

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: May 25, 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, June 1, 2023**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on May 4, 2023:
 - a. Revised policy:
 - 1) Policy #5327, Students, Tuition and Fees, Ocean County High School Students (**Exhibit B-1**)
 - b. Inactivated Program Option
 - 1) Associate in Applied Science, Business, Paralegal Studies Option (**Exhibit B-2**)
 - c. Inactivated Certificate of Completion
 - 1) Certificate of Completion, Holistic Health and Wellness (**Exhibit B-3**)

EXHIBIT B-1

Ocean County College, Toms River, NJ

STUDENTS
TUITION AND FEES
Ocean County High School Students #5327

POLICY

Ocean County high school students may enroll in college credit courses at a reduced rate tuition, ~~excluding all online courses~~ for a maximum of ~~12~~ 18 credit hours ~~per reporting term~~. Reduced tuition rate applies to courses taken by the student between the summer immediately preceding the freshman year in high school and the spring semester of the senior year in high school. A tuition and fee schedule shall be established by the Board of Trustees.

ADOPTED: November 5, 2001

Revised: July 25, 2011

Revised: March 23, 2017

Revised: November 2, 2017

EXHIBIT B-2

Program Change Request

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Program Inactivation Proposal

Date Submitted: 09/16/22 10:09 am

Viewing: **AAS.BUS.LEGA : Business with Paralegal Studies Option, Associate in Applied Science**

Last approved: 09/16/22 10:07 am

Last edit: 10/03/22 11:32 am

Changes proposed by: Susan O'Connor (soconnor)

Final Catalog 2022-2023

Rationale for
Inactivation

In Workflow

1. **BS Academic Administrator**
2. **BS Dean**
3. **Director of Curriculum**
4. **Curriculum Committee Chair**
5. **Senate Chair**
6. **Vice President of Academic Affairs**
7. **Academic Administrator for Programs**

Approval Path

1. 09/20/22 8:13 am
Johanna Riemen (jriemen): Approved for BS Academic Administrator
2. 03/22/23 5:03 pm
Rosann Bar (rbar): Approved for BS Dean
3. 03/23/23 1:59 pm
Susan O'Connor (soconnor): Approved for Director of Curriculum
4. 04/28/23 10:22 am
Heather Sciarappa (hscarappa): Approved for

Curriculum

Committee Chair

5. 05/04/23 4:05 pm

Robert Marchie

(rmarchie):

Approved for

Senate Chair

History

1. May 13, 2022 by
Susan O'Connor
(soconnor)
2. May 13, 2022 by
Susan O'Connor
(soconnor)
3. Sep 16, 2022 by
Susan O'Connor
(soconnor)

Put ~~Putting~~ this program on hiatus (not terminating) until further notice on 5/13/22 and
removed from catalog.

Sent to BOT in November 2022 for formal inactivation across all venues. - Susan OC

Program Type	Associate of Applied Science (AAS)
Program Title	Business with Paralegal Studies Option, Associate in Applied Science
Academic School	Business and Social Sciences
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2022-2023
Program Code	AAS.BUS.LEGA
CIP Code	N/A - N/A

Is this a new
program
announcement?

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AAS.BUS.LEGA: Business with Paralegal Studies Option, Associate in Applied Science

Campus(es) where
the program will be
offered.

Is licensure required of program graduates to gain employment?

Will the institution seek accreditation for this program?

If yes, list the
accrediting
organization:

List the institutions
with which
articulation
agreements will be
arranged

Program Description

The Associate in Applied Science in Business - Paralegal Studies Option is designed to provide a foundation for the legal assistant (paralegal) career. Students engage in courses which emphasize both the theory of law and paralegal skill and which are taught by practicing attorneys who have years of legal experience.

Program Objectives

Program Goals





	Program goals
PG1	NA

Program Learning Outcomes

	Students who successfully complete this program will be able to:
PLO1	Conduct legal research using a standard law library and Lexis/Westlaw in order to locate applicable statutes, administrative regulations, constitutional provisions,












	Students who successfully complete this program will be able to:
	court cases, and other primary source materials.
PLO2	Demonstrate the use of litigation procedures by preparing legal documents used in the litigation process.
PLO3	Demonstrate knowledge and skill with regard to civil litigation, estate management, and real estate matters.
PLO4	Demonstrate knowledge of ethical responsibility as established by statutes, court decisions, and court rules.
PLO5	Apply recognized legal authority to a specific factual situation.
PLO6	Draft legal documents such as contracts, agreements of sale, mortgages, deeds, custody agreements, property agreements, wills and trusts.
PLO7	Develop effective communication skills through reading, listening, speaking and writing.
PLO8	Develop an understanding of legal parameters and its impact on society.
PLO9	Develop the ability to solve problems by collecting, organizing and evaluating legal data.
PLO10	Develop an understanding of the importance of independent thinking through legal and phi D. Assessment of Student Learning at the Program Level.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
FirstSemester										
<u>ENGL</u> <u>151</u> 										
<u>BUSN</u> <u>251</u> 										
<u>ECON</u> <u>151</u> 										
<u>LAAW</u> <u>101</u> 										






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AAS.BUS.LEGA: Business with Paralegal Studies Option, Associate in Applied Science

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
SecondSemester										
<u>ENGL</u> <u>152</u> 										
<u>BUSN</u> <u>252</u> 										
<u>LAAW</u> <u>104</u> 										
<u>LAAW</u> <u>201</u> 										
<u>COMM</u> <u>154</u> 										
ThirdSemester										
<u>LAAW</u> <u>204</u> 										
<u>LAAW</u> <u>106</u> 										
<u>LAAW</u> <u>206</u> 										
<u>INTR</u> <u>290</u> 										
FourthSemester										
<u>BUSN</u> <u>267</u> 										
<u>LAAW</u> <u>203</u> 										
<u>CSIT</u> <u>123</u> 										

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AAS.BUS.LEGA: Business with Paralegal Studies Option, Associate in Applied Science

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
<u>ACCT</u> <u>161</u> 										
<u>BUSN</u> <u>133</u> 										
<u>BUSN</u> <u>157</u> 										
<u>BUSN</u> <u>271</u> 										
<u>CRIM</u> <u>254</u> 										
<u>CRIM</u> <u>255</u> 										
<u>POLI</u> <u>161</u> 										
<u>ACCT</u> <u>161</u> 										
<u>BUSN</u> <u>133</u> 										
<u>BUSN</u> <u>157</u> 										
<u>BUSN</u> <u>271</u> 										
<u>CRIM</u> <u>254</u> 										
<u>CRIM</u> <u>255</u> 										
<u>LAAW</u> <u>106</u> 										

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AAS.BUS.LEGA: Business with Paralegal Studies Option, Associate in Applied Science

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
<u>LAAW</u> <u>206</u> 										
<u>POLI</u> <u>161</u> 										
<u>INTR</u> <u>290</u> 										
FirstSemester										
<u>ENGL</u> <u>151</u> 										
<u>BUSN</u> <u>251</u> 										
<u>ECON</u> <u>151</u> 										
<u>LAAW</u> <u>101</u> 										
SecondSemester										
<u>ENGL</u> <u>152</u> 										
<u>BUSN</u> <u>252</u> 										
<u>LAAW</u> <u>104</u> 										
<u>LAAW</u> <u>201</u> 										
<u>COMM</u> <u>154</u> 										
ThirdSemester										

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
<u>LAAW 204</u> 										
FourthSemester										
<u>BUSN 267</u> 										
<u>LAAW 203</u> 										
<u>CSIT 123</u> 										

College-wide Assessment of Program Learning Outcomes

- A Graduate Exit Survey and Noel Levitz Student Satisfaction Survey are undertaken in order to gauge overall student satisfaction with college programs.
- Course Level Assessment – 40 high enrollment courses from across all academic disciplines is conducted yearly on a three year cycle. Faculty develop specific assessment instruments/plans aligned to all course learning outcomes; specific recommendations for improvements in instruction, or curriculum are made based upon the results.
- Each course is individually digitally assessed at the end of each term for faculty performance and student satisfaction
- General Education Assessment – The college has 11 General Education goals and outcomes based on the NJCCC/AOA General Education Foundation; these are assessed cyclically each semester; there is a randomized selection of courses and students for inclusion in the assessment each semester; faculty teaching selected sections are required to submit the selected assignments for the students in their sections who have also been randomly selected. A faculty and staff committee works in teams to assess the submitted works using an appropriate AAC&U Value Rubric. Recommendations for curricular improvements, faculty workshops, etc. are made based on the data.
- Program Assessment – Program Assessment is conducted for all programs on a five year cycle; the program is reviewed and assessed in its entirety through indirect and direct assessment (i.e. testing, portfolio review, and artifact collection; student and alumni surveys, focus groups), and requires a full audit of all curriculum, faculty, enrollment and graduation

trends, and advisory board recommendations, concluding in specific recommendations for improvement and planning, based upon the data collected

- Retention/Graduate rates are assessed college-wide for all first-time, full time students.
- Transfer rates are assessed at three years for first time, full-time students who non-completers.

Required Qualifications

Program Requirements

Plan of Study Grid

First Semester	Credit Hours
ENGL 151 English I	3
Mathematics Gen. Ed. Requirement	3
BUSN 251 Business Law I	3
ECON 151 Macroeconomic Principles	3
LAAW 101 Introduction to Law and Legal Assisting	3
Credit Hours	15
Second Semester	
ENGL 152 English II	3
BUSN 252 Business Law II	3
LAAW 104 Introduction to Litigation	3
LAAW 201 Legal Research and Writing for Paralegals	3
COMM 154 Fundamentals of Public Speaking	3
Credit Hours	15
Third Semester	
LAAW 204 Estate Administration	3
Select one of the following:	3
LAAW 106 Mediation and Conflict Resolution	
LAAW 206 Family Law	
INTR 290 Internship 3	
Paralegal Program Electives	8
Credit Hours	14
Fourth Semester	
BUSN 267 Real Estate Law	3
LAAW 203 Law Office Management	3
Paralegal Program Elective	3
CSIT 123 Integrated Office Software	3
Lab Science Gen. Ed. Requirement	4
Credit Hours	16
Total Credit Hours	60

Paralegal Program Electives

<u>ACCT 161</u>	Principles of Accounting I	3
<u>BUSN 133</u>	Computer Keyboarding	1
<u>BUSN 157</u>	Introduction to Financial Software	1
<u>BUSN 271</u>	Principles of Management	3
<u>CRIM 254</u>	Constitutional Law and Rules of Evidence	3
<u>CRIM 255</u>	Criminal Law and Procedure	3
<u>LAAW 106</u>	Mediation and Conflict Resolution	3
<u>LAAW 206</u>	Family Law	3
<u>POLI 161</u>	American Federal Government	3
<u>INTR 290</u>	Internship	3

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
na	na

GSOC/ GHUM

Course Code & Title	Credits
na	na

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
na	na

General Education

Course Code & Title	Credits
na	na

Concentration
Courses

Course Code & Title	Credits
na	na

Reviewer

Comments

Susan O'Connor (soconnor) (09/22/22 12:55 pm): ON HIATUS

Key: 54

EXHIBIT B-3

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 03/22/23 4:38 pm

Viewing: **CC.HHAW : Holistic Health & Wellness,
Certificate of Completion**

Last edit: 03/22/23 4:38 pm

Changes proposed by: Susan O'Connor (soconnor)

Final Catalog 2023-2024

Rationale for
Inactivation

In Workflow

1. NH Academic Administrator
2. NH Dean
3. Executive Director of Curriculum and Program Development isNotNew
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. Academic Administrator for Programs

Approval Path

1. 03/23/23 10:45 am
Mary Fennessy (mfennessy):
Approved for NH Academic Administrator
2. 03/23/23 11:01 am
Teresa Walsh (twalsh): Approved for NH Dean

3. 03/23/23 1:59 pm
Susan O'Connor
(soconnor):
Approved for
Executive Director
of Curriculum and
Program
Development
isNotNew
4. 04/28/23 10:22 am
Heather Sciarappa
(hscarappa):
Approved for
Curriculum
Committee Chair
5. 05/04/23 4:05 pm
Robert Marchie
(rmarchie):
Approved for
Senate Chair

The Holistic Health and Wellness certificate and courses have always struggled obtaining sufficient enrollment. In 2020, we revised the certificate to make it fewer credits, but despite this, only 4 students have ever completed a HHAW certificate. We have not gotten a HHAW course to run since Fall 2021, and that was a reduced rate section. Since the courses are so difficult to get to minimum enrollment, advertising a certificate – which we cannot be sure a student could ever complete – is problematic.

Program Type	Certificate of Completion
Program Title	Holistic Health & Wellness, Certificate of Completion
Academic School	Nursing and Health Sciences
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2023-2024
Program Code	CC.HHAW
CIP Code	

Program Description

The Holistic Health and Wellness certificate program is designed to provide students an overall understanding of the foundations and philosophies associated with various professions that utilize a vitalistic philosophical perspective. This area of study has become progressively more popular in the marketplace of healthcare. Students transferring to four year institutions may pursue this certificate as a foundation for their future studies. It is also a stand-alone certificate for people personally interested in this type of healthcare philosophy.

Program Learning

Outcomes

Required Qualifications

BIOL 119 Science and the Human Body 4

Holistic Certificate Elective 3

Holistic Certificate Elective 3

Holistic Certificate Elective 3

Holistic Certificate Elective 3

Total Credit Hours 16

Holistic Certificate Electives

HHAW 100 Global History of Healthcare 3

HHAW 101 Alternative Therapies in Health & Wellness 3

HHAW 102 Environmental Harmony: A Holistic Perspective 3

HHAW 120 Philosophies & Paradigms of Healthcare 3

HHAW 121 Psychology and Physiology of Stress 3

HHAW 200 Food & Healing: A Holistic Approach to Nutrition 3

HHAW 201 Plants & Healing: Herbology & Organic Gardening 3

HHAW 220 Oriental Theories in Health & Medicine 3

HHAW 221 Principles of Energy Movement 3

HHAW 222 Holistic Design 3

Degree Requirements Breakdown

GCOM

GHUM

GSOC

GSOC/ GHUM

GMAT/ GSCI/ GTEC

General Education

Concentration

Courses

Elective Courses

Reviewer

Comments

Key: 73