

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: August 17, 2016

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, August 25, 2016**:

1. Recommend approval of the revised 2016-2017 Ocean County College academic calendar **(Exhibit B-1)**
2. Recommend approval of a revision to Policy #1311, Bylaws for the Operation of the Board of Trustees, Operation, Meetings, Regular, Annual, Retreats, and Special **(Exhibit B-2)**
3. Recommend approval of the following items as accepted by the College Senate at its meetings on July 6, 2016, and July 20, 2016:
 - a. New Course: MATH 023, Algebra Basics **(Exhibit B-3)**
 - b. Program Termination: Certificate of Completion in Dietary Manager **(Exhibit B-4)**

EXHIBIT B-1

ACCELERATED ACADEMIC CALENDAR 2016-2017**Accelerated Term 1**

Wednesday, September 7	Classes Begin
Thursday, October 27	Last Day of Classes

Accelerated Term 3

Monday, January 23	Classes Begin
Monday, February 20	No Classes
Thursday, March 16	Last Day of Classes

Accelerated Term 2

Monday, October 31	Classes Begin
Wednesday, November 23 - Friday, November 25	No Classes
Friday, December 23	Last Day of Classes

Accelerated Term 4

Monday, March 27	Classes Begin
Monday, May 15	Last Day of Classes

ACADEMIC CALENDAR 2016-2017**Fall Semester 2016**

Thursday, September 1	Colloquium
Wednesday, September 7	Classes Begin
Wednesday, November 23 - Friday, November 25	No Classes
Friday, December 23	Last Day of Classes

Spring 2017 Quick Term

Tuesday, February 28	Classes Begin
Monday, March 20 - Sunday, March 26	No Classes – Spring Break
Monday, May 15	Last Day of Classes

Fall 2016 Quick Term

Wednesday, October 12	Classes Begin
Wednesday, November 23 - Friday, November 25	No Classes
Friday, December 23	Last Day of Classes

Summer 2017 First Five-Week/Ten Week Sessions

Monday, May 22	Classes Begin
Thursday, May 25	No Classes – Commencement
Monday, May 29	No Classes – College Closed
Tuesday, June 27	Last Day of Classes First Five-Week
Tuesday, July 4	No Classes – College Closed
Wednesday, August 2	Last Day of Classes Ten-Week

Winter Intersession 2017 (Five-Day Week)

Tuesday, January 3	Classes Begin
Monday, January 16	No Classes
Thursday, January 19	Last Day of Classes

Spring Semester 2017

Friday, January 20	Colloquium
Monday, January 23	Classes Begin
Monday, February 20	No Classes
Monday, March 20 - Sunday, March 26	No Classes – Spring Break
Monday, May 15	Last Day of Classes
Thursday, May 25	Commencement

Summer 2017 Second Five-Week/Six-Week Sessions

Wednesday, June 28	Classes Begin
Tuesday, July 4	No Classes – College Closed
Wednesday, August 2	Last Day of Classes Second Five-Week
Wednesday, August 9	Last Day of Classes Six-Week

Summer 2017 Post Session (Four-Day Week)

Monday, August 7	Classes Begin
Wednesday, August 30	Last Day of Classes

Board Approved – August 25, 2016

EXHIBIT B-2

Ocean County College, Toms River, NJ
BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
OPERATION
Meetings
Regular, Annual, Retreats, and Special #1311

BYLAW

The Board of Trustees shall meet and reorganize annually during the month of November and shall schedule at least nine additional meetings per year, normally on the fourth Thursday ~~Monday~~ of each month at a time to be determined at the reorganization meeting. All meetings shall be held at the college or at such other place as fixed by the majority members of the Board.

Board of Trustees retreats will be scheduled at least quarterly, normally on Fridays, with the dates and times to be determined at the reorganization meeting in November.

Special meetings shall be held on the call of the Chairman or on written request of four members. All meetings, ~~both~~ regular, annual, retreats, and special, shall be conducted in compliance with the Open Public Meeting Act of 1975 as enacted by the State of New Jersey.

ADOPTED: February 22, 1976
Revised: June 26, 1978
Revised: May 28, 1991
Revised:

EXHIBIT B-3

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

1. COURSE NUMBER AND TITLE: MATH 023: Algebra Basics

2. SEMESTER HOURS: 4 CONTACT HOURS: (4 + 0 + 0)
Lecture Lab Practicum

3. CATALOG DESCRIPTION

This course is designed for those students who do not have the necessary background in basic algebra or are in need of a thorough review of basic algebra. Topics include: apply the properties of real numbers, use the order of operations for real numbers, solve linear equations and inequalities, solve application problems involving linear equations, graph linear equations and inequalities with the slope intercept form of an equation, determine equations of lines given specific information, solve systems of linear equations by means of graphing and simple substitution only, solve application problems involving systems of linear equations, perform operations with polynomials, division of algebraic expressions involving exponents should be limited to monomials, simplify algebraic expressions involving exponents. This course cannot be used to satisfy degree requirements.

4. PREREQUISITES: NONE COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25 COURSE FEE CODE: 1

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.

To provide students with the developmental mathematics skills in Algebra that they need to continue to a college-level Math Course. This course prepares students for MATH 151, MATH 156, MATH 158, MATH 161, MATH 171, and/or MATH 181.

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):
- ☐ Elective

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

- iv. This course is recommended for the following:

The Limited Load List ☐

The Writing Across the Curriculum List ☐

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

This course will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.

7. Related courses in other institutions

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

- a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here:

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	Beginning Algebra	MATH 037	4	
Middlesex CC	Basic Math Alternative	MATH 009	1	
Middlesex CC	Basic Math	MATH 014	3	

- b. 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)
Georgian Court University			X	
Kean University			X	
Monmouth University			X	
Stockton University			X	
Rowan University			X	
Rutgers – New Brunswick, School of Arts & Sciences			X	

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

8. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- Perform operations using real numbers, including simple radicals.
- Apply properties of real numbers and use the Order of Operations for real numbers.
- Solve linear equations and inequalities, and application problems involving linear equations.
- Graph linear equations and inequalities with the slope intercept form of an equation.
- Determine equations of lines given specific information.
- Solve systems of linear equations by graphing and substitution methods.
- Solve application problems involving systems of linear equations.
- Perform operations with polynomials and basic division of algebraic expressions.
- Simplify and evaluate algebraic expressions involving exponents and formulas.
- Estimate the decimal approximation of radicals.

9. Topical Outline (include as many themes/skills as needed):

1. Major Themes /Skills	2. Assignments/ Activities (Recommended but not limited to)	3. Assessment (Recommended but not limited to)	4. Related Course Learning Objective (s)
1. Real Number Expressions	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	A, B, I, J
2. Algebraic Expressions	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	H, I
3. One Variable Equations	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	C, I
4. Two Variable Equations	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	D, E
5. Inequalities	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	C, D
6. Systems of Equations	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	F, G
7. Applications	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	A, C, D, E, F, G, I

10. Methods of Instruction – In the structuring of this course, what major methods of instruction will be utilized?

Lecture, Modeling, Guided and Independent Practice

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

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

General Education Goals	1.Applicable (mark with x)	2. Related Course Learning Objective	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral				
Quantitative Knowledge and Skills	X	ALL	ALL	Exams/Quizzes
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy				
Society and Human Behavior				
Humanistic Behavior				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action				
Independent/Critical Thinking	X	ALL	ALL	Exams/Quizzes

12. NEEDS:

- Instructional Materials (text etc.): appropriate textbook with online resources
- Technology Needs: N/A
- Human Resource Needs (Presently Employed vs. New Faculty): N/A
- Facility Needs: N/A
- Library needs (list specific needs and must be initialed by library director): N/A

13. GRADE DETERMINANTS

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

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

*Students must earn a grade of a C or better in this MATH 023 course in order to be eligible to take a college level Math course for credit.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

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

Revised form: PLT March 29, 2016

Board of Trustee Approval Date: BOT proposed date of August 25, 2016

EXHIBIT B-4



BOARD OF TRUSTEES

RESOLUTION

WHEREAS, Ocean County College desires to terminate its Certificate of Completion in Dietary Manager; and

WHEREAS, this certificate was designed in cooperation with Rutgers University's School of Health-Related Professions; and

WHEREAS, the Certificate of Completion in Dietary Manager was awarded simultaneously by Ocean County College and Rutgers University; and

WHEREAS, Rutgers University has decided to terminate this program per notification sent to Ocean County College on April 29, 2016; and

WHEREAS, there are currently no students enrolled in the certificate of completion program; and

WHEREAS, the remainder of Ocean County College joint offerings with Rutgers University's School of Health-Related Professions are unaffected;

NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees, at its meeting on August 22, 2016, terminates its Certificate of Completion in Dietary Manager.

Stephan R. Leone
Secretary

August 22, 2016

~~DIETARY MANAGER—Certificate of Completion—Effective Catalog Year 2014-2015~~

~~A Dietary Manager Certificate Program is now being offered to Ocean County College students in cooperation with the School of Health Related Professions (SHRP) at Rutgers University. This certificate is awarded jointly by Ocean County College and Rutgers.~~

~~The Dietary Manager Certificate Program is a ten-month full-time program combining traditional in-person classroom work, and hands-on clinical experience. Students can enroll into the program through Rutgers SHRP, when all prerequisites have been met through Ocean County College.~~

~~The classes will be held in traditional classroom format at the Newark campus. Students will do their clinical experience at University Hospital, Newark, NJ in the Food and Nutrition Services Department.~~

~~Why major in Dietary Management?~~

~~Accredited by the Dietary Management Association (DMA), the Dietary Manager program will empower graduates to run medical nutrition and general food service establishments. Dietary Managers act as supervisors or managers over long-term care facilities, assisted living, small hospitals, schools, military, and other non-commercial settings and are an important part of the nutrition care team. Dietary Managers can hire dietary workers, purchase food, supervise preparation, distribution, and clean up of meals, snacks, and supplements. They are also responsible for food safety and for selecting foods that conform with diet prescriptions.~~

~~Goals of the Program~~

~~The goal of the program is to prepare students to become certified dietary managers (CDM) who are competent in food service management and the nutrition issues in food and dietary services. The objectives of this program are:~~

- ~~• to prepare students to examine meal service systems for health care environments and delivery systems~~
- ~~• to expose students to a broad overview of human resource management~~
- ~~• to provide students a basic understanding of nutrition concepts and techniques for individuals in healthcare environment~~
- ~~• to train students to understand and retain comprehensive food safety knowledge on all aspects of handling food, from receiving and storage to preparing and serving~~

~~Accreditation~~

~~The DMA program has been approved by the Dietary Managers Association;
www.dmaonline.org~~

Admission

~~Students must be a resident of Ocean County, and complete all pre-requisite courses through Ocean County College. Prior to being admitted into the 10-month professional sequence at Rutgers, students will be required to complete the following pre-requisite courses at Ocean County College (17 credits):~~

~~MATH 156—Intro to Statistics—3 credits~~

~~BIOL 130—Anatomy and Physiology I—4 credits~~

~~BIOL 131—Anatomy and Physiology II—4 credits~~

~~PSYC 172—General Psychology—3 credits~~

~~ENGL 151—English I—3 credits~~

~~17 credits General Education at OCC~~

~~15 credits in Professional Studies at Rutgers~~

~~32 credits total~~

~~Students must have a grade point average of 2.75 in general education courses before starting the professional phase.~~

~~For course requirements for graduation, please click on the following link:
<http://coursecatalog.rutgers.edu/>~~

Board of Trustees Approval Date: May 28, 2013

Board of Trustees Approval Date: November 4, 2013