NJEFA and the Arbitrage Compliance Servicer to the extent necessary in order for the Arbitrage Compliance Servicer's calculations to be correct. If the Arbitrage Compliance Servicer provides a written report, it will be provided to the Authority and the State Treasurer and the Institution, to the extent necessary, to permit the Institution to comply with tax or other reporting requirements.

VIII. Continuity and Training

The Compliance Officer and those to whom he or she has delegated responsibilities will receive periodic training regarding the tax and other requirements applicable to State-Backed Bonds. Such training will cover the purposes and importance of these procedures.

To provide for continuity of compliance with post-issuance tax requirements, the Institution will periodically consult with the Authority to determine whether this Policy should be modified to reflect changes relating to outstanding State-Backed Bonds and any changes necessitated if the Authority issues additional State-Backed Bonds.

IX. Remedial Action

Authority bond documents require that the Institution notify the Authority of events which may affect the permissible use and allocation of State-Backed Bond proceeds and to cooperate with the Authority in seeking remedial action with respect to such events. The Compliance Officer is responsible for notifying the Authority of such events and cooperate with the Authority or other issuers (as applicable) in seeking remedial action pursuant to Treasury Regulation §1.141-12, §1.145-2 or seeking a closing agreement with the IRS under its Voluntary Closing Agreement Program (VCAP).

Adopted: April 28, 2014 (per NJEFA)

EXHIBIT B-8

POLICY

Effective, July 1, 2014, Ocean County College will require all employee compensation to be directly deposited into checking, savings, and/or share accounts.* Employee compliance will be mandatory with the exception of seasonal and temporary employees. Seasonal and temporary employees are defined as follows: student employees, reserve employees, and seasonal coaching staff. Pay advices for direct deposit employees will be made available online via a secure website.

This policy is in compliance with New Jersey P.L. 2013, c.28 as amended by Assembly Bill No. 720.

The direct deposit practices will be governed by the procedure to this policy.

*There are certain circumstances under which payment by paper check rather than direct deposit is permitted. The exception must be approved by the Human Resources department.

ADOPTED: April 28, 2014

EXHIBIT B-9

POLICY

Smoking is not permitted on-campus or at any location that can reasonably be regarded as an extension of the campus. This smoking prohibition extends to smokeless tobacco and electronic vapor emitting devices as well as the smoking of any other substance.

Smoking is also prohibited in all college vehicles.

ADOPTED: May 24, 1982

Revised: May 29, 1990

Revised: May 28, 1991

Revised: March 25, 2002

Revised: August 22, 2005

Revised: July 26, 2010

Revised: April 28, 2014