

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees

**From:** Office of the President

**Date:** May 21, 2020

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, May 28, 2020**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on April 9 and May 7, 2020:
  - a. New Policy
    - 1) Policy #5123, Students, Admissions, Early College Program (**Exhibit B-1**)
  - b. Revised Policies
    - 1) Policy #5140, Students, Registration, Credit for Prior Learning (**Exhibit B-2**)
    - 2) Policy #5154, Students, Academic Standards, Grades and Scholastic Honors (**Exhibit B-3**)
    - 3) Policy #7000, Educational Programs, Course and Curriculum, Compliance with Federal Definition of Credit Hour (**Exhibit B-4**)
    - 4) Policy #7180, Educational Programs, Course and Curriculum, Experiential Learning (**Exhibit B-5**)
  - c. New Programs
    - 1) Associate in Applied Science Degree in Health Science (**Exhibit B-6**)
    - 2) Associate in Science Degree in Biology (**Exhibit B-7**)
    - 3) Associate in Science Degree in Chemistry (**Exhibit B-8**)
  - d. New Course
    - 1) ESOL 096, English to Speakers of Other Languages (**Exhibit B-9**)

2. Recommend approval of the following Revised Program Option:
  - a. Associate in Arts Degree in Liberal Arts – Photography Option (**Exhibit B-10**)

## ***EXHIBIT B-1***

Ocean County College, Toms River, NJ

STUDENTS

Admission

Early College Program #5123

## **POLICY**

The Early College Program policy outlines responsibilities of high schools and Ocean County College (OCC) regarding high school dual-credit course offerings. Early College at OCC provides high school students the opportunity to earn college credits while they are still in high school. The Early College Program includes two options: Early College at the High School and Early College at OCC.

Early College at the High School (EC@HS) allows high school students the opportunity to earn college credits as part of their regular high school day. The courses are embedded into the students' high school schedule.

The courses in the EC@HS program are agreed upon through articulation agreements between OCC and the individual school districts. The agreements allow district secondary schools to offer courses that grant credit to meet high school curriculum requirements and college-level credit.

Early College at OCC (EC@OCC) allows high school students who are ready for college coursework the opportunity to take standard OCC college courses during the semester at any OCC location. High school students in all grade levels who wish to enroll as college students may do so with the permission of their High School Counselor or Principal.

Adopted: May 28, 2020

Ocean County College, Toms River, NJ

STUDENTS

Admission

Early College Program #5123

**PROCEDURE**

Early College Program students must adhere to maximum semester credit requirements as outlined in OCC Policy #5132, Students, Registration, General Requirements.

1. Early College Program students must adhere to College policies, procedures, and practices regarding prerequisites and testing as outlined in Policy #5165, Students, Academic Standards, College Skills Assessment Program.
2. EC@HS students may take 29 credits maximum unless their high school has been designated as an “additional location” by the Middle States Commission on Higher Education. Those students pursuing more than 29 credits are recommended to continue their enrollment on campus through EC@OCC.
3. Early College Program students from Ocean County high schools and other partner districts will be charged tuition rates according to Policy #5300, Students, Tuition/Fees Schedule, and Policy #5327, Students, Tuition and Fees, Ocean County High School Students.
4. All payment and registration deadlines, course prerequisites and readiness requirements, and refunds will follow established college policies and procedures.

Information and requirements contained in the procedure are subject to change without notice to maintain compliance with the education rules of the State of New Jersey.

Adopted: May 28, 2020

## ***EXHIBIT B-2***

**POLICY**

Students may earn credit for prior learning gained through non-traditional or non-college-credit educational experiences, employment, volunteer work, etc., or classroom work at unaccredited\* institutions through:

1. Credit By Examination

This policy applies only to fully matriculated students, either full-time or part-time. Credit by examination is considered "transfer credit."

Fully matriculated students can earn credit for what they already know by earning qualifying scores on CLEP tests or **through training and educational program evaluations conducted by the National College Credit Recommendation Service (NCCRS)**, for which OCC has current course equivalencies as recommended by the Deans and approved by the Academic Standards Committee. See Attachment A for the current list of OCC CLEP equivalencies **and Attachment B for NCCRS equivalencies.**

Credit from unaccredited\* institutions and/or credit for work and other appropriate life experiences may be granted for appropriate courses on the basis of examination. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate Department Administrator. A fee shall be assessed for each examination of this type as indicated in Policy #5300: Tuition/Fee Schedule. Alternatively, students may earn credits through Thomas Edison State University Credit by Exam Program and transfer these to Ocean County College according to College policy #5128.

2. Challenge Examination

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Only students enrolled in the course may request a challenge examination. Students who successfully complete the challenge examination will be awarded a grade and credit for the course at the end of the semester.

3. Portfolio Assessment

Students may earn credit through portfolio assessment for experiential learning. The assessments may be done by Thomas Edison State University Credit by Exam statewide Testing and Assessment Centers, and a maximum of 18 semester hours may be transferred back to Ocean County College in accordance with College policy #5128.

\* Accredited institutions are those that have been accredited by one of the regional institutional accrediting bodies recognized by the American Council on Education. All other institutions are considered unaccredited.

ADOPTED: July 26, 1971  
Revised: May 21, 1973  
Revised: February 25, 1974  
Revised: October 22, 1979

Revised: June 27, 1988  
Revised: January 25, 1993  
Revised: March 28, 1994  
Revised: June 27, 1994

Revised: November 20, 2000  
Revised: April 25, 2005  
Revised: May 29, 2012  
Revised: February 23, 2017



Ocean County College, Toms River, NJ

STUDENTS  
REGISTRATION

Credit for Prior Learning #5140

Revised: December 14, 1981  
Revised: March 24, 1986

Revised: April 22, 1996  
Revised: February 28, 2000

**PROCEDURE****CLEP**

Fully matriculated students will submit official CLEP score reports to the Registrar for evaluation. Only those tests with corresponding OCC CLEP Equivalencies and appropriate scores will be considered. Credit for valid CLEP results will appear as transfer credit on the students' transcripts. CLEP tests are administered at the OCC Testing Center, but OCC will accept valid CLEP scores from any CLEP testing center. See Attachment A for the current list of OCC CLEP equivalencies.

**CREDIT BY EXAMINATION and CHALLENGE EXAMINATION**

The normal expectation is that students will apply for "Credit by Examination" as a way to validate learning accomplished at unaccredited institutions or through work/life experiences. In these cases, documentation such as transcripts or letters of recommendation must be required; exceptions may be granted by the Vice President of Academic Affairs.

A student cannot challenge a course at a lower level than one in which he/she demonstrates competency.

Students may not be eligible for "Credit by Examination" on the basis of high school work alone. Although tuition will not be charged, a fee will be assessed as indicated in Policy #5300: Tuition/Fee Schedule.

Passing a "Credit by Examination" will result in the course being noted on the student's transcript, including the title of the course, credit value of the course, and a grade of \*P. Failing a "Credit by Examination" is not recorded on the transcript.

The responsibility for identifying or creating the tests used for "Credit by Examination" and "Challenge Examinations" falls on the academic school, and is coordinated by the Dean, who will establish files of examinations as needed.

Examinations will be standardized when possible, including both oral and written portions as well as practical performance where applicable. Copies of the completed and corrected examinations will be provided to the Vice President of Academic Affairs Office along with the final grade given by the professor.

Incoming students will be informed of the process at the time of pre-registration interview and discussion of the transfer credit.

Students requesting "Credit by Examination" must complete the appropriate form. After an initial screening by the Office of Registration and Records, students appearing to qualify for "Credit by Examination" will be referred to the appropriate School Dean who will make the final determination regarding student eligibility for an examination. The fully completed and signed form will be the mechanism for the Office of Registration and Records to put credit on the student's record.

ADOPTED: July 26, 1971  
Revised: February 25, 1974  
Revised: August 27, 1979  
Revised: January 13, 1988  
Revised: June 27, 1988  
Revised: April 30, 1996

Revised: April 25, 2000  
Revised: November 21, 2000  
Revised: March 29, 2005  
Revised: May 29, 2012  
Revised: February 23, 2017

Ocean County College, Toms River, NJ

STUDENTS  
REGISTRATIONCredit for Prior Learning #5140**PROCEDURE****ATTACHMENT A**

Credit for Prior Learning  
CLEP Examinations Accepted at Ocean County College (OCC)  
Retroactive to May 2016

<b>CLEP Examination</b>	<b>CLEP Minimum Score</b>	<b>OCC Courses Awarded</b>	<b>OCC Credits Awarded</b>
Introductory Business Law	50	BUSN 251	3
Principles of Management	50	BUSN 271	3
Principles of Marketing	50	BUSN 134	3
American Literature	50	ENGL 251 or ENGL 252	3
Analyzing & Interpreting Literature	50	ENGL 152	3
English Literature	50	ENGL 253 or ENGL 254	3
College Composition Modular w/o Essay	50	ENGL 151	3
Humanities	50	ARTS 181	3
French Language, Level 1	50	FREN 191 and FREN 192	6
French Language, Level 2	62	FREN 191, FREN 192, FREN 291	9
German Language, Level 1	50	GRMN 191 and GRMN 192	6
German Language, Level 2	63	GRMN 191, GRMN 191, GRMN 292	9
Spanish Language, Level 1	50	SPAN 151 and SPAN 152	6
Spanish Language, Level 2	63	SPAN 151, SPAN 152, SPAN 251	9
American Government	50	POLI 161	3
Human Growth & Development	50	PSYC 173	3
Introduction to Education Psychology	50	PSYC 275	3
Introductory Psychology	50	PSYC 172	3
Introductory Sociology	50	SOCI 181	3

Principles of Macroeconomics	50	ECON 151	3
Principles of Microeconomics	50	ECON 152	3
College Algebra	50	MATH 165	5
College Mathematics	50	MATH 151 and MATH Elective	6
Pre-Calculus	50	MATH 195	6

**ATTACHMENT B**

**Credit for Prior Learning**

**NCCRS Courses Accepted at Ocean County College (OCC)**

<b>NCCRS</b>	<b>OCEAN COUNTY COLLEGE</b>
ENG 101 English Composition I	ENGL 151 English I
ECO 102 Macroeconomics	ECON 151 Macroeconomic Principles
BUS 222 Business Communications	BUSN 210 Business Communications
FIN 101 Finance	BUSN 275 Principles of Finance

Approved: February 23, 2017

## ***EXHIBIT B-3***

**EXHIBIT B-3**

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154**POLICY**

1. Students are responsible for knowing their own academic progress. Students must be able to obtain from instructor, evidence of their academic progress in the current LMS. Grades for assignments should be updated on a weekly basis.

2. Grading System

The following grading system is used:

<u>GRADE</u>	<u>STANDARD</u>	<u>QUALITY POINTS</u>	<u>EARNED</u>	<u>ATTEMPTED</u>
A	Excellent	4.0	X	X
B+	Very Good	3.5	X	X
B	Good	3.0	X	X
C+	Above Average	2.5	X	X
C	Average	2.0	X	X
P	Passing (Not for Credit)	n/a		
*P	Passing (for Credit)	n/a	X	
D	Pass/Below average	1.0	X	X
F	Failure	0		X
I	Incomplete	0		X

UNEARNED GRADES

R	Registered for Audit	n/a
T	Transfer	
W	Withdraw	n/a
CR	Credit	n/a
NC	No Credit	n/a

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or \*P has been received are defined as "earned" semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and, thus, affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are defined as "attempted" semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, CR, NC, or W are neither "earned" nor "attempted." These do not affect the cumulative grade point average.

3. Grade of "I" (Incomplete)

In order to be eligible for a grade of "I" (Incomplete), a student shall have a reasonable chance at passing the course at the time of the request, as deemed by the instructor. The grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a Request for Incomplete form received from the student no later than the day of the final examination. A valid reason for the request must be offered. [The faculty member must respond to the student completing the Request for Incomplete Form within five \(5\) business days after the student submits the Request. The faculty member must respond to the student by completing the](#)

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~~Request for Incomplete form.~~ If the instructor approves the request, the instructor must provide a plan and approved deadlines for the completion of the work. ~~Approval of the request will allow up to 30 days from the completion of the term for which the "I" was issued, for the work to be completed and the final grade to be submitted to the Registrar.~~ ~~For fall courses in which an Incomplete is granted, work must be completed no later than March 15<sup>th</sup> of the subsequent semester. For spring and all summer sessions, work must be completed no later than October 15<sup>th</sup> of the subsequent fall semester.~~ If the student is enrolled in a course for which the "I" grade course is a pre-requisite the work for the incomplete course must be made up by the fifth day of the next ~~regular semester term~~ or the student will be administratively withdrawn from the higher level course. When the work is completed, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by the required due date, the grade of "F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades.

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4. Grade of "R" (Registered for Audit)

The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration or during the "add" period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an "R" may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of "W." Students may not audit courses in which they have an "I" grade.

5. Grade of "W" (Withdrawal)

The grade of "W" will be assigned when a student withdraws or is administratively dropped from a course in accordance with College policy (see Procedure).

6. President's Honor List

The President's Honor List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with a semester grade point average of 3.50 or better and no grade lower than a "C" in that semester, qualifies for this honor. The President's Honor List is compiled each semester, including the summer session. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, with a cumulative grade point average of 3.50 or better.

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

7. Pass/No Credit

A full-time student who has completed his/her freshman year may register for one free elective course outside of his/her major field on a pass-no credit basis each semester beginning with his/her third semester. A part-time student who has earned a minimum of 28 semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a

maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of "P" will be recorded for successful completion of each course with semester hours of credit applied toward degree. A grade of "NC," No Credit, will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the cumulative grade point average be affected.

#### 8. Honors by Contract Program

The Honors by Contract Program allows high achieving students the opportunity to work individually with faculty members on directed higher-level educational activities that are related to course objectives while being enrolled in a regular course.

Students complete the regular course assignments in addition to faculty directed higher-level academic assignments. Students completing Honors by Contract courses will have the designation denoted on their transcripts. Students who successfully complete four Honors by Contract courses with an overall grade point average of 3.5 or above will graduate from Ocean County College with the designation of Ocean County College Honors Students. This designation will be noted on the students' transcripts, diplomas, and in Commencement programs.

All students with a grade point average of 2.5 or above, or its equivalent, from high schools, other higher education institutions, or Ocean County College are eligible to enroll in the Honors by Contract courses. Students may only enroll in two Honors by Contract courses per semester. Students enrolled in any remedial courses may not participate in the Program. Students may appeal to the Vice President of Academic Affairs for special permission to participate in Honors by Contract courses. Faculty members who teach college-level courses (100 level and above) may participate in the Honors by Contract Program; however, ACAD 155 may not be included.

The guidelines to be followed for the Honors by Contract Program are included with the Honors by Contract application.

#### 9. Nursing Program

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.

A student receiving his/her first non-passing grade in any NURS course (clinical or non-clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the Nursing Program.

If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), he/she will fail out of the Nursing Program.

A student who has failed out of the Nursing Program due to academic (as opposed to clinical) performance may automatically apply for readmission.



## EXHIBIT B-3

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154

A student who has failed out of the Nursing Program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Nursing Program administrator for consideration on a case by case basis.

### 10. Developmental Courses

A passing grade for courses designated as developmental is "C" or better. These courses may not be used for credit toward graduation.

ADOPTED: August 26, 1968	Revised: May 29, 1990
Revised: December 21, 1970	Revised: March 25, 1991
Revised: January 22, 1973	Revised: March 23, 1992
Revised: March 26, 1973	Revised: April 22, 1996
Revised: June 23, 1975	Revised: May 27, 1997
Revised: June 17, 1976	Revised: February 28, 2000
Revised: June 23, 1978	Revised: November 20, 2000
Revised: January 22, 1979	Revised: January 28, 2008
Revised: June 4, 1979	Revised: August 25, 2008
Revised: August 25, 1980	Revised: December 1, 2008
Revised: January 26, 1981	Revised: August 24, 2009
Revised: August 24, 1981	Revised: June 28, 2010
Revised: April 26, 1982	Revised: July 25, 2011
Revised: December 13, 1982	Revised: January 28, 2013
Revised: June 27, 1983	Revised: May 27, 2014
Revised: January 26, 1987	Revised: December 8, 2014
Revised: June 22, 1987	Revised: August 22, 2019
Revised: January 22, 1990	

**PROCEDURE****1. Course Withdrawal**

Students are responsible for knowing their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain from faculty evidence of their academic progress prior to the course withdrawal deadline. Specific information pertaining to grades that may be recorded when a student withdraws or is withdrawn are detailed in the procedures for Policy # 5142.

- a. A student who has a documented emergency or other documented extraordinary circumstance may appeal his/her grade of "F" to "W" in writing to the Academic Standards Committee through the Office of Academic Affairs. This written appeal must be made within one semester of the grade verification. The course instructor must approve the change of grade.
- b. Students officially withdrawing up to the tenth day of classes (fifth day in summer sessions) will receive no grade nor will records be kept concerning course enrollment.
- c. The semester grade as reported (or confirmed in the case of "W" or "F" issued before the end of the semester) to the Registrar at the end of the semester is final and will not be changed except on the written explanation of the instructor and approval of the Vice President of Academic Affairs.

**2. Quality Point Averages**

- a. Only final course grades are used to compute quality point averages. For all purposes of record and reference, the cumulative grade point averages do not change at any time except at the close of a semester, including summer or other shorter sessions.
- b. A semester grade point average is the total number of quality points earned in a particular semester or summer session, divided by the total number of attempted semester hours for that semester.
- c. A cumulative grade point average is the total number of quality points earned at Ocean County College in all semester and summer sessions divided by the total number of attempted semester and summer sessions. Transfer credits do not affect quality points.
- d. The grade of "W", "P", "F", "T", "NC", and "R" are not included in any quality points.

**3. Course Repeats**

Students may repeat any course offered by the College subject to the restrictions described below.

- a. The highest grade shall be applied to the cumulative grade point average and toward total credits. The lower grade(s) shall remain on the student's permanent record and be marked

## EXHIBIT B-3

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154

“repeated” but shall not be included in the grade point average or toward total accumulated credits before graduation.

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b. Nursing Program: Re-entry after Withdrawal/Failure

A nursing student may temporarily leave the Nursing Program for one semester and return the following semester without penalty. While not enrolled in courses, the student has inactive status in the program. Students who plan to seek inactive status must notify the Nursing Office in writing. A student may have no more than a four semester period of inactivity. The period of inactive status begins following the student's last successful NURS course. A student is not guaranteed a seat in the course the next time it is offered.

If a student leaves for more than one semester, he/she must take and successfully achieve the passing grade for the OCC Test of Prior Nursing Knowledge and complete the required practicum before re-entering the program even if he/she has already successfully completed any NURS course. A student is not guaranteed a seat in the course the next time it is offered.

If a student exceeds the four-semester limit (based on the last successful NURS course), he/she will be automatically dismissed from the Nursing Program and will be required to reapply to the program and satisfy any new and/or additional requirements prior to acceptance.

All prior NURS courses must be re-taken, even if the student had been successful in the past.

c. Armed Forces Active Duty

Upon submission of the appropriate documentation to the Registration and Records Office, a student who is recalled from reserve status or is engaged in overseas active duty may elect to do one or more of the following:

- a. Withdraw from or all classes, and receive a “W” grade and a full refund from each class from which he/she withdraws.
- b. Arrange with the instructor(s) a way that the remainder of the class can be completed so that a grade may be assigned.
- c. Arrange with the instructor(s) that an Incomplete grade (“I”) be given with a longer time frame than the usual (see Policy item 2, above). To use this option, the student and instructor must complete the appropriate form, which delineates the course requirements that must yet be met and the date by which those requirements must be completed.

ADOPTED: August 25, 2009  
Revised: June 29, 2010  
Revised: July 19, 2011  
Revised: September 22, 2016  
Revised: August 22, 2019

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154

## ***EXHIBIT B-4***

## **POLICY**

In accord with Federal regulations, Ocean County College defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. ~~not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent of work over a different amount of time, or~~
2. ~~at least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, studio art, applied music, and other academic work leading to the award of credit hours~~ (<http://ifap.ed.gov/dpccletters/attachments/GEN1106.pdf>)

~~This credit hour policy applies to all courses that award academic credit (i.e., any course that appears on an official transcript issued by the College) regardless of the mode of delivery including, but not limited to, lecture, online, hybrid, internship, and laboratory methods of instruction. Whether the classroom schedules are highly structured (as in lectures and labs) or less structured (as in internships, studio art, and applied music), Ocean County College courses have clear learning objectives, expected outcomes, and workload expectations that meet the standards set forth above.~~

~~Ocean County College adheres to the Carnegie unit for contact time (750 minutes for each credit awarded). For a standard three-credit hour course, 2250 minutes of instruction are required regardless of the term in which the course is offered. The College's Academic Calendar, prepared 18 months in advance of a planned academic year, supports this definition of contact time. This Calendar is maintained by the Academic Affairs Office and appears in various College publications (such as the College catalog and student handbook) and on the College website (<http://www.ocean.edu/admissions/registration/calendar.htm>).~~

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Adopted: May 28, 2013

## EXHIBIT B-4

### COURSE AND CURRICULUM Compliance with Federal Definition of Credit Hour #7000

#### PROCEDURE

The College's Curriculum Committee supports the policy on credit hours by reviewing all official course descriptions and by certifying that the expected student learning for each course meets the credit hour standard. The Committee's recommendations are submitted to the College Senate and to the Board of Trustees for final approval. The determination of credit hours is made when a new course or a revision to an existing course is proposed. The official course description is examined for contact time as well as for assignments and evaluation mechanisms.

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#### POLICY

Ocean County College abides by the Federal and New Jersey State definitions of a credit hour and adopts a policy consistent with the Carnegie Unit. A one-credit class represents 150 minutes of academic work per week (e.g., one 50-minute class meeting plus 100 minutes of student preparation). For a 15-week term, this is equivalent to 37.5 hours. The standard OCC term is 15 weeks.

The US Department of Education requires that post-secondary institutions develop written policies regarding assignment of credit hours that conform to the definition in the Federal Register. The federal definition for a credit hour, which is consistent with the Carnegie Unit, is:

"A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours." (CFR 600.2)

The New Jersey Administrative Code defines term credit hour as:

"50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length)."  
(A:1-1.2)

This policy applies to all types of courses and all delivery formats, as outlined below:

#### Lecture

One credit hour for a lecture (LEC) course represents 50 minutes per week of scheduled class time and a minimum of 100 minutes per week of student preparation time for a regular (15-week) term. For instance, a three-credit class represents 37.5 hours of in-class time and 75 hours of preparation time, or 112.5 hours total.

#### Lab and Studio

One credit hour for a lab (LAB) or studio course represents a minimum of 100 minutes per week

#### **EXHIBIT B-4**

of class time, either individual or supervised.

Practicum (includes Clinical, Field Experience, Internship, Performance)

One credit hour for a Clinical (CLN), Field Experience, Internship, Performance, represents a minimum of 150 minutes per week of supervised and/or independent practice.

Delivery Formats

The above definitions refer to face-to-face courses. The total amount of academic work per credit hour for online or blended formats remains the same. Academic work is comprised of, as appropriate, class meeting time, synchronous online course activities, asynchronous online course activities, and student preparation.

Non-Standard Length Semesters

The total amount of academic work per term for courses offered for fewer or more than 15 weeks is adjusted accordingly to achieve the total 37.5 hours of academic work per term.

The below chart is included for clarification (ratios come from the Middle States administrative code)

<u>Mode of Instruction</u>	<u>Term Hours Per Week*</u>	<u>Minutes Per Week*</u>	<u>Minutes Per Term</u>
<u>Lecture (Credit Ratio 1:1)</u>	-	-	-
<u>1 credit</u>	<u>1</u>	<u>50</u>	<u>750</u>
<u>2 credit</u>	<u>2</u>	<u>100</u>	<u>1,500</u>
<u>3 credit</u>	<u>3</u>	<u>150</u>	<u>2,250</u>
<u>Lab ( Credit Ratio 2:1)</u>	-	-	-
<u>1 credit</u>	<u>2-3</u>	<u>100-150</u>	<u>1,500-2,250</u>
<u>2 credit</u>	<u>4</u>	<u>200</u>	<u>3,000</u>
<u>Practicum/Clinical (Credit Ratio 3:1)</u>	-	-	-
<u>1 credit</u>	<u>3</u>	<u>150</u>	<u>2,250</u>
<u>2 credit</u>	<u>6</u>	<u>300</u>	<u>4,500</u>
<u>3 credit</u>	<u>9</u>	<u>450</u>	<u>6,750</u>

\* Based on Standard 15 Week  
Term



**EXHIBIT B-4**

Adopted: May 28, 2013

## ***EXHIBIT B-5***

Ocean County College, Toms River, NJ

**EXHIBIT B-5**

EDUCATIONAL PROGRAMS  
COURSE AND CURRICULUM  
Cooperative

Education~~Experiential Learning #~~Learning #7180

**POLICY**

~~The college shall establish a Cooperative Education program designed to provide students an opportunity to earn degree credits for the learning acquired in a work experience, if appropriately related to their degree program.~~

The College shall establish an Experiential Learning program of internships, externships, and/or apprenticeships designed to provide students with the opportunity to gain experiences to enhance explore and enhance their academic and career goals. Programs may or may not include the opportunity to earn college credit that may or may not be applicable to their degree program. Select experiential learning opportunities may involve paid positions.

Definitions

Internship: A semester-long work experience for college credit

Externship: A short job shadowing experience for zero college credit

Apprenticeship: A voluntary arrangement between an employer (sponsor) and employee (apprentice), which provides on-the-job training and classroom instruction

## EXHIBIT B-5

### PROCEDURE

Internships, externships, and apprenticeships are offered in accordance with established guidelines.

ADOPTED: May 26, 1987

REVIEWED: November 5, 1991

### GUIDELINES

#### Externship Process

The College Institution will recommend that students seek out externship opportunities in their field of interest.

#### Internship Process

##### Step 1

Students will contact Career Services (CS) to discuss the internship process (including required paperwork, such as the Internship Agreement Form) and to obtain approval to participate in the program. Students will be responsible for locating their own internship sites; however, Career Services may have potential referral sites on hand in the internship their database. Career Services, in collaboration with Academic Affairs, will maintain a current roster of faculty, their disciplines, and their contact information as possible mentors. Career Services will assist the student in locating a Faculty Mentor by providing the appropriate list to the student.

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Students will meet with their Academic Advisor to determine if a proposed internship fits within their degree program. The Academic Advisor will verify that internship-seeking students have

## **EXHIBIT B-5**

maintained at least a 2.5 GPA and have completed 30 credits toward their degree program (or 50 percent of their certificate program) in order to participate. Developmental classes are not calculated as part of the total number of credit hours. The student will also be instructed to select a one-, two-, or three-credit internship course subject to all related fees and tuition.

### Step 2

Students will contact Career Services (CS) to discuss the internship process (including required paperwork, such as the Internship Agreement Form) and to obtain approval to participate in the program.

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Students will meet with their Academic Advisor to determine if a proposed internship fits within their degree program. The Academic Advisor will verify that internship-seeking students have maintained at least a 2.5 GPA and have completed 30 credits toward their degree program (or 50 percent of their certificate program) in order to participate. Developmental classes are not calculated as part of the total number of credit hours. The student will also be instructed to select a one-, two-, or three-credit internship course, subject to all related fees and tuition.

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### Step 3

Students will be responsible for locating their own internship sites; however, Career Services may have potential sites on hand in the internship database.

### Step 4

CS will maintain a current roster of faculty, their disciplines, and their contact information as possible mentors. CS will assist the student in locating a Faculty Mentor by providing the appropriate list to the student.

### Step 43

The Faculty Mentor is responsible for assigning related projects, communicating with the internship site supervisor throughout the experience, monitoring the student's progress, and issuing a grade at the end of the semester. The Faculty Mentor will discuss all related projects and requirements as well as the learning objectives with the student prior to signing the Internship Agreement Form.

### Step 54

The Faculty Mentor, Site Supervisor, and student and Site Supervisor must sign the Internship Agreement Form, which outlines the terms of the internship. The Faculty Mentor is responsible for immediately contacting the related Academic Administrator to create the proper internship course section. The student will bring the Internship Agreement Form to registration form to Registration and Records to register for the course. Students who do not have the completed form should not be permitted to register for an internship.

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### Step 65

The Faculty Mentor will initiate the Mid-Term and Final Evaluation Form. This form will be submitted to the Site Supervisor for completion and returned to the Faculty Mentor.

### Step 76

**EXHIBIT B-5**

The Faculty Mentor will submit a final grade for the student at the end of the semester. The grading process, standards, and procedures will be the same as any credit course offered at the College.

Step 87

The Faculty Mentor is responsible for issuing and collecting the Post-Internship Evaluation Form following the internship. This will allow the student to provide feedback with regard to the site in particular and to the internship experience in general. This feedback will be valuable when managing the internship database and recommending sites to future students.

Apprenticeships

Apprenticeships will be managed in accordance with grant guidelines.

## ***EXHIBIT B-6***

**DEGREE REQUIREMENTS GUIDE****PROGRAM NAME – Health Science – A.A.S. Degree Program****Effective Catalog Year 2020-2021 Program Code: AAS.HS CIP Code: 510000**

The Associate in Applied Science (A.A.S.) Degree in Health Science is designed for students already working in the healthcare field as paraprofessionals who wish to enhance their educational credentials. They will receive up to 19 college credits for their previous postsecondary training and experience. The evaluation of previous training and experience will be conducted by the School of Nursing and Health Sciences and will be based upon review of transcript(s) from previous educational program(s) and work experience documented in a comprehensive portfolio. Students will complete the remaining credits as outlined to earn the A.A.S. degree.

<b>FIRST SEMESTER</b>		
ENGL 151	English I	3 cr.
AHMT 110	Medical Terminology	3 cr.
	Mathematics General Education Course	3 cr.
	Any Course from the List of Approved General Education Courses	3 cr.
STSC 150	Student Success Seminar	2 cr.
		14 cr.
<b>SECOND SEMESTER</b>		
ENGL 152	English II	3 cr.
PHIL 192	Contemporary Ethical Issues	3 cr.
PSYC 172	General Psychology	3 cr.
	Technology General Education Course	3 cr.
	Any Course from the List of Approved General Education Courses	3 cr.
		15 cr.
<b>THIRD SEMESTER</b>		
BIOL 114, BIOL 119, or BIOL 130	Principles of Biological Science, Science and the Human Body, or Human Anatomy and Physiology I	4 cr.
COMM 154	Fundamentals of Public Speaking	3 cr.
SOCI 181	Intro to Sociology	3 cr.
	Any Course from the List of Approved General Education Courses *	2 cr.
		12 cr.
<b>FOURTH SEMESTER</b>		
AHLT 893	Health Science Professional Experience**	19 cr.
		19 cr.
<b>Total Credits: 60 cr.</b>		
<b>NOTES:</b>		



**EXHIBIT B-6**

\*Not required if other courses used to fulfill “Any Course from the List of Approved General Education Courses” in Semesters 1 and 2 were valued *higher* than 3 credits, and bring the total in this category to a minimum of 8 credits.

\*\*Students are awarded up to 19 credits for completing an articulated CPE program and/or demonstrating professional certification, licensure, or experience, as approved by the School of Nursing and Health Sciences, based upon review of transcript(s) from previous educational program(s) and work experience documented in a comprehensive portfolio. If awarded less than 19 credits, the student needs to complete additional HEHP, HHAW, BIOL, CHEM, PHYS, or ENVI courses to make up the difference.

**PROGRAM OUTCOMES:**

Students who successfully complete this program will be able to:	
#1	Discuss the role of management in healthcare organizations, including leadership, ethical issues, professionalism, and cultural and diversity awareness.
#2	Compare and contrast healthcare delivery organizations, such as hospitals, clinics, long term-care facilities, and other service providers.
#3	Exhibit a commitment to the needs of a diverse population of patients in healthcare settings.
#4	Communicate effectively with patients, families, and groups in collaboration with other healthcare professionals through reading, listening, speaking, and writing.
#5	Adhere to legal and ethical principles as they relate to individual patients and the healthcare community.
#6	Integrate critical thinking and problem solving appropriate for their healthcare disciplines.
#7	Exhibit an enhanced professionalism in their chosen healthcare fields.

**DEGREE REQUIREMENTS BREAKDOWN**

General Education Courses: 20 credits		
GCOM	6 credits in Communication	ENGL 151 - English I

**EXHIBIT B-6**

		ENGL 152 - English II
GHUM or GSOC	3 credits in Humanities or Social Science	PSYC 172 – General Psychology
GMAT/GSCI/GTEC	3 credits in Mathematics, Lab Science, and Technology	Any GMAT course
	8 credits from the General Education Course List	8 unassigned General Education credits
<b>Concentration Courses: 38</b>		
	38 credits in a concentration	AHMT 110 (3 cr.) – Medical Terminology
		COMM 154 (3 cr.) – Fundamentals of Public Speaking
		SOCI 181 (3 cr.) – Introduction to Sociology
		Any GTEC course (3 cr.)
		BIOL 114, 119, or 130 (4 cr.) – Anatomy-based lab science
		PHIL 192 (3 cr.) – Contemporary Ethical Issues
		AHLT 893 (19 cr.)– Health Science Professional Experience
<b>Electives: 2 credits</b>		
	2 credits	STSC 150 (2 cr.) – Student Success Seminar



## **BOARD OF TRUSTEES**

### **RESOLUTION**

**WHEREAS**, Ocean County College desires to offer a new **Associate in Applied Science degree program in Health Science**; and

**WHEREAS**, the Board of Trustees declares that this new program is within the institution's mission; and

**WHEREAS**, this new program is not unduly duplicative of other programs offered by New Jersey community colleges; and

**WHEREAS**, the operation of this new program is not unduly expensive;

**NOW, THEREFORE, BE IT RESOLVED** that the Ocean County College Board of Trustees, at its meeting on May 28, 2020, approves the Associate in Applied Science degree program in Health Science.

*Adopted: May 28, 2020*

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Carl V. Thulin, Jr.  
Chair

***EXHIBIT B-7***

**DEGREE REQUIREMENTS GUIDE****Type of Degree Program (A.S.) – Effective Catalog Year 2020-2021****Program Code: AS.BIOL CIP Code: 260201**

The Associate in Science (A.S.) Degree in Biology will be for students who are interested in Biology, Biochemistry, or pre-professional programs (Ex: Physician, Chiropractic, Optometry, and Physical Therapist). It will enable and prepare students who wish to pursue a baccalaureate degree at a four-year institution, as well as to work within their career paths.

<b>FIRST SEMESTER</b>		
ENGL 151	English I	3 cr.
MATH 265	Calculus I	4 cr.
BIOL 161	General Biology I	4 cr.
CHEM 181	General Chemistry I	4 cr.
STSC 150	Student Success Seminar	2 cr.
		<b>17 cr.</b>
<b>SECOND SEMESTER</b>		
ENGL 152	English II	3 cr.
BIOL 162	General Biology II	4 cr.
CHEM 182	General Chemistry II	4 cr.
	Any Technology General Education course from the list of Approved General Education Courses *	3 cr.
		<b>14 cr.</b>
<b>THIRD SEMESTER</b>		
CHEM 283	Organic Chemistry I	4 cr.
	Biology Program Elective **	4 cr.
	Any Humanities General Education course from the list of Approved General Education Course	3 cr.
	Any Social Science General Education course from the list of Approved General Education Course	3 cr.
		<b>14 cr.</b>
<b>FOURTH SEMESTER</b>		
BIOL 264	General Microbiology	4 cr.
CHEM 284	Organic Chemistry II	4 cr.
	Elective	4 cr.
	Any Humanities or Social Science General Education course from the list of Approved General Education Course	3 cr.
		<b>15 cr.</b>
<b>Total Credits: 60 cr.</b>		
<b>Notes:</b>		

\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses.

**\*\*Biology Program Electives**

Any course with the subject code BIOL, PHYS, or ENVI.

Selection of elective courses should be based on the requirements of the four-year institution.

Board of Trustees Approval Date:     May 28, 2020    

**PROGRAM OUTCOMES:**

Students who successfully complete this program will be able to:	
#1	Demonstrate scientific skills and apply those skills to biological principles.
#2	Cite and explain laboratory techniques used in evaluating and assessing principles in sciences.
#3	Effectively communicate molecular pathways in the biological systems.
#4	Demonstrate the ability to form and test a hypothesis and interpret experimental data.
#5	Compare and describe interactions between organisms and their environments.
#6	Critically analyze scientific resources and demonstrate the ability to organize and interpret the information clearly.

**DEGREE REQUIREMENTS BREAKDOWN**

<b>General Education Courses: 34 credits</b>		
GCOM	6 credits in Communication	English I and II
GHUM	3 credits in Humanities	Any Humanities course from list Of Approved General Education Courses
GSOC	3 credits in Social Science	Any Social Science course from list of Approved General Education Courses
GSOC/GHUM	3 credits in Social Science or Humanities	Any Social Science or Humanities course from list of Approved General Education Courses

**EXHIBIT B-7**

GMAT/GSCI/GTEC	11 credits in Mathematics, Lab Science, and Technology	MATH 265 - Calculus I- 4 BIOL 161 - General Biology I-4 TECH GE Course - 3
	8 credits from the General Education Course List	CHEM 181 - Chemistry I – 4 cr. BIOL 162 - General Biology II – <u>4 cr.</u>
<b>Concentration Courses: 20 credits</b>		
		CHEM 182– General Chemistry II- 4 cr.
		CHEM 283 - Organic Chemistry I- 4 cr.
		CHEM 284 -Organic Chemistry II– 4 cr.
		BIOL 264 - General Microbiology-- 4 cr.
		Biology Program Elective – 4 cr.
<b>Electives: 6 credits</b>		
	6 credits (or to meet 60 total)	
		STSC 150 - College Success Seminar – 2 cr.
		Biology Program Elective – 4 cr.



**BOARD OF TRUSTEES**

**RESOLUTION**

**WHEREAS**, Ocean County College desires to offer a new **Associate in Science degree program in Biology**; and

**WHEREAS**, the Board of Trustees declares that this new program is within the institution's mission; and

**WHEREAS**, this new program is not unduly duplicative of other programs offered by New Jersey community colleges; and

**WHEREAS**, the operation of this new program is not unduly expensive;

**NOW, THEREFORE, BE IT RESOLVED** that the Ocean County College Board of Trustees, at its meeting on May 28, 2020, approves the Associate in Science degree program in Biology.

*Adopted: May 28, 2020*

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Carl V. Thulin, Jr.  
Chair



## ***EXHIBIT B-8***

**DEGREE REQUIREMENTS GUIDE****Type of Degree Program (AS) – Effective Catalog Year** 2020 - 2021**Program Code:** AS.CHEM    **CIP Code:** 400501

The Associate in Science in Chemistry is designed to prepare students to successfully transfer to a chemistry baccalaureate program. Participants in the program will enroll in the foundational courses that will prepare them for developing chemical concepts and laboratory technical skills. Students will receive exposure to critical thinking skills as well as a broad education in values, skills, and attitudes that will prepare them for roles across chemistry-related job positions.

<b>FIRST SEMESTER</b>		
ENGL 151	English I	3 cr.
MATH 265	Calculus I	4 cr.
CHEM 181	General Chemistry I	4 cr.
STSC 150	Student Success Seminar	2 cr.
		13 cr.
<b>SECOND SEMESTER</b>		
ENGL 152	English II	3 cr.
MATH 266	Calculus II	4 cr.
CHEM 182	General Chemistry II	4 cr.
	Any Humanities General Education course from the list of Approved General Education Courses	3 cr.
	Any Technology General Education course from the list of Approved General Education Courses* (CSIT 110 recommended)	3 cr.
		17 cr.
<b>THIRD SEMESTER</b>		
MATH 267	Calculus III	4 cr.
CHEM 283	Organic Chemistry I	4 cr.
PHYS 171 or PHYS 281	Physics I or General Physics I**	4 cr.
	Any Social Science General Education course from the list of Approved General Education Courses	3 cr.
		15 cr.
<b>FOURTH SEMESTER</b>		
CHEM 284	Organic Chemistry II	4 cr.
PHYS 172 or PHYS 282	Physics II or General Physics II**	4 cr.
	Any Humanities or Social Science General Education course from the list of Approved General Education Courses	3 cr.
	Elective**	4 cr.
		15 cr.

<b>Total Credits: 60 cr.</b>
<b><u>Notes</u></b>
*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses.
**Selection of course should be based on the requirements of the four-year institution.

Board of Trustees Approval Date: May 28, 2020

### **PROGRAM OUTCOMES:**

Students who successfully complete this program will be able to:	
#1	Apply and describe chemical concepts from the microscale level to the macroscale level.
#2	Apply critical thinking skills by use of scientific methods to observe, collect data, perform experimental procedures, and interpret data to formulate hypotheses.
#3	Demonstrate the relationships between the scientific, mathematical, social science, and technology disciplines.
#4	Describe quantitative reasoning and knowledge, both orally and written.
#5	Develop necessary skills to work effectively in a team or independently in multiplatform settings.
#6	Develop necessary technical skills for the laboratory setting.

### **DEGREE REQUIREMENTS BREAKDOWN**

<b>General Education Courses: 34 credits</b>		
GCOM	6 credits in Communication	English I and II
GHUM	3 credits in Humanities	Any Humanities course from list of Approved General Education Courses
GSOC	3 credits in Social Science	Any Social Science course from list of Approved General Education Courses
GSOC/GHUM	3 credits in Social Science or Humanities	Any Social Science or Humanities course from list of Approved General Education Courses

**EXHIBIT B-8**

GMAT/GSCI/GTEC	11 credits in Mathematics, Lab Science, and Technology	MATH 265 – 4 cr. CHEM 181 – 4 cr. Any Technology course from the list of Approved General Education Courses – 3 cr.
	8 credits from the General Education Course List	MATH 266 – 4 cr. MATH 267 – 4 cr.
<b>Concentration Courses: 20 credits</b>		
	20 credits in a concentration	CHEM 182 – 4 cr.
		CHEM 283 – 4 cr.
		CHEM 284 – 4 cr.
		PHYS 171 or 281 – 4 cr.
		PHYS 172 or 282 – 4 cr.
<b>Electives: 6 credits (approx.)</b>		
	6 credits (or to meet 60 total)	STSC 150 – 2 cr.
		Elective – 4 cr.



**BOARD OF TRUSTEES**

**RESOLUTION**

**WHEREAS**, Ocean County College desires to offer a new **Associate in Science degree program in Chemistry**; and

**WHEREAS**, the Board of Trustees declares that this new program is within the institution's mission; and

**WHEREAS**, this new program is not unduly duplicative of other programs offered by New Jersey community colleges; and

**WHEREAS**, the operation of this new program is not unduly expensive;

**NOW, THEREFORE, BE IT RESOLVED** that the Ocean County College Board of Trustees, at its meeting on May 28, 2020, approves the Associate in Science degree program in Chemistry.

*Adopted: May 28, 2020*

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Carl V. Thulin, Jr.  
Chair

## ***EXHIBIT B-9***

**OCEAN COUNTY COLLEGE**  
**COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION**  
**SCHOOL OF ARTS AND HUMANITIES**

1. COURSE NUMBER AND TITLE: ESOL 096: English to Speakers of Other Languages

2. SEMESTER HOURS: 4 CONTACT HOURS: ( 4 + 0 + 0 )  
Lecture Lab Practicum

3. CATALOG DESCRIPTION

This course engages Speakers of Other Languages (ESOL) in reading, writing, speaking, listening, and grammar lessons to enhance their academic English language skills. The students will be completing activities that are authentic and relevant to their everyday life in both the academic and the professional contexts with intensive focus on reading, writing and oral communication. The course content focuses on text and sentence structure as well as genre awareness. Students will be looking at what characterizes the oral and written genres of communication including appropriate vocabulary and levels of formality. Concerning written communication, students will be working with structure at three levels: sentence structure, paragraph structure and text/essay structure. As for oral presentations, students will be focusing on audience considerations, presentation structure, and verbal and non-verbal tools of communication.

4. PREREQUISITES: Placement Test Scores COREQUISITES: NONE

5. COURSE FEE CODE: NONE

COURSE TYPE FOR PERKINS REPORTING:

\_\_\_ vocational (approved for Perkins funding)  
  x   non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

This course is needed to help ESOL students to progress toward the level of academic English proficiency required for college-level coursework as well as the professional-level.

b. Relationship to courses within the College

i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?

\_\_\_ yes   x   no

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

___ Communication	___ Social Science	___ History
___ Humanities	___ Lab Science	___ Science (Non-Lab)
___ Mathematics	___ Technology	___ Diversity

## EXHIBIT B-9

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

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

\_\_\_ Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

\_\_\_\_\_

- iv. This course is recommended for the following:

The Limited Load List \_\_\_\_\_

The Writing Intensive Course (WIC) List \_\_\_\_\_

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- i. Provide affordable, student-centered, high quality educational experiences that prepare and empower diverse learners to contribute to and succeed in global societies. (Mission Statement)
- ii. Be the boldest, most creative, most innovative student-centered college in America (Vision Statement)
- iii. Establish clear roadmaps to students' end goals that include articulated learning outcomes and direct connections to the requirements for further education and career advancement. (Academic Master Plan)
- iv. Deliver Innovative Curricula Programs and Assess Current Programs. (Academic Master Plan).
- v. Expand the process of infusing global perspectives across Arts and Humanities curricula in order to better prepare students as engaged and global citizens. (School of Arts and Humanities Goal)

### 7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here: \_\_\_\_\_

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC,	Course Title	Course Number	Number of	Comments



**EXHIBIT B-9**

Mercer CC, Atlantic Cape CC, etc.)			Credits	
Atlantic-Cape Community College	ESL ACADEMIC FOUNDATIONS	ESLN080	12	
Brookdale Community College	ESL SKILLS WORKSHOP	ESL010	6	
Brookdale Community College	ACADEMIC ESL II	ESL012	3	
Rowan College at Burlington County	INTEGRATED ESL	ESL056	4	

- b. 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	Will NOT Transfer	Unable to Determine Status
Georgian Court University			X	
Kean University			X	
Monmouth University			X	
Stockton University			X	
Rowan University			X	
Rutgers – New Brunswick, School of Arts & Sciences			X	
Stockton University			X	

- i. 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): \_\_\_\_\_

**EXHIBIT B-9**

ii. If not transferable to any institution, explain: \_\_\_\_\_

**8. SPECIFIC COURSE LEARNING OUTCOMES**

Students who successfully complete this course will be able to:

- a. Utilize both written and oral text with appropriate and relevant language structures for both the academic and the professional discourse community.
- b. Explain and interpret reading texts.
- c. Apply critical thinking in reading-to-write activities.
- d. Take part in listen-to-speak activities
- e. Compose coherent, unified, and well organized paragraphs and essays following an outline.
- f. Demonstrate the ability to use college-level vocabulary, grammar and punctuation.
- g. Create well-structured presentations applying language structures and vocabulary consistent with both the academic level and the professional communication contexts.
- h. Interpret and apply genre relevant requirements for levels of formality.

**9. TOPICAL OUTLINE (include as many themes/skills as needed):**

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<b>Writing and Grammar</b> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding and application of grammar rules; including the appropriate use of verb tenses, subject-verb agreement, personal and object pronouns, articles, modals and conditionals</li> <li>2. Use comparative and superlative forms.</li> <li>3. Use adverbs and adjective clauses, gerund and infinitives</li> <li>4. Apply the correct punctuation to maintain the meaning.</li> <li>5. Write simple, complex and compound sentences.</li> </ol>	Reading source material, class discussion, group work, in-class writing	Quizzes Assigned writing	8: a, c, e, f,h

**EXHIBIT B-9**

<ol style="list-style-type: none"><li>6. Use structural conventions of written English to compose paragraphs and essays.</li><li>7. Paraphrase a writer's text and avoid plagiarism</li></ol>			
<b>Reading</b> <ol style="list-style-type: none"><li>1. Read authentic English texts relating to academic and professional life; including print and online newspapers, columns, broadcasts, academic essays and internet-based communication platforms.</li><li>2. Demonstrate reading and pre-reading strategies; including critical thinking to find subtle meanings in a text, skimming, scanning, identifying main ideas and supporting details and making predictions.</li><li>3. Apply tips and techniques to guess word-meaning from contexts</li><li>4. Increase comprehension pace.</li><li>5. Understand the writer's aim.</li></ol>	Reading source material, class discussion, group work, in-class writing	Quizzes Assigned writing	8: a, b, c, h
<b>Listening and Speaking</b> <ol style="list-style-type: none"><li>1. Use academic listening methods; including</li></ol>	Reading source material, class discussion, group work, in-class writing	Quizzes Assigned writing	8: d, f, g, h

## EXHIBIT B-9

identification of main ideas and specific details, and note-taking. 2. Respond to spoken instructions. 3. Distinguish between formal and informal spoken English. 4. Identify differences in English accents. 5. Practice accurate basic and moderate complex sentence structures. 6. Verbally connect ideas in paragraph-like discourse. 7. Use appropriate verbal intonation and rhythm to maintain a mutually intelligible conversation. 8. Engage in verbal role-playing activities in both formal and informal settings. 9. Express advice and personal opinions with supporting information.			
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### 10. METHODS OF INSTRUCTION

In the structuring of this course, what major methods of instruction will be utilized?

- Lecture, discussion, and small-group work in fundamental language and reading skills, the writing process, and information literacy.
- Reading assignments from a sustained fiction or non-fiction work, current periodicals, or the Internet.
- Appropriate in-class and out-of-class writing assignments, e.g., reflective journals, article summaries, single-paragraph or short-essay analytic compositions, and collaborative reading and writing projects (a minimum of 2000 words of finished writing).
- Instructor-student conferences.
- Use of appropriate instructional media in the class or lab setting.
- Case studies or other real world situations.
- Guest speakers.
- Support services may be provided depending on available college resources, e.g., Writing Skills Lab, Writing Computer Lab, and Center for Academic Services.

**EXHIBIT B-9****11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE**

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	X	8: a-h	9:1-9	Including but not limited to quiz, exam, research paper, group project, oral presentation, group presentation, etc.
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy				
Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action				

**EXHIBIT B-9**

Independent/Critical Thinking	X	8: a-g	9:1-9	Including but not limited to quiz, exam, research paper, group project, oral presentation, group presentation, etc.
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**12. NEEDS**

- Instructional Materials (text etc.): \_\_Canvas Content Lectures and OER Materials
- Technology Needs: laptops
- Human Resource Needs (Presently Employed vs. New Faculty): \_\_Presently employed
- Facility Needs: N/A
- Library needs (list specific needs and must be initialed by library director): \_\_\_\_\_

**13. 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:

<b>Grade:</b>	<b>Performance:</b>
A	Excellent
B+	Very good
B	Good
C+	Above average
C	Average
D	Below average
F	Failure
I	Incomplete
R	Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**APPROVAL PROCESS FOR REVISED COURSE PROPOSALS**

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

**EXHIBIT B-9**

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 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

Board of Trustees Approval Date: \_\_\_\_\_

## ***EXHIBIT B-10***



## PHOTOGRAPHY – An Option to Liberal Arts

**\*\*the differences between the Liberal Arts Option in Photography and the base Liberal Arts program are highlighted below. There is a 15 credit difference between the base and the option. The option specifies particular photography concentration courses that a student will choose versus the open electives allowed in the base liberal arts program. In addition, the option has required PHOT 101 be used specifically as one of the General Education Humanities choices.**

**Liberal Arts- Option in Photography– A.A. Degree Program****Effective Catalog Year: 2020-2021****Program Code: AA.LA.PHOT CIP Code: (24.0101)**

The Associate in Arts degree in Liberal Arts with an option in Photography provides the first two years of foundational courses that allow students to transfer into a baccalaureate program in photography. This program will prepare students for careers in photojournalism, fine art photography, commercial/industrial photography, studio/portrait photography, and/or freelance photography.

<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
<b>COMMUNICATIONS (9 credits)</b>		
ENGL 151	English I	3 cr.
ENGL 152	English II	3 cr.
COMM 154	Fundamentals of Public Speaking	3 cr.
<b>HISTORY (6 credits)</b>		
HIST	History course selected from the List of Approved General Education Courses	3 cr.
HIST	History course selected from the List of Approved General Education Courses	3 cr.
<b>HUMANITIES (9 credits)</b>		
<b>PHOT 101</b>	<b>History of Photography</b>	<b>3 cr.</b>
	Humanities course selected from the List of Approved General Education Courses	3 cr.
	Humanities course selected from the List of Approved General Education Courses	3 cr.
<b>SOCIAL SCIENCE (6 credits)</b>		
	Social Science course selected from the List of Approved General Education Courses	3 cr.
	Social Science course selected from the List of Approved General Education Courses	3 cr.
<b>DIVERSITY (3 credits)</b>		
	Diversity course selected from the List of Approved General Education Courses	3 cr.
<b>MATHEMATICS-SCIENCE-TECHNOLOGY</b>		
	Students must select one math course, one lab science course, and one technology course and complete the 12 cr. requirement	12 cr.

## PHOTOGRAPHY – An Option to Liberal Arts

	with any additional math or science course from the list of Approved General Education Courses. Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses.	
<b>STUDENT SUCCESS COURSE</b>		
STSC 150	Student Success Seminar	2 cr.
<b>PHOTOGRAPHY PROGRAM COURSES</b>		
PHOT 181	Basic Digital Photography	3cr.
PHOT 187	Experimental Digital Photography	3 cr.
PHOT 188	Intermediate Digital Photography	3 cr.
PHOT 195	Lightroom & Photoshop for Photographers	3 cr.
	Elective credits to total 60 credits	1 cr.
		<b>Total: 60 cr.</b>
<b>NOTES</b>		
*	<i>Course selections should be based on the requirements of the intended transfer to a four-year institution. Students should speak to their advisor for clarification.</i>	
	cr. (credit) = semester credit hour	

**LIBERAL ARTS: PHOTOGRAPHY-PROGRAM OUTCOMES:**

Students who successfully complete this program will be able to:	
#1	Demonstrate overall proficiency in the use of photography equipment, including post production digital editing.
#2	Produce photographic images for a variety of applications including fashion photography, wedding photography, portrait photography, corporate photography, food photography, architecture photography, film set photography.
#3	Build and plan digital media projects from concept to completion.
#4	Apply independent thinking, problem solving, and creativity to their work.
#5	Categorize important historical movements and social influences on photography.

PHOTOGRAPHY – An Option to Liberal Arts

**Board of Trustees Approval Date: April 23, 2020**



## BOARD OF TRUSTEES

### RESOLUTION

**WHEREAS,** Ocean County College desires to offer a new **Photography Option** in its **Associate in Arts in Liberal Arts degree**; and

**WHEREAS,** the Photography Option will provide the first two years of foundational courses to allow students to transfer to baccalaureate programs in photography; and

**WHEREAS,** this program prepares students for careers in photojournalism, fine arts photography, commercial/industrial photography, studio/portrait photography, and/or freelance photography;

**NOW, THEREFORE, BE IT RESOLVED** that the Ocean County College Board of Trustees, at its meeting on May 28, 2020, approves the Photography Option of the Associate in Arts degree in Liberal Arts.

*May 28, 2020*

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Carl V. Thulin, Jr.  
Chair