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: April 20, 2023

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, April 27, 2023**:

1. Recommend approval of the following revised policy:

    a. Policy #2540, Administration, Communication Systems, Responsible Use of College Digital Platforms **(Exhibit B-1)**

2. Recommend approval of the following items as accepted by the College Senate at its meeting on April 6, 2023:

    a. Revised policy:

        1) Policy #5325, Students, Tuition and Fees, Senior Citizens **(Exhibit B-2)**

    b. New Course

        1) MATH 166, Topics in Algebra **(Exhibit B-3)**

    c. Revised Course

        1) CSIT 200, Information Security **(Exhibit B-4)**

EXHIBIT B-1

Ocean County College, Toms River, NJ

ADMINISTRATION
COMMUNICATION SYSTEMS
Responsible Use of College Digital Platforms ~~Web Site Pages~~ #2540

POLICY

The purpose of ~~the~~ Ocean County College's Digital Platforms ~~web site and its attendant web pages areis~~ is to enhance the ~~educational~~ mission of the College. These platforms include web sites, online forums, and social media. Some elements of these ~~web site~~ platforms are available to the community-at-large while others are restricted to certain segments of the campus community.

~~The contents of all~~ All pages content on these platforms ~~college web site~~ must comply with local, state, and federal law, including ADA Regulations, ~~e~~College policies, and web standards identified in the Digital Platform Standards Manual. All ~~linked pages~~ content must also comply with ~~with state and college regulations~~ and be directly related to ~~C~~college business or ~~college~~ courses. All statements contained within the ~~web pages~~ content must be consistent with the ~~e~~College culture statements. All ~~pages~~ digital content, ~~on the College web site,~~ including links to external sites, are subject to review and approval by the College. The College retains the right to remove any material that it deems inappropriate or in violation of statute, regulation, or standards.

College employees or groups wishing to publish digital content ~~edit or create a web page(s) on the college web site must apply through their immediate supervisor to the appropriate Vice President.~~ should collaborate with the College Relations Office.

Adopted: September 26, 2005
Revised: April 27, 2023
R

EXHIBIT B-2

Ocean County College, Toms River, NJ

STUDENTS
TUITION AND FEES
Senior Citizens   #5325

POLICY

Ocean County residents at least 65 years of age at the time of registration may enroll in any college credit course ~~on a space available basis~~ at reduced rate tuition, ~~excluding~~including ~~all~~ online courses. This shall be established by the Board via Policy 5300, (Student Tuition and Fees). ~~A tuition and fee schedule for seniors shall be approved by the Board.~~

ADOPTED: September 23, 1974
Revised: April 28, 1975
Revised: August 25, 1980
Revised: August 22, 1983   REVIEWED: February 19, 1991
Revised: January 25, 2010
Revised: July 25, 2011
Revised: February 7, 2023

EXHIBIT B-3

Course Change Request

New Course Proposal

Date Submitted: 02/07/23 3:20 pm

Viewing: MATH 166 : Topics in Algebra

Last edit: 03/23/23 4:22 pm

Changes proposed by: Vandana Saini (vsaini)

Learning Outcomes
Display (show only)

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Director of Curriculum**
4. **Curriculum Committee Chair**
5. **Senate Chair**
6. **Vice President of Academic Affairs**
7. President's Leadership Team Chair
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 02/08/23 9:41 am Carolyn Showalter (cshowalter): Approved for STEM Academic Administrator
2. 02/09/23 10:27 am Sylvia Riviello (sriviello): Approved for STEM Dean
3. 02/10/23 8:24 am Susan O'Connor (soconnor): Rollback to STEM Dean for

Director of
Curriculum

4. 02/15/23 11:42 am
Sylvia Riviello
(sriviello): Approved
for STEM Dean

5. 02/16/23 2:36 pm
Susan O'Connor
(soconnor):
Approved for
Director of
Curriculum

6. 02/16/23 5:45 pm
Heather Sciarappa
(hsciarappa):
Rollback to Director
of Curriculum for
Curriculum
Committee Chair

7. 02/23/23 1:18 pm
Susan O'Connor
(soconnor):
Approved for
Director of
Curriculum

8. 03/06/23 12:29 pm
Heather Sciarappa
(hsciarappa):
Rollback to Director
of Curriculum for
Curriculum
Committee Chair

9. 03/16/23 11:19 am
Susan O'Connor
(soconnor):
Approved for
Director of
Curriculum

10. 03/23/23 4:26 pm
Susan O'Connor
(soconnor):

1. Course Information

Subject	MATH - Mathematics
School	Science, Technology, Engineering, Mathematics
Course Title	Topics in Algebra

2. Hours

Semester Hours	4	
	Lecture	4
	Lab	0
	Practicum	0

3. Catalog Description

For display in the
online catalog

This course is intended for students pursuing the precalculus track who have demonstrated competency in high school algebra but need to strengthen their mastery of algebraic concepts for Precalculus. Topics include equations/inequalities, functions and graphs (polynomial, radical, rational, exponential, and logarithmic), and systems of equations/inequalities. Prior Algebra II skills are strongly recommended for this course. Students can only receive credit for one of the following courses: Math 161, Math 165 or Math 166.

4. Requisites

Prerequisites
  None

Corequisites

None

5. Course Type

Course Type for
Perkins Reporting

non-vocational (not approved for Perkins
funding)

6. Justification

Describe the need
for this course

This course is designed to provide students with the mathematical knowledge needed to
successfully integrate mathematics into their chosen area of study or career path.

7. General Education

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

General Education
Category
  Mathematics

General Education   Proposed
Status

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission
Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission statement)

	Add item
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision statement)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and practical skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Atlantic Cape CC
Course Title	College Algebra
Course Number	Math 122
Number of Credits	4
Comments	

Institution	Brookdale CC
Course Title	Intermediate Algebra
Course Number	Math 151
Number of Credits	4
Comments	

Institution	Middlesex County College
Course Title	College Algebra

Course Number   Mat 116

Number of Credits   3

Comments

Transferability of Course

Georgian Court
University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 109, College Algebra, 3 Cr	Bridge Quantitative Analysis	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Math 1000, Algebra for college students, 3-6 Cr	Foundation	

Monmouth
University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Math 101 and MA 001, College Algebra and 100 Level Math Elective, 3-6 Cr		

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Math 01123, College Algebra, 3 Cr	General Education, Mathematics	

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
TRCREC, 3-6 Cr	Elective, Quantitative Reasoning Intensive course	

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Solve algebraic, exponential, and logarithmic equations, including systems of equations.
CLO2	Perform operations with algebraic, exponential, and logarithmic expressions.
CLO3	Evaluate, graph, and perform operations with relations and functions, including transformations and composition.
CLO4	Apply factoring strategies to simplify algebraic expressions and solve equations.
CLO5	Identify, analyze, and graph algebraic, logarithmic, and exponential functions.
CLO6	Solve and graph algebraic inequalities, including systems, and apply methodologies to practical applications.
CLO7	Utilize correct mathematical notation in identifying function models, solving problems, and interpreting solutions.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Solving equations and inequalities in one variable	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO2, CLO4, CLO6

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO2	Relations and functions	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO3, CLO4, CLO5, CLO7
TO3	Solving equations and inequalities in two variables	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO3, CLO4, CLO7
TO4	Systems of equations and inequalities with applications	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO6, CLO7
TO5	Polynomial expressions, equations and functions	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO2, CLO3, CLO4, CLO5, CLO7
TO6	Rational expressions, equations and functions	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO2, CLO4, CLO5
TO7	Radical expressions, equations and functions	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO2, CLO4
TO8	Quadratic equations, functions and inequalities	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO2, CLO3, CLO4, CLO5, CLO7
TO9	Exponential and Logarithmic expressions, equations and functions	Practice problems assigned from the textbook or online homework system.	Quiz and/or Exam	CLO1, CLO2, CLO3, CLO5

12. Methods of Instruction

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

Lecture, Class Discussion, Group Discussion, Applications with graphing utilities

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills   Yes

Related Course   10 : All
Learning Outcome

Related Outline   11 : All
Component

Assessment of General Education Goal (Recommended but not limited to)

Exams, Periodic common course assessment

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking

14. Needs

Instructional
Materials (text
etc.):
  Appropriate textbook and online resources

Technology Needs:
  Access to computer labs for student use and to graphing utilities for instruction

Human Resource
Needs (Presently
Employed vs. New
Faculty):
  Presently Employed

Facility Needs:
  None

Library needs:
  None

15. 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

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.

EXHIBIT B-4

Course Change Request

Date Submitted: 02/27/23 9:55 am

Viewing: **CSIT 200 : Information Security Fundamentals**

Last approved: 01/20/23 4:27 am

Last edit: 02/27/23 9:55 am

Changes proposed by: Joseph Brickley (jbrickley)

Catalog Pages
referencing this
course

Computer Science/ Information Technology (CSIT)

Programs
referencing this
course

AAS.CS.CY: Computer Science/Informational Technology - Option in
Cybersecurity, Associate in Applied Science

AS.CS.CIS: Computer Science with Cyber-Information Security Option,
Associate in Science

AAS.CS: Computer Science/Information Technology, Associate in
Applied Science

CC.CYBER: Certificate of Completion in Cybersecurity

AS.ACS.DATA: Advanced and Continuous Studies - Option in Business
Analytics and Data Science

Learning Outcomes
Display (show only)

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. **Senate Chair**
6. **Vice President of Academic Affairs**
7. President's Leadership Team Chair
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 02/27/23 10:07 am
   Cynthia Fallon
   (cfallon): Approved
   for STEM Academic
   Administrator
2. 02/27/23 10:33 am
   Sylvia Riviello
   (sriviello): Approved
   for STEM Dean
3. 03/02/23 1:44 pm
   Susan O'Connor
   (soconnor):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 03/23/23 4:26 pm
   Susan O'Connor
   (soconnor):
   Approved for
   Curriculum
   Committee Chair

5. 04/07/23 2:48 pm
   Susan O'Connor
   (soconnor):
   Approved for
   Senate Chair

History

1. Apr 29, 2021 by
   Susan O'Connor
   (soconnor)
2. Jan 20, 2023 by
   Susan O'Connor
   (soconnor)

CC.CYBER: Certificate of Completion in Cybersecurity ✏️

1. Course Information

Subject	CSIT - Computer Science/ Information Technology
School	Science, Technology, Engineering, Mathematics
Course Title	Information Security Fundamentals

2. Hours

Semester Hours	3.00000	
	Lecture	3

Lab   0

Practicum   0

3. Catalog Description

For display in the
online catalog

This course equips students with fundamental concepts and principles in the area of
information security. The course introduces the relationships between and concepts involved in
information assets, confidentiality, data integrity and availability, security threats, and
information damage. This course analyzes access control, security mechanism, cryptography,
vulnerability, and risk management. Key security areas (computer security and network
security) will be addressed as integral parts of the complete cyber security umbrella.

4. Requisites

Prerequisites
CSIT 165 and CSIT 184 or CSIT 185

Corequisites
None

5. Course Type

Course Type for   vocational (approved for Perkins funding)
Perkins Reporting

6. Justification

Describe the need
for this course

This course provides the required training in Cyber Security programs of study and helps
students prepare for the basics of Information Security.

7. General Education

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

No

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

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Raritan Valley CC
Course Title	Information Security Fundamentals
Course Number	CISY 229
Number of Credits	3
Comments	

Institution	County College of Morris
Course Title	Foundations of Information Security
Course Number	CMP 120
Number of Credits	3
Comments	

Institution	Middlesex County College
Course Title	Introduction to Information Systems Security
Course Number	CSC 116
Number of Credits	3
Comments	

Institution	Atlantic Cape CC
Course Title	Issues in Computer Security
Course Number	CISM 222
Number of Credits	3
Comments	

Transferability of Course

Georgian Court
University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EC (Elective Credit) – No title given; 3 cr.	Elective	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Tech X 2000 (Tech Major – guided elective); 3 cr.	CS Elective	

Monmouth
University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CS000 (CS Elective) – 3 cr.	CS Elective	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CS01211 (Principles of Info. Security); 3 cr.	CS Elective	

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CSISEC (CS & Info Systems Elective) – 3 cr.	CS and Info Systems Elective	

If not transferable
to any institution,
explain:

Will not transfer to most Rutgers's Schools

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Describe information security topics, terms, and concepts

	Students who successfully complete this course will be able to:
CLO2	Apply the Principles of Least Privilege, Confidentiality, Integrity, and Availability.
CLO3	Explain password security, encryption, phishing, browser security, etc. and identify SPAM email messages
CLO4	Demonstrate knowledge of basic cryptographic principles, processes, procedures, and applications
CLO5	Identify computer network basics and the meaning of TCP, IP, UDP, MAC, ARP, NAT, ICMP, DNS, etc. and their roles in network security.
CLO6	Utilize built-in Windows tools to observe and change network settings
CLO7	Discuss various security technologies, including anti-malware, firewalls, and intrusion detection systems.
CLO8	Describe physical security issues and how they support cybersecurity
CLO9	Demonstrate knowledge regarding incident response, business continuity, and disaster recover planning

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Information Security and Risk Management Content: 1) Information Security Principles 2) Information Security Management 3) Risk management 4) Information Classification 5) Professional ethics	Reading Class discussion	Quiz Exam	CLO1,CLO2
TO2	Access Controls Content: 1) Identification and Authentication	Reading Research	Quiz Exam	CLO3

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	2) Access Control Types 3) Access Control Threats 4) Access Control Technologies			
TO3	Cryptography Content: 1) Applications and uses of cryptography 2) Encryption methodologies 3) Management of cryptography 4) Key management	Reading Research	Quiz Exam	CLO4
TO4	Security Architecture and Design Content: 1) Security models 2) Information systems evaluation models 3) Computer hardware architecture 4) Computer software: operating systems, applications, and tools 5) Security threats and countermeasures	Reading Research	Quiz Exam	CLO5 - CLO9
TO5	Network Security Content: 1) Wired and wireless network technologies 2) Network topologies and cabling 3) The OSI and TCP/IP network models 4) TCP/IP networks, protocols, addressing,	Reading Research	Quiz Exam	CLO5,CLO6

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	devices, routing, authentication, access control, tunneling, and services 5) Network based threats, attacks, vulnerabilities, and countermeasures			
TO6	Application Security Content: 1) Types of applications 2) Application models and technologies 3) Application threats and countermeasures 4) Security in the software development life cycle 5) Application security controls 6) Databases and data warehouses	Reading Project Research	Exam Presentation	CLO6,CLO7
TO7	Operations Security Content: 1) Applying security concepts to computer and business operations 2) Records management security controls 3) Backups 4) Anti-virus software and other anti-malware controls 5) Remote access 6) Resource protection 7) Incident management 8) High availability architectures 9) Vulnerability	Reading Project Research	Exam Presentation	CLO6 - CLO8

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	management 10) Change management and configuration management			
TO8	Physical and Environmental Security Content: 1) Site access controls 2) Identifying and avoiding threats and risks associated with a building site 3) Equipment protection from theft and damage 4) Environmental controls including HVAC and backup power	Reading Class discussion Research	Quiz Exam	CLO8
TO9	Business Continuity and Disaster Recovery Planning Content: 1) Business continuity and disaster recovery planning 2) Testing business continuity and disaster recovery plans 3) Training users 4) Maintaining business continuity and disaster recovery plans	Reading Class discussion Research	Quiz Exam	CLO9

12. Methods of Instruction

In the structuring of
this course, what

major methods of instruction will be utilized?

o Class lecture, presentations, discussions, lab assignments/exercises, case studies and projects.

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral   Yes

Related Course   CLO1-CLO9
Learning Outcome

Related Outline   TO1-TO9
Component

Assessment of General Education Goal (Recommended but not limited to)

Exam & Project presentation

_____

Quantitative Knowledge and Skills

_____

Scientific Knowledge and Reasoning

_____

Technological Competency   Yes

Related Course   CLO1-CLO9
Learning Outcome

Related Outline   TO1-TO9
Component

Assessment of General Education Goal (Recommended but not limited to)

Exam & Project presentation

_____

Information Literacy   Yes

Related Course   CLO1-CLO9
Learning Outcome

Related Outline   TO1-TO9
Component

Assessment of General Education Goal (Recommended but not limited to)

 Exam & Project presentation

_____

Society and Human Behavior

_____

Humanistic Perspective

_____

Historical Perspective

_____

Global and Cultural Awareness

_____

Ethical Reasoning and Action

_____

Independent/Critical Thinking   Yes

Related Course   CLO1-CLO9
Learning Outcome

Related Outline   TO1-TO9
Component

Assessment of General Education Goal (Recommended but not limited to)

 Exam & Project presentation

14. Needs

Instructional
Materials (text
etc.):
  Text: Appropriate textbook(s) will be selected. Please contact the department for current
  adoptions.

Technology Needs:

Human Resource
Needs (Presently
Employed vs. New
Faculty):

Facility Needs:

Library needs:

15. 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

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.

16. Board Approval

History of Board
approval dates
   Board of Trustees Approval Date: November 4, 2013
   Board of Trustees Approval Date: March 29, 2018