EXHIBIT B

OCEAN
COUNTY COLLEGE

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

To: Board of Trustees

From: Office of the President

Date: January 25, 2012

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, January 30, 2012**:

1. Recommend approval of the following items, as accepted by the College Senate at its meetings on January 18, 2012:

   a. Revised course

      1) LAAW 203, Law Office Management **(Exhibit B-1)**

   b. Revised degree

      1) A.A.S. Degree in Business – Paralegal Studies Option **(Exhibit B-2)**

   c. Inactive courses

      1) CSIT 140, Introduction to Computer Organization **(Exhibit B-3)**

      2) CSIT 171, Computer Programming I **(Exhibit B-4)**

      3) CSIT 172, Computer Programming II **(Exhibit B-5)**

      4) CSIT 271, Data Structures and Algorithm Analysis **(Exhibit B-6)**

    d. Obsolete courses

        1) Old International Education Courses **(Exhibit B-7)**

2. Recommend revision to the following policies:

    a. Policy #3070, Personnel, All Employees, Abusive/Threatening Situations **(Exhibit B-8)**

    b. Policy #3115, Personnel, Academic, Full-Time Faculty Tenure **(Exhibit B-9)**

3. Recommend approval of the following new policy:

    a. Policy #2440, Administration, General, Weapons on College Grounds **(Exhibit B-10)**

EXHIBIT B-1

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

1. COURSE NUMBER AND TITLE: LAAW-203: Law Office Management

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

3. CATALOG DESCRIPTION:

A course designed to prepare the paralegal to *understand, work within and* manage a law office. The functions *and skills* of planning, organizing, controlling and directing a law office are explored *along with the parameters and policies of the business of law which will provide a strong foundation upon which to build a legal career.*

4. PREREQUISITES: LAAW-101 or consent of instructor.
   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING: X vocational ___ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.

      Students who want a better understanding of the operation of a law office and the role of the paralegal in that office will enroll in this course.

   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

      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

1

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 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:

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

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. To understand *identify* the titles and duties of each member of the legal team and the alternative organizational structures and management forms of the law office.
b. To understand *explain* the role of the paralegal in the *organization and* management of the law office *and in the legal market place.*
c. To identify the physical components of the law office, the various methods by which they can be obtained and utilized within the law office. *Analyze paralegal ethics and client communications.*
d. To understand the importance of a docketing system, the types of docketing systems and how to establish a working docketing system. *To explain the importance of the Attorney-Client relationship.*
e. To understand *assess* the importance of time management, *calendaring and docketing* and time keeping and how to utilized a time-keeping system.
f. To know the three types of retainer agreements, how to bill under each form and how to calculate a contingency fee *To determine the organization and management of a law library.*
g. To *compare* understand the types of accounts required of a law office and the requirements for maintaining each type of account *the various forms of billing, financial management, and client's funds accounts.*
h. To know the forms of employment, the factors which should be considered in making the hiring decision, the importance of performance evaluations, the accommodations which must be made for employees, how to discipline employees and how and when to fire employees *To analyze personnel relations and human resource policy and procedures within the law office.*
i. To know and understand the importance of good communications skills, how to eliminate communications barriers and the advantages and disadvantages of individual

3

~~and group decision-making~~ *To distinguish the multiple applications of legal technology.*

j. ~~To know what is and is not ethical conduct for the paralegal, the attorney and the other employees of the law office and to understand the importance of ethical behavior~~ *To examine the various dimensions of legal professionalism.*

k. ~~To understand how to open, maintain and close law office files and the importance of maintaining closed files.~~

8. METHODS OF INSTRUCTION: Lecture, Discussion, Role-Playing, Written Assignments/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.
   New Jersey Statutes Annotated, New Jersey Reports
   Teacher-Prepared Materials

10. TENTATIVE TOPICAL OUTLINE:

    Law Office Structure and the Role of the Paralegal
    a. Physical Components of the Office
    b. Organization and Flow of Work
    c. *Legal Market Place*
    d. *Legal Team*
    e. *Legal Specialties*

    Law Office Systems
    a. File
    b. Time Management
    c. Accounting and Billing
    d. Library
    e. Client Retainer Agreements
    f. Client Contact
    g. *Technology*

    Personnel
    a. Personnel Manuals
    b. Communications
    c. Human Relations

    Ethics
    a. Unauthorized Practice of Law
    b. Confidentiality
    c. *Communication*
    d. *Professionalism*

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-2

BUSINESS - A.A.S Degree Program - Paralegal Studies Option – Effective Catalog Year 2011-2012

The Paralegal Associate in Applied Science and the Certificate of Proficiency are programs designed to provide a foundation for a legal assistant (paralegal) career. "The terms legal assistant and paralegal are used interchangeably, which means persons who, although not members of the legal profession, are qualified through education, training, or work experience, are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function that involves the performance, under the direction and supervision of an attorney, of specifically delegated substantive legal work which, for the most part, requires a sufficient knowledge of legal concepts such that, absent that legal assistant, the attorney would perform the task." – American Bar Association. All courses are taught by practicing attorneys who have years of legal experience. The courses stress both the theory of law and paralegal skills.

FIRST SEMESTER

ENGL 151	English I	3 cr.
LAAW 101	Introduction to Law & Legal Assisting	3 cr.
BUSN 251	Business Law I	3 cr.
_____	Mathematics Gen Ed Requirement	3 cr.
ECON 151	Macroeconomic Principles	3 cr.
		15 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
LAAW 104	Introduction to Litigation	3 cr.
BUSN 252	Business Law II	3 cr.
LAAW 201	Legal Research & Writing for Paralegals	3 cr.
COMM 154	Fundamentals of Public Speaking	3 cr.
		15 cr.

THIRD SEMESTER

LAAW 204	Estate Administration	3 cr.
_____	OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP Course	3 cr.
BUSN 210	Business Communications	3 cr.
_____	Electives*	9 cr.
		18 cr.

FOURTH SEMESTER

BUSN 267	Real Estate Law	3 cr.
_____	Lab Science Gen Ed Requirement	4 cr.
CSIT 123	Integrated Office Software	3 cr.
LAAW 203	*Law Office Management*	*3 cr.*
_____	Electives*	~~6~~ 3 cr.
		16 cr.

TOTAL CREDITS 64

*Electives:

BUSN 126	Word Processing	1 cr.
BUSN 133	Microcomputer Keyboarding	1 cr.
LAAW 105	Health Care Law	3 cr.
LAAW 203	Law Office Management	3 cr.
LAAW 206	New Jersey Family Law	3 cr.
CRIM 254	Constitutional Law and Rules of Evidence	3 s.h
CRIM 255	Criminal Law and Procedure	3 cr.
POLI 161	American Federal Government	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
BUSN 290	Principles of Real Estate	5 cr.
BUSN 271	Principles of Management	3 cr.
INTR 290	Internship	3 cr.
LAAW 106	Mediation and Conflict Resolution	3 cr.

Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Board of Trustees Approval Date: December 8, 2003
Board of Trustees Approval Date: August 27, 2007
Board of Trustees Approval Date: December 1, 2008
Board of Trustees Approval Date: December 6, 2010

EXHIBIT B-3

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT-140: Introduction to Computer Organization

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

3. CATALOG DESCRIPTION:

   An introduction to the organization of computer hardware. Topics include data
   representation within the computer, number systems, the instruction set, basic logical
   structures and operating systems. Open lab time required. Fall semester day and evening
   sections; spring semester day sections only.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 23   COURSE FEE CODE: 2
   DIFFERENTIAL FUNDING CATEGORY: B

   COURSE TYPE FOR PERKINS REPORTING: X   vocational ___ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.

      This is a required course in all Computer Science AS and AAS degrees.

   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?   _x_ yes   ___ no

             If yes, mark with an "x" the appropriate category below.
             ___ Communication   ___ Social Science   ___ History
             ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
             ___ Mathematics   _x_ Technology   ___ Diversity

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

             ___   Program-specific requirement for the following degree program(s):
             _____

             ___   Elective

1

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 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:

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

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Identify the major events in the development of the computer.
b. Define "algorithm".
c. Differentiate between data and information.
d. Describe the differences between ASCII and Unicode character representation.
e. Describe binary representation within the computer.
f. Differentiate between main memory and mass storage.
g. Convert number systems: decimal, binary and hexadecimal.
h. Describe the structure of a computer.
i. Differentiate between a CISC and RISC processor.
j. Differentiate between symbolic coding and machine language.
k. Identify an operating system.
l. Describe the software life cycle.
m. Differentiate between compilers and interpreters.
n. Describe Boolean functions, truth tables and basic circuits.
o. Differentiate between parallel and serial data movement.
p. Identify data and address buses.
q. Discuss the role of ethics in software development.
r. Discuss the impact of technology on life styles.

8. METHODS OF INSTRUCTION: Class lecture/discussion, demonstrations, labs and student projects.

3

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

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE:

A) What is Computer Science?
B) Algorithms
    1) Representation of algorithms
    2) Efficiency and correctness
    3) Analyzing algorithms
C) Machine Architecture
    1) Data Storage
        a) Storage Techniques
        b) Main Memory
        c) Mass Storage
        d) ASCII and Unicode
        e) Binary and Hexadecimal Number System
        f) Integer and Floating Point Representation
        g) Boolean logic
        h) Gates the electronic implementation of Boolean logic
    2) System Organization
        a) Von Neumann Architecture
        b) Central Processing Unit
        c) Instructions and Program Execution
        d) Architectures: CISC, RISC, Pipelining, Multiprocessing
        e) Arithmetic/Logic Instructions
        f) Computer-Peripheral Communication
D) Historical Overview
E) System Software
    1) Virtual machine
    2) Assemblers
    3) Operating Systems
F) High Level Programming Languages and Software Engineering
    1) Categories of languages (procedural, object-oriented, functional, special purpose)
    2) Compilation process
    3) Software Engineering
        a) Software Life Cycle

    b) Modularity

    c) Development Tools and Techniques

    d) Documentation

    e) Ownership and Liability Issues

G) Computer Networks

    1) Basic networking concepts

    2) Local Area Networks

    3) Internet

H) The Social Impact of Computers

    1) Rate of change

    2) Economic changes

    3) Ethics

    4) Living styles

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 4 minor projects, labs, and/or self assessment (homework) assignments, a minimum of 3 major projects or papers, and a minimum of 3 exams and/or skills assessment.

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;

EXHIBIT B-4

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT-171: Computer Programming I

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

3. CATALOG DESCRIPTION:

This course introduces the student to the software development process and
programming. Topics include the structure and design of algorithms, data types, function
modularity, documentation and an introduction to object oriented programming. Students
will develop programs using the department's computer facilities and a modern structured
procedural and object oriented programming language (C++). This is the first course in a
two-semester sequence designed for computer science majors. Working knowledge of
Microsoft™ Windows required. Open lab time required.

4. PREREQUISITES: None COREQUISITES: CSIT 140

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 2
DIFFERENTIAL FUNDING CATEGORY: B

COURSE TYPE FOR PERKINS REPORTING: _X_ vocational ____ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.

      This is a required course in all Computer Science AS degrees and a programming
      language option in the Computer Science/Information Technology AAS degree.

   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?   _x_ yes   ____ no

            If yes, mark with an "x" the appropriate category below.
            ___ Communication   ___ Social Science   ___ History
            ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
            ___ Mathematics   _x_ Technology   ___ 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):

1

___ 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.

2

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:

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

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Identify the steps required in problem solving.
b. Identify the elements of step-wise refinement.
c. Identify the properties of an algorithm.
d. Differentiate between an algorithm and a computer program.
e. Identify the general components of a computer language.
f. Differentiate between structured and unstructured programs.
g. Differentiate between a function that returns a value and a void function (procedure).
h. Differentiate between value and address parameters.
i. Identify the basic data types available in C++.
j. Write programs in C++ utilizing the concepts of algorithms and stepwise refinement.
k. Write programs in C++ utilizing interactive and batch processing modes.
l. Write programs in C++ utilizing repetition and selection structures.
m. Write programs in C++ utilizing subprogram structures.
n. Write application programs in C++ utilizing the text files.

3

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

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

   Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE:
    A) Problem Solving and Algorithms
       1) Problem Solving Techniques
       2) Algorithms
       3) Programming Style
       4) Stepwise Refinement
       5) System Life Cycle
       6) Algorithm Analysis (big O)
    B) Data Representation
       1) Data Types
       2) Identifiers
       3) Arithmetic Operations
       4) Variable and Declaration Statements
       5) Data Type Conversions
       6) Assignment Statements
    C) Input/Output
       1) Input/Output Objects
       2) Interactive Algorithm
       3) Batch Algorithm
    D) Functions
       1) Declarations
          a) Prototypes
          b) Function Calls
          c) Function Definition
          d) Function Stubs
          e) Overloading
       2) Returning Values
          a) Function Type
          b) Void Functions
       3) Variable Storage Class
          a) Local
          b) Global

       c) Rules of Scoping
   4) Parameter Passing
       a) Void
       b) Call by Value
       c) Call by Reference
       d) Relationship between Formal and Actual Parameters
   5) Standard Library Functions
E) Selection Structures
   1) Selection Criteria -Relational and Logical Operators
   2) One and Two-way Selection
   3) Multi-way Selection
   4) Compound Conditions
   5) Problem Solving - Data Validation
F) Repetition Structures
   1) Pre-test Loops
   2) Post-test Loops
   3) Counter Loops
   4) Interactive Loops
       a) Sentinels
       b) Breaking Loops
       c) Null Statement
   5) Nested loops
G) Text Files
   1) Files and Streams
   2) Standard Library Input/Output Functions
   3) Formatting Input and Output
   4) Character Input/Output Functions
   5) Detecting File Errors

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 6 minor programs and 3 major programs, a minimum of 5 minor chapter quizzes, exercises or labs, a minimum of 2 exams, and a final outcomes assessment exam.

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
Board of Trustees Approval Date: April 27, 2009
Board of Trustees Approval Date: August 24, 2009
Board of Trustees Approval Date: September 27, 2010

EXHIBIT B-5

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
DEPARTMENT OF BUSINESS, ECONOMICS, & COMPUTER STUDIES

1. COURSE NUMBER AND TITLE: CSIT-172: Computer Programming II

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

3. CATALOG DESCRIPTION:

   This course continues the study of the software development process begun in CSIT171.
   Additional topics include object oriented modeling, inheritance, polymorphism, dynamic
   memory allocation, files, arrays, sorting, searching, string manipulation, stacks, queues,
   linked lists and the software life cycle. Students continue working with the department's
   computer facilities and a modern structured procedural and object oriented programming
   language (C++). Open lab time required.

4. PREREQUISITES: CSIT-171   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 2
   DIFFERENTIAL FUNDING CATEGORY: B

   COURSE TYPE FOR PERKINS REPORTING: _X_ vocational   ___ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.

      This is a required course in all Computer Science AS degrees and a programming
      language option in the Computer Science/Information Technology AAS degree.

   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

      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):
                   AS in Computer Science (including program options) and AAS in
                   Computer Science/Information Technology

1

_____ 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 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:

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
x 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

_ 6. Humanistic Perspective
_ 7. Historical Perspective
_ 8. Global and Cultural Awareness
_ 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Write programs in C++ to utilize both one and two-dimensional arrays.
b. Write programs in C++ to utilize various search algorithms: sequential, binary and hashing.
c. Analyze sequential, binary and hashing algorithms (big O).
d. Write programs in C++ to utilize various internal insertion, selection and exchange sorting algorithms.
e. Analyze the various internal sorting algorithms (big O).
f. Write programs in C++ to utilize derived types (enumerated, structures and unions).
g. Write programs in C++ to define, implement and utilize simple classes.
h. Construct new classes from existing classes (inheritance).
i. Construct overload derived member functions (polymorphism).
j. Write programs in C++ to utilize pointers as class data members.
k. Construct the string class.
l. Write programs in C++ to utilize the string class.
m. Write programs in C++ to utilize both sequential and random file processing.
n. Write programs in C++ to utilize static and dynamic structures.

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE

NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE:

A) Arrays
  1) One-dimensional
  2) Two-dimensional
  3) Application
B) Searching algorithms
  1) Sequential
  2) Binary
  3) Big O analysis
  4) Application
C) Internal sorting algorithms
  1) Selection
  2) Exchange
  3) Insertion
  4) Big O analysis
  5) Application
D) Derived Types
  1) Enumerated Types
  2) Structures
  3) Complex Structures
  4) Array of Structures
  5) Unions
  6) Application
E) Classes
  1) Class Definition
    a) Constructors and Destructors
    b) Functions
    c) Operators
  2) Class Implementation
  3) Function and Operator Overloading
  4) Class Inheritance
  5) Polymorphism
  6) The This Pointer
  7) Application

F) String Class
1) Definition
2) Implementation
3) Pointers
4) Application

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 4 major programs, a minimum of 5 minor chapter quizzes, exercises or labs, a minimum of 2 exams, and a final outcomes assessment exam.

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
Board of Trustees Approval Date: August 24, 2009

EXHIBIT B-6

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
DEPARTMENT OF BUSINESS, ECONOMICS, & COMPUTER STUDIES

1. COURSE NUMBER AND TITLE: CSIT-271: Data Structures and Algorithm Analysis

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

3. CATALOG DESCRIPTION:

   This course examines the representation, implementation and application of data structures. The data structures include arrays, stacks, queues, linked lists, trees, graphs, networks and databases. Algorithms are developed to operate upon these structures. All assignments will be programmed in a modern structured procedural and object oriented programming language (C++). Open lab time required.

4. PREREQUISITES: CSIT-172   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 2
   DIFFERENTIAL FUNDING CATEGORY: B

   COURSE TYPE FOR PERKINS REPORTING: X_   vocational   ___ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.

      This is a required course in all Computer Science AS degrees and an elective in the Computer Science/Information Technology AAS degree.

   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

      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):
                   AS in Computer Science (including program options) and AAS in
                   Computer Science/Information Technology
            ___   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 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:

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
x 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

_ 6. Humanistic Perspective
_ 7. Historical Perspective
_ 8. Global and Cultural Awareness
_ 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Construct and implement arrays of objects.
b. Construct and implement linear and non-linear collection classes.
c. Construct and implement the stack class.
d. Construct and implement the queue and priority queue classes.
e. Implement an event driven simulation program.
f. Construct and implement dynamic linked list classes.
g. Construct and implement circular and doubly linked classes.
h. Define and evaluate recursive functions.
i. Construct and implement the binary tree class.
j. Construct abstract base classes and derived classes.
k. Construct and implement the AVL tree class.
l. Construct and implement the graph class.
m. Implement and analyze the various sorting algorithms.
n. Construct and implement the hash class.
o. Construct and implement external search, hash and sort algorithms.

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

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

3

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE:

    A) Collection Classes
        1) Linear Collections
        2) Non-linear Collections
        3) Application
    B) Linked List Class
        1) Definition and Implementation
        2) Dynamic
        3) Singly and Doubly Linked Lists
        4) Circular Linked Lists
        5) Multiple Linked Lists
        6) Application
    C) Stack Class
        1) Definition
        2) Array Implementation
        3) Linked List Implementation
        4) Application
    D) Queue Class
        1) Definition and Implementation
        2) Circular Queues
        3) Priority Queues
        4) Application
    E) Recursion
        1) Implementation
        2) Evaluation
        3) Backtracking Algorithms
        4) Parsing Algorithms
    F) Binary Tree
        1) Definition and Implementation
        2) Traversal
        3) Height Balance
        4) Threaded
        5) General Trees
        6) Application
    G) AVL Tree Class

     1) Definition and implementation

     2) Memory allocation

     3) Forests

H) Graph Class

     1) Definition and Implementation

     2) Traversals

     3) Depth First

     4) Breadth First

I) Networks

     1) Minimum Spanning Tree

     2) Shortest Path

J) Application

K) Information Retrieval

     1) Searching, Sorting, Hashing

       a) Review

       b) B-trees

       c) Treesort

       d) Trie Indexing

     2) External File Processing Operations

     3) Application

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 5 major programs, a minimum of 6 chapter exercises, quizzes or labs, and a minimum of 2 exams and/or a final outcomes assessment project.

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
Board of Trustees Approval Date: August 24, 2009

EXHIBIT B-7

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IE-110	Elem German Grammar I	1998FA
IE-130	England	1982FA
IE-210	Heidelberg/Germany	2006FQT
IE-215	CCIS Bangalore, India	2006SP
IE-220	Heidelberg Business	
IE-225	Cyprus Program	1999FA
IE-230	England	2005SP
IE-235	China	2002SP
IE-240	Spain	2002SP
IE-240	Spain	2003SP
IE-241	Seville, Spain	2003S6
IE-245	Limerick, Ireland Program	2005FA
IE-246	Summer Program in Ireland	2005S6
IE-250	Israel	1999FA
IE-255	Keimyung University, Korea	2002SP
IE-260	France/Language	1988S6
IE-265	CCIS Australia/Bond Univ	2006FA
IE-270	Italy	2004SP
IE-271	AUR Italy Program	2005S6
IE-275	Scotland Program	2002SP
IE-280	Switzerland	1985SP
IE-285	International Ed/New Zealand	2003SP
IE-290	France/Business L.A.	1986FA
IE-291	Theater Semester England	
IE-292	Criminal Justice/England	
IE-293	Nursing Semester/England	1983SI
IE-310	International Business/L.A.	2006FA
IE-333	Overseas Academic Program	1980SP
IE-350	International Ed/Costa Rica	2002SP
IE-351	Santa Ana, Costa Rica	2005S6
IE-510	Coloq on British Culture	1986SP
IE-512	Theatre in London	
IE-515	British Govn. & Politics	
IE-517	Eng Soc:soc St Brit	
IE-999	Overseas Academic Program	1982SP
IEAR-165	Contemporary Arts	1992SP
IEAR-201	Art in London	1997SP
IEBA-363	Law & Fin Intl Trade	1990SP
IEBA-370	Business Comm	2001FA
IEBA-372	Business Professional Speaking	1991SP
IEBA-374	Statistics I	2001FA
IEBA-383	Prod & Stk Cntrl/Schiller	1989FA
IEBA-384	Behavioral Aspects	1999SP
IEBA-401	Personnel Management	2001FA
IEBA-402	Compar Indstrl Rels	1997SP

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEBA-423	Mkt Research/Schiller	1998FA
IEBA-424	Case Studies in Marketing	
IEBA-425	Case Study:Advertising	2001FA
IEBA-427	Marketing Mgmt I/Schiller	2001FA
IEBA-428	Marketing Mgmt II	1991SP
IEBA-432	Marketing Research	1998FA
IEBA-433	European Banking	2001FA
IEBA-436	Case Studies in Management	
IEBA-437	Multintl Entpr/Schiller	1989FA
IEBA-438	Import/Export Ops	1995SP
IEBA-439	Intl Bsns Policy	1985SP
IEBA-440	CS Study:Corporate Strategy	1990FA
IEBE-111	Elem German Conv I	1996SP
IEBH-102	Elem. Hebrew Language I	1980FA
IEBH-201	Inter Hebrew Lang I	1981FA
IEBH-226	Bibicical Lit Hebrew II	1981FA
IEBI-101	Intro Biology	1980SP
IEBI-205	General Biology I	1980FA
IEBI-502	Bible Personalities	1983SP
IEBU-173	Intro Electr Datapro	1986SP
IEBU-201	Maketing in British Economy	1983SP
IEBU-222	Basic Statistics	1986SP
IEBU-261	Principles Business Law	1986SP
IEBU-300	Intro to Int'l Business	
IEBU-322	Intl Marketing	
IEBU-439	Intl Business Policy	
IEBU-524	Marketing Management	1984SP
IECG-299	Geography of China	1999FA
IECH-112	Basic Chinese I	1999FA
IECH-113	Basic Chinese II	1999FA
IECH-214	Contemporary Chinese Expressio	2000SP
IECH-299	Intermediate Chinese	2000SP
IECI-101	Info Processing in Business	
IECJ-225	Compar Legal Systems	1997SP
IECJ-255	Compar Legal Systems	
IECJ-324	British Criminal Justice	1997SP
IECM-320	Intercultural Communications	
IECO-201	Coll on British Culture	1984FA
IECS-100	Bsns Appl Computers	1993FA
IECS-101	Information Processing	
IECS-130	Fundmntl Data Proc	1984FA
IECS-200	Fund Computer Prgm	1990SP
IECS-203	Spread Sheet & Business Grph	1998FA
IEEC-251	Microeconomics	2001FA
IEEC-252	MacRoeconomics	2001FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEEC-341	History Economic Thought I	1994FA
IEEC-352	Economic Geography	1988S6
IEEC-452	Resources & Environment	1998FA
IEEC-454	Money & Capital Markets	2001FA
IEEC-455	Intl Finance	2001FA
IEEC-456	European Common Market	1999SP
IEEC-456	European Union	1999SP
IEEC-457	Economic Develop Countries	1999SP
IEEC-458	Intern Econ Pol	
IEEC-470	Intl Econ Pol/Insts	1993FA
IEEL-131	Elem Hebrew I	1997FA
IEEL-132	Elem Hebrew II	1998SP
IEEL-250	Intrm Hebrew I	1997FA
IEEL-251	Intrm Hebrew II	1998SP
IEEL-270	Adv Hebrew I	1994FA
IEEL-271	Adv Hebrew II	1995SP
IEEN-101	Freshman Compos I	1979FA
IEEN-102	Freshman Comp II	1980SP
IEEN-112	English Comp & Lit	1986SP
IEEN-131	Adv English I	1992SP
IEEN-203	Mod Novel in Britain	1983SP
IEEN-205	English Literature II	1978SP
IEEN-206	English Literature II	1978SP
IEEN-207	Survey of Chinese Literature	2000SP
IEEN-234	London Theatre	1997SP
IEEN-252	Lit of Holocaust	1993SP
IEEN-256	Lit of Bible I	1982FA
IEEN-266	Modern Jewish Lit	
IEEN-301	Shakespeare	1984FA
IEEN-319	Intro Tropical Marine Bio.	
IEEN-319L	Marine Biology Laboratory	
IEEN-323	Irish Folklore I	
IEEN-332	Shakespeare	1995FA
IEEN-370	Business Communication	1994SP
IEEN-372	Busn & Prof Speaking	1999SP
IEFA-201	Art in London	1984FA
IEFR-101	Elem French	1989FA
IEFR-102	Elem French	1985SP
IEGE-101	Elem German I	1999SP
IEGE-102	Elem German II	1997SP
IEGE-110	Elm Gr Grammr I	1999S6
IEGE-111	Elm Gr Conv I	1999S6
IEGE-112	Elm Gr Compt/Text I	1999S6
IEGE-113	Elm Gr Idio/Styl I	1999S6
IEGE-115	Elm Gr Grammr II	1992FI

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEGE-116	Ele Gr Conv II	1992FI
IEGE-117	Elm Gr Comp/Txt II	1992FI
IEGE-118	Elm Gr Idio/Styl II	1992FI
IEGE-201	Interm German I	1999FA
IEGE-202	Interm German II	2001FA
IEGE-210	Intrm Gr Grammr I	1990FI
IEGE-211	Intrm Gr. Conv I	1990FI
IEGE-212	Intrm Gr Comp/Txt I	1990FI
IEGE-213	Intrm Gr Idio/Sty I	1990FI
IEGE-215	Intrm Gr Grammr II	1999S6
IEGE-216	Intrm Gr Conv II	1999S6
IEGE-217	Intrm Gr Comp/Txt II	1999S6
IEGE-218	Intrm Gr Idio/Sty II	1999S6
IEGE-301	Advanced German I	2001FA
IEGE-302	Adv German II	1994SP
IEGE-310	Intrm Gr Grammr I	1999S6
IEGE-311	Intrm Gr Conv I	1999S6
IEGE-312	Intrm Gr Comp Txt I	1999S6
IEGE-313	Intrm Gr Idio/Sty I	1999S6
IEGE-315	Intrm Gr Grammr II	1999FA
IEGE-316	Intrm Gr Conv II	1999FA
IEGE-317	Intrm Gr Comp/Txt II	1999FA
IEGE-318	Intrm Gr Idio/Sty II	1999FA
IEGE-420	Adv Ger Gram/Comp	1999S6
IEGE-421	Adv Ger Conv	1999S6
IEGE-422	Adv Ger Stylistics	1999S6
IEGE-423	Hist & Geog Germany	1999S6
IEGE-483	Sem:20 Cent Germ Lit	
IEGO-250	Geo of Israel	1998SP
IEGO-2500	Geo of Israel	
IEGO-251	Tpcs Georg Israel	1992SP
IEGO-260	Geo of Israel	1998SP
IEHB-101	Elem Hbrw Lang I	1991FA
IEHB-102	Elem Hbrw Lang II	1991FA
IEHB-112	Survey:Hebrew Bibliography	1994SP
IEHB-121	Hbrw Bibl: Genesis	1993FA
IEHB-122	Hbrw Bibl: Exodus	1993FA
IEHB-123	Hbrw Bibl:lev/Numbrs	1994SP
IEHB-124	Hbrw Bible:deutrnmy	1994SP
IEHB-140	Sem/Practicm:educ I	1997SP
IEHB-201	Interm Hbrw Lang I	1994SP
IEHB-202	Interm Hbrw Lang II	1992SP
IEHB-203	Interm.Conv.Hebrew I	1988FA
IEHB-204	Intrm Conv Hebrew II	1989SP
IEHB-205	Adv Hbrw Lang I	1993FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEHB-206	Adv Hbrw Lang II	1994SP
IEHB-225	Biblical Lit Heb I	1984FA
IEHB-226	Biblical Literature II:Exodus	1990FA
IEHB-227	Bbl Lt Hb III Lev/Num	1990FA
IEHB-228	Bibl Lit Hbr Iv:deut	1990FA
IEHB-229	Intro Talmdc Literature	1988FA
IEHB-230	Hebrew Prophet:Samuel I	1993FA
IEHB-231	Tpcs Talmdc Lit II	1992FA
IEHB-232	Hbrw Prpht: Judges	1993FA
IEHB-233	Hbrw Prphy/Samuel I	1994SP
IEHB-234	Tpcs Hbrw Bibl I	1994SP
IEHB-235	Tpcs Hbrw Bibl II	1994SP
IEHB-240	Intro to Talmdc Lit	1993FA
IEHB-241	Tpcs in Talmdc Lit I	1993FA
IEHB-242	Tpcs Talmdc Lit II	1994SP
IEHB-243	Tpcs Mishna	1993FA
IEHB-249	Mod Jwsh Tad I	1984FA
IEHB-251	Jwsh Trad II	1991FA
IEHB-263	Sociology of Kibbuts	1996SP
IEHB-265	Tpcs Jwsh Phil	1991SP
IEHB-291	Tpcs Jwsh Trad I	1984FA
IEHB-299	Intro Talmdc Lit	
IEHB-603	Hagiographia:psalms	1994SP
IEHH-190	Dev Mod Israel I	1997FA
IEHH-191	Dev Mod Israel II	1998SP
IEHH-246	Medvl Jswh Hstry I	1995FA
IEHH-249	Mod Jwsh Hstry I	1996FA
IEHH-297	March of the Living	1996SP
IEHI-180	Hist World War II	1992SP
IEHI-201	American History I	1981FA
IEHI-202	Intrm Hbrw Lang II	1981SP
IEHI-204	Chinese Culture & Society	1999FA
IEHI-205	Survey of China's History	1999FA
IEHI-206	Colloq British Cultu	1997SP
IEHI-210	Scottish History for Tourism	
IEHI-225	European History I	2001FA
IEHI-226	European History II	2001FA
IEHI-231	Hstry Spain	1984FA
IEHI-248	Hstry of Holocaust	1991FA
IEHI-249	Mod Jwsh Hist I	1991SP
IEHI-250	Intro Hist/Geog Isr	1992SP
IEHI-251	Medvl Jwsh Hist I	1991FA
IEHI-253	Hstry Yishuv I	1997SP
IEHI-254	Hstry of Zionism	1990FA
IEHI-255	Hstry/Geog Jerslm I	1992SP

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEHI-258	Jew Os Amer 1654-PRE	1980SP
IEHI-261	Hstry Spain II	1979SP
IEHI-265	Survey Bible Jewish History	1982FA
IEHI-266	Dev of Mod Israel I	1990FA
IEHI-267	Dev of Mod Israel II	1991SP
IEHI-273	History Mod Germany	1980FA
IEHI-276	Contemp Italy	1984FA
IEHI-292	Tpc Mod Jswh Hstry I	1985SP
IEHI-293	Dev of Mod Israel I	1993FA
IEHI-294	Dev of Mod Israel II	1994SP
IEHI-295	Brit Hstry & Culture	1978SP
IEHI-299	Tpcs Mod Jwsh Hstry	1991FA
IEHI-333	Ger Hist:1918-1945	1990SP
IEHI-334	Ger Hstry:1945-Pres	1985SP
IEHI-364	Modern England	1986FA
IEHI-382	Contemporary German Politics	
IEHI-414	Europe in World Affairs	
IEHI-481	Sem:Hitler's War Policy	1999FA
IEHI-481A	Communism	1998FA
IEHI-540	History:Politics & Society	1982FA
IEHI-603	March of Living""	1992SP
IEHM-310	Food/Bev.Control/Scheduler	1989FA
IEHM-331	Intl Travel/Schlr	1989FA
IEIC-272	Student Teaching	1986FA
IEIC-275	Intro to Biology	
IEIR-221	Intro Intl Rel/Schlr	2001FA
IEIR-331	Modern Diplomacy	1999FA
IEIR-335	Amr Frgn Plcy/Schlr	1989FA
IEIR-341	Concepts in Intl Relations	
IEIR-343	Intl Protection Human Rights	
IEIR-421	Prob/Aprch Eur Integ	1994SP
IEIR-450	Practical Diplomacy	
IEIR-456	European Common Market	1990SP
IEIR-457	Economics of Dev Countries	
IEIR-471	Intl Human Rights	1985SP
IEIR-481	U.N. Structure & Function	
IEIR-482	The UN & Peacekeeping	1996SP
IEIR-536	The Middle East	1986SP
IEIR-542	International Org	1986SP
IEIR-544	Peace & War Nuc Age	1986SP
IEIR-545	Internatl Econ Prob	1996SP
IEIR-589	Meth Research & Anal	1996SP
IEIT-101	Begin Italian I	1995FA
IEIT-300	Italian Comp & Conversation	
IEIT-340	Italian Literature	1984FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEIT-502	Survival Italian	1984FA
IEIT-503	Intens Intrm Italian	1984FA
IEJS-101	Bbl Lit I:Gensis	1990FA
IEJS-106	Tpcs Talmdc Lit I	1990SP
IEJS-107	Tpcs Talmdc Lit II	1990SP
IEJS-108	Tpcs Talmdc Lit III	1990SP
IEJS-125	Mod Jwsh Hstry II	1990SP
IEJS-130	Mod Israel:soc/Cult	1988FA
IEJS-132	Hist/Geog Jerusalem	1988FA
IEJS-140	Jewish Trad I	1989SP
IEJS-148	Medvl Jwsh Phil	1990FA
IEJS-162	Sociology of Kibbutz	1989SP
IEJS-171	Tpcs Hbrw Bbl I	1991SP
IEJS-172	Tpcs Hbrw Bbl II	1991SP
IEJS-193	Contemp Jwsh Issus	1990FA
IEJS-222	Hagiographa/Ruth	1990SP
IEJS-240	Tpcs Jewish Phill I	1990SP
IEJS-241	Tpcs Jewish Philosophy II	1991SP
IEJS-242	Tpcs Jwsh Phil III	1990SP
IEJS-244	Tpcs Jwsh Trad I	1989FA
IEJS-245	Tpcs Jwsh Trad II	1990SP
IEJS-254	History of Zionism	1990SP
IEJS-290	Hbrw Prpht/Samuel I	1991SP
IEJS-292	Hbrw Prpht/Samuel II	1991SP
IEJS-294	Cultr/Trads Kashrut	1991SP
IEJS-295	Cultr/Trads Shabbat	1991SP
IEJS-296	Tpc Cult/Custm/Trad	1989SP
IEJS-603	Hbrw Prpht:Jos/Jdgs	1990FA
IEMA-107	College Mathematics	
IEMA-109	Coll Algebra & Trig	1979FA
IEMA-172	Applied Math	2001FA
IEMA-204	Calculus II	1984FA
IEMU-201	Music in London	1983SP
IEMU-263	20th Century Music	1995FA
IEMU-352	Irish Traditional Music	
IEMU-364	Aspects Romanticism	1984FA
IEPA-287	Dance:ballet/Modern	1978SP
IEPE-107	Aerobics	1991FA
IEPE-111	Sports Activs I	1995SP
IEPE-112	Sport	1989FA
IEPE-118	Fitness for Life	1994FA
IEPE-119	Hiking	1995SP
IEPE-133	Flamenco Dance	1994SP
IEPE-136	Horsemanship	1994SP
IEPH-121	Intro Philosophy	1992FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEPH-249	Jwsh Trad I	1984FA
IEPH-250	Jwsh Trad II	1985SP
IEPH-264	Jwsh Eth/Maimonids	1994SP
IEPH-265	Tpcs Jwsh Phil II	1985SP
IEPH-268	Intro Bbl Thought I	1984FA
IEPH-281	Logic	1990SP
IEPH-291	Tpcs Jwsh Trad I	1985SP
IEPH-292	Tpcs Jwsh Trad II	1985SP
IEPI-249	Jewish Tradition I	1981FA
IEPI-250	Jewish Tradition II	1982SP
IEPI-291	Tpcs Jwsh Trad I	1983SP
IEPI-292	Tpcs Jwsh Trad II	1983SP
IEPO-255	Arab/Israel Conflict	1983SP
IEPS-101	General Psychology	1979FA
IEPS-102	Gen Psychology II	1980SP
IEPS-210	Gov/Politics Spain	1979SP
IEPS-213	Gov/Politics Spain	1984SP
IEPS-214	Gov/Politics Spain	1984SP
IEPS-216	European Politics	
IEPS-221	Intro to Pol Science	1999SP
IEPS-253	Mod Isral:Soc/Cult Hi	1980FA
IEPS-254	Basic Meth of Educ.	1981FA
IEPS-255	Arab-Israel Conflict	1991FA
IEPS-260	Intro to Sociology	
IEPS-286	Contract Study:psy	1978SP
IEPS-350	Issues in World Politics	
IEPS-361	Compar Pol Sys I	1990FA
IEPS-382	German Politics & Society	
IEPS-507	Theories of the Welfare State	
IEPS-603	Tpc Pol WW2 Alld Rsp	1992SP
IEPY-116	Sem/Praticm:Educ I	1993FA
IEPY-117	Sem/Praticm:Educ II	1994SP
IEPY-121	General Psych	2001FA
IEPY-208	Education Psych	1979SP
IEPY-215	Personality & Indv Differences	
IEPY-254	Basic Meths Eductn	1985SP
IEPY-331	Psychology of Personality	
IEPY-332	Abnormal Psychology	199SP
IEPY-351	Learning & Motivation	
IEPY-372	Social Psychology	1994SP
IEPY-374	Counseling & Guidance	
IEPY-376	Industrial Psych	2001FA
IEPY-384	Behavioral Aspects	
IEPY-502	Student Teaching	1985SP
IEPY-503	Sem/Praticm:Educ I	1984FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IEPY-603	Sem/Praticm:Educ I	1990FA
IERE-111	Rsrch/Wrtng Bbl Std	1997FA
IERE-112	Survey Hbrw Bbl	1996FA
IERE-130	Bbl Lit:Genesis	1997FA
IERE-131	Bbl Lit:Exodus	1998SP
IERE-132	Rsrch Bbl Lit:lev/Nu	1998SP
IERE-133	Bbl Lit:Deutrnmy	1998SP
IERE-230	Hbrw Prpht/Samuel I	1998SP
IERE-231	Hbrw Prpht/Joshua	1997FA
IERE-232	Hbrw Prphts/Judges	1997SP
IERE-233	Hbrw Prpht/Samuel II	1996SP
IERE-234	Tpcs Hbrw Bbl I	1998SP
IERE-235	Tpcs Hbrw Bbl II	1998SP
IERE-241	Tpcs Talmdc Lit I	1997FA
IERE-242	Tpcs Talmdc Lit II	1998SP
IERE-243	Tpcs Mishna	1997FA
IERE-244	Tpcs Talmdc Lit III	1998SP
IERE-245	Ptcs Talmdc Lit IV	1998SP
IERE-258	Tpcs Jwsh Phil I	1997FA
IERE-259	Tpcs Jwsh Phil II	1998SP
IERS-122	Hbrw Bibl:Exodus	1993SP
IERS-123	Hbrw Bibl:lev	1992SP
IERS-230	Hbrw Prpht:Samuel I	1993SP
IERS-231	Hbrw Prpht:Joshua	1993SP
IERS-234	Tpcs Hbrw Bibl I	1994SP
IERS-235	Tpcs Hbrw Bibl II	1993SP
IERS-241	Tpcs Tlmdc Lit I	1993FA
IERS-242	Ptc Tlmdc/Rbncl Lt 2	1994SP
IERS-243	Tpcs Mishna	1992FA
IERS-244	Tpcs Talmdc Lit III	1994SP
IERS-250	Jswh Trad I	1992SP
IERS-251	Jwsh Trad II	1992SP
IERS-258	Tpcs Jwsh Phil I	1993FA
IERS-259	Tpcs Jswh Phil II	1993SP
IERS-295	Tpcs Religs Stdies	1994SP
IESC-101	Prin of Biology I	
IESC-102	The Biology of Organisms	
IESC-136	Health & Disease	2001FA
IESC-137	Science & Society	
IESC-143	Ecolgy	1999FA
IESC-150	Discovering Planet Earth	
IESC-151	Resources and Environment	
IESC-201	Evolution & Diversity of Life	
IESI-137	Science & Society	1997SP
IESI-143	Ecology	1993FA

COURSE CODES	COURSE TITLE	TERM
IESI-251	Geo of W Europe	1990SP
IESI-437	Ecology	
IESI-623	Tpcs Biologcl Science	1984FA
IESO-212	Classical Social Thought	
IESO-250	Issus Isrli Socity	1991FA
IESO-252	Issues Kibbutz Soc	1986FA
IESO-263	Sociology of Kibbutz	1992SP
IESO-266	Issues Dev Town Soc	1987SP
IESO-267	Topics Israeli Socie	1983SP
IESO-351	Compar Social Problm	1994SP
IESO-362	Spanish Civilization	1994SP
IESP-100	Elem Spanish Conv	1984FA
IESP-101	Beg Spanish I	1994SP
IESP-102	Basic Communication in Spanish	
IESP-110	Elem Spanish II	1984SP
IESP-117	Spanish Travl/Study	1984FA
IESP-201	Interm Sp Grammar/Conv I	
IESP-202	Interm. Sp Grammar & Conv. II	
IESP-204	Intrm Spanish II	1979SP
IESP-210	Adv Sp Comp/Conv I	1979SP
IESP-220	Intermed Spanish I	1981FA
IESP-224	Intrm Spanish Conv	1984SP
IESP-301	Adv. Sp.Grammar/Conversation	
IESP-302	Adv Spanish II	1986SP
IESP-323	Survey Span Amer Lit	1979SP
IESP-422	Commercial Spansh II	1986SP
IESS-210	Italian Culture	
IESS-220	Irish Society	
IESS-250	Cultural Difference/Diversity	
IESS-273	Community Envolvemnt	1980SP
IESS-280	Sociology D	
IESS-290	Family Issues in Child Care	
IESS-300	Contemporary Italian Society	
IESS-496	Anthropology of Migration	
IETH-201	Theatre in London	1982FA
IETH-210	Contemporary Scottish Theatre	
IETT-110	Hsptly Indstry/Isrl	1992FA
IGEO-250	Geog of Israel	1989FA
IGER-110	Elm Gr Grammr I	1991S6
IGER-111	Elem German Conversation I	1991S6
IGER-112	Elm Cr Comp/Text I	1991S6
IGER-113	Elm Gr Idio/Styl I	1991S6
IGER-114	Elem Ger Indio/Sty I	1984SP
IGER-115	Elm Gr Grammar II	1991FA
IGER-116	Elm Gr Conv II	1991FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
IGER-117	Elm Gr Comp/Txt II	1991FA
IGER-118	Elm Gr Idio/Styl II	1991FA
IGER-119	Elem Gr Idioms/Sty	1983FA
IGER-191	Elem German I	1981FA
IGER-192	Elem German II	1981FA
IGER-210	Intrm Gr Grammer I	1990S6
IGER-211	Intrm Gr Conv I	1990S6
IGER-212	Intrm Gr Comp/Txt I	1990S6
IGER-213	Intrm Gr Idio/Sty I	1990S6
IGER-215	Intrm Gr Grammar II	1990SI
IGER-216	Intrm Gr Conv II	1990SI
IGER-217	Intrm Gr Comp/Txt II	1990SI
IGER-218	Intrm Gr Idio/Sty II	1990SI
IGER-291	Intermed German I	1981FA
IGER-292	Intermed German II	1981FA
IGER-293	Survey Ger Lit I	1981SI
IGER-294	Survey Ger Lit II	1980S6
IGER-295	Conversation I	1981FA
IGER-296	Ger Conversation II	1981SQT
IGER-297	Adv Ger Conv III/IV	1980FA
IGER-298	Stylistics I	1981SQT
IGER-299	Stylistics II	1981SQT
IHEB-101	Elem Hbrw I	1989FA
IHEB-102	Elem Hbrw II	1989FA
IHEB-201	Inter Hebrew I	1989FA
IHEB-205	Adv Hebrew Lang I	1989FA
IHEB-225	Bibl Lit Hebr I	1989FA
IHEB-228	Bible Lit.Hebrew IV:Deut	1989FA
IHEB-229	Intro Talmudic Lit	1989FA
IHIS-273	History Modern Germany	1981SQT
IJST-106	Topics Talmudic Lit I	1989FA
IJST-126	Sur Jewish History	1989FA
IJST-128	History of Yishuv I	1989FA
IJST-130	Modern Israel	1989FA
IJST-132	History/Geog Jer	1989FA
IJST-148	Medieval Jewish Phil	1989FA
IJST-221	History of Holocaust	1989FA
IJST-240	Tpcs Jewish Phil I	1989FA
IJST-240	Tpcs Jewish Phil I	1989FA
IJST-244	Tpcs Jewish Trad I	1989FA
IJST-290	Hebrew Prphts:Sam I	1989FA
IJST-295	Cult & Trads Shabbat	1989FA
IJST-603	Hbrw Prphts:Josh/Jud	1989FA
INTR-290	Internship	2011FQT
IPED-118	Fitness of Life	1989FA

International Education Courses to be Rendered Obsolete

COURSE CODES	COURSE TITLE	TERM
ISGO-250	Intro Geog Israel	1989SP
ISJS-106	Tpcs Talmdc Lit I	1990FA
ISJS-148	Medvl Jewish Phil	1990FA
ISJS-290	Hbrw Prpht/Samuel I	1990FA
ISJS-294	Cultr/Trads Kashrut	1990FA
ISJS-295	Cultr/Trads Shabbat	1990FA
ISPY-603	Sem/Praticm:Educ I	1990FA

EXHIBIT B-8

Ocean County College, Toms River, NJ

PERSONNEL
ALL EMPLOYEES
Abusive/Threatening
Situations   #3070

POLICY

It is the responsibility of all employees of Ocean County College to be ~~as~~ pleasant, courteous, and helpful in their service to the college. ~~as possible.~~ ~~If~~Whenever an employee is confronted in an abusive manner or perceives and/or is /threaten~~eding~~ to be subject to physical harm by an individual (co-worker, student, vendor, or visitor to the college), the employee is expected to courteously and expeditiously remove him/herself from the situation. The employee will take action in accordance with procedures supporting this policy. ~~manner, the employee so confronted will act in accordance with the procedures established by the College.~~

ADOPTED: April 28, 1980
Revised: June 24, 2002
January 30, 2012

EXHIBIT B-9

POLICY

Full-time faculty of Ocean County College shall be awarded tenure in accordance with N.J.S.A. 18A:60-6 through N.J.S.A. 18A:60-15, and in accordance with N.J.A.C. 9A:7-3.1 through N.J.A.C. 9A:7-3.5. In order to maintain the capability to respond to the changing educational needs of future generations of students, Ocean County College will maintain a balance between tenured and non-tenured faculty by limiting the percentage of tenured faculty to a maximum of eighty-five percent (85%) seventy-seven percent (77%) of the total number of full-time fFaculty [N.J.A.C. 9A:7-3.2(a)].

Tenure may be awarded only to faculty members whose performance during their probationary period gives clear evidence of sustained and significant excellence in professional performance in each of the following criteria:

1. Teaching (or in the case of librarians and counselors, non-teaching assignments and evidence of professional effectiveness)

2. Service to students

3. Attendance at college-wide activities

4. Collegial/civil/constructive working relationships

5. Contribution to fulfillment of the cCollege mission, including community outreach and involvement

6. Service to the college

7. Service to the academic school

8. Professional development

9. Research, publication, or other contributions to education, the teaching profession, or the instructor's discipline.

Tenure may be awarded only after presentation by the faculty member of positive evidence of sustained and significant excellence in professional performance in the criteria listed above and not because of the absence of evidence to the contrary.

The awarding or not awarding of a tenure contract is the sole prerogative of the Board of Trustees, within applicable laws and regulations. Nothing in the procedures shall be construed to limit or negate that prerogative.

ADOPTED: May 28, 1996
Revised: April 23, 2007
Revised: July 26, 2010
Revised: February 28, 2011
Revised: January 30, 2012

EXHIBIT B-10

ADMINISTRATION
GENERAL
Weapons on College Grounds   #2440

POLICY

It is prohibited for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful biological or explosive material or compound while on Ocean County College property, or at an OCC sanctioned or sponsored function, or on a bus or other transportation furnished by the College.

Note: This prohibition does not extend to a law enforcement officer as defined by N.J.S.A. 2C:39-3g (1) or an OCC security officer who is qualified under N.J.S.A. 2C:39-6 as a retired law enforcement officer when the individual is acting in the performance of his/her official duties or when en route to or from his/her official duties or has received written permission pursuant to N.J.S.A. 2C:39-5e.

The Procedures for this policy include relevant definitions, technical elements, and references.