

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: September 19, 2024

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, September 26, 2024**:

1. Recommend approval to rescind the following policy:
 - a. Policy #3111C, Personnel, Academic Staff and Faculty, General, Qualifications for Embedded Adjunct Instructors (**Exhibit B-1**)
2. Recommend approval of the following items as accepted by the College Senate at its meeting on September 19, 2024:
 - a. New Program Option
 - 1) Associate in Science in Advanced and Continuous Studies, Option in Hospitality, Tourism, and Event Management (**Exhibit B-2**)
 - b. New Course
 - 1) PSYC 161, Introduction to Applied Behavior Analysis (**Exhibit B-3**)
 - c. Revised Courses
 - 1) CRIM 253, Ethics in Criminal Justice (**Exhibit B-4**)
 - 2) ENGR 221, Engineering Statics (**Exhibit B-5**)
 - 3) LAAW 201, Legal Research and Writing for Paralegals (**Exhibit B-6**)

EXHIBIT B-1

Ocean County College, Toms River, NJ

PERSONNEL
Academic Staff and Faculty
General
Qualifications for Embedded Adjunct Instructors #3111C

POLICY

Embedded Adjunct Instructors

All candidates for Embedded Adjunct Instructors within the Early College Program (or similar) at Ocean County College shall meet the following educational and experiential criteria for hire:

Educational and Experiential Criteria

All degrees listed below are to have been awarded from a regionally accredited institution of higher education at the time of application.

- A. A Master's degree in the discipline for which he/she is making application; and prior teaching or training experience
- B. OR a Masters Degree in a related field with at least 18 graduate credits earned towards the teaching discipline and prior teaching or training experience
- C. OR a Master's Degree outside of the teaching discipline with a certification at the undergraduate level within the teaching discipline combined with five (5) years of teaching experience at the high school or college level

Experiential Requirements

- 1. Proven communication and interpersonal skills.
- 2. Recent technology experience as required of the position.

ADOPTED: May 20, 2021

EXHIBIT B-2



BOARD OF TRUSTEES

RESOLUTION

WHEREAS, the Academic Issues Committee of the Presidents' Council determined on July 28, 2021, that the Associate in Science degree in Advanced and Continuous Studies has complied with all applicable procedures under the New Degree Program Review Process; and

WHEREAS, the Associate in Science degree in Advanced and Continuous Studies, a "3+1" base program, was reviewed and acknowledged by the New Jersey Presidents' Council at its meeting on September 20, 2021; and

WHEREAS, Ocean County College desires to offer a new Program Option to the Associate in Science degree in Advanced and Continuous Studies that will be aligned and articulated with Stockton University; and

WHEREAS, students must complete the aligned Associate in Science degree at Ocean County College prior to matriculating in the Associate in Science degree in Advanced and Continuous Studies at Stockton University; and

WHEREAS, Ocean County College wishes to offer a new program option to the Associate in Science degree in Advanced and Continuous Studies:

- Option in Hospitality, Tourism, and Event Management aligned with Stockton University

NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees, at its meeting on September 26, 2024, approves the new program option in Hospitality, Tourism, and Event Management to the Associate in Science degree in Advanced and Continuous Studies in partnership with Stockton University.

Jerry Dasti
Chair

Adopted: September 26, 2024

New Program Proposal

Date Submitted: 07/24/24 1:59 pm

Viewing: **AS.ACS.SHTM : Advanced and Continuous Studies - Option in Hospitality, Tourism and Event Management**

Last edit: 07/24/24 1:59 pm

Changes proposed by: Katherine Toy (ktoy)

Program Type	Option
Program Title	Advanced and Continuous Studies - Option in Hospitality, Tourism and Event Management
Option Title	Hospitality, Tourism and Event Management Option- Aligned with Stockton University
Academic School	Business and Social Sciences
Base Program	Advanced and Continuous Studies
Effective Catalog Year	2024-2025
Program Code	AS.ACS.SHTM
CIP Code	24.0101 - 24.0101

Objectives

Program Description

In Workflow

- 1. BS Academic Administrator
- 2. BS Dean
- 3. Curriculum Committee Chair
- 4. Senate Chair
- 5. Vice President of Academic Affairs
- 6. Cabinet
- 7. President
- 8. Board of Trustees Chair
- 9. Academic Administrator for Programs

Approval Path

- 1. 07/24/24 2:03 pm
Tracey Taylor (ttaylor): Approved for BS Academic Administrator
- 2. 08/03/24 7:44 am
Rosann Bar (rbar): Approved for BS Dean
- 3. 08/23/24 10:07 am
Caroline Brittain (cbrittain): Approved for Curriculum Committee Chair

Students in this Hospitality, Tourism and Event Management option of the “3+1” program graduate with an associate degree from OCC in Hospitality, Recreation and Tourism Management (choosing designated courses) and then matriculate into the Advanced and Continuous Studies program - Hospitality, Tourism and Event Management Option (AS.ACS.SHTM), allowing for financial aid to continue and for the full 90 credits to transfer to the aligned four-year university. The 300-level courses included in this option have been developed by OCC in conjunction with our four-year partner, Stockton University. Upon successful completion, no course shall be repeated.

Program Learning

Outcomes

	Students who successfully complete this program will be able to:
PLO1	Apply written, oral, and visual communication skills and conventions of academic discourse to the challenges of a specific discipline.
PLO2	Interpret and employ a method of inquiry to draw conclusions based on variable evidence.
PLO3	Exhibit competency in the application of technology appropriate to the discipline and academic level.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3
Junior			
First Semester			
<u>HRTM 124</u> 			
<u>HRTM 225</u> 			
<u>MATH 157</u> 			
<u>ACCT 162</u> 			
Second Semester			
<u>ECON 151</u> 			
<u>ECON 152</u> 			
<u>HIST 191</u> 			
<u>SOCI 238</u> 			
FirstSemester			

Course Code	PLO 1	PLO 2	PLO 3
SecondSemester			

Required Qualifications

Plan of Study Grid

Junior

First Semester

Credit Hours

<u>HRTM 124</u>	Quality Guest/Customer Service Management	3
<u>HRTM 225</u>	Legal Aspects of Hospitality, Recreation And Tourism	3
<u>MATH 157</u>	Introduction to Data Science	4
<u>ACCT 162</u>	Principles of Accounting II	3
Choose OCC course from the Stockton History Category		3
Credit Hours		16

Second Semester

<u>ECON 151</u>	Macroeconomic Principles (If taken already select <u>ECON 152</u>) ¹	3
or <u>ECON 152</u>	or Microeconomics Principles	
Choose OCC course from the Stockton Arts Category		3
<u>BUSN 380</u>	Advanced Operations Management	4
<u>BUSN 350</u>	Intro to Financial Management	4
<u>HIST 191</u>	African-American History	3
or <u>SOCI 238</u>	or Race and Ethnicity	
Credit Hours		17
Total Credit Hours		33

¹

Students should take both ECON 151 and ECON 152 before transfer to Stockton.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
N/A	N/A

GHUM

Course Code & Title	Credits
N/A	N/A

GSOC

Course Code & Title	Credits
N/A	N/A

GSOC/ GHUM

Course Code & Title	Credits
N/A	N/A

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
N/A	N/A

General Education

Course Code & Title	Credits
N/A	N/A

Concentration
Courses

Course Code & Title	Credits
HRTM 124 (Stockton equivalent HTMS 3227 Continuous Service Improvement)	3
HRTM 225 (Stockton equivalent HTMS 3110 Legal, Social Ethical Environment of Business Attribute: V)	3
ACCT 162 (Stockton equivalent HTMS 2111 Financial Accounting when combined with ACCT 161 in AS HRTM degree)	3
MATH 157 (Stockton equivalent BUSA 2120 Intro to Business Analytics: Attribute Q1/Q2)	4
OCC Course from Stockton History Category (Stockton equivalent Historical Consciousness Attribute H)	3
ECON 151 or ECON 152 (Stockton equivalent HTMS 3126 Economics of Tourism when combined with opposite ECON course taken in AS HRTM degree)	3
OCC Course from Stockton Arts Category (Stockton equivalent Arts Category Attribute: A)	3
BUSN 380 (Stockton equivalent BUSA 3120 Operations Management (substitution for HTMS 3120 Facilities Management))	4
BUSN 350 (Stockton equivalent FINA 3110 Introduction to Financial Management)	4

Course Code & Title	Credits
HIST 191 or SOCI 238 (Stockton equivalent Race, Ethnicity, & Diversity Attribute: R1)	3

Elective Courses

Course Code & Title	Credits
N/A	N/A

Reviewer
Comments

Key: 116

EXHIBIT B-3

New Course Proposal

Date Submitted: 07/16/24 2:41 pm

Viewing: **PSYC 161 : Introduction to Applied Behavior Analysis**

Last edit: 08/23/24 8:23 am

Changes proposed by: Katherine Toy (ktoy)

Learning Outcomes
Display (show only)

In Workflow

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

Approval Path

- 1. 07/17/24 3:10 pm
Tracey Taylor (ttaylor): Approved for BS Academic Administrator
- 2. 08/03/24 8:22 am
Rosann Bar (rbar): Approved for BS Dean
- 3. 08/06/24 9:00 am
James Marshall (jmarshall): Approved for Executive Director of Curriculum and

1. Course Information

Subject	PSYC - Psychology
School	Business and Social Sciences
Course Title	Introduction to Applied Behavior Analysis

2. Hours

Semester Hours	3.0
Lecture	3.0
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog

This course will provide an introduction to Applied Behavioral Analysis (ABA), therapy designed to assist individuals living with autism and other related disabilities. While ABA has greatly contributed to autism intervention, the field has a more expansive scope. Using the theoretical foundation of ABA, this course will explore evidence-based strategies to illustrate some of the many uses of techniques based on ABA.

This course is based on the Registered Behavior Technician (RBT) Task List and is designed to meet part of the 40-hour training requirement for the RBT credential. This program is offered independent of the Behavior Analysts Certification Board. For further information on the credential, see the Behavior Analysts Certification Board.

4. Requisites

Prerequisites

None

Corequisites

None

5. Course Type

Course Type for non-vocational (not approved for Perkins
Perkins Reporting funding)

6. Justification

Describe the need
for this course

In the past few decades, the field of Applied Behavior Analysis (ABA) has become well-known as the use of interventions for children with autism have increased. While ABA has contributed much to autism intervention, the field is much broader. ABA is the application of the principles of behavior to socially significant issues in order to produce meaningful and measurable change (Cooper, et. al, 2007). By using scientific methods, ABA has provided a way for people to understand human behavior and the impact of environmental variables on behavior.

Creating this new and beneficial coursework will allow our community members to learn the basics of what Applied Behavior Analysis, ABA, is and its interventions. In the field of ABA there is a high demand for Registered Behavior Technicians who are compassionate in their work and to support the large number of clients waiting for services locally. These opportunities align directly with Ocean County College and their Strategic Plans 2021-2026 to enhance student learning, provide relevant programs to foster workforce development, and to connect with local and extended community supporters. This coursework will enhance Ocean County College in providing a unique opportunity to students.

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:

Elective

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	Providing student-centered, high quality educational experiences that prepare and empower diverse learners to succeed (Mission Statement)
2	Preparing students for successful entrance into the workforce. (Academic Master Plan)
3	Empower students to learn, engage, and achieve (Strategic Goals)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Camden County College
Course Title	Applied Behavioral Analysis
Course Number	BHC-103
Number of Credits	3.0
Comments	

Institution	Rowan College at Burlington County
Course Title	Positive Behavior Support Systems for Students with Exceptional Learning Needs
Course Number	SPED 08360
Number of Credits	3.0
Comments	

Institution Passaic County CC

Course Title Behavior Modification

Course Number PS 206

Number of Credits 3.0

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Monmouth

University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Summarize the history of ABA and its development as a science.
CLO2	Analyze a variety of measurement and data tracking systems important in this field.
CLO3	Discuss different types of assessments administered in helping guide goal and objective selections used in ABA.
CLO4	Apply procedures implemented for clients while working on skill acquisitions.
CLO5	Explain behavior reduction interventions implemented including their potential side effects.
CLO6	Create professional documentation and reporting using objective language to critically evaluate progress, regress, or other concerns.
CLO7	Discuss professional conduct, scope of practice, and ethical guidelines.

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	<p>History of Applied Behavior Analysis:</p> <ol style="list-style-type: none"> 1. Major contributors 2. History of punishment and reinforcement procedures 3. Other areas that ABA can be used 	<ol style="list-style-type: none"> 1. Assignments 2. Worksheets 3. Lecture 4. Video presentation 	<ol style="list-style-type: none"> 1. Quizzes 2. Tests 3. Class discussion 4. Group presentation 	CLO1, CLO5
TO2	<p>Measurement systems:</p> <ol style="list-style-type: none"> 1. Prepare for data collection 2. Implement continuous measurement procedures (e.g., frequency, duration). 3. Implement discontinuous measurement procedures (e.g., partial & whole interval, momentary time sampling) 4. Implement permanent-product recording procedures 5. Enter data and update graphs 6. Describe behavior and environment in observable and measurable terms 	<ol style="list-style-type: none"> 1. Assignments 2. Worksheets 3. Lecture 4. Video presentation 	<ol style="list-style-type: none"> 1. Quizzes 2. Tests 3. Class discussion 4. Group presentation 	CLO2

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO3	<p>Assessment:</p> <ol style="list-style-type: none"> 1. Conduct preference assessments 2. Assist with individualized assessment procedures (e.g., curriculum-based, developmental, social skills) 3. Assist with functional assessment procedures 	<ol style="list-style-type: none"> 1. Assignments 2. Worksheets 3. Lecture 4. Video presentation 	<ol style="list-style-type: none"> 1. Quizzes 2. Tests 3. Class discussion 4. Group presentation 	CLO3
TO4	<p>Skill Acquisition:</p> <ol style="list-style-type: none"> 1. Identify the essential components of a written skill acquisition plan 2. Prepare for the session as required by the skill acquisition plan 3. Use contingencies of reinforcement (e.g., conditioned/unconditioned reinforcement, continuous/intermittent schedules) 4. Implement discrete-trial teaching procedures 5. Implement naturalistic teaching procedures (e.g., incidental teaching) 	<ol style="list-style-type: none"> 1. Assignments 2. Worksheets 3. Lecture 4. Video presentation 	<ol style="list-style-type: none"> 1. Quizzes 2. Tests 3. Class discussion 4. Group presentation 	CLO4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	6. Implement task analyzed chaining procedures 7. Implement discrimination training 8. Implement stimulus control transfer procedures 9. Implement prompt and prompt fading procedures 10. Implement generalization and maintenance procedures 11. Implement shaping procedures 12. Implement token economy procedures			
TO5	Behavior Reduction: 1. Identify essential components of a written behavior reduction plan 2. Describe common functions of behavior 3. Implement interventions based on modification of antecedents such as motivating operations and discriminative stimuli 4. Implement differential	1. Assignments 2. Worksheets 3. Lecture 4. Video presentation	1. Quizzes 2. Tests 3. Class discussion 4. Group presentation	CLO5

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	<p>reinforcement procedures (e.g., DRA, DRO)</p> <p>5. Implement extinction procedures</p> <p>6. Implement crisis/emergency procedures according to protocol</p>			
TO6	<p>Documentation and Reporting:</p> <p>1. Effectively communicate with a supervisor in an ongoing manner</p> <p>2. Actively seek clinical direction from supervisor in a timely manner</p> <p>3. Report other variables that might affect the client in a timely manner</p> <p>4. Generate objective session notes for service verification by describing what occurred during the sessions, in accordance with applicable legal, regulatory, and workplace requirements</p> <p>5. Comply with applicable legal, regulatory, and workplace data collection,</p>	<p>1. Assignments</p> <p>2. Worksheets</p> <p>3. Lecture</p> <p>4. Video presentation</p>	<p>1. Quizzes</p> <p>2. Tests</p> <p>3. Class discussion</p> <p>4. Group presentation</p>	CLO6

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	storage, transportation, and documentation requirements			
TO7	<p>Professional Conduct and Scope of Practice:</p> <p>1. Describe the BACB's RBT supervision requirements and the role of RBTs in the service-delivery system</p> <p>2. Respond appropriately to feedback and maintain or improve performance accordingly</p> <p>3. Communicate with stakeholders (e.g., family, caregivers, other professionals) as authorized</p> <p>4. Maintain professional boundaries (e.g., avoid dual relationships, conflicts of interest, social media contacts)</p> <p>5 Maintain client dignity</p>	<p>1. Assignments</p> <p>2. Worksheets</p> <p>3. Lecture</p> <p>4. Video presentation</p>	<p>1. Quizzes</p> <p>2. Tests</p> <p>3. Class discussion</p> <p>4. Group presentation</p>	CLO7

12. Methods of Instruction

In the structuring of this course, what major methods of

instruction will be
utilized?

1. Lectures
2. Videos
- Power-point presentations
- Behavior Skills Training
- Group contingencies

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

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior

Yes

Related Course CLO1-7

Learning Outcome

Related Outline TO1-7

Component

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

1. Quizzes
2. Tests
3. Class discussion

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO1-7

Learning Outcome

Related Outline TO1-7

Component

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

1. Quizzes
 2. Tests
 3. Class discussion
-

Independent/Critical Thinking

14. Needs

Instructional
Materials (text
etc.):

An appropriate text will be selected by the department.

Technology Needs:

Existing technology is sufficient.

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

Presently employed faculty will be utilized

Facility Needs:

Existing facilities will be used.

Library needs:

Access to the Journal of Applied Behavior Analysis is needed.

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.

Reviewer

Comments

Key: 2301

EXHIBIT B-4

Course Change Request

New Course Proposal

Date Submitted: 07/22/24 12:47 am

Viewing: **CRIM 253 : Ethics in Criminal Justice**

Last edit: 09/12/24 4:21 pm

Changes proposed by: Patrick Beatty (pbeatty)

Learning Outcomes
Display (show only)

1. Course Information

Subject	CRIM - Criminal Justice
School	Business and Social Sciences
Course Title	Ethics in Criminal Justice

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog	This course explores ethical theories and dilemmas pertaining to the American criminal justice system, including those in law enforcement, courts, adjudication, punishment, and corrections. It examines the fundamentals of ethical decision making through the perspectives of virtue ethics, formalism, and utilitarianism. Specific moral principles and choices that must be made by the criminal justice professionals today will be discussed.
-----------------------------------	--

4. Requisites

Prerequisites	None
Corequisites	None

5. Course Type

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

6. Justification

Describe the need for this course	This course is consistent with the requirements to demonstrate reasoning and critical thinking skills in the field of Criminal Justice today. It will promote and encourage an understanding of the patterns and trends necessary for academic excellence and achievement of lifelong learning and personal goals in the field of Criminal Justice.
-----------------------------------	---

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:

Elective

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

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

	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 Atlantic Cape CC

Course Title Ethics in Criminal Justice

Course Number CRIM109

Number of Credits 3

Comments

Institution Bergen CC

Course Title Ethics in Criminal Justice

Course Number CRJ201

Number of Credits 3

Comments

Institution County College of Morris

Course Title Ethics in Law

Course Number CJS230

Number of Credits 3

Comments

Institution Hudson County CC

Course Title Ethics and Justice

Course Number CRJ230

Number of Credits 3

Comments

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	ELECTIVE CREDIT; Rules with a minimum grade of "C"; 3 credits	Elective	
Kean University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	CJ3740; Ethics in Criminal Justice; Rules with a minimum grade of "D"; 3 credits	Criminal Justice Major Elective / Elective	
Monmouth University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	CJ350; Ethical Issues in Criminal Justice; Rules with a minimum grade of "C"; 3 credits	Criminal Justice Major Elective / Elective	
Rowan University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
			Unable to determine status
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
			Unable to determine status
Stockton University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	CRIMEC; Criminal Justice Elective; Rules with a minimum grade of "C"; 3 credits	Criminal Justice Major Elective / Elective	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Recognize ethical decisions by providing the framework for analyzing ethical dilemmas.
CLO2	Demonstrate how ethics helps individuals make decisions and with practice can create an ethical individual who can make moral choices in difficult situations.
CLO3	Describe how a society establishes the moral and ethical standards for which it will require compliance.
CLO4	Identify the ethical challenges faced by each of the major components of the American criminal justice system, law enforcement, courts, and corrections.
CLO5	Examine the code of conduct common in American criminal justice organizations and how this code impacts the ethical standards established by each individual agency.
CLO6	Compare and contrast the concepts of ethical decision making within the leadership and management structure of the American criminal justice system.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Recognizing Ethical Decisions and Critical Thinking a. Ethics b. Morals c. Values d. Moral Relativism e. Believe and Act	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,
TO2	Fundamentals of Ethical Decision Making a. Virtue Ethics and Seeking the Good b. Hierarchy of Goods c. Formalism and Carrying Out Obligation and Duty d. Categorical Imperative e. Utilitarianism and Measuring Consequences f. Pain, Pleasure, and Happiness g. Motivation Versus Consequences	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,
TO3	Crime and Law Determining Which Behaviors Should Be Criminalized a. Choosing What to Criminalize b. Violating Law on Moral Grounds c. Ethics of Criminals d. Ethical Explanation of Crime	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,
TO4	Police and How Should the Law Be Enforced a. Police Decisions b. Use of Force c. Investigation and Surveillance d. Arrest and Search e. Interrogation of Suspect f. Police Corruption	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,
TO5	Courts and How Should a Criminal Case be Adjudicated a. Justice b. Prosecutor Misconduct c. Defense Misconduct d. Trial Issues e. Judicial Decisions	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,
TO6	Punishment and Corrections Regarding How Offenders Should Be Managed a. Sentencing b. Corporal Punishment c. Innovative Penalties d. Capital Punishment e. Imprisonment	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,
TO7	Accountability and Liability of What Should Be the Consequences of Unethical Conduct a. Civil Remedies for Ethical Misconduct b. Individual Misconduct c. Corporate Misconduct d. Government Misconduct	Including, but not limited to, a reading assignment, class discussion, or writing component	Includin project,

12. Methods of Instruction

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

The content of this course will be delivered using instructional methods including, but not limited to, lecture, discussion, and multimedia.

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

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,
Learning Outcome CLO6

Related Outline TO1, TO2, TO3, TO4, TO5, TO6,
Component TO7

Assessment of General Education Goal (Recommended but not limited to)
Writing Assignment, Examination

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,
Learning Outcome CLO6

Related Outline TO2, TO3, TO4, TO5, TO6, TO7
Component

Assessment of General Education Goal (Recommended but not limited to)
Writing Assignment, Examination

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,
Learning Outcome CLO6

Related Outline TO1, TO2, TO3, TO4, TO5, TO6,
Component TO7

Assessment of General Education Goal (Recommended but not limited to)
Writing Assignment, Examination

14. Needs

Instructional Materials (text etc.): An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

Technology Needs: Computer/ Projector/ Media Player

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

Current faculty presently employed can teach the course.

Facility Needs:

Classroom

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.

Reviewer

Comments

EXHIBIT B-5

Course Change Request

Date Submitted: 07/18/24 12:42 pm

Viewing: **ENGR 221 : Engineering Statics**

Last approved: 04/29/21 4:00 am

Last edit: 07/18/24 12:42 pm

Changes proposed by: Pamela Bogdan (pbogdan)

Catalog Pages
referencing this
course

[Engineering.\(ENGR\).](#)

Learning Outcomes
Display (show only)

1. Course Information

Subject	ENGR - Engineering
School	Science, Technology, Engineering, Mathematics
Course Title	Engineering Statics

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog	A quantitative study of forces that act on engineering structures in equilibrium. Force system classification, resultant forces and conditions for equilibrium of rigid bodies in two and three dimensions are covered. Mathematical principles of vectors and calculus are applied to trusses, frames, and simple machines. Centroids (center of mass) are developed and used in the analysis of stresses on beams. Special engineering topics discussed will include dry friction with an introduction to virtual work. The concept of moment of inertia included in discussion will establish the link between statics and solid mechanics.
--------------------------------------	--

4. Requisites

Prerequisites	MATH 266, PHYS 281
Corequisites	<u>MATH 266, PHYS 281</u>

5. Course Type

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

6. Justification

Describe the need for this course	Many engineering programs require a course in engineering statics. This course satisfies that requirement.
--------------------------------------	--

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:

Elective

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

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

	Add item
1	Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)
2	Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Brookdale CC

Course Title Engineering Mechanics I

Course Number ENGI101

Number of Credits 3

Comments

Institution Atlantic Cape CC

Course Title Statics

Course Number ENGR201

Number of Credits 3

Comments

Institution Mercer County CC

Course Title Mechanics

Course Number CIV 106

Number of Credits 3

Comments

Institution Rowan College at Burlington County

Course Title Engineering Statics

Course Number EGR 201

Number of Credits 3

Comments

Institution

Camden County College

Course Title

Statics

Course Number

EGR-201

Number of Credits

3

Comments

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Elective (B.A. in Applied Arts + Science only)	
Kean University	Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	TECHX1003"K1,K3" (TECHNOLOGY FREE ELECTIVE)	Technical Elective	
Monmouth University	Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	PH001 (100 LEVEL PHYSICS ELECT)	Elective	
Rowan University	Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	ENGR01271 (STATICS (2cr)	Major	
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	14440221 "R43" (ENGINEERING MECHANICS: STATICS) (3cr)	Major - Rutgers School of Engineering	
Stockton University	Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	PHYS2300 (STATICS) (3cr)	Elective	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Understand and apply the basic theory and foundational analytical tools for engineering mechanics for particles and rigid bodies in equilibrium.
CLO2	Solve 2D & 3D force systems and moments acting on particles and rigid bodies in equilibrium
CLO3	Model and analyze mechanical structures: trusses, frames & machines
CLO4	Solve problems involving centroids, centers of mass, moments of inertia and distributed loads.
CLO5	Translate theory to applications and analysis mechanical structures that involve dry friction, internal forces & moments, and virtual work & potential energy.
CLO6	Use engineering mechanics theory and analytical methods in support of individual and group engineering design projects

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Unit 1 – Introduction & Force Systems <ul style="list-style-type: none"> • Engineering & Mechanics • Newtonian Gravitation • Scalars and Vectors • Components in Two Dimensions • Components in Three Dimensions • Dot Products • Cross Products • Forces, Equilibrium, and Free-Body Diagrams • Two-dimensional Force Systems • Three-Dimensional 	Reading, discussion, projects	Quiz, ex
TO2	Unit 2 – Systems of Forces & Moments <ul style="list-style-type: none"> • Two-Dimensional Description of the Moment • The Moment Vector • Moment of Force About a Line • Couples • Equivalent Systems • Two-Dimensional Applications • Statically Indeterminate Objects • Three-Dimensional Applications 	Reading, discussion, projects	Quiz, ex
TO3	Unit 3 – Structures <ul style="list-style-type: none"> • Two-Force and Three-Force Members • Trusses • The Method of Joints • The Method of Sections • Frames and Machines 	Reading, discussion, projects	Quiz, ex
TO4	Unit 4 - Centroids, Centers of Mass, Moments of Inertia <ul style="list-style-type: none"> • Centroids of Areas • Composite Areas • Distributed Loads • Centroids of Volumes and Lines • Composite Volumes and Lines • The Pappus-Guldinus Theorems • Center of Mass of Objects • Centers of Mass of Composite Objects • Definitions (Area moments of Inertia) • Parallel-Axis Theorem • Simple Objects (Mass Moments of Inertia) 	Reading, discussion, projects	Quiz, ex
TO5	Unit 5 Additional Applications of Engineering Mechanics <ul style="list-style-type: none"> • Theory of Dry Friction • Wedges • Threads • Journal Bearings • Thrust Bearings • Belt Friction (add other examples) • Axial Force, Shear Force, and Bending Moment (Beams) • Shear Force and Bending Moment Diagrams (Beams) • Relations Between Distributed Load, Shear Force, and Bending Moment (Beams) • Loads Distributed Uniformly Along Straight Lines (Cables) • Loads Distributed Uniformly Along Cables • Discrete Loads (Cables) • Virtual Work • Potential Energy 	Reading, discussion, projects	Quiz, ex
TO6	Use of Engineering Analysis within the Engineering Design Process	Reading, discussion, projects	Quiz, ex

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized? Lecture, problem solving activities, and discussion.

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 CLO - All
Learning Outcome

Related Outline TLO - All
Component

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, individual and group project

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 Yes

Related Course CLO - All
Learning Outcome

Related Outline TLO - All
Component

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, individual and group project

14. Needs

Instructional Materials (text Text: An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.

etc.):

Technology Needs:	None
Human Resource Needs (Presently Employed vs. New Faculty):	Presently employed faculty can teach this course.
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.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: July 28, 2008
	Board of Trustees Approval Date: August 27, 2020

Reviewer

Comments

EXHIBIT B-6

Date Submitted: 08/03/24 8:44 am

Viewing: **LAAW 201 : Legal Research and Writing for Paralegals**

Last approved: 10/14/21 12:09 pm

Last edit: 08/03/24 8:44 am

Changes proposed by: Rosann Bar (rbar)

Catalog Pages
referencing this
course
[Law \(LAAW\)](#)

Programs
referencing this
course
[CC.LEGA: Paralegal Studies, Certificate of Completion](#)
[AAS.BUS.LEGA: Business with Paralegal Studies Option, Associate in Applied Science](#)
[CT.LEGA: Paralegal Studies, Certificate of Proficiency](#)

Learning Outcomes
Display (show only)

- In Workflow
1. BS Academic Administrator

2. BS Dean

3. Executive Director of Curriculum and Program Development

4. Curriculum Committee Chair

5. Senate Chair

6. Vice President of Academic Affairs

7. Cabinet

8. President

9. Board of Trustees Chair

10. BS Academic Administrator

11. Colleague

- Approval Path
1. 08/05/24 11:53 am
Tracey Taylor (ttaylor): Approved for BS Academic Administrator

2. 08/05/24 2:07 pm
Rosann Bar (rbar): Approved for BS Dean

3. 08/06/24 9:00 am
James Marshall (jmarshall): Approved for Executive Director of Curriculum and

History

- 1. Mar 9, 2021 by
soconnor
- 2. Oct 14, 2021 by
soconnor

1. Course Information

Subject	LAAW - Law
School	Business and Social Sciences
Course Title	Legal Research and Writing for Paralegals

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the
online catalog

This course provides an introduction to legal research and writing designed for the legal assistant. The student will become familiar with the law library and the various legal reference material needed in determining the applicable law. Students will write memoranda presenting the results of the research. The course will contain several problems requiring legal research and memorandum writing utilizing statutes, case reports, citators, encyclopedias and other reference material.

4. Requisites

Prerequisites

ENGL-151 or ENGL-142 and LAAW-101

Corequisites

None

5. Course Type

Course Type for vocational (approved for Perkins funding)

Perkins Reporting

6. Justification

Describe the need
for this course

Students in the paralegal program will enroll in this course. Research and writing is the core of every lawyer's law practice.

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	Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).
2	Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).
3	Creatively and engagingly present the most current and relevant legal training (Vision Statement).
4	Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Brookdale CC

Course Title Legal Research and Writing

Course Number PLGL 106

Number of Credits 3

Comments

Institution Mercer County CC

Course Title Legal Research and Writing

Course Number LEG 133

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), 3 cr.	Elective	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
FEX1000 (FREE ELECTIVE), 3 cr.	Elective	

Monmouth

University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
INTR99081 (FREE ELECTIVE), 3 cr.	Elective	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

If not transferable
to any institution,
explain:

Monmouth University, Stockton University, and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Analyze factual situations and recognize legal issues.
CLO2	Research statutes, opinions, and regulations in the state and federal system.
CLO3	Format research according to current standards.
CLO4	Prepare and write legal memoranda and correspondence.
CLO5	Identify valid law through Shepard's Citations and similar research techniques.
CLO6	Identify and contrast the various forms of legal writing.

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	Preliminary Considerations	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1, CLO2
TO2	The First Level of Legal Research	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1, CLO2
TO3	Statutory Law	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO2

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO4	Case Law	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO2
TO5	Secondary Authority	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO2
TO6	Computer Research	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO2, CLO5
TO7	Legal Analysis a. Key Facts	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1
TO8	Legal Analysis b. Identifying Legal Issues	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1
TO9	Legal Analysis c. The Issue	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1
TO10	Legal Analysis d. Case Law Analysis	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1, CLO2

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO11	Legal Analysis e. Counter Analysis	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO1
TO12	Writing Guidelines	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO4
TO13	Memorandum of Law	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO3, CLO4, CLO6
TO14	Appellate Brief	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO3, CLO4, CLO6
TO15	Letters, Instruments, and Pleadings	Reading Class discussion Group project	Quiz on reading Graded oral presentation of project Test Research paper	CLO3, CLO4, CLO6

12. Methods of Instruction

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

Lecture, research and writing assignments, projects, case briefs, case memos, and group discussions

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

Information

Communication-Written and Oral	Yes
Related Course	CLO4
Learning Outcome	
Related Outline	TO13, TO14, TO15
Component	
Assessment of General Education Goal (Recommended but not limited to)	
Quiz on reading	
Graded oral presentation of project	
Test	
Research paper	

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy	Yes
----------------------	-----

Related Course	CLO2
Learning Outcome	
Related Outline	TO3, TO4, TO5, TO6
Component	

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

Quiz on reading

Graded oral presentation of project

Test

Research paper

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO2

Learning Outcome

Related Outline TO14

Component

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

Quiz on reading

Graded oral presentation of project

Test

Research paper

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,

Learning Outcome CLO6

Related Outline TO1 - TO15

Component

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

Quiz on reading

Graded oral presentation of project

Test

Research paper

14. Needs

Instructional
Materials (text
etc.):

An appropriate text and/or open educational resources will be selected. 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

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: July 23, 2020

Reviewer

Comments

Key: 1637