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: July 21, 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 **Friday, July 25, 2014**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on June 4 and July 2, 2014:

   a. Revised Courses

      1) ENVI 259, Field Experience/Practicum **(Exhibit B-1)**

      2) LATN 100, Elementary Latin I **(Exhibit B-2)**

      3) MUSC 177, Ear Training and Sight Singing I **(Exhibit B-3)**

      4) MUSC 178, Ear Training and Sight Singing II **(Exhibit B-4)**

EXHIBIT B-1

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

1. COURSE NUMBER AND TITLE: ENVI 259: Field Experience/Practicum

2. SEMESTER HOURS: 3   CONTACT HOURS: (1 + 4 0 + 0 + 9)
                                                     Lecture   Lab

3. CATALOG DESCRIPTION

   Required of all environmental science majors. This course is intended to provide an off-campus work-study experience that is planned and conducted under the supervision of an environmental science faculty member. Arrangements must be made well in advance before the course is to be taken.

4. PREREQUISITES: Permission of the department dean.
   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 10   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
        ____ vocational (approved for Perkins funding)
         x   non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

       This course is designed primarily for students majoring in the A.S. in Environmental Science 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   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):
                  AS Environmental Science

___ 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 CC	None			No Envi Sci Program
Burlington CC	None			Not offered in their Program
Atlantic Cape CC	None			New program for fall 2014. Limited offerings

ii. If "None" was inserted, please explain.
iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EXPINT	Experiental Learning Graduation Req		
Kean University	FEX1001	Free Elective Science		
Monmouth University	EX001	Experiental Education Req		
Richard Stockton College	ENVLEC	Environmental Studies Elective		
Rowan University	INTR99081	Free Elective		
Rutgers – New Brunswick			X	

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:

_ 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   _ 9. Ethical Reasoning and Action
x 5. Society and Human Behavior   _ 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Apply theory to an actual work site.
b. Practice surveying, blueprint reading, equipment operation, aspects of landfill/water treatment facilities management.
c. Discuss the policies and regulations that govern permitting of disposal, as well as treatment facilities.

8. METHODS OF INSTRUCTION

◆ Discussion of material and instructions presented
◆ Field practice

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

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

10. TENTATIVE TOPICAL OUTLINE

This course will run as a practicum during the summer. Students will be expected to become thoroughly familiar with the operation and management of a water treatment, or solid waste treatment faculty, or operations of an air quality/monitoring laboratory.

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 equivalent.

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: September 22, 2008
Board of Trustees Approval Date: March 26, 2012
Board of Trustees Approval Date: May 28, 2013

EXHIBIT B-2

OCEAN COUNTY COLLEGE
COURSE PROPOSAL
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: LATN-100: Elementary Latin I

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

3. CATALOG DESCRIPTION:

~~While the focus of the class is on the orations of Cicero against Cataline, translation of other authors are given equal weight. These relate to the politics, geography and culture of the Roman world and to later European cultures influenced by Latin. The 1st and the 4th orations against Cataline are also covered. This course is designed for beginning students or students who have taken one year or less of high school Latin.~~
In this course students are introduced to Latin vocabulary and grammar, with a view to gaining sufficient fluency to read classical texts. Stress is likewise placed on the Latin roots of English words and the influence of Latin on the vocabulary and structure of the Romance languages. Students will read Latin texts focusing on the history, culture and mythology of the ancient Greeks and Romans.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   _____ vocational (approved for Perkins funding)
   __x__ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      ~~The Point Pleasant Borough School District Specifically requested that Ocean County College provide this college-level experience for its students.~~ The study of Latin is part of the great tradition of liberal arts and is key to an understanding of the development of western civilization from ancient times to the present.

   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
         x__ 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:

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

_____

___   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
Bergen CC	Latin I	LAN 119	3	
Mercer	Beginning Latin I	LAT 101	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.

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	01580101, Elementary Latin I, 3 cr.			
Georgian Court University	GEN'57", General Education, 3 cr.	General Education-World Language		
Richard Stockton College	LANG 1220, Introduction to			

	Latin I, 3 cr				
Monmouth University	FL 101, Elementary Latin I, 3 cr.				
Kean University				X	
Rowan University	LAT09101, Elementary Latin I, 3 cr.	General Education, History, Humanities and Language			

      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 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:

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

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Describe Roman life and culture
b. ~~Discuss the background of Cicero's orations and the politics of his time.~~
b. Appreciate the roots of both English and Romance-language words from Latin.
c. Translate material presented into reasonably correct English.
d. Read Latin aloud with reasonable fluency and note the fact that certain consistencies join the different schools of thought on the correct pronunciation of Latin.

3

e. Provide examples of how Latin vocabulary forms the basis for the professional wording in several fields of study.

f. Describe multiculturalism in Rome society.

8. MTHODS OF INSTRUCTION

Class lecture/discussion *and* demonstrations, ~~analysis and critique of current web sites and student web site design assignments~~

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

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

10. TENTATIVE TOPICAL OUTLINE

~~Unit I Introduction~~

~~Biography of Cicero~~

~~A) Cicero as citizen of Rome~~
~~B) Cicero as writer and politician~~
~~C) Cicero as Orator~~

~~The First Oration Against Cataline~~

~~A) Background of the Oration~~
~~B) Political life of Cataline~~
~~C) The Catalinian plot~~
~~D) The Oration itself~~

~~Unit II The Fourth Oration Against Cataline~~

~~A) The discussion of the possibility of the death penalty~~
~~B) Death penalty in Roman Law~~
~~C) The definition of treason~~
~~D) Cicero's risk~~
~~E) The Oration itself~~

~~Unit III Major Themes in Latin Poetry (Hospitality, Love and Marriage)~~

~~A) Myth and education in antiquity~~
~~B) Ovid's Baucis and Philemon as reflections of major themes~~
~~C) Pagan and non-pagan concepts of hospitality~~
~~D) How Romans viewed the Christians~~
~~E) Roman and Christian concepts of hospitality~~

~~Unit IV Wonders and Mysteries in Latin Literature~~

4

A) The destruction of Pompeii
B) The Haunted House at Athens
C) Ghosts and spirits in ancient thought
D) Roman marvels of ingenuity and invention

Unit V Computers and Research

A) Knowledge of computer sources in classics
B) Use of Tufts University Project Perseus databank
C) How to incorporate such data into papers
D) How to revise and improve research paper
E) Research paper

Unit I Grammar: overview of Latin grammar; first/second declensions; present tense indicative; imperative mood; imperfect/perfect tenses
Unit I Culture: Pompeii/Vesuvius; daily Roman life; forum & theater; education

Unit II Grammar: conjugation of irregular verbs; uses of infinitive; prepositions & cases; relative clauses; adjective/noun agreement; pluperfect tense; fourth/fifth declension; participles
Unit II Culture: life in Roman Britain & Egypt

Unit III Grammar: more participles; comparison of adverbs; fourth declension neuter; subjunctive mood; gerunds; indirect questions; purpose clauses; more uses of cases; deponent verbs; conditional clauses
Unit III Culture: Roman religion/mythology; travel & communication; military; Roman Forum; Roman Judea; City of Rome; entertainment; slavery

Unit IV Grammar: more irregular verbs; indirect discourse; more uses of subjunctive; syncopation; poetic plural; hortatory/jussive subjunctive; ellipsis
Unit IV Culture: country villas; marriage; literature; law courts; provincial government; poetry

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 REVISED COURSE PROPOSALS

5

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.

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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: August 25, 2008
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-3

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: MUSC 177 Ear Training and ~~Musicianship I~~ **Sight Singing** I

2. SEMESTER HOURS: 2   CONTACT HOURS: (1 + 2)
                                                Lecture Lab

3. CATALOG DESCRIPTION:

   This course emphasizes the development of aural skills with diatonic harmony: melodic, harmonic, and rhythmic dictation, tertian chord recognition, and intensive sight-singing activities using solmization.

4. PREREQUISITES: None   COREQUISITES: MUSC 181

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 2
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   ___ vocational (approved for Perkins funding)
   _x__non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      This course covers basic material applicable to a student's preparation for a career in music. It closely follows level one sight-singing and ear-training courses offered at other colleges and universities.

   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):
              A.A.in Performing Arts with Music Emphasis

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) 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
Bergen CC	Ear Training and Musicianship 1	MUS 134	2	
Brookdale CC	Ear Training	MUSI 103	3	
Cumberland CC	Ear Training and Sight Singing 1	MU112	2	
Essex CC	Ear Training and Sight Singing 1	MUS 115	3	
Morris CC	Aural Comprehension 1	MUS 176	1	

ii. If "None" was inserted, please explain: None = no comparable courses.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	No title given, Elective credit, 2 cr.	Elective		
Kean University	MUS 1001, Music Foundations, 2 cr.	Major or elective		
Monmouth University			X	
Richard Stockton College	MUSCEC, Music elective, 2 cr.	Gen Ed: Arts		
Rowan	MUS04075,	Gen Ed:		

2

University	GE Music elective, 2 cr.	Artistic/Creative Exper (Grad Req)		
Rutgers Mason Gross	07700124, Fundamentals of Musicianship I, 2 cr.	Elective		
The College of New Jersey	No title given, Elective credit, 2 cr.	Elective or Majors need to contact Chair for equivalency for major credit.		

      iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

      v. If not transferable to any institution, explain.

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

    ♦ 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:

x 1. Communication – Written and Oral   x 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   _ 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. Demonstrate ability to perform music through practical skills.
    b. Display ability to hear music and interpret what they hear using aural skills.

    c. Use basic sight-singing skills to more quickly and fluently perform notated tonal music.

    d. Notate basic rhythmic, melodic and harmonic dictated material.

8. METHODS OF INSTRUCTION

Instruction for any given class session may include one or more of the following:
    a. Lecture / discussion
    b. Student listening exercises and projects.
    c. Student performance opportunities.
    d. Class / homework exercises and projects.
    e. Reading and practice of assigned material.
    f. Online computer exercises

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

An appropriate text will be selected. Please contact the academic school for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    A.   SIGHT- SINGING
- Understand Clefs
- Basic Singing Tips
- Conducting patterns
- intervals
- Elements of Rhythm
- Duet Singing

    B.   DICTATION
- Intervals, Triads, and Scales
  - a.   All intervals between unison to Octave

- Rhythmic Dictation
  - a.   Simple Meter
  - b.   Time Signature understanding

- Melodic Dictation
  - a.   Simple diatonic melodies
  - b.   Period structure

- Basic Harmonic Progression

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 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.

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#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: January 27, 2014

EXHIBIT B-4

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: MUSC 178 Ear Training and ~~Musicianship~~ *Sight Singing II*

2. SEMESTER HOURS: 2   CONTACT HOURS: (1 + 2)
                                              Lecture   Lab

3. CATALOG DESCRIPTION:

This course is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises. Students will learn to sight-sing in pairs by completing multiple types of polyphony and will learn to transcribe polyphonic melodies. The course emphasizes the development of aural skills with diatonic harmony: melodic, harmonic, and rhythmic dictation, tertian chord recognition, and intensive sight-singing activities using solmization.

4. PREREQUISITES: MUSC 177   COREQUISITES: MUSC 182

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 2
   DIFFERENTIAL FUNDING CATEGORY:

   COURSE TYPE FOR PERKINS REPORTING:
       ___ vocational (approved for Perkins funding)
       _x__ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

   This course covers basic material applicable to a student's preparation for a career in music. It closely follows level two sight-singing and ear-training courses offered at other colleges and universities. Students will need to complete this course in order to take Ear Training III-IV and be prepared to pass a Sophomore competency and/or keyboard proficiency exam.

   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

1

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):
<u>A.A. in Performing Arts with Music Emphasis</u>
_____ 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
Bergen CC	Ear Training and Musicianship II	MUS 234	2	
Cumberland CC	Ear Training and Sight Singing II	MU113	2	
Essex CC	Ear Training and Sight Singing II	MUS 116	3	
Morris CC	Aural Comprehension II	MUS 177	1	

ii. If "None" was inserted, please explain: None = no comparable courses.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	No title given, Elective credit, 2 cr.	Elective		
Kean University	MUS2112, Sight Singing & Ear Training	Major or elective		

	II, 1 cr.			
Monmouth University			X	
Richard Stockton College	MUSCEC, Music Elective, 2 cr.	Gen Ed: Arts		
Rowan University	MUS04075, GE Music Elective, 2 cr.	Gen Ed: Artistic/Creative Exper (Grad Req)		
Rutgers Mason Gross	07700EC. Music (B.A.) Elective, 2 cr.	Elective		
The College of New Jersey	No title given, Elective credit, 2 cr.	Elective or Majors need to contact Chair for equivalency for major credit		

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

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

    ♦ 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:

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

x 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. Sing and dictate more complex diatonic melodies in major and minor modes using "moveable do."
    b. Sing and identify all triad and 7th chord structures and inversions.
    c. Sing and dictate rhythms in simple and compound meter with increased complexity, including syncopation and subdivision of the beat.
    d. Transcribe outer and inner voices in three part and four part compositions
    e. Aurally recognize the difference between simple and compound meters

8. METHODS OF INSTRUCTION

Instruction for any given class session may include one or more of the following:
    a. Lecture / discussion
    b. Student listening exercises and projects
    c. Student performance opportunities
    d. Class / homework exercises and projects
    e. Reading and practice of assigned material
    f. Online computer exercises

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

An appropriate text will be selected. Please contact the academic school for current adoptions.

10. TENTATIVE TOPICAL OUTLINE
Sight Singing
- Duet Singing (one person per part)
- Reading Alto and Tenor Clefs
- Canons

Aural Analysis
Aural Recognition and identification of
- Simple harmonic progression in major and minor
- Triad qualities
- Simple meters
- Compound meters

Dictation
Transcription of
- Non-modulating tonal melodies including non-chord tones
- Simple and compound meters with ties, triplets and syncopations
- An outer and inner voice from a 4- part chorale

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 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: January 27, 2014