

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: January 16, 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, January 23, 2025**:

1. New Policies
 - a. Policy #2120, Administration, Organization, Lines of Responsibility (**Exhibit B-1**)
2. Recommend approval of the following items as accepted by the College Senate at its meeting on December 19, 2024:
 - a. New Certificate
 - 1) Certificate of Proficiency, Liberal Arts and Sciences (**Exhibit B-2**)
 - b. Inactivated Courses
 - 1) HHAW 101, Alternative Therapies in Health and Wellness
 - 2) HHAW 102, Environmental Harmony: A Holistic Approach
3. Recommend the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Ocean County College Foundation Scholarship Celebration on Friday, June 27, 2025, on the Ocean County College Campus Mall from 6:00 p.m. to 10:00 p.m.

EXHIBIT B-1

Ocean County College, Toms River, NJ

ADMINISTRATION
ORGANIZATION
Lines of Responsibility #2120

POLICY

1. The President shall be responsible to the Board of Trustees for the organization and operation of the College and all decisions pertaining thereto.
2. The President and those individuals holding the positions listed below shall be designated as the Executive Officers of the College.

Executive Vice President of Finance and Administration
 Vice President of Student Affairs
 Vice President of Academic Affairs

Vice President of Workforce and Strategic Partnerships

3. The above officers shall recommend to the President those assistants and staff members required to effectively perform the functions of their respective offices.
4. Chain of Command

Should the President be absent from the campus for an extended period of time or be incapacitated, the assumption of responsibility as Acting President will be in the following sequence:

Executive Vice President of Finance and Administration
 Vice President of Student Affairs
 ce President of Academic Affairs

Vice President of Workforce and Strategic Partnerships

In those instances where a decision must be made which will impact the entire College, it is anticipated that the Acting President shall confer other Vice Presidents prior to making that decision.

When it is necessary for a Vice President to be absent from the campus for an extended period of time, the following procedure shall be followed:

- a. A member of the staff will be appointed to assume responsibility for the division.
- b. The Office of the President will be notified in writing.

Adopted: December 18, 1967	Revised: February 28, 2000	Revised: March 22, 2013
Revised: January 26, 1970	Revised: November 20, 2000	Revised: November 3, 2016
Revised: February 22, 1971	Revised: May 27, 2003	Revised: November 9, 2023
Revised: January 24, 1983	Revised: August 28, 2006	Revised: January 23, 2025
Revised: June 24, 1991	Revised: December 1, 2008	
Revised: April 22, 1996	Revised: July 26, 2010	

EXHIBIT B-2

CT.LA: LIBERAL ARTS AND SCIENCES, CERTIFICATE OF PROFICIENCY

Program Type

Certificate of Proficiency

Program Title

Liberal Arts and Sciences, Certificate of Proficiency

Academic School

Arts and Humanities

Effective Catalog Year

2024-2025

Program Code

CT.LA

CIP Code

24.0101 - 24.0101

Program Description

This certificate offers a solid foundation in general education, equipping students with the essential skills needed for both transfer success and career readiness. It emphasizes the National Association of College and Employers (NACE) competencies, including critical thinking, communication, career and self-development, and professionalism, which are vital for academic and professional achievement. Designed to align with general education requirements, this program seamlessly stacks into any transfer-oriented associate degree, helping students build a versatile academic background and a strong foundation for further study.

This certificate contains coursework that may be transferrable; however, the Lampitt Law requires students to earn an AA or AS degree in a similar program in order to earn the benefits of seamless transfer. Please consult an advisor to discuss additional coursework for degree completion.

Program Learning Outcomes

Students who successfully complete this program will be able to:

PL01	Develop the emotional and intellectual skills necessary to work toward graduation and their chosen career.
PL02	Communicate effectively in both speech and writing.
PL03	Demonstrate independent/critical thinking in the humanities, natural sciences, and social sciences.
PL04	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
PL05	Use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Required Qualifications

Code	Title	Credit Hours
Student Success		
	Any STSC - Student Success Seminar Course (https://catalog.ocean.edu/course-descriptions/stsc/) ¹	2
Communication		
	Communication Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/)	3
	Communication Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/)	3
Mathematics - Science - Technology		
	Mathematics Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/)	3-4
	Technology Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/) ²	3
	Science Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/)	4
Social Science		
	Social Science Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/)	3
Humanities		
	Humanities Gen. Ed. Requirement (https://catalog.ocean.edu/academic-information/general-education/)	3
Elective Courses		

Electives to meet 30 credits	5-6
Total Credit Hours	30

¹A variety of STSC -Student Success Seminar courses are available. ENGR 103: Engineering First Year Experience and Fundamentals will also fulfill this requirement. Please speak to your academic advisor for assistance when selecting.

²Students may attempt to 'test out' of the technology requirement. If they succeed, they must take an additional course(s), in math or science from the List of Approved General Educational Courses.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
Any GCOM Course	3
Any GCOM Course	3

GHUM

Course Code & Title	Credits
Any GHUM Course	3

GSOC

Course Code & Title	Credits
Any GSOC Course	3

GSOC/ GHUM

Course Code & Title	Credits
None	0

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
Any GMAT Course	3-4
Any GSCI Course	4
Any GTEC Course	3

General Education

Course Code & Title	Credits
None	0

Concentration Courses

Course Code & Title	Credits
Any STSC Student Success Seminar	2

Elective Courses

Course Code & Title	Credits
Electives to meet 30 credits	5-6

Reviewer Comments

Caroline Brittain (cbrittain) (Tue, 26 Nov 2024 15:53:16 GMT): Rollback: Edits suggested at CC.

Donna Rosinski-Kauz (drosinski-kauz) (Fri, 20 Dec 2024 13:00:47 GMT): Rollback: Edit that Pam Bogdan suggested

Key: 117



**BOARD OF TRUSTEES
RESOLUTION**

WHEREAS, Ocean County College desires to offer a new Certificate of Proficiency in Liberal Arts and Sciences (CIP Code 24.0101); and

WHEREAS, the Certificate of Proficiency in Liberal Arts and Sciences is designed to provide students with a solid foundation in general education, equipping students with the essential skills for both transfer success and career readiness; and

WHEREAS, the certificate emphasizes the National Association of College and Employers (NACE) competencies, including critical thinking, communication, career and self-development, and professionalism, which are vital for academic and professional achievement; and

WHEREAS, designed to align with general education requirements, the certificate seamlessly fulfills many of the requirements of any transfer-oriented associate degree, providing a strong foundation for further study; and

WHEREAS, students who successfully complete this certificate will be able to communicate effectively in speech and writing, demonstrate critical thinking in the humanities, natural sciences, and social sciences; understand and leverage technologies ethically; complete tasks, and accomplish goals; and use mathematical concepts and operations to interpret data and solve problems;

WHEREAS, this certificate program consists of 30 credits;

NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees, at its meeting on January 23, 2025, approves the Certificate of Proficiency in Liberal Arts and Sciences.

January 23, 2025

Stephan R. Leone
Secretary