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: February 24, 2016

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, February 29, 2016**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on February 17, 2016:

    a. Revised Courses
        1) HEBR 251, Intermediate Modern Hebrew I **(Exhibit B-1)**
        2) HEBR 252, Intermediate Modern Hebrew II **(Exhibit B-2)**
        3) ITAL 200, Intermediate Italian I **(Exhibit B-3)**
        4) ITAL 202, Intermediate Italian II **(Exhibit B-4)**
        5) JAPN 101, Elementary Japanese I **(Exhibit B-5)**
        6) JAPN 102, Elementary Japanese II **(Exhibit B-6)**
        7) JAPN 201, Intermediate Japanese I **(Exhibit B-7)**
        8) JAPN 202, Intermediate Japanese II **(Exhibit B-8)**
        9) PORT 101, Elementary Portuguese I **(Exhibit B-9)**
        10) PORT 102, Elementary Portuguese II **(Exhibit B-10)**

2. Recommend approval of the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the evening hours of the following events:

    a. An Ocean County College Foundation 100 Women Campaign Networking Reception in the Gallery of the Jay and Linda Grunin Center for the Arts on Thursday, March 3, 2016.

    b. A complimentary food and beer tasting supplied by the Government of Quebec for the De Temps Antan concert in the Gallery of the Jay and Linda Grunin Center for the Arts on Friday, March 4, 2016.

c. A reception for the adjudicators of the New Jersey Teen Arts Festival in the Gallery of the Jay and Linda Grunin Center for the Arts on Tuesday, May 31, 2016. The State-wide festival begins on Wednesday, June 1, 2016.

EXHIBIT B-1

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

1. COURSE NUMBER AND TITLE: HEBR 251: Intermediate Modern Hebrew I

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

3. CATALOG DESCRIPTION

This course is a continuation of elementary Modern Hebrew II which will consolidate foundations built in the last two semesters. The course will further develop proficiencies in linguistic abilities, vocabulary acquisition, and writing, listening, speaking, and reading at the intermediate to advanced levels. Additionally, the course will further contextualize language fluency by enhancing student awareness of Jewish culture and Israeli society.

4. PREREQUISITES: HEBR 152   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 25   COURSE FEE CODE: NONE
   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 increasing diversity of American society brings the need for greater understanding of and proficiency in world languages and cultures. Currently, OCC is one of the few community colleges in NJ offering a one year program in Elementary Modern Hebrew. This course will enable students to advance from the rudimentary reading, listening and speaking skills acquired through the first year to a level with increased emphasis on an immersive environment which fosters language proficiency. This course will be of particular interest to OCC and Kean students and to the general community of learners who have an interest in Middle Eastern and/or Jewish history, politics, and current events, as well as those contemplating the pursuit of degrees in Global Studies and/or our new Certificate in Middle Eastern Studies. Furthermore, the course will fulfill the objectives and priorities stipulated in the grant for a Middle Eastern Center at OCC by offering 2 year sequences in Middle Eastern languages.

   b. Relationship to courses within the College

1

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 **(pending NJCCC approval)** ____ no

    If yes, mark with an "x" the appropriate category below.
    ____ Communication   ____ Social Science   ____ History
    _x_ Humanities   ____ Lab Science   ____ Science (Non-Lab)
    ____ Mathematics   ____ Technology   _x_ 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
County College of Morris	Intermediate Modern Hebrew I	HBR 211	3	
Mercer Community College	Intermediate Modern Hebrew I	HBR 280	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	Unable to Determine Status (Place "U" in box)

			box)	
Georgian Court University	No course code or title listed – 3 cr.	Gen. Ed. Elective		
Kean University	GENED "57", 3 cr.	Elective		
Monmouth University	FO 002 (200 Level Language Elective) 3 cr.	Elective		
~~Richard~~ Stockton ~~University~~ ~~College~~	LANG2EC (Other For Lang- INT LEVEL II) 3 cr.	Gen. Ed. Humanities and Multicultural		
Rowan University	LANG 05076 (GE Language Elect) 3 cr.	Gen. Ed. Humanities and Language		
Rutgers – New Brunswick	Not Yet Evaluated			

   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:

OCC is committed to celebrating diversity and equipping our students with the knowledge and skills necessary for personal and professional success by offering challenging, coherent, and integrated curriculum. OCC embraces higher education's growing interest in, and concern with, the languages, culture, and politics of the Middle East as evidenced by our current offerings in Arabic language, Arabic History, History of Israel, Jewish Literature, History and Culture of the Jewish People, Elementary Hebrew I and II. This course will add a new dimension to and complement our current and growing offerings in Western, Far Eastern, and Middle Eastern Languages

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 x 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. Engage in communicative exchanges in a variety of situations.

3

b. Read (including out loud) passages and other texts at the beginning to intermediate level with increasing comprehension.

c. Listen to and understand at the beginning to intermediate levels, directions, texts, and conversations.

d. Read and comprehend, contextually, information in Hebrew passages and various dialogues with increased fluency and improved pronunciation.

e. Write short compositions (dialogues, letters, paragraphs, and journal entries) applying more advanced linguistic abilities.

f. Identify and demonstrate ability to utilize the following parts of speech: nouns, pronouns, adjectives, regular and irregular verbs, adverbs, prepositions, infinitives, and possessives.

g. Utilize the Internet and other media to reinforce the reading, pronunciation, and vocabulary skills, and to learn more about Israeli society and culture.

h. Demonstrate knowledge of the basic aspects of Israeli and Hebrew culture and have a basic understanding of and appreciation for diversity in Israeli society.

8. METHODS OF INSTRUCTION

~~An appropriate textbook with exercises will be selected, along with a dictionary. Contact the department for current course adoptions.~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

~~Lecture, audio, interactive conversations, handouts, drills in listening, reading, and writing.~~
An appropriate textbook with exercises will be selected, along with a dictionary. Contact the department for current course adoptions.

10. TENTATIVE TOPICAL OUTLINE

Unit One: The learning environment: at school and university
Present tense; interrogatives; demonstratives/pronouns and nouns; Hebrew verbs: root, root categories, paradigm, tense, infinitive; numbers; vowel reduction and stress.

Unit Two: The living environment: where students live and what they have in their apartments; getting around Israel: map of Israel; major cities in Israel; kibbutz; weather
Preposition "to"; possessive "have" and "don't have"; numbers continued; weak verbs present tense.

Unit Three: Foods and Israeli cuisine: in the grocery store; reading menus and ordering food in restaurants; paying for food; Israeli currency. Verbs; infinitive – strong verbs; contextual prepositions, adjectives.

Unit Four: Home and family (family members, relatives; marriage, life cycles): hobbies; clothing; time; final project.

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

Minimum of four major examinations (written and oral), response papers, and one final writing project or equivalent.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Connect 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

EXHIBIT B-2

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

1. COURSE NUMBER AND TITLE: HEBR 252: Intermediate Modern Hebrew II

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

3. CATALOG DESCRIPTION

This course is a continuation of Intermediate Modern Hebrew I which will consolidate foundations of listening, speaking, reading, and writing built in the last three semesters to progress into more complex grammatical structures and communicative skills at the advanced intermediate level. Exposure to contemporary Israeli readings will enhance linguistic fluency and further develop students' knowledge of Israeli society and culture.

4. PREREQUISITES: HEBR 251   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 25   COURSE FEE CODE: NONE
   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.

   Currently, OCC is one of the few community colleges in NJ offering a one year program in Elementary Modern Hebrew and this course will enable students to advance from the rudimentary reading, listening and speaking skills acquired through the first year to a level with increased emphasis on an immersive environment which fosters language proficiency. This course will be of particular interest to OCC and Kean students and to the general community of learners who have an interest in Middle Eastern and/or Jewish history, politics, and current events, as well as those contemplating the pursuit of degrees in Global Studies and/or our new Certificate in Middle Eastern Studies. Furthermore, the course will fulfill the objectives and priorities stipulated in the grant for a Middle Eastern Center at OCC by offering 2 year sequences in Middle Eastern languages.

   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 **(pending NJCCC approval)**   ___ no

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

1

___ Mathematics   ___ Technology   x-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
None				

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	Elective, 3 cr	Elective		
Kean University	Elective, 3 cr.	Elective		
Monmouth University	Elective, 3 cr	Elective		
Richard-Stockton University College	Elective, 3 cr	Elective		
Rowan University	Elective, 3 cr	Elective		
Rutgers – New Brunswick	Elective, 3 cr	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:

OCC is committed to celebrating diversity and equipping our students with the knowledge and skills necessary for personal and professional success by offering challenging, coherent, and integrated curriculum. OCC embraces higher education's growing interest in, and concern with, the languages, culture, and politics of the Middle East as evidenced by our current offerings in Arabic language, Arabic History, History of Israel, Jewish Literature, History and Culture of the Jewish People, Elementary Modern Hebrew I and II. This course sequence will add a new dimension to and complement our current and growing offerings in Western, Far Eastern, and Middle Eastern Languages

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   x 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. Demonstrate the ability to read, write, and converse in Modern Hebrew on a variety of subjects from everyday life, in an immersive environment and at the higher Intermediate level.

b. Understand and translate short texts and current articles from Modern Hebrew to English and English to Modern Hebrew.

c. Read and comprehend, contextually, information in Hebrew passages and various dialogues with increased fluency and improved pronunciation.

d. Write longer papers (dialogues, letters, and current topics) applying more -advanced grammatical usage, vocabulary, syntax, and more complex sentence structure.

e. Apply linguistic rules to speaking and writing in Modern Hebrew at the advanced Intermediate level.

f. Contextualize language acquisition and development within the broader framework of Israeli society and culture.

g. Utilize the Internet and other media to reinforce the reading, pronunciation, and vocabulary skills, and to learn more about Israeli society and culture.

h. Demonstrate advanced proficiency in knowledge of Israeli and Hebrew culture and current issues in Israeli society.

8. METHODS OF INSTRUCTION

~~Lecture, audio, interactive conversations, handouts, drills in listening, reading, and writing.~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

Text: An appropriate textbook with exercises will be selected, along with a dictionary. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

Unit One: Reading and translating articles on contemporary Israeli current events. New verbs and vocabulary. Written responses to readings. Class discussion in Hebrew. Grammar and conversational drills.

Unit Two: Reading and translating short writings. New verbs and vocabulary. Written responses to readings. Class discussion in Hebrew. Grammar and conversational drills.

Unit Three: Reading and translating Israeli readings. New verbs and vocabulary. Written responses to readings. Class discussion in Hebrew. Grammar and conversational drills.

Unit Four: Exposure to Israeli music, art and film. Discussion, written responses. New verbs and vocabulary. Class discussion in Hebrew. Grammar and conversational drills.

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

Sample: A minimum of three major examinations (oral and written), response papers, 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 Connect -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

PLT Approval of Form: May 22, 2012
Board of Trustees Approval Date: May 26, 2015
Board of Trustees Approval Date: CC 2-10-16

EXHIBIT B-3

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: ITAL 200: Intermediate Italian I

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

3. CATALOG DESCRIPTION

This is the start of the series of intermediate college-level Italian language courses that focuses on the development of mid to high level beginner communication skills in the Italian language. This course strives to improve spoken and written skills that will enable students to engage in daily conversations.

4. PREREQUISITES: ITAL 102   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   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.
   The Italian language is a valuable choice for students who desire to broaden their cultural horizons and become more aware of the global landscape. The study of Italian contributes to the students' awareness of diversity and encourages them to adopt a global perspective.

   Additionally, the study of languages at an intermediate level offers students the opportunity to move beyond basic language skills and into areas of travel and business that require a higher skillset. Students in intermediate courses can master more than basic conversation with native speakers, which allows them greater insight into the global community.

   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 **(pending NJCCC approval)** ___ 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

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
Brookdale CC	Intermediate Italian I	ITAL 203	3	
Mercer CC	Intermediate Italian I	ITA 201	3	
Bergen CC	Intermediate Italian I	LAN 221	3	
Camden CC	Intermediate Italian I	ITA 201	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	ITA 201, Intermediate Italian I, 3 credits	General Education		
Kean University	ITAL 2101 Intermediate Italian I	General Education		
Stockton University	LANG 2ECL, Foreign Language	General Education		

2

	Elective Credit, 3 credits			
Rowan University	ITAL 04201, Intermediate Italian I, 3 credits	General Education		
Rutgers – New Brunswick	01:560:131 Intermediate Italian	General Education		

    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 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 (objective 7a)
    _ 2. Quantitative Knowledge and Skills
    _ 3. Scientific Knowledge and Reasoning
    _ 4. Technological Competency/Info Literacy
    _ 5. Society and Human Behavior
    x 6. Humanistic Perspective (objective 7a)
    x 7. Historical Perspective (objective 7d)
    x 8. Global and Cultural Awareness (objective7d)
    _ 9. Ethical Reasoning and Action
    x 10. Independent/Critical Thinking (objective 7d)

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Converse fluently at an intermediate level in Italian.
b. Develop a more expansive Italian vocabulary.
c. Correctly utilize Italian pronouns.

3

d. Relate the details of Italian and Italian-American culture and history.
e. Compose compound sentences in Italian.

8. METHODS OF INSTRUCTION

~~a. Video presentation~~
~~b. Lecture~~
~~c. Text and workbook exercises (pronunciation and grammar)~~
~~d. Language laboratory~~
~~e. Group interaction~~
~~f. Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

Unit 1	Italian and Italian American history and culture are added to all units as part of the discussion and use of the language. Past and Imperfect Tenses
Unit 2	Sapere and Conoscere in the past and imperfect
Unit 3	The Pronoun Ci
Unit 4	Double Object Pronouns
Unit 5	Comparatives of Equality and Inequality
Unit 6	Superlatives
Unit 7	The Past Perfect
Unit 8	Expressing Duration of an Action
Unit 9	Disjunctive Pronouns
Unit 10	The Informal Imperative
Unit 11	The Informal Imperative and Pronouns
Unit 12	The Present Conditional
Unit 13	The Past Conditional
Unit 14	Suffixes
Unit 15	Ordinal Numbers

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 (written and oral), response paper ~~and,~~ and one major written assignment. ~~or the equivalent.~~

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 12, 2012
Board of Trustee Approval Date: December 7, 2015
Board of Trustees Approval Date: CC 2-10-16

5

EXHIBIT B-4

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: ITAL 202: Intermediate Italian II

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

3. CATALOG DESCRIPTION

   This second intermediate Italian course, is a continuation of Intermediate Italian I. The course emphasizes a further development of Italian conversational skills within the context of Italian culture in order to improve speaking and writing for daily communication.

4. PREREQUISITES: ITAL 200   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   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.
   The Italian language is a valuable choice for students who desire to broaden their cultural horizons and become more aware of the global landscape. The study of Italian contributes to the students' awareness of diversity and encourages them to adopt a global perspective.

   Additionally, the study of languages at an intermediate level offers students the opportunity to move beyond basic language skills and into areas of travel and business that require a higher skillset. Students in intermediate courses can master more than basic conversation with native speakers, which allows them greater insight into the global community.

   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 **(pending NJCCC approval)**   ___ 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

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

1

____ 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
Brookdale CC	Intermediate Italian II	ITAL 204	3	
Mercer CC	Intermediate Italian II	ITA 202	3	
Bergen CC	Intermediate Italian II	LAN 222	3	
Camden CC	Intermediate Italian II	ITA 202	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	ITA 202, Intermediate Italian II, 3 credits	General Education		
Kean University	ITAL 2102 Intermediate Italian II	General Education		
Stockton University	LANG 2EC2, Foreign Language elective credit, 3 credits	General Education		

2

Rowan University	ITAL 04102	General Education		
Rutgers – New Brunswick	01:560:132 Intermediate Italian II	General Education		

    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 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 (objective 7a)
    _ 2. Quantitative Knowledge and Skills
    _ 3. Scientific Knowledge and Reasoning
    _ 4. Technological Competency/Info Literacy
    _ 5. Society and Human Behavior
    x 6. Humanistic Perspective (objective 7a)
    x 7. Historical Perspective (objective 7e)
    x 8. Global and Cultural Awareness (objective7c)
    _ 9. Ethical Reasoning and Action
    x 10. Independent/Critical Thinking (objective 7e)

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Communicate in intermediate Italian in both oral and written formats.
b. Acquire and retain detailed vocabulary in Italian.
c. Compare social norms in the Italian speaking world with other cultures.
d. Create vocabulary subsets for specialty interests like health care or business
e. Think critically about and analyze the effect of the events of Italian history and culture and how those occurrences were influenced by the Italian language

8. METHODS OF INSTRUCTION

~~a. Video presentation~~
~~b. Lecture~~
~~c. Text and workbook exercises (pronunciation and grammar)~~
~~d. Language laboratory~~
~~e. Group interaction~~
~~f. Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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
Each unit below focuses on a particular language skill. The topics considered while practicing these skills are Italian and Italian American history and culture

Unit 1	Irregular Plural of Nouns
Unit 2	Irregular Singular Nouns with Regular Plural Forms
Unit 3	The Impersonal Construction
Unit 4	Relative Pronouns
Unit 5	Adverbs and Reflexive Verbs of Reciprocity
Unit 6	Indefinite Adjectives and Pronouns
Unit 7	Indefinites Used as Either Adjectives or Pronouns
Unit 8	The Present Subjunctive
Unit 9	The Past Subjunctive
Unit 10	Verbs that Require the Subjunctive
Unit 11	Impersonal Expressions with the Subjunctive
Unit 12	Infinitive Constructions
Unit 13	Expressing to Take Time
Unit 14	Verbs Followed by Verbs in the Infinitive
Unit 15	The Formal Imperative

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 (written and oral), response papers, and one major written assignment, or the equivalent.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 22, 2012
Board of Trustee Approval Date: December 7, 2015
Board of Trustees Approval Date: CC 2-10-16

EXHIBIT B-5

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

1. COURSE NUMBER AND TITLE: JAPN 101: Elementary Japanese I

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

3. CATALOG DESCRIPTION

Elementary Japanese I is an introduction to Japanese language and culture. This course is designed for students who have limited or no experience learning Japanese. The class provides systematic instruction in the four language skills—speaking, listening, reading, and writing in modern Japanese. Upon successful completion of this course, students will be able to engage in basic conversations and develop the ability to read and write hiragana as well as to read katakana.

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 Japanese language is a valuable choice for students looking to broaden their cultural horizons and become more aware of the global landscape. The study of Japanese contributes to the student's awareness of diversity and encourages them to adopt a global perspective.

   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 **(pending NJCCC approval)** ___ 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

1

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
NONE				This course is a specific language course. All community college offer a variety of specific language courses.

ii. If "None" was inserted, please explain -*(please see above comments).
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	Language Elective 3.0 CR	General Education		
Kean University	Language Elective 3.0 CR	General Education		
Seton Hall	JAPN-101 BEGINNING JAPANESE I	General Education		
Richard Stockton College	LANG 1375 - BEGINNING JAPANESE I	General Education		
Rowan University	Language Elective 3.0 CR	General Education		

Rutgers – New Brunswick	01:565:101 Elementary Japanese	General Education		

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 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 _   __6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   X7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   X 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. Interpret and formulate simple statements and questions in Japanese and participate in informal conversation.
b. Translate basic sentences written in hiragana, katakana and kanji with references.
c. Contextualize and relate cultural and historic elements of Japan.
d. Produce written hiragana, katakana, and kanji words and sentences using basic grammar constructions (sentence level), and relevant philological items.
e. Comprehend and exchange particular information and address everyday requests in the four language skills within the cultural context.

8. METHODS OF INSTRUCTION

a Video presentation

3

~~b. Lecture~~
~~c. Text and workbook exercises (pronunciation and grammar)~~
~~d. Online Language Laboratory~~
~~e. Group interaction~~
~~f. Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

Unit 1
Pronunciation practice exercises
Hiragana a – so (wa, desu, ja arimasen, san, ka)
Hiaragana ta-ho (mo, no)
Hiragana ma-n (no, kore, sore, are)
Language practice lab
Introduction to Japanese history and culture

Unit 2
Hiragana Special Writing 1 - voiced consonants, glides (kono, sono, ano)
Hiragana Special Writing 2 – long vowels, double consonants (sodesu, so ja arimasen)
Introducing self and others
Katakana
Grammatical systems

Unit 3
Time and tenses (present, past, future)
Katakana Special Writing
Expressions of Time
Places and Nouns

Unit 4
Vehicles
Persons and Animals
Content Questions
Transitive

How to Use Genkoyoshi (Japanese Composition Paper)

Unit 5
Tools/Means
Words and Sentence Construction
Noun (Person)
Adjectives

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 (written and oral), response papers, and one major written assignment.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

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 & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 22, 2012
Board of Trustee Approval Date: July 27, 2015
Board of Trustees Approval date: CC 2-10-16

EXHIBIT B-6

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

1. COURSE NUMBER AND TITLE: JAPN 102: Elementary Japanese II

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

3. CATALOG DESCRIPTION
This course is a continuation of Elementary Japanese I and it addresses material for the second half of Elementary Japanese. In this course, students will master reading and writing Japanese as they learn new written scripts including katakana (Japanese symbols) and kanji (Chinese characters). Spoken language proficiency will also be enhanced as students work toward becoming fluent in both written and spoken Japanese through various class activities and assignments.

4. PREREQUISITES: JAPN 101   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   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.
The Japanese language is a valuable choice for students looking to continue to broaden their cultural horizons and become more aware of the global landscape. The study of Japanese contributes to the student's awareness of diversity and encourages them to adopt a global perspective.

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 **(pending NJCCC approval)** ___ 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

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) 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
				All Community Colleges strive to offer the widest array of foreign language offerings possible.

ii. If "None" was inserted, please explain -*(please see above comments).
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	Elective 3.0 CR	General Education		
Kean University	Elective 3.0 CR	General Education		
Seton Hall	JAPN-102 BEGINNING JAPANESE II	General Education		
Richard Stockton University College	LANG 1376 - BEGINNING JAPANESE II	General Education		
Rowan University	Elective 3.0 CR	General Education		
Rutgers – New Brunswick	01:565:102 Elementary Japanese	General Education		

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 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   __6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   X 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   X 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. Communicate in Japanese and participate in casual conversation.
b. Develop a greater vocabulary of characters written in hiragana, katakana and kanji.
c. Differentiate Japanese culture and history from their own.
d. Write in Japanese (hiragana, katakana, kanji), using basic grammar constructions (sentence level), and relevant philological items.
e. Transact information and requests in the four language skills within the cultural context.

8. METHODS OF INSTRUCTION

a. ~~Video presentation~~
b. ~~Lecture~~
c. ~~Text and workbook exercises (pronunciation and grammar)~~
d. ~~Language laboratory~~
e. ~~Group interaction~~
f. ~~Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

3

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

Unit 1
Advanced Katakana
Vocabulary
Discussion of historical and cultural elements of Japan.

Unit 2
Katakana Special Writings
Typing in Japanese
Kanji 1-A (Place and Position)
Kanji 1-B (Word, Placement)

Unit 3
Katakana Special Writings
Vocabulary
Saying Numbers
Grammar Patterns

Unit 4
Kanji 2-A (Period, Quantifiers)
Kanji 2-B (Everyday Language, requests, invitations, asking for permission)
Kanji 3-A (Past Tense of Adjective Sentences)
Kanji 3-B (QW, Adjectives)

Unit 5
Kanji 4-A (Nouns, Verbs, Genkooyooshi)
Kanji 4-B (Place)
Kanji 5-A (Verb Conjugation, Verb Groups, Verb Dictionary Form)
Kanji 5-B (Other Verb Forms)

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

4

A minimum of three major examinations (written and oral), response papers, and one major written assignment, or the equivalents.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

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 & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 22, 2012
Board of Trustee Approval Date: July 27, 2015
Board of Trustees Approval Date: CC 2-10-16

EXHIBIT B-7

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: JAPN 201: Intermediate Japanese I

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

3. CATALOG DESCRIPTION
    This course is designed for students who have successfully completed Elementary
    Japanese I & II. Written language proficiency will be enhanced as students are expected
    to utilize Hiragana, Katakana, and basic Kanji. Throughout the semester students will be
    increasing their ability to discuss different topics, attain a stronger understanding of
    grammar, and learn more about the history and culture of Japan. In this course, students
    will develop their growing vocabulary through dialogue, monologue, cultural activities,
    as well as various other class projects and assignments.

4. PREREQUISITES: JAPN 102   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   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.
    The Japanese language is a valuable choice for students who desire to broaden their
    cultural horizons and become more aware of the global landscape. The study of Japanese
    contributes to the students' awareness of diversity and encourages them to adopt a global
    perspective.

    Additionally, the study of languages at an intermediate level offers students the
    opportunity to move beyond basic language skills and into areas of travel and business
    that require a higher skillset. Students in intermediate courses can master more than basic
    conversation with native speakers, which allows them greater insight into the global
    community.

    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 **(pending NJCCC approval)**   ___ 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

1

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
Brookdale CC	Intermediate Japanese I	JPNS 203	3	General education humanities
Bergen CC	Intermediate Japanese I	LAN 261	3	General education humanities

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	GENED "57", General Education - foreign language, 3 credits	General Education		
Kean University	FLX 2101, Foreign Language Humanities, 3 credits	General Education		
Monmouth University	FO002 (200 level language elective)	Elective		

2

Richard Stockton College	LANG2EC, Other foreign language intermediate level II, 3 credits	General Education		
Rowan University	LANG 05076, GE Language elective, 3 credits	General Education		
Rutgers – New Brunswick	01:565:201 Intermediate Japanese, 3 credits	General Education		

    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 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	X	7. Historical Perspective
_	3. Scientific Knowledge and Reasoning	X	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. Communicate fluidly in Japanese and participate in conversation.
b. Develop a greater vocabulary of both spoken and written Japanese.
c. Identify and categorize standard and radical kanji graphemes.
d. Research and report on how Japanese culture and history differs from their own.
e. Recognize, translate, construct, and compose compound sentences in Japanese.

3

f. Read, translate, and evaluate traditional Japanese poetic forms.

8. METHODS OF INSTRUCTION

~~a. Video presentation~~
~~b. Lecture~~
~~c. Text and workbook exercises (pronunciation and grammar)~~
~~d. Language laboratory~~
~~e. Group interaction~~
~~f. Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

Unit 1
Writing review/Jikoshokai (Introductions)
*   Assessment of retained language
Vocabulary
Discussion of historical and cultural elements of Japan

Unit 2
Topline Review of Kanji from Elementary I & II
Building beyond Kanji Radicals
Grammar – Proper usage of Kanji, Hiragana, and Katakana

Unit 3
Listening to Japanese
Responding to dialogue and multimedia (radio, music, news, short stories, advertising)

Unit 4
Compound sentences
Te-verbs, Everyday Language
Kanji 3-A (Past Tense of Adjective Sentences)
Kanji 3-B (QW, Adjectives)

Unit 5
Kanji Special Writings

Vocabulary
Literature – Short story and Haiku
Grammar Patterns

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 (written and oral), response papers, and one major written assignment, or the equivalent.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

In order to maintain a central file of current course documents on Ocean Connect 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	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 22, 2012
Board of trustees Approval Date: October 5, 2015
Board of Trustees Approval Date: CC 2-10-16

EXHIBIT B-8

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: JAPN 202: Intermediate Japanese II

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

3. CATALOG DESCRIPTION
This course is designed for students who have successfully completed Intermediate
Japanese I. In Intermediate Japanese II, students will elevate their Japanese speaking
abilities. Students will expand their writing skills through additional Kanji study. This
course focuses on increasing student confidence in speaking, writing, and reading
examples of sophisticated Japanese language. Students will develop their growing
vocabulary through dialogue, monologue, and immersion in cultural activities.

4. PREREQUISITES: JAPN 201   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   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.
   The Japanese language is a valuable choice for students who desire to broaden their
   cultural horizons and become more aware of the global landscape. The study of Japanese
   contributes to the students' awareness of diversity and encourages them to adopt a global
   perspective.

   Additionally, the study of languages at an intermediate level offers students the
   opportunity to move beyond basic language skills and into areas of travel and business
   that require a higher skillset. Students in intermediate courses can master more than basic
   conversation with native speakers, which allows them greater insight into the global
   community.

   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 **(pending NJCCC approval)**   ___ 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

1

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	Intermediate Japanese II	LAN 262	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	Gened "57," General education-foreign language, 3 credits	General Education		
Kean University	Elective 3.0 CR	General Education		
Monmouth University	Elective, 3 credits	Elective		
Richard Stockton College	Lang 2EC2, Other foreign language elective level II, 3 credits	General Education		
Rowan University	INTR 99071, General education	General Education		

2

	elective, 3 credits			
Rutgers – New Brunswick	01:565:202 Intermediate Japanese 3 credits	General Education		

    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 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	X 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning	X 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. Communicate in intermediate Japanese in both oral and written formats.
b. Acquire and retain more sophisticated vocabulary selections in Japanese.
c. Utilize the distinct comportments, vocabulary, and protocols that are cultural norms in the Japanese business sector.
d. Recognize and correctly respond to cultural circumstances unique to Japanese society.
e. Examine Japanese history and philosophy.
f. Apply advanced descriptors in Kanji for greater clarity when constructing Japanese sentences.

8. METHODS OF INSTRUCTION

~~a. Video presentation~~
~~b. Lecture~~
~~c. Text and workbook exercises (pronunciation and grammar)~~
~~d. Language laboratory~~
~~e. Group interaction~~
~~f. Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

Unit 1
Jikoshokai (Introduction with Q&A)
Vocabulary
Discuss goals, observations, and contemporary news in Japan.

Unit 2
The Arts in Japan
Applying advanced descriptors in writing
Arts based vocabulary

Unit 3
Philosophy and History
Leaders
Historical Events
Excerpts from Buddhism in Translation

Unit 4
Grammar (Actions, Reasons, Requests)
Dialoguing – culturally specific responses to different situations

Unit 5
Business in Japan
Business Culture in Japan
Business vocabulary

11. GRADE DETERMINANTS

4

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 (written and oral), response papers, and one major written assignment, or the equivalent.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

In order to maintain a central file of current course documents on Ocean ConnectCruiser, 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	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 22, 2012
Board of trustees Approval Date: October 5, 2015
Board of Trustees Approval Date: CC 2-10-16

EXHIBIT B-9

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

1. COURSE NUMBER AND TITLE: PORT 101: Elementary Portuguese I

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

3. CATALOG DESCRIPTION

   This course is an introduction to the Portuguese language for students with little or no experience with the language. Students are taught a basic vocabulary to enable them to enjoy real-world conversations in Portuguese. Audio, as well as computer-based material is used to reinforce and expand language skills in the class. This beginning course in the Portuguese language sequence stresses the language as spoken in Brazil and Portugal. The course develops basic communication skills in reading, writing, speaking, and listening.

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 Portuguese language is a valuable choice for students looking to broaden their cultural horizons and become more aware of the global landscape. The study of Portuguese contributes to the student's awareness of diversity and encourages them to adopt a global perspective.

   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 **(pending NJCCC approval)** ___ 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

1

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
NONE				This course is a specific language course. All community college offer language courses, but none in the area are offering this one.

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	Elective 3.0 CR	Elective		
Kean University	Elective 3.0 CR	Elective		
Monmouth University	Elective 3.0 CR	Elective		
Richard Stockton College	Elective 3.0 CR	Elective		
Rowan	Elective 3.0 CR	Elective		

2

University				
Rutgers – New Brunswick	Elective 3.0 CR	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 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   x 8. Global and Cultural Awareness
    _ 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
    _ 5. Society and Human Behavior   x10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

    a. Pronounce the sounds in Portuguese correctly.
    b. Communicate and participate in the course and creatively synthesize the language elements.
    c. Read Portuguese words and sentences with comprehension.
    d. Write in Portuguese.
    e. Discuss the culture of the Portuguese speaking world.
    f. Describe the place of the Portuguese language in the global community.

8. METHODS OF INSTRUCTION

    a. Video presentation
    b. Lecture

e. ~~Text and workbook exercises (pronunciation and grammar)~~
d. ~~Online Language Laboratory~~
e. ~~Group interaction~~
f. ~~Testing and skills assessment~~

a: Video presentations provide modeling of foreign language in use.
b. Instructor lectures teach students language skills.
c. Text and workbook's reinforce learned foreign language skills.
d. Online language labs teach and test pronunciation skills.
e. Group interactions are opportunities to practice conversational skills.

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

Unit One:
> Introduce yourself or another person,
> ask and answer appropriate questions in both formal and informal settings
> use social niceties and greetings for morning, afternoon, and night.
> Ask and answer questions, including yes/no and question-word questions, identifications and descriptions, using verbs "ser" and "estar,"

Unit Two:
> your and other people's personalities
> classes and places at a college, houses, bedrooms, yards
> people, family members and relationships
> health, emotional condition, and location
> colors
> items in a classroom
> common places in a city where people go for entertainment or basic purchases
> offices, services, or classes in a college

Unit Three:
> hour, day, date, months, seasons, and other time-related concepts
> quantities, using both numbers and words indicating "any," "some," and "none" "there is," "there are" using "há"
> weather, using "fazer" and other appropriate verbs
> how frequently people do activities
> equalities and inequalities, descriptive and qualitative
> basic activities people do using simple verb forms

Unit Four:
> The three basic regular verb forms

4

> ➢ Verbs with irregular forms in the present tense
> ➢ Verbs with stem changes
> ➢ Use compound verb constructions to describe activities that people want, prefer, need, or are able to do will do or are in the process of doing

Unit Five:

> ➢ Possession with possessive adjectives and phrases
> ➢ the verb "ter"
> ➢ Read, hear, and understand sentences which express likes and dislikes.
> ➢ Respond to a command with the appropriate action

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 (written and oral), response papers, and one major ~~written~~ writing assignment.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

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 & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval of Form: May 22, 2012
Board of Trustees Approval: May 4, 2015

5

Board of Trustees Approval date: CC 2-10-16

EXHIBIT B-10

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

1. COURSE NUMBER AND TITLE: PORT 102: Elementary Portuguese II

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

3. CATALOG DESCRIPTION

This course is a continuation of Elementary Portuguese I, stressing the use of discussions in Portuguese, an ample study of grammar, and presentation of more in-depth vocabulary. This course continues the series of basic language classes, which emphasize the verbal elements used in the Portuguese speaking areas of the globe. Students will further develop listening, speaking, reading and writing skills in Portuguese.

4. PREREQUISITES: PORT 101   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 Portuguese language is a valuable choice for students looking to broaden their cultural horizons and become more aware of the global landscape. The study of Portuguese contributes to the student's awareness of diversity and encourages them to adopt a global perspective.

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 (pending NJCCC approval) ___ 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

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
NONE				This course is a specific language course. All community college offer language courses, but none in the area are offering this one.

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	Elective 3.0 CR	Elective		
Kean University	Elective 3.0 CR	Elective		
Monmouth University	Elective 3.0 CR	Elective		
Richard Stockton College	Elective 3.0 CR	Elective		
Rowan University	Elective 3.0 CR	Elective		

2

Rutgers – New Brunswick	Elective 3.0 CR	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:

The direction of both the college and the job market our student will enter is a highly globalized one. Offering this language course serves our students by providing them greater access to communicating with the rest of the world.

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   x 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

    a. Demonstrate a continued understanding of the Portuguese and Brazilian culture.
    b. Develop the communicative skills through practice in listening, speaking, reading, and writing.
    c. Describe the place of Portuguese language in the global community.
    d. Describe both Portuguese and Brazilian cultures and the influence of those cultures have on the United States.
    e. Prepare students for communicating in Portuguese for work or pleasure by expanding skills in language usage.

8. METHODS OF INSTRUCTION

    a. ~~Video presentation~~
    b. ~~Lecture~~
    c. ~~Text and workbook exercises (pronunciation and grammar)~~
    d. ~~Online Language laboratory~~
    e. ~~Group interaction~~
    f. ~~Testing and skills assessment~~

    a: Video presentations provide modeling of foreign language in use.
    b. Instructor lectures teach students language skills.
    c. Text and workbook's reinforce learned foreign language skills.
    d. Online language labs teach and test pronunciation skills.

_____ **e.** Group interactions are opportunities to practice conversational skills.

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
Unit One:
- Introduction to the course
- Greetings, gender, occupations, nationalities/ role-playing
- Demonstratives, numbers / reading and writing

Unit Two:
- Verbs, calendar, time, contractions / dialogues and role-playing
- Occupations, articles/ exercises
- Possessives, question words/ role-playing
- Present continuous, ser VS. Estar / reading

Unit Three:
- Age, possessives, ser VS estar/ reading dialogues
- Family relations, telling time/ reading
- Irregular and regular verbs, Presente Simples
- Routines, predictions, resolutions/ writing, listening

Unit Four:
- Future tense, frequency words, invitations/ choice making/ role-playing
- Past (irregular) / role-playing
- Past (irregular), object pronouns

Unit Five:
- Body parts, describing, futuro do presente
- Imperative, pretérito imperfeito
- Pretérito imperfeito, past continuous/group work
- Presente do subjuntivo, diminutivo

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

4

Sample: A minimum of three major ~~examinations~~ examinations (written and oral). response papers. and one major ~~written~~ writing assignment, ~~or the equivalents~~.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

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 & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval of Form: May 22, 2012
Board of Trustees Approval: May 4, 2015
Board of Trustees Approval Date: CC 2-10-16