OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF _____

PLEASE USE CURRICULUM MANAGEMENT SOFTWARE TO SUBMIT ALL CONTENT

1. COURSE NUMBER AND TITLE: XXXX xxx: _____

2. SEMESTER HOURS: x   CONTACT HOURS: (x + x + x)
                                                     Lecture Lab Practicum

3. CATALOG DESCRIPTION

4. PREREQUISITES: XXXX xxx   COREQUISITES: XXXX xxx

5. COURSE FEE CODE: x

   COURSE TYPE FOR PERKINS REPORTING:
   ___ vocational (approved for Perkins funding)
   ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

   b. Relationship to courses within the College

      i. 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   ___ no

         If yes, mark with an "x" the appropriate category below.
         ___ Communication   ___ Social Science   ___ History
         ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
         ___ Mathematics   ___ Technology   ___ Diversity

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

             ___   Program-specific requirement for the following degree program(s):

             ___   Elective

      iii. If the course is a program specific requirement, please list the program objective that
           this course fulfills:
           _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

    i.

    ii.

    iii

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments

b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University				
Kean University				
Monmouth University				
Stockton University				
Rowan University				
Rutgers – New Brunswick, School of Arts & Sciences				
Stockton University				

i. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____

ii. If not transferable to any institution, explain:_____

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

a.
b.
c.
d.
etc.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
List major themes/skills- (include content areas where possible and number each row for reference purposes)	List broad assignments for theme/skill – (Example- Reading assignment, writing component, group project, project, performance based assignment, lab component…)	List assessment in relation to theme/skill – (Example- Quiz, exam, research paper, group project, oral, presentation, group presentation, etc.)	List the specific course learning outcome from section 8 that relates to this theme/skill - (you can list the reference number for the outcome, such as "8:a")

1. Ex
    Theme:
    Paradigms of Sociology
    Content:
    a. Structural
    Functionalism
    b. Conflict Theory
    c. Symbolic Interaction
	Ex:
	Reading
	Class discussion
	Group project
		Ex:
		
		Quiz on reading
		
		Graded oral presentation of project
		Test
		Research paper
			8:c

2.			
3.			
Etc.			

10. METHODS OF INSTRUCTION
   In the structuring of this course, what major methods of instruction will be utilized?
   _____
   _____

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE
    (this section is to fulfill state requirements):

    a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
    b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
    c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
    d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral				
Quantitative Knowledge and Skills				
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				

12. NEEDS

    o Instructional Materials (text, etc.):
    _____

    o Technology Needs:
    _____

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

o   Facility Needs:

_____

o   Library needs (list specific needs and must be initialed by library director):

_____

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Connect, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

Revised: December, 1990   Revised: February 27, 1996   Revised: April 30, 1996
Revised: December, 1998   Revised: May 4, 2004   Revised: August 18, 2005
Revised: August 27, 2007   Revised: April 27, 2009   Revised: May 22, 2012
Revised: March 28, 2016   Revised: September 22, 2016   Revised: February 23, 2017
Revised: November 2, 2017   Revised: July 26, 2018   Revised: July 25, 2019
Revised: June 29, 2023