

EXHIBIT B



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

To: Board of Trustees
From: Office of the President
Date: February 29, 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, March 5, 2012:**

1. Recommend approval of the following items, as accepted by the College Senate at its meetings on December 7, 2011:
 - a. Revised courses
 - 1) EDUC 175, Introduction to Teaching (**Exhibit B-1**)
 - 2) HIST 174, U.S. History II (**Exhibit B-2**)
2. Recommend revision to the following policy:
 - a. Policy #4220, Business, Expenditures, Authority to Purchase (**Exhibit B-3**)
3. Recommend rescission of the following policies:
 - a. Policy #4230, Business, Expenditures, Bids (**Exhibit B-4**)
 - b. Policy #4260, Business, Expenditures, Goods and Services, General (**Exhibit B-5**)

EXHIBIT B-1

- 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 is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice. This course will also assist the student to understand and employ problem solving methodologies, evaluate multi-sources of information and manage change.

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

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

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Analyze the historical and political influences on schooling in the United States.
- b. Analyze the various groups and social forces that influence what children are taught in today's schools.**
- c. Display knowledge of governmental bodies that influence education.
- d. Formulate a personal philosophy of education.
- e. Explain and understand school and teacher accountability.
- f. Demonstrate awareness of legal issues involving schooling.
- g. Demonstrate comprehension of school funding at the federal, state and local level.
- h. Identify how culture, socialization, ethnocentrism, and cultural relativism affect teachers, students, and schools in the U.S.
- i. Witness and reflect upon the teaching of veteran teachers in a variety of settings.
- j. Identify language and literacy concepts as they relate to students from many cultures and language backgrounds.
- k. Design instructional lesson plans that incorporate all learning domains.
- l. Learn the fundamentals of classroom management.
- m. Demonstrate the ability to incorporate technology into instructional lessons.
- n. Demonstrate comprehension of what is required to become a teacher in the State of New Jersey.

8. METHODS OF INSTRUCTION

- a. Lecture and discussion
- b. Field experiences (electronic and/or paper portfolio and log)

c. Creation and delivery of lesson plans

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

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

10. TENTATIVE TOPICAL OUTLINE

- Choosing to Teach
- Students Today
- America's Teachers
- Today's Schools
- The Teaching Profession
- Understanding Student Learning
- Developing Curriculum.
- Using Effective Teaching Strategies
- Integrating Technology
- Historical Influences on Education
- Philosophical Foundations of Education
- Societal Influences on Schools
- Legal Issues in Education
- School Governance and Finance
- The First Years of Teaching

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

Two major examinations, research assignments, and an electronic and/or paper portfolio that includes logs of field experiences are required.

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 Topical 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: October 2004, August 2006

Board of Trustees Approval Date: January 28, 2008

Board of Trustees Approval Date – December 6, 2010

EXHIBIT B-2

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

1. COURSE NUMBER AND TITLE: HIST -174: US History II (Since 1877)

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

3. CATALOG DESCRIPTION

~~A survey of United States history from the end of Reconstruction to the present. Emphasis is placed on twentieth-century American history.~~

This course traces developments since the end of the Civil War with emphasis on reconstruction, the industrialization of America and her emergence as a world power, the two World Wars, and the post-World War II era to the present.

4. PREREQUISITES: None COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

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

6. JUSTIFICATION

a. Describe the need for this course

A survey of activities that make up the field of the United States from the end of Reconstruction to the present as a world power politically, economically and militarily.

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	<u> x </u> History
<u> x </u> 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):

___ Elective

c. Related courses in other institutions

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- v. If not transferable to any institution, explain.
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- e. Mark with an "x" the General Education goal(s) addressed by this course

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

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- African American*
- Describe the period of reconstruction and its ~~affects~~ *effects* on the United States and the black population.
 - Discuss the causes and impact of the Spanish American War.
 - Discuss the views and policies of the ~~progressive~~ *Progressive* presidents and the advances of the ~~progressive-era~~ *Progressive Era*.
 - Discuss the underlying causes of World Wars I and II, the reaction of the United States, and the reasons for American entry into the conflicts.
 - ~~Describe the new Ideologies that came from Europe and their impact on American society.~~ *Describe the key events of the 1920's and the "return to normalcy."*
 - ~~Discuss the 1920's and the return to normalcy.~~ *Analyze the impact of the Great Depression and the New Deal of the 1930's.*
 - ~~Discuss historical facts pertaining to particular societies with a view to their make-up, governance, and culture.~~ *Analyze key facets of American society with a view toward its social, political, and economic evolution.*
 - Describe the changes taking place in American society pertaining to art, culture, religion, and politics.
 - ~~Discuss the advances in building, industry, education, and technology that flowered during the Progressive Era.~~ *Discuss advances in industry, technology, and global economics that brought America's rise to superpower status from the Gilded Age through World War II.*
 - ~~Describe the Presidents, the policies, and administrations between the Civil war and the Progressive Era.~~
 - ~~Discuss the United State's policy toward the American Indians.~~ *Analyze the impact on American culture brought about by immigrants, women, the working class, Native Americans, and African Americans from 1877 to the present.*

j. *Discuss the post-World War II era to the present.*

8. METHODS OF INSTRUCTION

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

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

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

10. TENTATIVE TOPICAL OUTLINE

- a. The conquest of the West and the South after Reconstruction: 1877-1900.
- b. The Industrialization of America, 1877-1920.
- c. America at War, 1914-1920.
- d. America in the Twenties.
- e. The Great Depression and New Deal, 1929-1941.
- f. World War II and its Aftermath at Home and Abroad, 1939-1945 *the present.*
- ~~g. Cold War and American Politics, 1945-1953 1951.~~
- ~~h. A Troubled Feast: America During the Baby Boom, 1945-1964~~
- ~~i. Coming apart: America in the 1960's.~~
- ~~j. A Disillusioned People: Watergate, Stagflation, and Global Decline.~~

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

Students will be required to complete writing assignments that include both a series of four essay examinations and a final research paper. These writing assignments will equal approximately five thousand words (5,000) over the course of the semester.

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
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#6 Justification	
#7 Course Objectives	

Revised: October 2004, August 2006

Board of Trustees Approval Date: December 10, 2007

EXHIBIT B-3

Ocean County College, Toms River, NJ

BUSINESS

EXPENDITURES

Authority to Purchase #4220

EXHIBIT B - 3

Ocean County College, Toms River, NJ

BUSINESS

EXPENDITURES

Authority to Purchase #4220

POLICY

~~The purchase requisition or purchase order shall be reviewed by the Executive Director of Administrative Services for processing in accordance. The procurement process at Ocean County College will be in compliance with the provisions of the New Jersey County College Contracts Law, Chapter 64A of Title 18A of the New Jersey Statutes and Pay-to-Play Law, N.J.S.A. 19:44A-20.4. New Jersey "County College Contracts Law," Chapter 64A of Title 18A of the New Jersey Statutes.~~

~~The Vice President of Finance and Administration Business and Financial Affairs or his/her designee shall will have final responsibility for approval of purchase orders.~~

~~The purchasing process at Ocean County College will be guided by the following documents:~~

- ~~• guidelines will be used campus wide as the course of action for procurement. The document that is referred to as the Ocean County College Purchasing Manual can be found on the Purchasing website. The Request for Proposals/Qualifications Procedure~~
- ~~• Standard Operating Procedure for Change Orders~~

~~The above documents are available on the Purchasing page of the College web site.~~

ADOPTED: September 26, 1966

Revised: June 25, 1979

Revised: December 12, 1983

Revised: April 22, 1996

EXHIBIT B-4

Ocean County College, Toms River, NJ

BUSINESS

EXPENDITURES

Bids #4230

POLICY

~~Sealed bids shall be solicited in accordance with New Jersey County College Contracts Law, Chapter 64A of Title 18A of the New Jersey Statutes.~~

~~ADOPTED: September 26, 1966~~

~~Revised: December 12, 1983~~

~~Rescind: March 5, 2012~~

EXHIBIT B-5

POLICY

Vendors invoices and supporting document shall initially be verified and approved by the Department Head receiving the goods and services, and/or requesting payment.

The Accounting Department shall be responsible for verifying that all prior approvals have been obtained; goods have been received as evidenced by a receiving report; that the items and prices on the vendor's invoice conform to the previously issued purchase order; and that the vendor's invoice is mathematically accurate. Final approval and payment rests with the Vice President of Business & Financial Affairs or his designee.

ADOPTED: September 26, 1966

Revised: June 4, 1979

Revised: April 22, 1996

Rescind: March 5, 2012