

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: October 30, 2025

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, November 6, 2025**:

1. Recommend approval of the following 2024-25 Advisory Committees: **(Exhibit B-1)**
 - a) Addictions Counseling Advisory Committee
 - b) Business Advisory Committee
 - c) Computer Science Advisory Committee
 - d) Dental Hygiene Advisory Committee
 - e) Environmental Management Advisory Committee
 - f) Graphic Arts, Design, and Media Advisory Committee
 - g) Health and Human Performance Advisory Committee
 - h) Hospitality, Recreation, and Tourism Management Advisory Committee
 - i) Interpreter Training Program Advisory Committee
 - j) Law and Public Safety Advisory Committee
 - k) Nursing Advisory Committee
 1. Social Work Advisory Committee
2. Recommend approval of the following items as accepted by the College Senate at its meeting on October 16, 2025:
 - a. New Course
 - 1) ENVI 142L, Industrial Hygiene Lab **(Exhibit B-2)**
 - b. Revised Course
 - 2) CSIT 110, Introduction to Computers and Computer Applications **(Exhibit B-3)**

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c. Revised Course with Name Change

- 3) ENVI 142, Industrial Hygiene to Industrial Hygiene Lecture (**Exhibit B-4**)

EXHIBIT B-1

ADDICTIONS COUNSELING

Nina L. Charlton-Hagen Director of Program Services Ocean County Jail nhagen@co.ocean.nj.us	Renee T. White, Esq. Supervising Assistant Prosecutor · Special Offenders Unit Ocean County Prosecutor's Office rwhite@co.ocean.nj.us
Michele A. Connolly, M.Ed. Associate Director of Advising & Transfer Services Seaside Heights Planning & Zoning Board mconnolly@ocean.edu	
Frank Gorman Chairman Seaside Heights Planning & Zoning Board chun_gorman@yahoo.com	
Katie Mehler, M.A., LPC, LCADC, NCC Associate Director · Counseling Center Ocean County College kmehler@ocean.edu	
Laura Messina, MSW, LCADC, CCS, BCD Vice-President of Adult Services Preferred Behavioral Health Group lmessina@preferredbehavioral.org	
Elaine P. Schiarden, M.A. Assistant Director of Academic Success Ocean County College eschiarden@ocean.edu	
Markim Shakir-Purvis, M.A., LPC, LCADC, NCC, CCS, CCJP, CPM – CHAIR Program Chair · Addictions Counseling Ocean County College mshakur-purvis@ocean.edu	

ACADEMIC ADVISOR: Michele A. Connolly, M.Ed.

ALUMNI REPRESENTATIVE: N/A

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Frank Gorman; Laura Messina, MSW; Katie Mehler, M.A.; Renee T. White, Esq.

CTE – FACULTY: Prof. Markim Shakir-Purvis

CTE – STUDENT: N/A

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Nina L. Charlton-Hagen

HIGH SCHOOL REPRESENTATIVE: N/A

POSTSECONDARY INSTITUTION REPRESENTATIVE: N/A

BUSINESS

Sharmistha Banerjee, M.S., M.A. College Lecturer II · Economics Ocean County College nhagen@co.ocean.nj.us	Lori Pepanella, CMDE Chief Executive Officer Southern Ocean County Chamber of Commerce lp@sochamber.com
Amy Y. Both, CPA Manager WithumSmith + Brown, P.C. aboth@withum.com	Kimberle R. Samarelli, MBA, SBA Executive Director New Jersey Amusement Association njaa40plus@aol.com
Lisa Dupras, M.A. Owner Elev8 Consulting elev8consulting@gmail.com	Shawn Smith, MBA Director of Global Supply Chain · TE Connectivity Richards Manufacturing smithsm@optonline.net
Brittany Goganzer, M.S., MBA Senior Director · Supply Chain AtlantiCare Regional Medical Center brittany.goganzer@atlanticare.org	Laura Wagner Paollilo, MBA College Lecturer · Business and eLearning Ocean County College lpaollilo@ocean.edu
James Hadley, MBA – CHAIR College Lecturer II · Accounting Ocean County College jhadley@ocean.edu	Laura Wills, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu
Melissa Mocarski, MBA, MPA Adjunct Lecturer · Business Ocean County College mmocarski@ocean.edu	
Marina Papanikolas Chief Executive Officer Greater Toms River Chamber of Commerce marina@tomsriverchamber.com	

ACADEMIC ADVISOR: Laura Wills, M.A., LPC

ALUMNI REPRESENTATIVE: N/A

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Amy Y. Both; Lisa Dupras, MBA; Brittany Goganzer, M.S., MBA; Marina Papanikolas; Kimberle R. Samarelli, MBA; Shawn Smith, MBA

CTE – FACULTY: Prof. Sharmistha Banerjee; Prof. James Hadley; Prof. Laura Paollilo

CTE – STUDENT: N/A

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Lori Pepanella

HIGH SCHOOL REPRESENTATIVE: N/A

POSTSECONDARY INSTITUTION REPRESENTATIVE: (Dean/Assistant Dean)

COMPUTER SCIENCE

Gerald Cohen, Ph.D., M.S. – CHAIR College Lecturer II · Computer Science Ocean County College gcohen@ocean.edu	Austen McGinnis, M.S. Sec+ Cybersecurity Engineer Specialty Systems austenpmcginnis@gmail.com
Mike Coss Head of Robotics and Media Processing Nokia Labs mike.coss@nokia-bell-labs.com	Mary McKeon Software Engineer Intuit mmckeon204@gmail.com
Keith Davis President and Founder Camden Dream Center kdavis@kflcamdendreamcenter.org	Patricia Morreale, Ph.D. Chair · Computer Science and Technology Kean University pmorreale@kean.edu
Virgil DeMario Instructor · Technology Toms River High School South vdemario@trschoools.com	Joseph Pelkey Senior Program Analyst · Information Technology Ocean County College jpelkey@ocean.edu
Mordy Fried President Keystone Cyber Protection mordy@keystonecyberprotection.com	Mark Russo, M.S., CISSP President & Chief Architect Evolved Support Institutions mrusso@es-innovations.com
Philip Fucetola, M.S. Computer Consultant & Technician Barnegat Technologies, LLC phil@barnegattechnologies.com	Vandana Saini, Ph.D. Dean · School of STEM Ocean County College vsaini@ocean.edu
Michael Hesse Sec+ Information System Security Officer L3Harris michaelhesse21@yahoo.com	Laura Wills, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu
Gary MacDonald Director of Curriculum and Grants Ocean County Vocational Technical School gmacdonald@ocvts.org	

ACADEMIC ADVISOR: Laura Wills, M.A., LPC

ALUMNI REPRESENTATIVE: Joseph Pelkey

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Mary McKeon

CTE – FACULTY: Gerald Cohen, Ph.D., M.S.

CTE – STUDENT: N/A

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Keith Davis

HIGH SCHOOL REPRESENTATIVE: Virgil DeMario

POSTSECONDARY INSTITUTION REPRESENTATIVE: Patricia Morreale, Ph.D.

DENTAL HYGIENE (NEW)

Denise Avrutik, D.HSc., M.S., RDH Associate Professor · Dental Hygiene Bergen Community College davrutik@bergen.edu OR davruntik@msn.com	June-Ann Somma, Ed.S., RDH – CHAIR Program Director, Dental Hygiene · Nursing & Health Sciences Ocean County College jsomma@ocean.edu
Mary Gibson, Ed.D, M.S. Director of Program Services · Nursing & Health Science Ocean County College mgibson@ocean.edu	Teresa Walsh, Ph.D., MSN, RN-BC Dean · Nursing & Health Science Ocean County College twalsh@ocean.edu
Maurice B. Hill, Jr., DMD, FAGD, FADC, FICD, FADI (RETIRED) Former Mayor, Township of Toms River mohillusnr@comcast.net	Laura Wills, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu
Jennifer Morelli, M.S.HS, RDH Dental Hygienist Prosthodontic Associates (NYC), PLLC jmorelli115@gmail.com	Joseph Zicchino, DDS Owner and Dentist Coastal Dental Group doczeke2407@gmail.com
Howard Notgarnie, Ed.D., RDH Executive Director New Jersey Dental Hygienists' Association howardrdhedd@gmail.com	
Amy Pallagano, M.S., RDH Dental Hygienist Maxine Feinberg, DDS - Periodontist amyanto@aol.com	
Ronen Rotem, DDS Cosmetic Dentist Rotem Dental Care drrotem@drrotem.com	

ACADEMIC ADVISOR: Laura Wills, M.A., LPC

ALUMNI REPRESENTATIVE: N/A

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Jennifer Morelli, M.S.HS, RDH; Amy Pallagano, M.S., RDH; Ronan Rotem, DDS; Joseph Zicchino, DDS

CTE – FACULTY: N/A

CTE – STUDENT: N/A

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Howard Notgarnie, Ed.D., RDH

HIGH SCHOOL REPRESENTATIVE: N/A

POSTSECONDARY INSTITUTION REPRESENTATIVE: Denise Avrutik, D.HSc, M.S., RDH

ENVIRONMENTAL MANAGEMENT

Michelle Alexandra (insert title) Eurofins USA Michelle.Alexandra@et.eurofinsus.com	Karen Hershey, Esq. Founder and Principal Consultant KLH Advisory LLC hershey@klhadvisory.com
Alyssa Antonelli Student Ocean County College alyssa_antonelli@students.ocean.edu	Henry Jackson, Ed.D. (title) · Center for Academic Excellence Ocean County College hjackson@ocean.edu
Justin Bates Senior Financial Analyst New Jersey Natural Gas jbates@njresources.com	Shuting Liu, Ph.D. Assistant Professor · Environment and Sustainability Services Kean University shuting.liu@kean.edu
Philip I. Brilliant President & Owner Brilliant Engineering brilliant@brilliantenvironmental.com	Richard Lynch, CIH Occupational Health Consultant · Office of Public Employees Occupational Safety and Health (PEOSH) New Jersey Department of Labor and Workforce Development Richard.Lynch@dol.nj.gov
James Campbell, Ed.D., M.S., LAC Program Manager · FIPSE Grant Ocean County College jcampbell@ocean.edu	Kevin Murphy Vice-President · Survey Division PS&S kmurphy@psands.com
Dana Christensen, Ph.D., M.S. Instructor · Environmental Science Jackson Memorial High School dchristensen@jacksonsd.org	Jim Nuccio Director of Business Development Westinghouse jnuccio@westinghouse.com
John Devine Branch Manager Atlas john.devine@oneatlas.com	Vandana Saini, Ph.D. Dean · School of STEM Ocean County College vsaini@ocean.edu
Kevin Dunshee Chief Commercial Officer Solar Landscape kevin@solarlandscape.com	Lincoln Simmons, M.S. – CHAIR College Lecturer · Science Ocean County College lsimmons@ocean.edu
Frank Ehrenfeld Laboratory Director International Testing Labs (IATL) frankehrenfeld@iatl.com	Celeste Van Nice, M.Ed., M.A. Assistant Dean · Student Affairs Montclair State University vannicec@montclair.edu
Carrie Ferraro, Ph.D. Acting Director · Math & Science Learning Center Rutgers, the State University of New Jersey ferraro@marine.rutgers.edu	Laura Wills, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu
Stan Hales Director · Barnegat Bay Partnership Ocean County College shales@ocean.edu	Jack Zybura Associate Principal Lewis S. Goodfriend & Associates jzybura@lsga.com

ACADEMIC ADVISOR: Laura Wills, M.A., LPC

ALUMNI REPRESENTATIVE: Michelle Alexandria

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Richard Lynch, CIH

CTE – FACULTY: Lincoln Simmons, M.S.

CTE – STUDENT: Alyssa Antonelli

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Henry Jackson, Ed.D.

HIGH SCHOOL REPRESENTATIVE: Dana Christensen, Ph.D.

POSTSECONDARY INSTITUTION REPRESENTATIVE: Shuting Liu, Ph.D.

GRAPHIC ARTS, DESIGN, AND MEDIA

Neal Bennett, M.Ed. Video Producer; Editor; Curriculum Specialist Rutgers, the State University of New Jersey video@nealbennett.com	Nick Peterson Graphic Designer Chipchug Studios nick@chipchug.com
Dorothy Creamer Senior Research Manager · Hospitality & Digital Transformation Strategies IDC dotcreamer@gmail.com	Renate Pusniak, M.S. College Lecturer II · Graphic Arts Ocean County College rpusniak@ocean.edu
Michael J. Farragher, M.S. Content Creator; Author; Filmmaker Career Letters irishwriter@optimum.net	Victoria Rod, Ed.D., M.S. Assistant Director of Academic Advising Ocean County College vrod@ocean.edu
Samantha Glassford, Ed.D., M.A. Assistant Dean · Arts & Humanities Ocean County College sglassford@ocean.edu	Kel Rowan, M.I. Public Relations Librarian Ocean County Library krowan@theoceancountylibrary.org
Mary Granahan Television Production Director · Media Services Ocean County College mgranahan@ocean.edu	Gary Shaffer, M.A. – CHAIR Assistant Professor of Humanities and Fine Arts · Journalism & Communications Ocean County College gshaffer@ocean.edu
Lee Kobus, M.A. College Lecturer II · Broadcast Ocean County College lkobus@ocean.edu	Darra Stack, MSW, LCSW Counseling Specialist · Counseling Center Ocean County College dstack@ocean.edu
Sandra Levine Documentary Filmmaker Sandra Levine Productions sandy@sandralevine.com	Rebecca Weisselberg Student Ocean County College rebecca_weisselberg@students.ocean.edu
Ethan Noble Director · Jackson Digital Media Academy Jackson School District ethan.noble@gmail.com	

ACADEMIC ADVISOR: Victoria Rod, Ed.D., M.S.

ALUMNI REPRESENTATIVE: N/A

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Neal Bennett, M.Ed.; Dorothy Creamer; Michael J. Farragher, M.S.; Mary Granahan; Nick Peterson; and Kel Rowan, M.I.

CTE – FACULTY: Prof. Richard Fallon, Prof. Lee Kobus; Prof. Renate Pustiak; and Prof. Gary Shaffer

CTE – STUDENT: Rebecca Weisselberg

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Darra Stack, MSW, LCSW

HIGH SCHOOL REPRESENTATIVE: Ethan Noble

POSTSECONDARY INSTITUTION REPRESENTATIVE: Dr. Samantha Glassford

HEALTH AND HUMAN PERFORMANCE

Peter DiStefano, M.S., ATC, LAT Head Athletic Trainer; Adjunct Professor Ocean County College pdistefano@ocean.edu	Eunice M. Pschorr, M.A. Lecturer II; edTPA Coordinator · Elementary and PE/Health Education Kean University epschorr@kean.edu
Angelo Gingerelli, M.Ed., MBA, CSCS Lecturer- Kean University angelo.gingerelli@kean.edu	Daniel Regeyene, MHA Director of Public Health Ocean County Public Health nick@chipchug.com
Pamela Goldsmith, M.S. – CHAIR College Lecturer II · Health Management Ocean County College pgoldsmith@ocean.edu	Scott Royer, M.A. Adjunct Professor Ocean County College sroyer@ocean.edu
Mark Haug Teacher · Physical Education Central Regional High School mhaug@centralreg.k12.nj.us	Leah Schmidt Student Ocean County College leah_schmidt@students.ocean.edu
Carolyn Kaminsky, ISSA Manager Sweat 440 Fitness manager.tomsriver@sweat440.studio	Calista Siletti Owner CKO Kickboxing csiletti24@gmail.com
Christian Kane, M.Ed. Co-Founder Toms River Field of Dreams trfieldofdreams@gmail.com	Tonja Werkman, M.S., RDN Corporate Director of Food and Nutrition Pinnacle Dietary and Nutrition Link Services twerkman172@yahoo.com
Katie Napoli, M.A. Adjunct Professor · Health and Human Performance Ocean County College knapoli@ocean.edu	Laura Wills, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu

ACADEMIC ADVISOR: Laura Wills, M.A., LPC

ALUMNI REPRESENTATIVE: N/A

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Peter DiStefano, M.S., ATC, LAC; Carolyn Kaminsky; Daniel Regeyene, MHA; Calista Siletti; Tonja Werkman, M.S., RDN

CTE – FACULTY: Prof. Pamela Goldsmith

CTE – STUDENT: Leah Schmidt

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Christian Kane, M.Ed.; Katie Napoli, M.A.

HIGH SCHOOL REPRESENTATIVE: Mark Haug

POSTSECONDARY INSTITUTION REPRESENTATIVE: Angelo Gingerelli, M.Ed., MBA. CSCS; Eunice M. Pschorr, M.A.

HOSPITALITY, RECREATION, AND TOURISM MANAGEMENT

Paul Altero Founder, Co-Owner, and President Bubbakoo's Burritos paul.altero@gmail.com	Ina Joyce, M.A. Director · Human Resources Chick-Fil-A (#02744) inajoyce2014@gmail.com
Holly Bilotti, CCM General Manager Bay Head Yacht Club hbilotti@bayheadyachtclub.org	Sandra Lazarro Director of Business Development and Tourism Ocean County · Administration Building slazarro@co.ocean.nj.us
Sean M. Bips, EMBA – CHAIR College Lecturer II · Hospitality, Recreation and Tourism Management Ocean County College sbips@ocean.edu	Jay Leonard General Manager Wyndam Lake Buena Vista Resort jleonard@wyndhamlbv.com
Marc Bouchard Executive Chef Bay Head Yacht Club mbouchard@bayheadyachtclub.org	Courtney Mattson General Manager Days Hotel cmattson@hotelsunlimited.com
Pamela Burns Manager The Lamplight Motel reservations@lamplightmotel.com	Danielle Raimato Student Ocean County College danielle_raimato@students.ocean.edu
James Conroy Teacher · Hospitality and Culinary Arts Lakewood High School jconroy@lakewoodpiners.org	Anna Regan, M.A. Executive Director of Academic Advising Ocean County College aregan@ocean.edu
Blake Ferraro Dual-Rate Front Desk Shift Manager Borgata Hotel, Casino & Spa blakester910@gmail.com	Kimberle R. Samarelli, MBA, SBA Executive Director New Jersey Amusement Association njaa40plus@aol.com
Christina Hernandez, MSW, LSW Associate Director · Veterans and Military Resource Center Ocean County College christina_hernandez1@ocean.edu	Shawn Zakar, Ed.D., MBA Executive Director · Workforce Education Ocean County College szakar@ocean.edu

ACADEMIC ADVISOR: Anna Regan, M.A.

ALUMNI REPRESENTATIVE: Blake Ferraro

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Paul Altero; Holly Bilotti, CCM; Marc Bouchard; Pamela Burns; Ina Joyce, M.A.; Sandra Lazarro; Jay Leonard; Courtney Mattson; Kimberle R. Samarelli, MBA

CTE – FACULTY: Prof. Sean Bips; Dr. Shawn Zakar

CTE – STUDENT: Danielle Raimato

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Christina Hernandez, MSW

HIGH SCHOOL REPRESENTATIVE: James Conroy

POSTSECONDARY INSTITUTION REPRESENTATIVE: (Dean/Assistant Dean)

INTERPRETER TRAINING PROGRAM

Jessica Ansbach, MPH, NIC Supervisor of Language Services Hackensack Meridian Health Jessica.Ansbach@hnmhn.org	Angelina Graham Teacher · American Sign Language Lakewood High School agraham@lakewoodpiners.org
Jamie Araz Prioli, M.S., CRC, ATP Director · Access and Disability Services Ocean County College jprioli@ocean.edu	Ruth Huebner Co-Navigator Interpreter Tactifying Language Integrations LLC ruth.huebner@gmail.com
Kathleen Basilotto, M.Ed., CI – CHAIR Assistant Professor of Humanities and Fine Arts · American Sign Language – Interpreter Training Program Ocean County College kbasilotto@ocean.edu	Kathy Kady-Hopkins President and Co-Owner ASL Interpreter Referral Service, Inc. kathykadyhopkins@aslirs.com
Amanda Dietrich, NIC Staff Interpreter Hackensack Meridian Health amandadietrich40@gmail.com	Abigail Meyer Intern · Division of the Deaf and Hard of Hearing New Jersey Department of Human Services abigailgracemeyer@gmail.com
Melchior Fernandez, NIC Freelance ASL-English Interpreter; Interpreting Coordinator Clerc Center melchiorfernandez@gmail.com	Saundra Piscitelli, M.Ed. Instructor · American Sign Language – Interpreter Training Program Ocean County College spiscitelli@ocean.edu
Samantha Glassford, Ed.D., M.A. Assistant Dean · Arts & Humanities Ocean County College sglassford@ocean.edu	Victoria Rod, Ed.D., M.S. Assistant Director of Academic Advising Ocean County College vrod@ocean.edu

ACADEMIC ADVISOR: Victoria Rod, Ed.D., M.S.

ALUMNI REPRESENTATIVE: Abigail Meyer and Ruth Huebner

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Jessica Ansbach, MPH; Amanda Dietrich, NIC; Melchior Fernandez, NIC; and Kathy Kady-Hopkins

CTE – FACULTY: Prof. Kathleen Basilotto and Prof. Saundra Piscitelli

CTE – STUDENT: Julia Bassie

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Jamie Arasz Prioli, M.S.

HIGH SCHOOL REPRESENTATIVE: Angelina Graham

POSTSECONDARY INSTITUTION REPRESENTATIVE: Samantha Glassford, Ed.D., M.A.

LAW AND PUBLIC SAFETY

Stephen Agresti, Ph.D., M.S., M.S.Ed. College Lecturer II · Criminal Justice Ocean County College sagresti@ocean.edu	Fernando E. Linhares, D.Min, J.D., LL.M., M.A., M.Div Criminal Justice Coordinator ¹ Kean University flinhare@kean.edu
Patrick Beatty, Ed.D., Ed.S., M.S. – CHAIR College Lecturer II · Criminal Justice Ocean County College pbeatty@ocean.edu	Stuart Martinsen, M.A. Adjunct Instructor Ocean County College stuartmartinsen@gmail.com
Bradley D. Billheimer, Esq. Prosecutor Ocean County Prosecutor's Office nmoncrief@co.ocean.nj.us	Jeffrey J. McWeeney, Esq. Partner King, McWeeney & Wells, LLC jmcweeney@kmwlawfirm.com
Nicholas Capriglione, M.A.S. Commanding Officer · Administration New Jersey Transit Police NCapriglione@njtransit.com	Frederic A. Milani Detective Corporal Ocean County Sheriff's Office fmilani@co.ocean.nj.us
Anthony U. Carrington Chief of Detectives Ocean County Prosecutor's Office nmoncrief@co.ocean.nj.us	Philip M. Miller, Esq. Judge Law Offices of Philip M. Miller, LLC pmmlegal@aol.com
Sabrina Estefan-Maldonado, M.A. Court Executive, Assistant Criminal Division Manager Superior Court of New Jersey · Vicinages #13 & #15 sabrina.estefanmaldo@njcourts.gov	J. Mark Mutter, Esq. Adjunct Professor Ocean County College mmutter@ocean.edu
Daniel C. Huppe Law Enforcement Teacher · Academy of Law and Public Safety Ocean County Vocational Technical School dhuppe@mail.ocvts.org	Amy Nadybal, M.A. Transfer Advising Coordinator Ocean County College anadybal@ocean.edu
Julie A. Kennedy, Esq. Associate Bercik Law julie.a.kennedy.esq@gmail.com	

ACADEMIC ADVISOR: Amy Nadybal, M.A.

ALUMNI REPRESENTATIVE: N/A

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Bradley D. Billheimer, Esq.; Anthony U. Carrington; Sabrina Estefan-Maldonado, M.A., Julie A. Kennedy, Esq.; Jeffrey J. McWeeney, Esq.; Frederic A. Milani; Philip M. Miller, Esq.

CTE – FACULTY: Dr. Stephen Agresti; Dr. Patrick Beatty; Prof. Stuart Martinsen; Prof. J. Mark Mutter

CTE – STUDENT: N/A

¹ Also serves as the Coordinator at Fairleigh Dickinson University and Seton Hall University.

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Nicholas Capriglione, M.A.S.

HIGH SCHOOL REPRESENTATIVE: Daniel C. Huppe

POSTSECONDARY INSTITUTION REPRESENTATIVE: N/A

NURSING

Viergina Bazile-Scott, MSN, BC-LNC, RN College Lecturer · Nursing Ocean County College vbazile-scott@ocean.edu	Danielle Piccione, MSN, RN College Lecturer II · Nursing Ocean County College dpiccione@ocean.edu
Donna Bonacorso, RN, MSN, NEA-BC Vice-President of Patient Care Services & Chief Nursing Officer · Community Health Center Robert Wood Johnson Barnabas Health (RWJBH) donna.bonacorso@rwjbh.org	Nicole M. Powasnick, MSN, RN Chief Nursing Officer · Behavioral Health Center and Psychiatric Inpatient Service Time Robert Wood Johnson Barnabas Health (RWJBH) nicole.powasnick@rwjbh.org
Stephanie Cron, MSN, RN Assistant Vice-President of Patient Care Services · Community Health Center Robert Wood Johnson Barnabas Health (RWJBH) stephanie.cron@rwjbh.org	Tamila Pupuro, Ph.D., MSN, RN College Lecturer II · Nursing Ocean County College tpupuro@ocean.edu
Pamela J. Egnatovich, MSN, MBA, RN, CEN Director of Patient Care · Ocean University Medical Center Hackensack Meridian Health (HMH) Pam.Egnatovich@hmn.org	Donna Rizzolo, MSN, RN-BC, CNE Nurse Educator, Clinical Placement Coordinator · Southern Ocean Medical Center Hackensack Meridian Health (HMH) Donna.Rizzolo@hmn.org
Christine Giattino Student Ocean County College christine_giattino@students.ocean.edu	Sharon Scrofine, DNP, RN, CNE, CEN College Lecturer II · Nursing Ocean County College sscrofine@ocean.edu
Mary Gibson, Ed.D, M.S. Director of Program Services · Nursing & Health Science Ocean County College mgibson@ocean.edu	Julie M. Scruggs, MSN, RN, WCC Director of Clinical Instruction · Nursing & Health Science Ocean County College jscruggs@ocean.edu
Kellie Graf, MSN, RN Regional Director · Center for Professional Development, Innovation, and Research Robert Wood Johnson Barnabas Health (RWJBH) kellie.graf@rwjbh.org	Linda Simmons, MSN, RN, CEN, CNE, CHSE Director of Nursing Skills and Simulation Lab · Nursing Ocean County College linda_simmons@ocean.edu
Jennifer Kipp, M.A. Academic Advisor and Coordinator of NJSTARS Ocean County College jkipp@ocean.edu	Ryan E. Smith, BSN, RN Assistant Nurse Manager · Heart and Vascular Hackensack Meridian Health ryanesmith91@gmail.com
Maryjean Natoli, MSN, RN College Lecturer II · Nursing Ocean County College mnatoli@ocean.edu	Timothy Sperling, MSN, MBA, RN, CEN Director of Case Management · Behavioral Health Center and Psychiatric Inpatient Service Time Robert Wood Johnson Barnabas Health (RWJBH) tjsrn07@mac.com

Jennifer Tucker, MSN, RN-BC Nurse Educator · Behavioral Health Center – Southern Campus Robert Wood Johnson Barnabas Health (RWJBH) jennifer.tucker@rwjbh.org	Teresa Walsh, Ph.D., MSN, RN-BC – CHAIR Dean · Nursing & Health Science Ocean County College twalsh@ocean.edu
Susan Urbanek, MSN, RNC-OB, NPD Practitioner Director · Center for Professional Development, Innovation, and Research Robert Wood Johnson Barnabas Health (RWJBH) susan.urbanek@rwjbh.org	Joyce A. Wright, Ph.D., MSN, RN, CNE Professor · Nursing New Jersey City University jwright@njcu.edu
Kristen Waldron, M.A. Guidance Counselor Toms River High School South kwaldron@trschoools.com	

ACADEMIC ADVISOR: Jennifer Kipp, M.A.

ALUMNI REPRESENTATIVE: Ryan E. Smith, RN, BSN

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Nicole Powasnick, MSN, RN

CTE – FACULTY: Sharon Scrofine, DNP, RN, CNE, CEN

CTE – STUDENT: Christine Giattano (Fall 2025 – *enrolled in NURS 274*)

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: Timothy Sperling, MSN, MBA, RN, CEN

HIGH SCHOOL REPRESENTATIVE: Kristen Waldron, M.A.

POSTSECONDARY INSTITUTION REPRESENTATIVE: Joyce A. Wright, Ph.D., MSN, RN, CNE

NOTE: Graduates are eligible to sit for the licensure exam and practice as a Registered Nurse (RN).

SOCIAL WORK

Michael Blatt, MSW, LCSW, DRCC (Retired) Ocean County Department of Human Services mblattconsulting@gmail.com	Raven Moore Lead Case Manager Family Promise of the Jersey Shore raven@familypromisejerseyshore.org
Maureen DeSantis, MSW, LCSW Director of Care Management Ocean Partnership for Children mdesantis@oceanpartnership.org	Jennie Piwowarczyk, M.A. Associate Adjunct Professor Ocean County College jpiwowarski@ocean.edu
Peter M. Hartney, M.A. Adjunct Professor Ocean County Prosecutor's Office phartney@ocean.edu	Darra Stack, MSW, LCSW Counseling Specialist · Counseling Center Ocean County College dstack@ocean.edu
Kamari Jones Student Ocean County College kamari_jones@students.ocean.edu	Laura Willis, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu
Sean Kingston, MSW, LCSW, LCADC Program Coordinator Bright Harbor Healthcare skingston@brightharbor.org	Laura Willis, M.A., LPC Director of Transfer Services & Articulation Ocean County College lwills@ocean.edu
Lucia McGuire-Petterson Student Ocean County College lucia_mcguire-petter@students.ocean.edu	
Anaïs Mompont, MSW, LCSW – CHAIR College Lecturer II · Social Work Ocean County College amompont@ocean.edu	

ACADEMIC ADVISOR: Laura Wills, M.A., LPC

ALUMNI REPRESENTATIVE: Raven Moore

BUSINESS, INDUSTRY, AND/OR LABOR ORGANIZATION: Michael Blatt, MSW, LCSW; Maureen DeSantis, MSW, LCSW; Sean Kingston, MSW, LCSW

CTE – FACULTY: Prof. Peter Hartney; Prof. Anaïs Mompont

CTE – STUDENT: Kamari Jones and Lucia McGuire-Petterson

DISTRICT REPRESENTATIVE FOR SPECIAL POPULATIONS: N/A

HIGH SCHOOL REPRESENTATIVE: Jennie Piwowarczyk, M.A.

POSTSECONDARY INSTITUTION REPRESENTATIVE: Darra Stack, MSW, LCSW

EXHIBIT B-2

ENVI 142L: INDUSTRIAL HYGIENE LAB

1. Course Information

Subject

ENVI - Environmental Science

School

Science, Technology, Engineering, Mathematics

Course Title

Industrial Hygiene Lab

2. Hours

Semester Hours

1

Lecture

0

Lab

2

Practicum

0

3. Catalog Description

For display in the online catalog

This course will introduce students to the science of Industrial Hygiene. This course gives students the laboratory experience needed for identifying the characteristics of workplace toxins, health hazards, and other stressors. The analysis of Industrial Hygiene intoxication will allow students to understand the everyday disease-causing agents and health hazards to which workers are exposed.

4. Requisites

Prerequisites

None

Corequisites

For the first attempt, ENVI 142 lecture must be taken with ENVI 142L. If the student should fail either lecture or lab after the first attempt, then they may take the individual failed section

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 one of four courses required for the Industrial Hygiene/Hazardous Materials Management Certification. Also, there is a need for additional environmental courses in the Environmental Studies degree program. This is demonstrated in the fact that most environmental courses are seasonally specific. This course can be offered year-round.

Industrial Hygiene is the practice and science of anticipation, recognition, evaluation, and control of stress factors in the work environment. The Industrial Hygienist is trained in all the basic sciences. This course is needed to prepare students to recognize environmental stressors that may endanger life or are a health risk in the workplace.

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 student-centered, high quality educational experiences that prepare and empower diverse learners (Mission Statement)
2	Cultivating a technologically progressive spirit (Mission Statement)
3	Providing and supporting the delivery of high quality, relevant, and emerging STEM courses (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

None

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC Elective 4-credits	Elective	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ES 3210 GIS for Env. and Health 4-credits	Major (linked course must complete both lecture & lab or only elective credit is granted)	

Monmouth University

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

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
INTR99070 Free Elective 4-credits	Elective	

Rutgers - New Brunswick, Mason Gross School of the Arts

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

Stockton University

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

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:

CLO1	Identify chemical, physical, and biological workplace stressors.
CLO2	Evaluate and create corrective measures used to control workplace health hazards.

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)
T01	History and Development of Industrial Hygiene: a. Anatomy and Physiology and Pathology b. Recognition of Hazards c. Biological Hazards	Lab manual assignments and reading and discussions The reading is outlined in the Lab manual and is important for understanding the theoretical foundation of the experiments and Lab exercises	Graded oral presentation of project or Lab report	CLO 1,2
T02	Evaluation of Hazards: a. Evaluation b. Direct Read instruments c. Air Sampling	Lab manual assignments Use of active or passive air quality sample collection and analysis. Use of standard calibration tools and equipment	Graded oral presentation of project Or Lab report	CLO 1,2
T03	Control of Hazards: a. Method of Control b. Ventilation c. Respiratory protection d. Personal Protective equipment	Laboratory manual assignments Use of direct and indirect instruments For testing and analysis.	Quiz on reading Graded oral presentation of project or Lab Report	CLO 1,2

12. Methods of Instruction

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

- o Discussion
- Experiments and exercises
- o Hands-on/modeling and data collection and analysis with instruments and equipment

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

Information

Scientific Knowledge and Reasoning

Yes

Related Course Learning Outcome

CLO 1,2

Related Outline Component

TO 1,2,3

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

Lab Report

14. Needs

Instructional Materials (text etc.):

Textbook and/or open educational resource materials chosen by department.

Technology Needs:

None

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

None

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-3

Course Change Request

Date Submitted: 09/23/25 11:12 am

Viewing: **CSIT 110 : Introduction to Computers and Computer Applications**

Last approved: 06/09/21 12:17 pm

Last edit: 09/23/25 11:12 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course

[Approved General Education Courses
Computer Science/ Information Technology \(CSIT\).](#)

Programs
referencing this
course

[AS.HLSC: Homeland Security, Associate in Science](#)
[AA.LA.EDUC: Education, Associate in Arts](#)
[AS.GE.BUS: General Studies, Associate in Science - Business
Concentration](#)
[AS.GE.CS: General Studies, Associate in Science - Computer Studies
Concentration](#)
[AAS.TS.COMP: Technical Studies with Computer Technology Option,
Associate in Applied Science](#)
[AAS.TS.TECH: Technical Studies with Industrial/Technical Option,
Associate in Applied 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. Cabinet
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 09/23/25 12:11 pm
Connor Sampson (csampson):
Approved for STEM Academic Administrator
2. 09/23/25 12:18 pm
Vandana Saini (vsaini): Approved for STEM Dean
3. 10/02/25 1:50 pm
James Marshall (jmarshall):

EXHIBIT B-3

Approved for
Executive Director
of Curriculum and
Program
Development

4. 10/10/25 9:54 am
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair

History

1. Jun 9, 2021 by
soconnor

1. Course Information

Subject	CSIT - Computer Science/ Information Technology
School	Science, Technology, Engineering, Mathematics
Course Title	Introduction to Computers and Computer Applications

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the
online catalog

The course familiarizes students with the interaction of computer hardware, software, and ethics. Students will gain a fundamental understanding of personal computers and computer

EXHIBIT B-3

networking. Microsoft Windows and the Internet, an introduction to Microsoft Office, computer security, ethical and safe uses of technology, safety, and popular word processing, spreadsheet, and database tools. Emphasis in this course is on developing practical applications for personal productivity and safety. The course assumes no prior computing experience.

4. Requisites

Prerequisites

None

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 all curriculums will benefit from understanding and knowing how to utilize current computer hardware and software to be successful in their academic and professional careers and personal life. This course is required at many two and four year institutions.

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

Technology

General Education Approved

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.
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce.
4	Seeking to empower students through the mastery of intellectual and Practical Skills.
5	Challenging students to transfer information into knowledge and knowledge into action.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Atlantic Cape CC
Course Title	Introduction to Computers
Course Number	CISM125
Number of Credits	3
Comments	

Institution	Camden County College
Course Title	Computer Literacy

EXHIBIT B-3

Course Number CSC-101

Number of Credits 3

Comments

Institution Hudson County CC

Course Title Intro to Computers & Computing

Course Number CSC-101

Number of Credits 3

Comments

Institution Mercer County CC

Course Title Computer Concepts with Applications

Course Number IST 101

Number of Credits 3

Comments

Institution Raritan Valley CC

Course Title Computer Literacy

Course Number CISY 102

Number of Credits 3

Comments

Transferability of Course

EXHIBIT B-3

Georgian Court
University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CS105, Computer Literacy, 3cr	General Education, Computer Science	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CPSX1003, Computer Science Elective, 3 cr.	Computer Science Free Elective	

Monmouth
University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
IT100, Information Technology, 3cr	General education, Technological Literacy	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CPSX1003	Computer Science Free Elective	

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
01198170, 3cr in Information technology and Research or quantitative reasoning OR 3CR Computer Science elective	Students must complete a combination of courses in order to receive specific course equivalencies OR Computer Science elective	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CSIS1180, Microcomputers & Applications, 3cr	General education, Computer Science	

If not transferable

to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Analyze the impact of computer technology on contemporary society and culture.
CLO2	Describe secure, safe, ethical, and legal uses of technology.
CLO3	Identify and explain the functions of computer hardware components.
CLO4	Define what the Internet is, and list uses of the Internet.
CLO5	Identify and explain the types of computer <u>software including systems software and file management in a windows environment.</u> software.
CLO6	Define systems software and list the types of system software.
CLO7	Demonstrate file management in a windows environment.
<u>CLO6</u> CLO8	Define computer networking, list the types of networks and networking equipment.
<u>CLO7</u> CLO9	Describe common practices for configuring networks to provide common <u>safeguards</u> safe guards to protect users and equipment.
<u>CLO8</u> CLO10	<u>Describe</u> Demonstrate and <u>demonstrate</u> apply the functions and uses of word processor, spreadsheet, and database software to accomplish tasks.
CLO11	Describe techniques to acquire and upgrade technology skills as the level of computing evolves.

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	Discuss the impact of technology on global,	Reading and class discussion.	Homework assignment and exam	CL01, CLO2, CLO11

EXHIBIT B-3

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	national, personal careers, and ethical responsibilities and awareness when using technology			
TO2	Describe the components of a computer, how they are connected, and how computers process and store data.	Reading and class discussion.	Homework assignment and exam	CLO3
TO3	Explain how the Internet works and how it is used for collaboration, communication, commerce and entertainment purposes.	Reading and class discussion.	Homework assignment and exam	CLO4
TO4	Explain the types and functions of an operating system	Reading, class discussion, and class activities.	Homework assignment and exam	<u>CLO5</u> CLO5 , CLO6
TO5	Describe how system software is used, managing the user interface, file management, and utility programs.	Reading, class discussion, and class activities.	Homework assignment and exam	CLO6, CLO7
TO6	Explain the basics of computer networking, networking components, and the different ways to connect to a network and the Internet.	Reading, class discussion, and class activities.	Homework assignment and exam	<u>CLO6</u> CLO8

EXHIBIT B-3

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO7	Describe what is needed to install and configure a home network, and how to manage and secure a wireless network.	Reading, class discussion, and class activities.	Homework assignment and exam	<u>CLO6, CLO7</u> CLO8, CLO9
TO8	Describe hacking, viruses and other online annoyances and threats.	Reading, class discussion, and class activities.	Homework assignment and exam	<u>CLO6</u> CLO9
TO9	Describe ways to protect digital property and data from theft and corruption.	Reading, class discussion, and class activities.	Homework assignment and exam	<u>CLO7</u> CLO9
TO10	Demonstrate how to create a document and edit it.	Reading, class discussion, and class activities.	<u>Homework assignment.</u> Homework assignment, graded activity and exam.	<u>CLO08</u> CLO10
TO11	Demonstrate how to modify the layout and formatting of a document.	Reading, class discussion, and class activities.	<u>Homework assignment</u> Homework assignment, graded activity and exam.	<u>CLO08</u> CLO10
TO12	Demonstrate how to create <u>and edit</u> a spreadsheet, <u>use functions, and create simple charts.</u> chart the data and edit both.	Reading, class discussion, and class activities.	<u>Homework assignment</u> Homework assignment, graded activity and exam.	<u>CLO08</u> CLO10
TO13	Demonstrate how to create equations, use functions, and create tables in a spreadsheet.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
TO14	Analyze data with various charts and what-if analysis tools.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
<u>TO13</u> TO15	Describe <u>and demonstrate</u> the <u>uses of databases</u> objects used in a database	Reading, class discussion, and class activities.	<u>Homework assignment</u> Homework assignment, graded activity and exam.	<u>CLO08</u> CLO10

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO16	Demonstrate the uses of tables, forms, queries, and reports.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10

12. Methods of Instruction

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

- o Class lecture
- o Discussion
- o Demonstrations
- o Labs
- o Online presentations, and online activities and assessments.

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 Yes

Related Course CLO3, CLO4, CLO5, CLO6, CLO7,
Learning Outcome CLO8 ~~CLO8, CLO9, CLO10~~

Related Outline TO2, TO3, TO4, TO5, TO6, TO7,
Component TO8, TO9, TO10, TO11, TO12,

TO13 ~~TO13, TO14, TO15, TO16~~

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

Tests, quizzes, activities, projects

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO1, CLO2

Learning Outcome

Related Outline TO1

Component

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

Tests, quizzes

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO7, CLO8 ~~CLO9,~~Learning Outcome ~~CLO10~~

Related Outline TO1, TO7, TO8, TO9, TO10, TO11,

Component TO12, TO13 ~~TO13, TO14, TO15,~~
~~TO16~~

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

Tests, quizzes, activities, projects

14. Needs

Instructional
Materials (text
etc.):

Appropriate textbooks will be selected. Contact the dept. for current adoptions.

Technology Needs:

Software applications, college portal, college Distance Learning platform and /or Textbook or
Instructor Website, Lab and/or Assessment Software.

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

Board of Trustees Approval Date: December 2, 2013

Board of Trustees Approval Date: August 26, 2015

Board of Trustees Approval Date: November 03, 2016

Reviewer

Comments

Key: 490

EXHIBIT B-4

Course Change Request

Date Submitted: 08/08/25 3:06 pm

Viewing: **ENVI 142 : Industrial Hygiene Lecture**

Last approved: 10/16/21 4:00 am

Last edit: 10/10/25 9:51 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course

Environmental Science (ENVI)

Programs
referencing this
course

AS.PUBH: Public Health, Associate in Science

CC.IHHM: Industrial Hygiene/Hazardous Materials Management

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. Cabinet
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 08/08/25 4:04 pm
Connor Sampson
(csampson):
Approved for STEM
Academic
Administrator
2. 08/08/25 4:06 pm
Vandana Saini
(vsaini): Approved
for STEM Dean
3. 09/22/25 1:16 pm
James Marshall
(jmarshall):

EXHIBIT B-4

Approved for
Executive Director
of Curriculum and
Program
Development

4. 10/10/25 9:55 am
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair

History

1. Oct 16, 2021 by
soconnor

CC.IHHM: Industrial Hygiene/Hazardous Materials Management

PLO 1: Identify and analyze the fundamental aspects of the work environment and those elements that may create an unsafe or unhealthy work environment.

PLO 5: Critically evaluate and develop management control systems that promote a safe and healthy work environment.

1. Course Information

Subject	ENVI - Environmental Science
School	Science, Technology, Engineering, Mathematics
Course Title	Industrial Hygiene <u>Lecture</u>

2. Hours

Semester Hours	<u>3.00000</u> 4.00000
Lecture	3.00
Lab	<u>0.00</u> 2.00
Practicum	0.00

3. Catalog Description

For display in the
online catalog

This course will introduce students to the science of Industrial Hygiene. Students will develop an understanding of the chemical, physical and biological stressors in the workplace.

This course gives students the tools and ~~laboratory~~ experience needed for identifying the characteristics of workplace toxins, health hazards, and other stressors. The analysis of Industrial Hygiene intoxication will allow students to understand the everyday disease-causing agents and health hazards to which workers are exposed.

4. Requisites

Prerequisites

NONE

Corequisites

For the first attempt, ENVI 142 lecture must be taken with ENVI 142L. If the student should fail either lecture or lab after the first attempt, then they may take the individual failed section

~~NONE~~

5. Course Type

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

6. Justification

Describe the need
for this course

This course is one of four courses required for the Industrial Hygiene/Hazardous Materials Management Certification. Also, there is a need for additional environmental courses in the Environmental Studies degree program. This is demonstrated in the fact that most environmental courses are seasonally specific. This course can be offered year-round.

Industrial Hygiene is the practice and science of anticipation, recognition, evaluation, and control of stress factors in the work environment. The Industrial Hygienist is trained in all the basic sciences. This course is needed to prepare students to recognize environmental stressors that may endanger life or are a health risk in the workplace.

7. General Education

EXHIBIT B-4

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 student-centered, high quality educational experiences that prepare and empower diverse learners (Mission Statement)
2	Cultivating a technologically progressive spirit (Mission Statement)
3	Providing and supporting the delivery of high quality, relevant, and emerging STEM courses (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution None

Course Title

Course Number

Number of Credits

Comments

Transferability of Course

Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>EC Elective 4-credits</u>	<u>Elective</u>	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>ES 3210 GIS for Env. and Health 4-credits</u>	<u>Major (linked course must complete both lecture & lab or only elective credit is granted)</u>	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		<u>Will not transfer</u>

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
<u>INTR99070 Free Elective 4-credits</u>	<u>Elective</u>	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ENOH 0699 - Principles of Industrial Hygiene 3 Credits		<u>Will not transfer</u> Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		<u>Unable to determine status</u>

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Identify chemical, physical, and biological workplace stressors.
CLO2	Evaluate and create corrective measures used to control workplace health hazards.
CLO3	Apply the principles and sciences employed in workplace hazard identification and control procedures to case studies, which can include product substitution.
CLO4	Critically evaluate and develop management control systems that promote a safe and healthy work environment.

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	History and Development of Industrial Hygiene: a. Anatomy and Physiology and Pathology b. Recognition of Hazards c. Biological Hazards	Reading, class discussion	Quiz on reading Graded oral presentation of project Test	TO 1,2,3.
TO2	Evaluation of Hazards: a. Evaluation b. Direct Read instruments c. Air Sampling	Reading, class discussion	Graded oral presentation of project Test Research paper	TO, 1,2,3.
TO3	Control of Hazards: a. Method of Control b. Ventilation c. Respiratory protection	Reading, class discussion	Quiz on reading Graded oral presentation of project	TO 1,2,3,4.

EXHIBIT B-4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	d. Personal Protective equipment		Test	
TO4	Government Regulations: a. Government Regulations b. International Standards	Reading, class discussion	Quiz on reading Graded oral presentation of project Test	TO 4.

12. Methods of Instruction

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

- ☐ Lecture
- ☐ Discussion
- ☐ Video
- ☐ Case studies
- ☐ Hands-on/modeling

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

Yes

Related Course CLO 1,2,3.

Learning Outcome

EXHIBIT B-4

Related Outline TO 1,2,3.

Component

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

Research paper

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.):

Textbook and/or open educational resource materials chosen by department.

Technology Needs:

None

Human Resource

Needs (Presently

Employed vs. New

Faculty):

None

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: November 5, 2020

Reviewer

Comments