

EXHIBIT B



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

To: Board of Trustees
From: Office of the President
Date: November 2, 2011

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, November 7, 2011:**

1. Recommend approval of the following items, as accepted by the College Senate at its meeting on September 21, 2011:
 - a. Revised Courses:
 - 1) ALDC 101, Addictions Counseling I (**Exhibit B-1**)
 - 2) ALDC 102, Addictions Counseling II (**Exhibit B-2**)
 - 3) ALDC 103, Addictions Counseling III (**Exhibit B-3**)
 - 4) ALDC 104, Addictions Counseling IV (**Exhibit B-4**)

EXHIBIT B-1

- This course introduces the fundamentals of addictions counseling and emphasizes the role of collaboration in seeking and using community and medical resources. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Addictions Counselors (CADC's) working under the supervision of agency directors or under Licensed *Clinical* Alcohol and Drug Addictions Counselors (LADC's) (LCADC's).

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

- The State of New Jersey is moving in the direction of requiring an associate degree for licensure of counselors in the area of Drug and Alcohol Counseling. The New Jersey Juvenile Justice Division of the Department of Law and Public Safety has identified a demand for addictions counselors with associate degrees.

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? yes ☒ no

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity

- 1**

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

x Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) 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.

- 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 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. Identify the importance of knowing and using community resources.
 - b. Describe the necessity of using consultation.
 - c. Identify in writing positive HIV resources within the student's community.
 - d. Identify and discuss alternatives for a homeopathic approach to these types of clients.
 - e. Describe the variations in each state's approach to HIV treatment
- A. In identifying the importance of knowing and using community resources, the student will be able to:
- i. Obtain and maintain information about community resources and services by establishing contact with other service providers in order to evaluate the appropriateness of referring the client.
 - ii. Match community resources with the client needs in order to improve the effectiveness of treatment by paying particular attention to cultural and lifestyle characteristics of clients.
 - iii. Verbally explain to the client the necessity for referral in order to ease the transition to other service providers.
 - iv. Provide education for the client about self-help groups by supplying the appropriate information in order to encourage participation.
 - v. Provide information through appropriate contact with outside agencies in order to ensure adequate funding for services provided and maintain through regular communication a network of community resources in order to enhance client's treatment.
- B. In developing the ability to use consultation and collaboration of resources, the student will be able to:
- i. Consult with supervisors, counselors, professionals, and/or other service providers

- by discussing one's own case to assure comprehensive, quality care for the client.
 - ii. Present cases to other treatment team members in order to facilitate decision-making and planning by using a written or oral method.
 - iii. Assist other treatment team members by providing alternative input on their cases in order to develop a comprehensive, quality care for the client.
 - iv. Advocate for the client's interest in targeted systems by negotiating plans in order to help resolve the client's problems.
 - v. Ascertain client impairment by assuring utilization of appropriate laboratory tests in order to determine the best course of treatment.
 - vi. Obtain evaluation through regular consultation with supervisors and peers in order to assess case management techniques.
- C. To develop an understanding of the medical aspects and positive HIV resources in a wide range of communities, the student will be able to:
- i. Using interview techniques, gather relevant information from the client in order to obtain current status and history.
 - ii. Determine the client's appropriateness and eligibility for admission or referral to a range of programs by assessing the match between the client's needs and program target populations and services.
 - iii. Request from the client appropriately signed releases when soliciting from or providing information to outside sources to protect client confidentiality.
 - iv. Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services when such an assessment is outside the areas of the counselor's expertise.
 - v. Obtain and maintain information about community resources and services by establishing contact with other service providers in order to evaluate the appropriateness of referring the client.
 - vi. Match community resources with the client needs in order to improve the efficacy of treatment by paying particular attention to cultural and lifestyle characteristics of clients.
 - vii. Advocate for the client's interest in targeted systems by negotiating plans in order to help resolve the client's problems.
 - viii. Verbally explain to the client the need for consultation and obtain written consent when needed in order to provide quality care.

8. METHODS OF INSTRUCTION

Didactic lecture
 Audio-visual presentations
 Role-playing, and case study presentations
 Writing Across the Curriculum assignments

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.

Human Resource Needs/Technology Needs: This course will not require the hiring of additional full-time faculty or any technology beyond that which is currently available.

10. TENTATIVE TOPICAL OUTLINE

Community resources
Consultation
H.I.V. Positive Resources

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 written assignment or 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: September, 2006; August 30, 2006

Board of Trustees Approval Date: December 10, 2007

Board of Trustees Approval Date: December 07, 2009

EXHIBIT B-2

- This course emphasizes standards for insuring thorough documentation; ethical aspects of addictions counseling; the counselor's need for cultural competence, personal growth, and professional growth; counselor/client expectations based on goals, objectives, rules, and obligations; and the use of laboratory tests/results for determining a course of treatment. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Addictions Counselors (CADC's) working under the supervision of agency directors or under Licensed *Clinical* Alcohol and Drug Addictions-Counselors (LADC's) (LCADC's).

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

The State of New Jersey is moving in the direction of requiring an associate degree for licensure of counselors in the area of Drug and Alcohol Counseling. The New Jersey Juvenile Justice Division of the Department of Law and Public Safety has identified a demand for addictions counselors with associate degrees.

- 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

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity

- 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

c. Related courses in other institutions

- 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
Camden CC	Psych/Soc Aspects of Alcohol & Drugs	ADD 111	3	
Mercer CC	Drugs & Society	SOC 106	3	

- 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		*		U*
Georgian Court University		*		U*
Richard Stockton College		*		U*
Monmouth University		*		U*
Kean University		*		U*
Rowan University		*		U*

- 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).
- The status of ALDC 102 cannot be determined because this course has not been evaluated by NJTransfer. However, at Camden County College, a comparable course, ADD 111: Psychological and Social Aspects of Alcohol and Drugs, transfers as an elective to the institutions listed above.
- v. If not transferable to any institution, explain. NJTransfer has not yet evaluated it.

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

This course meets the Strategic Initiative of community outreach by meeting the needs of a growing population of individuals seeking formal assistance to end their alcohol and drug addictions by increasing the number of licensed counselors. It also meets the Academic Master Plan Goal A: the development, modification, implementation and assessment of programs and courses in order to meet the needs of both career and transfer students.

- 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 checked="" type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" 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. Demonstrate knowledge of correct documentation.
 - i. Demonstrate proficiency in maintaining client records in accordance with prescribed standards to insure thorough documentation.
 - ii. Verbally explain to the client the need for consultation and obtain written consent when needed in order to provide quality care.
 - iii. Provide a program overview to the client by describing goals, objectives, rules and obligations in order to agree upon mutual expectations.
 - iv. Ascertain client impairment by assuring utilization of appropriate laboratory tests in order to determine the course of treatment.
- b. Possess knowledge of ethical standards.
 - Demonstrate ethical behaviors by adhering to the established professional codes of ethics in order to maintain professional standards and safeguard the best interests of the client.
- c. Demonstrate knowledge of the legal aspects of counseling.
 - Adhere to federal, state and agency regulations regarding alcohol and other drug abuse treatment by following appropriate procedures to protect client rights.
- d. Demonstrate their understanding of the importance of professional growth.
 - i. Interpret and apply information from current counseling and alcohol and other drug abuse literature to improve client care and enhance professional growth.

- ii. Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance by identifying strengths and limitations.
- iii. Obtain appropriate continuing professional education by ongoing assessment of one's own training needs in order to promote professional growth.

8. METHOD OF INSTRUCTION

Didactic lecture
Audio-visual presentations
Role-playing and case study presentations.

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

Documentation
Ethical standards
Legal aspects
Professional growth
Personal growth
Cultural competency

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:

Sample

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 research papers to reinforce importance of community resources. These papers will equal approximately 2,000 words over the course of half of a semester each.

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: September, 2006; August 30, 2006

Board of Trustees Approval Date: December 10, 2007

Board of Trustees Approval Date: December 07, 2009

EXHIBIT B-3

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

1. COURSE NUMBER AND TITLE: ALDC-103: Addictions Counseling III
2. SEMESTER HOURS: 6 CONTACT HOURS: (6 + 0)
Lecture Lab
3. CATALOG DESCRIPTION

This course examines the assessment aspect of addictions counseling and focuses on diagnostic summaries, initial interviewing skills, bio-psychosocial assessments, gambling addictions, dimensions of recovery, supervision and consultation, and the importance of community involvement. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Addictions Counselors (CADC's) working under the supervision of agency directors or under Licensed *Clinical* Alcohol and Drug Addictions Counselors (~~LADC's~~) (LCADC's).

4. PREREQUISITES: None COREQUISITES: None
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

Course Type for Perkins Reporting: ☒ vocational ☐ non-vocational

6. JUSTIFICATION

- a. Describe the need for this course.

The State of New Jersey is moving in the direction of requiring an associate degree for licensure of counselors in the area of Drug and Alcohol Counseling. The New Jersey Juvenile Justice Division of the Department of Law and Public Safety has identified a demand for addictions counselors with associate degrees. This course was formerly ALDC 299A.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

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

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity

- 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

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
Camden CC	Psycho/Social Aspects of Alcoholism & Drug Addition	ADD 111	3	
Camden CC	Assessment/Treatment of Alcohol & Drugs	ADD 112	3	
Mercer CC	Drugs & Society	SOC 106	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		Free Elective		
Georgian Court University	SW240: Alcoholism and Substance Abuse	Social Work Major Elective		
Richard Stockton College		Social Work Major		

		Elective		
Monmouth University		Free Elective		
Kean University		Free Elective		
Rowan University		Psychology Major Elective		

- 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:
- | | |
|---|---|
| <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 checked="" type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" 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. Observe, gather, evaluate and record appropriate patient information in order to render an appropriate diagnosis and prepare valid reports.
- b. Write a diagnostic summary based on the results of separate assessments performed by an alcohol and drug abuse counselor and/or multi-disciplinary team.
- c. Exhibit effective interview techniques.

- d. Describe how the maintenance of personal physical, spiritual, and mental health will ensure professional effectiveness and develop strategies toward that end.
- e. Describe the relationship between regular supervision and consultation sessions and appropriate clinical expertise and administrative growth.
- f. Develop a strategy that establishes and maintains a good relationship with civic groups, other professionals, government entities, and the community in general.
- g. Satisfy the requirements for the following Domains required by the State of New Jersey for the attainment of certification for the CADC license:

Dimensions of Recovery	C 506
Consultation	C 509
Initial Interviewing	C 101
Biopsychosocial Assessment	C 102
Diagnostic Summaries	C 103
Differential Diagnosis	C 104
Pharmacology and Physiology	C 105
Perinatal Alc. Exp & FAS Assess. & Interv.	C 106
Compulsive Gambling	C 107
Co-Occurring Disorder Assessment	C 108
Assessment Tools	C 109
Introduction to Counseling	C 201
Counseling Skills	C 202
Crisis Intervention	C 203
Addiction Focused Counseling	C 204

8. METHODS OF INSTRUCTION

Didactic lecture, audio-visual presentations, role-playing, and case study presentations.

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

This course will utilize existing technology and adjunct faculty members. An appropriate text will be selected along with Internet articles, appropriate technology, local newspapers and counselor specific magazines, such as The Counselor.

10. TENTATIVE TOPICAL OUTLINE

Documentation
 Ethical standards
 Legal aspects
 Professional growth
 Personal growth
 Cultural competency

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:

Sample

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 research papers to reinforce importance of community resources. These papers will equal approximately 2,000 words over the course of half of a semester each

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: 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 10, 2007

Board of Trustees Approval Date: December 07, 2009

EXHIBIT B-4

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

1. COURSE NUMBER AND TITLE: ALDC 104: Addictions Counseling IV
2. SEMESTER HOURS: 6 CONTACT HOURS: (6 + 0)
Lecture Lab
3. CATALOG DESCRIPTION

This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; client education; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention, and ways to provide community and professional education. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Addictions Counselors (CADC's) working under the supervision of agency directors or under Licensed *Clinical* Alcohol and Drug Addictions Counselors (LADC's) (LCADC's).

4. PREREQUISITES: None COREQUISITES: None
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

Course Type for Perkins Reporting: ☒ vocational ☐ non-vocational

6. JUSTIFICATION

- a. Describe the need for this course.

The State of New Jersey is moving in the direction of requiring an associate degree for licensure of counselors in the area of Drug and Alcohol Counseling. The New Jersey Juvenile Justice Division of the Department of Law and Public Safety has identified a demand for addictions counselors with associate degrees. This course, was formerly ALDC 299B.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

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

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity

- 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

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	Counseling Techniques/Addicted Client	PSYC 221	3	
Brookdale	Groups/Family Counseling/Addicted Client	PSYC 222	3	
Camden	Psycho/Social Aspects of Alcoholism & Drug Addiction	ADD 111	3	
Camden	Assessment/Treatment of Alcohol & Drugs	ADD 112	3	
Essex	Counseling Addictions & Treatment of Adults	PSY 251	3	
Essex	Alcohol & Substance Abuse Prevention & Education	SOC 153	3	
Essex	Case Management	SOC 252	3	
Mercer	Drugs & Society	SOC 106	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)
Georgian Court University	SW240: Alcoholism and Substance Abuse	Social Work Major Elective		
Kean University		Free Elective		
Monmouth University		Psychology Elective		
Richard Stockton College		Social Work Major Elective		
Rowan University		Psychology Major 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 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:

- | | |
|---|---|
| <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 checked="" type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

The student should be able to:

- a. Describe the process of crisis intervention.
- b. Describe the resources and skills necessary for that and the process of prevention and cope with that crisis by utilizing needed resources and identifying and teaching new skills.
- c. Exhibit the techniques necessary to collect appropriate information and to provide specific information to the client regarding the structure, expectations, and limitations of the counseling process in order to promote a trusting relationship; and assist the client in decision-making regarding the treatment process.
- d. Provide individual therapy, using relevant and current data with an appropriate therapeutic approach to meet the client's needs, problems, strengths, and weaknesses to promote a quality recovery process.
- e. Assist clients, family, and significant others in the recognition of the role of defense mechanisms {especially denial and minimization} through confrontation, teaching, and eliciting feedback, in order to further the recovery process.
- f. Provide group therapy by modeling, directing, and facilitating developmental stages within the group in order to promote growth.
- g. Identify group purpose, rules, goals, and membership criteria for group members through formal and informal means to facilitate interaction and communication.
- h. Assist clients, family members, and significant other in establishing and maintaining new behaviors or changes in behavior in order to minimize relapse through teaching, modeling, and other counseling techniques.
- i. Assess ongoing issues and related progress with clients, family, and significant others in order to promote growth through periodic review of goals and accomplishments.
- j. Satisfy the requirements for the following Domains required by the State of New Jersey for the attainment of certification for the CADCE license:

Group Counseling	C 205
Family Counseling	C 206
Cognitive Behavioral Therapy	C 207
Motivational Interviewing	C 208
Pharmacological Approach, Nicotine Dependence	C 209
Addiction Recovery	C 401
Psychological Client Education	C 402
Biomedical/Chemical Client Education	C 403
Socio-cultural Client Education	C 404
Addiction Rec. & Family Psych. Education	C 405
Biomedical & Socio-cultural Family Ed.	C 406
Community and Professional Education	C 407
Opiate and Stimulant Education	C 408
Alcohol, Sedative and Hallucinogens	C 409

8. METHODS OF INSTRUCTION

Didactic lecture, audio-visual presentations, role-playing, and case study presentations.

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

This course will utilize existing technology and adjunct faculty members. An appropriate text will be selected along with Internet articles, appropriate technology, local newspapers and counselor specific magazines, such as The Counselor.

10. TENTATIVE TOPICAL OUTLINE

Documentation
Ethical standards
Legal aspects
Professional growth
Personal growth
Cultural competency

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 research papers to reinforce importance of community resources. These papers will equal approximately 2,000 words over the course of half of a semester each

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	