

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: September 14, 2026

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 24, 2026**:

1. Recommend approval of the following Ocean County College academic calendars:
 - a. 2027-2028 Academic Calendar **(Exhibit B-1)**
 - b. 2028-2029 Academic Calendar **(Exhibit B-2)**
2. Recommend approval of the following 2026-27 Revised Advisory Committee:
 - a) Dental Hygiene **(Exhibit B-3)**
3. Revised Policy
 - a) Policy #6130, Community Relations, College and Community Groups, Use of Facilities and Equipment, General **(Exhibit B-4)**
4. Rescinded Policies
 - a) Policy #3028, Personnel, All Employees, Health Care **(Exhibit B-5)**
 - b) Policy #6130.1, Community Relations, College and Community Groups, Use of Facilities and Equipment, Charges and Fees **(Exhibit B-6)**
 - c) Policy #6131, Community Relations, College and Community Groups, Use of Equipment, Tennis Courts **(Exhibit B-7)**

5. Recommend approval of the following items pending acceptance by the College Senate at its meeting on September 17, 2026:
 - a. New Courses
 - 1) ESOL 011, English Language Foundations (**Exhibit B-8**)
 - 2) ESOL 012, Foundations Speaking (**Exhibit B-9**)
 - 3) ESOL 022, Beginner Speaking (**Exhibit B-10**)
 - 4) ESOL 032, High Beginner Speaking (**Exhibit B-11**)
 - 5) ESOL 042, Intermediate Speaking (**Exhibit B-12**)
 - 6) ESOL 043, Intermediate Writing (**Exhibit B-13**)
 - 7) ESOL 052, Advanced Speaking (**Exhibit B-14**)
 - 8) ESOL 053, Advanced Writing (**Exhibit B-15**)
 - b. Revised Course
 - 1) ESOL 021, Beginner English Language (**Exhibit B-16**)
 - d) Revised Course Code
 - 1) ESOL 020 to ESOL 031, High-Beginner English Language (**Exhibit B-17**)
 - 2) ESOL 030 to ESOL 041, Intermediate English Language (**Exhibit B-18**)
 - 3) ESOL 040 to ESOL 051, Advanced English Language (**Exhibit B-19**)
6. Recommend the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Grand Opening of the new Grunin Center Lobby and Wintrode Art Gallery Ribbon Cutting Ceremony and VIP Reception on Wednesday, December 9, 2026, in the Grunin Center for the Arts from 6:00 p.m. to 10:00 p.m.

EXHIBIT B-1

2027/ 2028 Academic Calendar

2027 Fall Fifteen-Week

Wednesday, September 1	Classes Begin
Monday, September 6	No Classes
Wednesday, November 24 - Sunday, November 28	No Classes
Monday, December 20	Last Day of Classes
Wednesday, December 22	Final Grade Due Date

2027 Fall First Seven-Week

Wednesday, September 1	First Day of Classes
Monday, September 6	No Classes
Thursday, October 21	Last Day of Classes
Tuesday, October 26	Final Grade Due Date

2027 Fall Ten-Week

Wednesday, October 6	Classes Begin
Wednesday, November 24 - Sunday, November 28	No Classes
Monday, December 20	Last Day of Classes
Wednesday, December 22	Final Grade Due Date

2027 Fall Second Seven-Week

Tuesday, October 26	First Day of Classes
Wednesday, November 24 - Sunday, November 28	No Classes
Monday, December 20	Last Day of Classes
Wednesday, December 22	Final Grade Due Date

2028 Spring Fifteen-Week

Wednesday, January 19	Classes Begin
Monday, February 21	No Classes – Presidents' Day
Monday, March 13- Sunday, March 19	No Classes - Spring Break
Wednesday, May 10	Last Day of Classes (MONDAY SCHEDULE)
Friday, May 12	Final Grade Due Date

2028 Spring First Seven-Week

Wednesday, January 19	First Day of Classes
Friday, March 10	Last Day of Classes
Tuesday, March 14	Final Grade Due Date

2028 Spring Ten-Week

Thursday, February 24	Classes Begin
Monday, March 13 - Sunday, March 19	No Classes - Spring Break
Wednesday, May 10	Last Day of Classes
Friday, May 12	Final Grade Due Date

2027/ 2028 Academic Calendar

2028 Spring Second Seven-Week

Monday, March 20
 Wednesday, May 10
 Friday, May 12

First Day of Classes
 Last Day of Classes
 Final Grade Due Date

2028 Summer Ten-Week

Monday, May 15
 Thursday, May 18
 Monday, May 29
 Friday, June 16
 Tuesday, July 4
 Wednesday, July 26
 Friday, July 28
 Tuesday, August 1

Classes Begin
 No Classes - Commencement
 No Classes – Memorial Day
 No Classes
 No Classes
 Monday Schedule
 Last Day of Classes
 Final Grade Due Date

2028 Summer First Seven-Week

Monday, May 15
 Thursday, May 18
 Monday, May 29
 Friday, June 16
 Tuesday, July 4
 Friday, July 7
 Tuesday, July 11

First Day of Classes
 No Classes - Commencement
 No Classes – Memorial Day
 No Classes
 No Classes
 Last Day of Classes
 Final Grade Due Date

2028 Summer Second Seven-Week

Monday, July 10
 Sunday, August 27
 Tuesday, August 29

First Day of Classes
 Last Day of Classes
 Final Grade Due Date

EXHIBIT B-2

2028/ 2029 Academic Calendar

2028 Fall Fifteen-Week

Wednesday, August 30	Classes Begin
Monday, September 4	No Classes
Wednesday, November 22 - Sunday, November 26	No Classes
Monday, December 18	Last Day of Classes
Wednesday, December 20	Final Grade Due Date

2028 Fall First Seven-Week

Wednesday, August 30	First Day of Classes
Monday, September 4	No Classes
Friday, October 20	Last Day of Classes
Tuesday, October 24	Final Grade Due Date

2028 Fall Ten-Week

Wednesday, October 4	Classes Begin
Wednesday, November 22 - Sunday, November 26	No Classes
Friday, December 22	Last Day of Classes

2028 Fall Second Seven-Week

Thursday, October 26	First Day of Classes
Wednesday, November 22 - Friday, November 26	No Classes
Monday, December 18	Last Day of Classes
Wednesday, December 20	Final Grade Due Date

2029 Spring Fifteen-Week

Wednesday, January 17	Classes Begin
Monday, February 19	No Classes
Monday, March 12- Sunday, March 18	No Classes - Spring Break
Wednesday, May 9	Last Day of Classes (MONDAY SCHEDULE)
Friday, May 11	Final Grade Due Date

2029 Spring First Seven-Week

Wednesday, January 17	First Day of Classes
Monday, February 19	No Classes
Friday, March 9	Last Day of Classes
Tuesday, March 13	Final Grade Due Date

2029 Spring Ten-Week

Thursday, February 22	Classes Begin
Monday, March 12 - Sunday, March 18	No Classes - Spring Break
Wednesday, May 9	Last Day of Classes
Friday, May 11	Final Grade Due Date

2028/ 2029 Academic Calendar

2029 Spring Second Seven-Week

Monday, March 19	First Day of Classes
Wednesday, May 9	Last Day of Classes
Friday, May 11	Final Grade Due Date

2029 Summer Ten-Week

Monday, May 14	Classes Begin
Thursday, May 17	No Classes - Commencement
Monday, May 28	No Classes
Friday, June 15	No Classes
Wednesday, July 4	No Classes
Tuesday, July 24	Friday Schedule
Thursday, July 26	Last Day of Classes
Monday, July 30	Final Grade Due Date

2029 Summer First Seven-Week

Monday, May 14	First Day of Classes
Thursday, May 17	No Classes - Commencement
Monday, May 28	No Classes
Friday, June 15	No Classes
Wednesday, July 4	No Classes
Friday, July 6	Last Day of Classes
Tuesday, July 10	Final Grade Due Date

2029 Summer Second Seven-Week

Monday, July 9	First Day of Classes
Sunday, August 26	Last Day of Classes
Tuesday, August 28	Final Grade Due Date

EXHIBIT B-3

DENTAL HYGIENE

Denise D. Avrutik, D.HSc., M.S., RDH Associate Professor · Dental Hygiene Bergen Community College davrutik@bergen.edu OR davrutik@msn.com	Amy Palagano, M.A., RDH, CDA Dental Hygienist <i>and</i> Adjunct Professor Middlesex College amyanto@aol.com
Alexis Belford, M.S.DH, FADHA Adjunct Professor · Dental Hygiene Rowan College at Burlington County abelford@rcbc.edu OR alexisrdh17@gmail.com	Michelle Roman, Ed.D., MPH, RDH Dean · Health Professions Middlesex College mroman@middlesexcollege.edu
Kathleen Costanzo, M.Ed., RDH Faculty · Dental Hygiene Middlesex College kconstanzo@middlesexcollege.edu	June-Ann Somma, Ed.S., RDH – CHAIR Program Director · Dental Hygiene Ocean County College jsomma@ocean.edu
Daniel M. Di Cesare, DMD., OMFS – CO-CHAIR CEO & Founder · Dentist Endeavor Dentistry dicesaredmd@gmail.com	Teresa Walsh, Ph.D., MSN, RN-BC Dean · School of 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	
Howard Notgarnie, Ed.D., RDH Executive Director New Jersey Dental Hygienists' Association howardrdhedd@gmail.com	

CHAIR: June-Ann Somma, Ed.S., RDH

CO-CHAIR: Daniel Di Cesare, DMD

Academic Advisor: Laura Wills, M.A., LPC

Alumni Representative: Alexis A. Belford, M.S.DH, FADHA

Business, Industry, and/or Labor Organization: Denise D. Avrutik, D.HSc., M.S., RDH;

CTE – Faculty: --

CTE – Student: --

District Representative for Special Populations: Howard Notgarnie, Ed.D., RDH

High School Representative: **N/A**

Postsecondary Institution Representative: Kathleen Costanzo, M.Ed., RDH

EXHIBIT B-4

Ocean County College, Toms River, NJ

COMMUNITY RELATIONS
COLLEGE & COMMUNITY GROUPS
Use of Facilities & Equipment
General #6130

POLICY

~~The Board of Trustees will grant permission to use college premises to organizations, providing such use renders a distinct educational and/or cultural value to the community and is related to the purpose and mission of the college as determined by the President or his/her representative. However, all college programs, both academic and non-academic, take precedence over activities of outside groups in college facilities use. In addition, facilities will be unavailable to outside groups during regularly scheduled periodic maintenance of the campus and at times of "peak activity" on campus, regardless of space.~~

The College may, at its sole discretion, grant permission for the use of College facilities by external organizations. Approval of any facility use request is subject to College policies, operational needs, scheduling availability. The College reserves the right to approve, deny, restrict, reschedule, or cancel any facility use request at any time when deemed necessary to support College operations, activities, or the best interests of the College.

All organizations using Ocean County College facilities will be charged rental fees, with the following exception. Non-profit charitable community organizations whose on-campus activities are sponsored by or directly related to the Ocean County College educational program and/or activities are exempt from rental fees but are responsible for personnel costs required by the activity.

Organizations approved to use Ocean County College facilities shall be subject to applicable facility rental fees. Nonprofit organizations may be exempt from rental fees. Such organizations shall remain responsible for any personnel, operational, or event-related costs associated with their use of College facilities.

The college shall determine the number of personnel required for each function.

OCC reserves the right to mandate additional personnel, such as, but not limited to security, custodians, on-site supervisors, and technical/venue staff depending upon the size and scope of the event.

No custodial or security costs will be incurred by the organization if such personnel are on normal duty during the event and extra staffing is not required.

Fees will be charged for damage to or loss of college property at its current replacement value.

The College shall determine the number and type of personnel required for each event based on the nature, size, location, and anticipated attendance of the activity.

Ocean County College reserves the right to require additional personnel, including but not limited to security officers, custodial staff, event supervisors, technical support personnel, venue staff, emergency medical personnel, or other support services as deemed necessary to ensure the safety, security, and successful operation of the event.

Organizations shall be responsible for any loss, damage, or excessive cleaning resulting from their use of College facilities. Charges for such losses or damages will be assessed at the College's current replacement, repair, or restoration cost, as determined by the College.

The College reserves the right to establish and modify facility use fees, operational requirements, and related procedures as necessary to protect College resources and ensure the effective management of its facilities.

ADOPTED: April 27, 1970
Revised: November 27, 1972
Revised: September 22, 1975

Revised: April 27, 1987
Revised: December 10, 1990
Revised: February 26, 2001

Revised: June 23, 1980 Revised September 24, 2026

Ocean County College, Toms River, NJ

COMMUNITY AFFAIRS
College and Community Groups
Use of Facilities & Equipment
General 6130

Procedure

All Users

~~All internal requests for use of College facilities should be made via the submitted through the Facility Rental Request Form department building facility coordinator and all external requests should be made online in writing at www.ocean.edu or www.grunincenter.org. Grunin Center rentals should be requested through the Rental page on the Gruning Center website. No verbal requests will be considered. Requests submitted made less than twenty-one (21) days before the desired event may not be accommodated.~~

~~Membership in organizations renting college facilities must be on a constitutionally non-discriminatory basis, in accordance with current statutes and regulations.~~

~~Rental fees are payable in advance. Organization will be billed for all personnel costs following the event.~~

~~All non-profit charitable community organizations whose on-campus activities are cosponsored by Ocean County College or whose activities are exempt from facility rental fees are nevertheless responsible for personnel costs necessitated by the activity.~~

~~The college requests seventy-two (72) hours notice in the event of cancellation. The college reserves the right to charge the requesting organizations for any costs incurred as a result of insufficient notice of cancellation.~~

~~All requests for the use of College facilities must be submitted through the College's Facility Rental Request Form. Requests for use of the Grunin Center must be submitted through the Rental page on the Grunin Center website. The College may consider verbal inquiries; however, a completed rental request is required before any reservation can be approved. Requests submitted fewer than twenty-one (21) days prior to the proposed event may not be accommodated.~~

~~Organizations using College facilities must comply with all applicable federal, state, and local laws prohibiting discrimination.~~

~~Facility rental fees are due seven (7) business days prior to the event and are non-refundable. Notice of cancellation must be received at least seven (7) business days prior to the scheduled event. Organizations that fail to provide the required notice of cancellation remain responsible for all facility rental fees and any personnel, operational, or other costs incurred by the College in connection with the event.~~

~~Certain external Organizations will be requested to supply the college with a certificate of insurance indicating that the organization carries liability insurance coverage in the amount of \$1,000,000 combined single limit bodily injury and property damage liability to cover the scheduled event and that Ocean County College, as the owner of the premises where the event is to be held, is named as an "additional insured" for the event. Organizations needing such insurance will be notified following review of their application for facilities use. Contingent approval of the application will be granted pending proof of such insurance.~~

Internal Users Procedure

- ~~1. Contact the person responsible (building facility coordinator) for overseeing space utilization in the building in which you wish to use space to ascertain if the space is available. The Office of College Advancement maintains a current list of building facilities coordinators^[HS1]. College Relations oversees the use of the Conference Center and Gateway Lecture Hall. The Grunin Center oversees the use of the Theater.~~

- ~~2. Once the space is reserved in the scheduling management system, cComplete the facilities, IT, and request including any requests for media, security, food services forms, and send the form to the building facility coordinator.~~
- ~~3. The building facility coordinator will review and complete the form and send on to areas where service is requested. When the form is completely signed, it is returned to the building facility coordinator who routes the various copies to the appropriate areas.~~
- ~~4. If the space is not needed after the above process is completed, the space applicant must call the areas involved and verbally cancel the request, followed up by the completion of the Change/Cancellation form [HS2], must email work control, IT, and any other department involved.~~
- ~~5. As the Change/Cancellation form implies, if there is a change in the services needed, the form must be completed and routed to accomplish a change in request.~~

Ocean County College, Toms River, NJ

COMMUNITY AFFAIRS

College and Community Groups

Use of Facilities & Equipment

General 6130

External Users ProcedurePROCESS

- ~~1. A written, onlineletter of request for use from the outside user must submitted via the online rental request forms to Executive Director of College Relations [HS3] spelling out the details of the use of the space. An online request for use of College facilities must be submitted through the appropriate rental request form and must include the details of the requested use.~~
- ~~2. A contract and other information concerning insurance, fees, costs, college rules and regulations will be prepared and sent to the requestoruser.~~
- ~~3. When the contract is received, a facility request form will be prepared and forwarded to the building facility coordinator of the building requested.~~
- ~~4. Changes and cancellations will follow the same procedure.~~

Evening/Weekend Schedule

A schedule concerning use of the campus facilities other than 8:30-00 a.m. to 5:00 p.m., Monday through Friday is prepared and distributed by the Office of College Advancement [HS4].

The following areas: College Center, Fine Arts, Grunin Center, WPE, Continuing and Professional Education, HPE, and the Planetarium, submit schedules to College Advancement by 10:00 a.m., Thursday mornings. College Advancement coordinates and distributes the schedules by the 2:00 p.m., Thursday mail to the President, the Vice President of Academic Affairs, Switchboard, Evening Secretary, Evening Nurse, Physical Plant and the Human Resources Department.

Changes and/or cancellations must be called into College Advancement or Physical Plant as soon as

possible.

FEES

Rental fees for the use of Ocean County College facilities are:

—Gymnasium:

- 4 hour minimum/12 hour maximum
- \$150/hour for profit and \$75/hour non-profit
- Auxiliary Gym \$100/hour for profit and \$50/hour non-profit
- Locker rooms \$65/each
- Additional charges for flooring, set-up, custodial, media, and security services as needed.

—Sports Fields/Stadium:

- Turf field games (4 hour minimum) – \$150/hour
- Scoreboard and PA system optional (4 hour minimum) – \$75 per 4 hours (may require additional staff costs)
- Grass fields (4 hour minimum) – \$150/hour
- Baseball/Softball fields include field prep (4 hour minimum) – \$150/hour
- Tennis Courts (4 hour minimum) \$75 per court/section for tournaments

—All Lecture Halls:

- 2 hour minimum
- \$250/hour for profit and \$150/hour non-profit
- Additional charges for custodial, media, and/or security fees as needed.

<u>Building</u>	<u>Room</u>	<u>Occupancy</u>
<u>Gateway</u>	<u>104</u>	<u>204</u>
<u>Instructional</u>	<u>114</u>	<u>107</u>
<u>Technology</u>	<u>115</u>	<u>72</u>
<u>Hiering Science</u>	<u>114</u>	<u>64</u>

—Classrooms and Conference Rooms (excluding Conference Center Building #10):

- 2 hour minimum
- \$150/hour for profit and \$75/hour non-profit
- Additional fees will be assessed for the use of laboratories
- No custodial and/or security fees will be charged if these personnel are on duty as a normal function of their responsibilities. If the use of the classroom(s) requires assignment of custodians, the appropriate fees will be assessed.
- Rates for longer term room rental will be provided on request.

—Conference Center Building #10 (Includes media setup)

- Main Conference Center #102 (Includes Lounge)
 - \$1,000 for profit/\$500 non-profit (up to 4 hours)
 - \$1,500 for profit/\$750 non-profit (up to 8 hours)
 - Maximum capacity 70 people

—Conference Center Lounge

- \$300 for profit/\$150 non-profit (up to 4 hours)
- \$500 for profit/\$250 non-profit (up to 8 hours)
- Maximum capacity 70 people

—Conference Room #109A & B

- \$800 for profit/\$400 non-profit (up to 4 hours)

- \$1,000 for-profit/\$500 non-profit (up to 8 hours)
- Maximum capacity 70 people

— Conference Room #109A or B

- \$600 for-profit/\$300 non-profit (up to 4 hours)
- \$800 for-profit/\$400 non-profit (up to 8 hours)
- Maximum capacity 30 people

— Robert J. Novins Planetarium:

- 4 hour minimum
- \$500/hour for-profit and \$250/hour non-profit
 - Technician: \$25/hour (4 hour minimum)
 - Presenter/Manager: \$35/hour (4 hour minimum)
 - Production \$40/hour (4 hour minimum)
 - Maximum capacity 103

— Jay and Linda Grunin Center for the Arts:

- Main Stage Theater - \$3,950/day for-profit and \$2,700/day non-profit

— Services for the Main Theater Stage include:

- Dressing rooms and lobby
- Basic sound and light package
- Maximum capacity 460

Black Box Theater (Cultural Center)

\$2,000/day for-profit and \$1,000/day non-profit

— Services for the Black Box Theater include:

- Dressing rooms
- Basic sound and light package
- Maximum capacity 85 people

— Perlmutter Hall, pantry, coat room, restrooms

\$2500 for-profit and \$1500 non-profit (up to 4 hours)

Includes limited table & chair set up

- Additional fees will be assessed for the use of media
- No custodial and/or security fees will be charged if these personnel are on duty as a normal function of their responsibilities. If the use of the space requires assignment of custodians or security, the appropriate fees will be assessed.
- Rates for longer term space rental will be provided on request.
- Capacity 450 standing

— Wintrobe Art Gallery

- \$500 for-profit/\$200 non-profit (up to 4 hours)
- \$700 for-profit/\$300 non-profit (up to 8 hours)
- Gallery and small lounge
- Capacity (50)

— Mezzanine Gallery, Green Room, and Main Stage Theater Lobby

\$200/hour for-profit and \$100/hour non-profit

— Staff Costs: Rates listed for Main Stage Theater are per person per hour and have a 4-hour

minimum. Staffing will be determined by the venue based on event needs.

- Technician: \$357/hour
- House Manager: \$235/hour
- Ticket Services Representative: \$20/hour

— Ticketing: Rental clients who sell tickets to their event are required to use the Grunin Center's ticketing platform. Marketing packages are available for purchase.

— Equipment/Service:

- The Grunin Center has a variety of professional equipment and instruments for use. Additional fees apply.

<u>EQUIPMENT/SERVICE</u>	<u>RATE</u>
<u>Black Marley Dance Floor</u>	<u>\$500 (Cost does not include technician fees.)</u>
<u>Nord Stage 2 Keyboard</u>	<u>\$100</u>
<u>Kawai Upright Piano</u>	<u>\$150 (Includes piano technician for one tuning. Additional tunings are renter's responsibility.)</u>
<u>Yamaha Grand Piano</u>	<u>\$250 (Includes piano technician for one tuning. Additional tunings are renter's responsibility.)</u>
<u>Concert Instrument Package</u>	<u>\$500 (Includes Black Padded Chairs/Music Stands/ 4 Ludwig Timpani/Remo Bass Drum/Musser 3 ½ Octave Xylophone/Yamaha 3 Octave Glockenspiel/Musser 4 Octave Marimba/Musser 2 ½ Octave Metal Xylophone/Tubular Bells/Gong)</u>
<u>Drum Works Drum Kit</u>	<u>\$500</u>
<u>Sound Board Move</u>	<u>\$250 (If moved from the booth to the house.)</u>
<u>Choral & Drum Risers</u>	<u>\$25/each</u>
<u>Turbo Sound Monitors</u>	<u>\$25/each</u>
<u>Wireless Body Mics</u>	<u>\$25/each</u>
<u>Drum Shield</u>	<u>\$50/each</u>

— Media Services

<u>Standard AV Media Request (support) for rental event</u>	<u>\$55 per hour</u>
<u>AV Operator on duty for duration of event (after first hour)</u>	<u>\$55 per hour</u>

— Television Production Center Rates for Services^[HS5]
Per Diem Costs — Up to 8 hours

Facilities:

<u>TV Studio — Space Only \$250 non-profit/\$500 for-profit (up to 4 hours)</u>	<u>\$1,500</u>
<u>TV Studio — Space with Recording Full Crew \$500 non-profit/ \$750 for-profit</u>	<u>\$2,900</u>
<u>Camera Operator (2 at \$250)</u>	<u>\$500</u>
<u>Director/TD</u>	<u>\$400</u>
<u>Media Manager/Teleprompter</u>	<u>\$250</u>
<u>Audio Engineer</u>	<u>\$250</u>
<u>Remote Location Recording:</u>	
<u>Single Camera Package with Crew</u>	<u>\$900</u>
<u>HD Camera and Tripod</u>	<u>\$500</u>
<u>Audio Equipment</u>	<u>\$400</u>
<u>Multiple Camera Full Remote Package with Crew</u>	<u>\$3,200</u>

<u>HD Camera and Tripod (3 at \$500)</u>	<u>\$1500</u>
<u>Newtek HD Tricaster Mini</u>	<u>\$900</u>
<u>Audio Mixer</u>	<u>\$400</u>
<u>Digital Recorders</u>	<u>\$400</u>

Facilities

<u>Custodial</u>	<u>\$50 per hour (setup/breakdown/cleaning)</u>
<u>Maintenance Electrical</u>	<u>\$50 per hour</u>

Security

<u>Toms River Traffic Control</u>	<u>\$85 per hour, per officer (4 hour minimum) + \$13 Admin fee per hour</u>
<u>Toms River Police</u>	<u>\$63 per hour, per officer (4 hour minimum) + \$13 Admin fee per hour</u>

ADOPTED: September 7, 1988 REVIEWED: September 25, 1990
 Revised: April 30, 1996
 Revised: April 25, 2000
 Revised: February 27, 2001
 Revised: September 24, 2026

EXHIBIT B-5

Ocean County College, Toms River, NJ

PERSONNEL

ALL EMPLOYEES

Health Care #3028

POLICY

~~The College will participate in a group health insurance program and coverage will be available to all full-time employees and their dependents. The College has the right to select the insurance carrier.~~

~~Effective May 22, 2010, consistent with New Jersey legislation, employees enrolled in the School Employees Health Benefit Plan (SEHBP), or other comparable plan(s) offered by the College, will contribute a minimum of 1.5% of their July 1 annual base salary each year toward the cost of medical coverage and/or prescription coverage.~~

~~Employees who are covered by another health plan may be eligible to waive the College plan(s). Employees who waive coverage will receive payment(s) consistent with New Jersey legislation.~~

~~In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement currently in force on May 22, 2010, the terms and conditions of such agreement shall take precedence until such time as that collective bargaining agreement expires.~~

ADOPTED: April 26, 2010 (Policy number changed from #3334 to #3028)

EXHIBIT B-6

Ocean County College, Toms River, NJ

COMMUNITY RELATIONS
COLLEGE and COMMUNITY GROUPS
Use of Facilities and Equipment
Charges and Fees #6130.1

POLICY

~~All organizations using Ocean County College facilities will be charged rental fees, as listed in Procedure #6130.1, with the following exception. Non-profit charitable community organizations whose on-campus activities are directly related to the Ocean County College educational program and/or activities are exempt from rental fees but are responsible for personnel costs required by the activity.~~

~~The college shall determine the number of personnel required for each function.~~

~~OCC reserves the right to mandate additional personnel, such as, but not limited to security, custodians, on-site supervisors, depending upon the size and scope of the event.~~

~~No custodial or security costs will be incurred by the organization if such personnel are on normal duty during the event and extra staffing is not required.~~

~~Fees will be charged for damage to or loss of college property at its current replacement value.~~

~~Fees for areas and facilities not covered by this policy and procedure will be determined upon receipt of application requesting their use.~~

ADOPTED: April 27, 1970
Revised: November 27, 1972
Revised: September 22, 1975
Revised: April 23, 1979
Revised: August 7, 1980
Revised: November 1, 1999
Revised: May 22, 2000
Revised: February 26, 2001
Revised: May 28, 2002
Revised: December 8, 2016

PROCEDURE

Rental fees for the use of Ocean County College facilities are:

~~A. Gymnasium:~~

- ~~• 4 hour minimum/12 hour maximum~~
- ~~• \$100/hour for profit and \$50/hour non-profit~~
- ~~• Locker rooms \$65/each~~
- ~~• Additional charges for flooring, set-up, custodial, and security services as needed.~~

~~B. Sports Fields/Stadium:~~

- ~~• Turf field games (up to 4 hours) \$400/\$75 each additional hour~~
- ~~• Scoreboard and PA system optional (up to 4 hours) \$75/\$15 each additional hour~~
- ~~• Grass fields (up to 4 hours) \$100/\$20 each additional hour~~
- ~~• Baseball/Softball fields include field prep (up to 4 hours) \$175/\$35 each additional hour~~

~~C. All Lecture Halls:~~

- ~~• 2 hour minimum~~
- ~~• \$200/hour for profit and \$100/hour non-profit~~
- ~~• Additional charges for custodial, media, and/or security fees as needed.~~

~~D. Classrooms and Conference Rooms (excluding Conference Center Building #10):~~

- ~~• 2 hour minimum~~
- ~~• \$150/hour for profit and \$75/hour non-profit~~
- ~~• Additional fees will be assessed for the use of laboratories~~
- ~~• No custodial and/or security fees will be charged if these personnel are on duty as a normal function of their responsibilities. If the use of the classroom(s) requires assignment of custodians, the appropriate fees will be assessed.~~
- ~~• Rates for longer term room rental will be provided on request.~~

~~E. Conference Center Building #10 (Includes media setup)~~

- ~~• Main Conference Center #102 (Includes Lounge)
 - ~~• \$1,000 for profit/\$500 non-profit (up to 4 hours)~~
 - ~~• \$1,500 for profit/\$750 non-profit (up to 8 hours)~~
 - ~~• Maximum capacity 70 people~~~~
- ~~• Conference Center Lounge
 - ~~• \$300 for profit/\$150 non-profit (up to 4 hours)~~
 - ~~• \$500 for profit/\$250 non-profit (up to 8 hours)~~
 - ~~• Maximum capacity 70 people~~~~
- ~~• Conference Room #109A & B
 - ~~• \$800 for profit/\$400 non-profit (up to 4 hours)~~
 - ~~• \$1,000 for profit/\$500 non-profit (up to 8 hours)~~
 - ~~• Maximum capacity 70 people~~~~
- ~~• Conference Room #109A or B
 - ~~• \$600 for profit/\$300 non-profit (up to 4 hours)~~
 - ~~• \$800 for profit/\$400 non-profit (up to 8 hours)~~
 - ~~• Maximum capacity 30 people~~~~

~~F. Black Box Theater (Cultural Center)~~

- ~~• \$2,000/day for-profit and \$1,000/day non-profit~~

~~Services for the Black Box Theater include:~~

- ~~• Dressing rooms~~
- ~~• Basic sound and light package~~

~~G. Robert J. Novins Planetarium:~~

- ~~• 2 hour minimum~~
- ~~• \$500/hour for-profit and \$250/hour non-profit~~
 - ~~• Technician: \$25/hour (4 hour minimum)~~
 - ~~• Presenter/Manager: \$35/hour (4 hour minimum)~~
 - ~~• Production \$40/hour (4 hour Minimum)~~

~~H. Jay and Linda Grunin Center for the Arts:~~

- ~~• Main Stage Theater— \$3,750/day for-profit and \$2,500/day non-profit~~

~~Services for the Main Theater Stage include:~~

- ~~• Dressing rooms and lobby~~
- ~~• Basic sound and light package~~

- ~~• 2nd Floor Gallery, Green Room, and Main Theater Lobby
\$200/hour for-profit and \$100/hour non-profit~~

- ~~• Staff Costs: Rates listed are per person per hour and have a 4-hour minimum. Staffing will be determined by the venue based on event needs.~~
 - ~~• Technician: \$35/hour~~
 - ~~• House Manager: \$20/hour~~
 - ~~• Ticket Services Representative: \$20/hour~~

- ~~• Ticketing: Depending on the size and nature of event, rental clients who sell tickets to their event may be required to use the Grunin Center's ticketing platform.~~

- ~~• Equipment/Service:~~

EQUIPMENT/SERVICE	RATE
Black Marley Dance Floor	\$500 (Cost does not include technician fees.)
Nord Stage 2 Keyboard	\$100
Kawai Upright Piano	\$150 (Includes piano technician for one tuning. Additional tunings are renter's responsibility.)
Yamaha Grand Piano	\$250 (Includes piano technician for one tuning. Additional tunings are renter's responsibility.)
Concert Instrument Package	\$500 (Includes Black Padded Chairs/Music Stands/ 4 Ludwig Timpani/Remo Bass Drum/Musser 3 ½ Octave Xylophone/Yamaha 3 Octave Glockenspiel/Musser 4 Octave Marimba/Musser 2 ½ Octave Metal Xylophone/Tubular Bells/Gong)
Drum Works Drum Kit	\$500
Sound Board Move	\$250 (If moved from the booth to the house.)
Choral & Drum Risers	\$25/each
Turbo Sound Monitors	\$25/each
Wireless Body Mics	\$25/each

~~I. Media Services~~

AV Operator on duty for event	\$55 per hour
--	--------------------------

~~J. Television Production Center Rates for Services~~
~~Per Diem Costs — Up to 8 hours~~

~~Facilities:~~

TV Studio — Space Only	\$1,500
TV Studio — Space with Full Crew	\$2,900
 Camera Operator (2 at \$250)	\$500
 Director/TD	\$400
 Media Manager/Teleprompter	\$250
 Audio Engineer	\$250
Remote Location Recording:	
Single Camera Package with Crew	\$900
 HD Camera and Tripod	\$500
 Audio Equipment	\$400
Multiple Camera Full Remote Package with Crew	\$3,200
 HD Camera and Tripod (3 at \$500)	\$1500
 Newtek HD Tricaster Mini	\$900
 Audio Mixer	\$400
 Digital Recorders	\$400

~~K. Facilities~~

Custodial	\$50 (setup/breakdown/cleaning up to 2 hours)
Maintenance Electrical	\$40/hour

~~L. Security~~

Traffic Control	\$70 per hour, per officer (4 hour minimum)
Security	\$40 per hour, per officer (4 hour minimum)

ADOPTED: April 27, 1970

Revised: November 27, 1972

Revised: September 22, 1975

Revised: April 23, 1979

Revised: August 7, 1980

Revised: November 1, 1999

Revised: May 22, 2000

Revised: February 26, 2001

Revised: May 28, 2002

Revised: December 8, 2016

Revised: August 24, 2017

Revised: September 28, 2017

Revised: August 25, 2022

EXHIBIT B-7

~~Ocean County College, Toms River, NJ~~ ~~COMMUNITY RELATIONS~~
~~COLLEGE & COMMUNITY GROUPS~~
~~Use of Equipment~~
~~Tennis Courts #6131~~

~~POLICY~~

~~GENERAL~~

~~The tennis courts basically are for the use of college students, faculty and staff, seven days per week, including days on which college buildings are closed. Use by non-college associates is regulated as indicated in this policy.~~

~~Regularly scheduled instruction and team practice sessions have priority of use over all other activities.~~

~~ADOPTED: July 22, 1968~~ ~~REVIEWED: September 25, 1990~~

EXHIBIT B-8

Course Change Request

New Course Proposal

Date Submitted: 04/28/26 10:49 am

Viewing: **ESOL 011 : English Language Foundations**

Last edit: 09/18/26 8:53 am

Changes proposed by: Jonathan Molinaro (jmolinaro)

Learning Outcomes
Display (show only)

In Workflow

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

Approval Path

- 1. 04/29/26 9:02 am
Kathryn Deblasi (kdeblasi):
Approved for AH Academic Administrator
- 2. 08/17/26 1:11 pm
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
- 3. 08/19/26 11:35 am
Catherine Mancuso (cmancuso):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 08/19/26 12:03 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 08/21/26 9:07 am

Katherine Toy

(ktoy): Rollback to

Vice President of
Academic Affairs for
Curriculum

Committee Chair

6. 08/21/26 2:43 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

7. 08/27/26 4:03 pm

Katherine Toy

(ktoy): Approved for
Curriculum

Committee Chair

8. 09/18/26 10:57 am

James Marshall

(jmarshall):

Approved for
Senate Chair

9. 09/18/26 10:58 am

James Marshall

(jmarshall):

Approved for
Cabinet

10. 09/18/26 12:53 pm

Pamela Monaco

(pmonaco):
Approved for
President

1. Course Information

Subject	ESOL - ESOL
Course Number	011
School	Arts and Humanities
Course Title	English Language Foundations

2. Hours

Semester Hours	2
Lecture	0
Lab	4
Practicum	0

3. Catalog Description

For display in the
online catalog

English Language Foundations is an introductory course designed for learners with little to no prior experience in English. The course focuses on building essential pre-literacy and basic communication skills through listening, speaking, and early reading and writing development. Students learn to recognize and produce the English alphabet, basic sounds, numbers, and high-frequency vocabulary related to everyday life. Instruction emphasizes understanding simple directions, responding to basic questions, and developing confidence in using English in familiar, real-world situations. Activities include repetition, visual supports, guided practice, and interactive tasks to support foundational language acquisition.

4. Requisites

Prerequisites

Designated test score.

Corequisites

None.

5. Course Type

Course Fee Code

Course Type for NVOC

Perkins Reporting

6. Justification

Describe the need
for this course

This course is needed to help English language learners develop pre-Level 1 basic reading, writing, listening, and speaking skills and advance to the next level of their English learning pathway.

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:

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	Ocean County College empower diverse learners to achieve their goals while enriching the communities we serve (Mission)
2	To inspire our students and community to learn, discover, and thrive (Vision)

Add item	
3	Accessible: We prioritize open education and actively promote inclusivity, equity, and belonging, continually learning and adapting to ensure every student has the opportunity to succeed (Values).
4	Opportunity-Focused: We place students at the heart of everything we do, providing transformative academic and career pathways and practical skills to help learners achieve their educational, personal, and professional goals (Values).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Middlesex County College
Course Title	Reading and Speaking Level 1
Course Number	ESL 057
Number of Credits	5
Comments	

Institution	Middlesex County College
Course Title	Writing and Structure Level 1
Course Number	ESL 058
Number of Credits	5
Comments	

Transferability of Course

Georgian Court
University

Kean University

Monmouth
University

Rowan University

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Stockton University

If not transferable
to any institution,
explain:

This is a developmental course.

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Demonstrate recognition of basic English print and sound systems.
CLO2	Demonstrate comprehension of basic spoken English.
CLO3	Produce basic spoken English using words and memorized phrases.
CLO4	Demonstrate comprehension of simple visual and written texts.
CLO5	Use basic vocabulary related to everyday contexts.

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	Alphabet Recognition and Phonics Development	Alphabet tracing and writing practice Letter–sound matching activities Picture–word matching	Alphabet recognition quiz (uppercase/lowercase) Letter-sound identification tasks	1, 3, 4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
		Practice with high-frequency sight words	Reading simple word lists aloud	
TO2	Basic Listening and Classroom Communication	Total Physical Response (TPR) activities (e.g., “stand,” “open your book”) Listening to and identifying key words using visuals Following simple one-step directions Listening and pointing/matching tasks	Instructor observation of task completion Listening comprehension checks (yes/no, pointing, matching) Response to basic oral prompts	2
TO3	Personal Information and Everyday Speaking	Introductions (name, country, basic personal details) Guided dialogues (greetings, simple questions/answers) Picture-based speaking practice Vocabulary drills (family, numbers, daily objects)	Oral interviews (answering simple personal questions) Role-play activities Vocabulary-based speaking checks	3, 5
TO4	Early Reading and Visual Literacy	Reading picture-supported words and phrases Matching words to images Identifying information in simple forms (name, phone number) Recognizing common signs and labels	Matching and identification tasks Reading comprehension using visuals Completing basic information forms	1, 4
TO5	Basic Writing and Form Completion	Copying letters and words Writing personal information (name, address, phone number) Labeling pictures Completing simple forms	Dictation (letters, numbers, simple words) Form completion tasks Writing checks (legibility and accuracy)	1

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO6	Everyday Vocabulary Development	Thematic vocabulary units (family, food, numbers, time, places) Flashcards and repetition exercises Sorting and categorizing words Vocabulary games and interactive activities	Vocabulary quizzes (matching, labeling, identification) Oral naming tasks Picture-based vocabulary tests	3, 5

12. Methods of Instruction

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

Lecture, discussion, group work, visual aids, role-play, structure dialogs, conferences, and integrated support services

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

Information

Communication-Written and Oral Yes

Related Course All
Learning Outcome

Related Outline All
Component

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

Tests, quizzes, discussions, role-play, oral and written response

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 Yes

Related Course All
Learning Outcome

Related Outline All
Component

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

Tests, quizzes, discussions, role-play, oral and written response

14. Needs

Instructional
Materials (text
etc.):

Canvas and OER Materials

Technology Needs:

NA

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

Facility Needs:
NA

Library needs:
NA

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

Katherine Toy (ktoy) (08/21/26 9:07 am): Rollback: checking credits

EXHIBIT B-9

ESOL 012: FOUNDATIONS SPEAKING

1. Course Information

Subject

ESOL - ESOL

Course Number

012

School

Arts and Humanities

Course Title

Foundations Speaking

2. Hours

Semester Hours

1

Lecture

0

Lab

2

Practicum

0

3. Catalog Description

For display in the online catalog

This speaking course accompanies English Language Foundations and provides beginning learners with structured practice producing basic English sounds, words, and phrases in a supportive, interactive setting. Students build listening and speaking confidence through repetition, visual supports, and guided pair and small-group activities for everyday situations. The course emphasizes oral fluency and communicative competence, giving students frequent, repeated speaking practice with immediate feedback from the instructor and peers.

4. Requisites

Prerequisites

designated test score

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 designed to complement ESOL 021 by providing a dedicated space for oral skill development.

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Brookdale CC

Course Title

Listening and Speaking for Non-Native Speakers

Course Number

ESL 103

Number of Credits

3

Transferability of Course

If not transferable to any institution, explain:

Developmental course

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Initiate and respond to brief spoken exchanges using level-appropriate words, phrases, and simple sentences.
CLO2	Ask and answer basic questions and communicate simple information, needs, and preferences in familiar situations
CLO3	Participate in guided pair and small-group interactions, demonstrating basic turn-taking and appropriate responses to others.
CLO4	Produce increasingly intelligible speech using developing control of common English sounds, word and sentence stress, and basic intonation.
CLO5	Plan and deliver a brief prepared oral presentation on a familiar topic using simple notes, objects, pictures, or other visual support and respond to basic questions from listeners.

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	Basic conversational routines and turn-taking	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T02	Asking, answering, and responding to questions	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T03	Pronunciation and intelligibility: sounds, stress, and basic intonation	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T04	Guided pair and small-group interaction	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5

T05	Beginning communication-repair strategies	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T06	Organizing and delivering a brief mini-presentation	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T07	Using simple visual support and responding to audience questions	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T08	30-60 second mini-talk on a personal/familiar topic with simple opening and closing	In-class work	Oral assessment	1, 2, 3, 4, 5

12. Methods of Instruction

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

Group work, oral instruction

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

All

Related Outline Component

All

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

Oral assessment

14. Needs

Instructional Materials (text etc.):

N/A

Technology Needs:

N/A

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

Presently employed faculty

Facility Needs:

Classrooms

Library needs:

N/A

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

Katherine Toy (ktoy) (Fri, 21 Aug 2026 13:09:17 GMT): Rollback: checking credits

EXHIBIT B-10

ESOL 022: BEGINNER SPEAKING

1. Course Information

Subject

ESOL - ESOL

Course Number

022

School

Arts and Humanities

Course Title

Beginner Speaking

2. Hours

Semester Hours

1

Lecture

0

Lab

2

Practicum

0

3. Catalog Description

For display in the online catalog

This speaking course accompanies Beginner English Language and gives students structured opportunities to practice spoken English in everyday and academic contexts. Through role-plays, picture-based discussions, and guided conversations, students practice using basic sentence structures, common verbs, and daily-life vocabulary with growing accuracy and fluency. Activities build listening comprehension alongside speaking skills, helping students move from short, memorized responses toward more spontaneous, connected speech about familiar people, places, and routines.

4. Requisites

Prerequisites

ESOL 021 OR designated test score

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 designed to complement ESOL 020 by providing a dedicated space for oral skill development.

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Brookdale CC

Course Title

Listening and Speaking for Non-Native Speakers

Course Number

ESL 103

Number of Credits

3

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Sustain short, multi-turn conversations on familiar topics using level-appropriate language.
CLO2	Expand spoken responses by adding relevant details and connecting ideas in a logical sequence
CLO3	Ask follow-up questions and use basic clarification or communication-repair strategies to maintain an interaction.
CLO4	Participate effectively in role-plays, pair work, and small-group speaking tasks, demonstrating appropriate turn-taking and active listening.
CLO5	Plan and deliver a short organized oral presentation with an identifiable opening, supporting information, and closing, using appropriate visual or note support and responding to basic audience questions

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	Developing and sustaining short conversations	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T02	Expanding responses and adding relevant details	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T03	Follow-up questions and active listening	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T04	Clarification and basic communication-repair strategies	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T05	Sequencing ideas and beginning oral storytelling	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T06	Short presentation organization and delivery	In-class work	1-2 minute presentation with several connected sentences	1, 2, 3, 4, 5

T07	Pronunciation, pacing, stress, intonation, and basic audience Q&A	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
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12. Methods of Instruction

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

Group work, oral instruction

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

All

Related Outline Component

All

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

Oral assessment

14. Needs

Instructional Materials (text etc.):

N/A

Technology Needs:

N/A

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

Presently employed faculty

Facility Needs:

Classrooms

Library needs:

N/A

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

Katherine Toy (ktoy) (Fri, 21 Aug 2026 13:09:36 GMT): Rollback: checking credits

EXHIBIT B-11

ESOL 032: HIGH-BEGINNER SPEAKING

1. Course Information

Subject

ESOL - ESOL

Course Number

032

School

Arts and Humanities

Course Title

High-Beginner Speaking

2. Hours

Semester Hours

1

Lecture

0

Lab

2

Practicum

0

3. Catalog Description

For display in the online catalog

This speaking course accompanies High-Beginner English Language and supports students in moving from guided to more independent oral communication. Students practice expressing opinions, asking for clarification, and participating in structured discussions on familiar topics, applying past and future verb forms, modals, and time expressions in spoken interaction. Emphasis is placed on turn-taking, active listening, and building the confidence to communicate spontaneously in everyday and academic settings.

4. Requisites

Prerequisites

ESOL 031 OR
designated test score

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 designed to complement ESOL 030 by providing a dedicated space for oral skill development.

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Brookdale CC

Course Title

Listening and Speaking for Non-Native Speakers

Course Number

ESL 103

Number of Credits

3

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Sustain multi-turn conversations and participate actively in small-group discussions on familiar and course-related topics.
CLO2	Narrate experiences, explain ideas, compare information, and express and support opinions using connected speech.
CLO3	Use clarification, paraphrasing, follow-up questions, and communication-repair strategies to maintain interaction and negotiate meaning.
CLO4	Collaborate with others in problem-solving and discussion tasks, using appropriate turn-taking and active-listening behaviors.
CLO5	Plan and deliver an organized oral presentation using sequencing, transitions, notes or visual support, and respond appropriately to follow-up questions.

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	Sustaining multi-turn conversations	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T02	Narrating, explaining, and sequencing spoken information	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T03	Expressing and supporting opinions	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T04	Giving simple sequential instructions and processes	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T05	Clarification, paraphrasing, and negotiation of meaning	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T06	Collaborative discussion and problem-solving	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5

T07	Organized presentations, transitions, delivery, and Q&A	In-class work	2-4 minute organized presentation	1, 2, 3, 4, 5
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12. Methods of Instruction

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

Group work, oral instruction

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

All

Related Outline Component

All

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

Oral assessment

14. Needs

Instructional Materials (text etc.):

N/A

Technology Needs:

N/A

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

presently employed faculty

Facility Needs:

classrooms

Library needs:

N/A

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

Katherine Toy (ktoy) (Fri, 21 Aug 2026 13:09:50 GMT): Rollback: checking credits

EXHIBIT B-12

ESOL 042: INTERMEDIATE SPEAKING

1. Course Information

Subject

ESOL - ESOL

Course Number

042

School

Arts and Humanities

Course Title

Intermediate Speaking

2. Hours

Semester Hours

1

Lecture

0

Lab

2

Practicum

0

3. Catalog Description

For display in the online catalog

This speaking course accompanies Intermediate English Language and provides students with structured practice communicating in increasingly complex academic and real-world situations. Students engage in discussions, short presentations, and simulated interviews that require clear organization, appropriate vocabulary, and attention to grammatical accuracy in spoken English, including present perfect and past continuous forms. The lab strengthens students' ability to interact confidently in group settings, respond to follow-up questions, and communicate with greater detail and precision.

4. Requisites

Prerequisites

ESOL 041 OR
designated test score

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 designed to complement ESOL 051 by providing a dedicated space for oral skill development.

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Brookdale CC

Course Title

Conversation Strategies for Non-Native Speakers

Course Number

ESL 104

Number of Credits

3

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Participate effectively in extended collaborative discussions, using appropriate turn-taking and interaction strategies.
CLO2	Organize and develop spoken responses using explanations, examples, reasons, comparisons, and supporting information.
CLO3	Summarize and paraphrase information from short spoken, written, or visual sources in oral responses and discussions.
CLO4	Plan and deliver an organized informative presentation using notes, appropriate visual support, clear organization, and effective delivery techniques
CLO5	Respond effectively to audience and discussion questions while demonstrating appropriate fluency, intelligibility, register, and audience awareness

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	Extended conversation and professional discussion	In-class work	Oral presentations	1, 2, 3, 4, 5
T02	Professional and collaborative oral communication	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T03	Developing spoken ideas with examples, reasons, and supporting information	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T04	Oral summarizing and paraphrasing	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5
T05	Note-supported and source-based speaking	In-class work	Oral quizzes/exams	1, 2, 3, 4, 5

T06	Informative presentation organization, visual support, and delivery	In-class work	4-6 minute presentation with notes and visuals	1, 2, 3, 4, 5
T07	Audience awareness, register, pronunciation, and extended Q&A	In-class work	4-6 minute presentation with notes and visuals	1, 2, 3, 4, 5

12. Methods of Instruction

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

Group work, oral instruction

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

All

Related Outline Component

All

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

Oral assessment

14. Needs

Instructional Materials (text etc.):

N/A

Technology Needs:

N/A

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

Presently Employed Faculty

Facility Needs:

Classrooms

Library needs:

N/A

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

Katherine Toy (ktoy) (Fri, 21 Aug 2026 13:10:03 GMT): Rollback: checking credits

EXHIBIT B-13

ESOL 043: INTERMEDIATE WRITING

1. Course Information

Subject

ESOL - ESOL

Course Number

043

School

Arts and Humanities

Course Title

Intermediate Writing

2. Hours

Semester Hours

2

Lecture

2

Lab

0

Practicum

0

3. Catalog Description

For display in the online catalog

This writing course accompanies Intermediate English Language and introduces students to the conventions of the writing processes in preparation for advanced ESL courses. Students develop well-organized paragraphs and progress to multi-paragraph essays through planning, drafting, revising, and editing. Instruction emphasizes paragraph and essay structure, development and support of ideas, unity and coherence, sentence variety, and organization. Students also receive an introduction to responding to and incorporating information from readings through basic summarizing, paraphrasing, and source attribution

4. Requisites

Prerequisites

ESOL 041 OR designated test score

5. Course Type

Course Type for Perkins Reporting

non-vocational (not approved for Perkins funding)

6. Justification

Describe the need for this course

To prepare ESL students for writing in the next level of ESOL

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Brookdale CC

Course Title

Writing Through Reading II

Course Number

ESL 025

Number of Credits

3

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Develop unified and coherent paragraphs with focused topic sentences, relevant supporting details, and effective concluding sentences.
CLO2	Plan and compose organized multi-paragraph essays with clear thesis statements, introductions, body paragraphs, and conclusions.
CLO3	Develop and connect ideas effectively using logical organization, transitions, examples, explanations, and appropriate sentence variety.
CLO4	Summarize, paraphrase, and respond to information from short sources while distinguishing source information from the writer's own ideas.
CLO5	Apply the writing process to plan, draft, revise, edit, and proofread writing for content, organization, coherence, language control, and mechanics.

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	Paragraph structure, unity, coherence, and development	Paragraphs and short essays	Written assessments	1, 2, 3
T02	Supporting ideas with examples, explanations, facts, and details	Paragraphs and short essays	Written assessments	3, 4
T03	Moving from paragraphs to essays: introductions, thesis statements, body paragraphs, and conclusions	Paragraphs and short essays	Written assessments	1, 2, 3, 4, 5
T04	Essay organization, outlining, transitions, and coherence	Paragraphs and short essays	Written assessments	2, 3, 5

T05	Sentence variety and editing for clarity in writing	Paragraphs and short essays	Written assessments	3, 5
T06	Introduction to summarizing, paraphrasing, responding to sources, and basic source attribution	Paragraphs and short essays	Written assessments	4
T07	The writing process: planning, drafting, peer/self-revision, editing, and proofreading	Paragraphs and short essays	Written assessments	5

12. Methods of Instruction

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

Lecture

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

All

Related Outline Component

All

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

Written assessment

14. Needs

Instructional Materials (text etc.):

N/A

Technology Needs:

N/A

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

Presently Employed Faculty

Facility Needs:

Classrooms

Library needs:

Databases, catalogs

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

Katherine Toy (ktoy) (Fri, 21 Aug 2026 13:10:27 GMT): Rollback: checking credits

EXHIBIT B-14

ESOL 052: ADVANCED SPEAKING

1. Course Information

Subject

ESOL - ESOL

Course Number

052

School

Arts and Humanities

Course Title

Advanced Speaking

2. Hours

Semester Hours

1

Lecture

0

Lab

2

Practicum

0

3. Catalog Description

For display in the online catalog

This speaking course accompanies Advanced English Language and prepares students for the oral communication demands of college-level coursework and professional environments. Students design and deliver formal presentations, participate in structured debates, and engage in academic group discussions that require precise vocabulary, clear pronunciation, and sophisticated grammatical control, including conditionals and complex sentence structures. The lab emphasizes critical thinking, persuasive speaking, and the ability to synthesize and respond to multiple viewpoints in real time.

4. Requisites

Prerequisites

ESOL 051 OR designated test score

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 designed to complement ESOL 050 by providing a dedicated space for oral skill development.

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Brookdale CC

Course Title

Conversation Strategies for Non-Native Speakers

Course Number

ESL 104

Number of Credits

3

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Participate in and help sustain academic discussions by building on, qualifying, questioning, and respectfully challenging others' ideas.
CLO2	Synthesize information from multiple sources into coherent spoken explanations, summaries, and responses
CLO3	Construct and support evidence-based positions in discussions, persuasive speaking activities, and other academic or professional contexts.
CLO4	Design and deliver formal presentations using effective organization, source support, visual aids, and audience-appropriate delivery techniques.
CLO5	Respond effectively to questions, alternative viewpoints, and counterarguments in both prepared and extemporaneous speaking.

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	Seminar-style academic discussion	In-class work	Oral assessments	1, 2, 3, 4, 5
T02	Building on, questioning, and responding to others' ideas	In-class work	Oral assessments	1, 2, 3, 4, 5
T03	Oral synthesis of information from multiple sources	In-class work	Oral assessments	1, 2, 3, 4, 5
T04	Evidence-based argumentation and persuasive speaking	In-class work; presentations	Oral assessments	1, 2, 3, 4, 5
T05	Formal academic and professional presentation design	In-class work; presentations	Oral assessments	1, 2, 3, 4, 5

T06	Visual aids, source integration, audience engagement, and delivery	In-class work; presentations	Oral assessments	1, 2, 3, 4, 5
T07	Extended Q&A, counterargument, and extemporaneous speaking	In-class work; presentations	Oral assessments	1, 2, 3, 4, 5

12. Methods of Instruction

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

In class presentations

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

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

All

Related Outline Component

All

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

Oral assessment

14. Needs

Instructional Materials (text etc.):

N/A

Technology Needs:

N/A

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

Presently Employed

Facility Needs:

Classrooms

Library needs:

N/A

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

Katherine Toy (ktoy) (Fri, 21 Aug 2026 13:10:14 GMT): Rollback: checking credits

EXHIBIT B-15

Course Change Request

New Course Proposal

Date Submitted: 08/19/26 8:12 am

Viewing: **ESOL 053 : Advanced Writing**

Last edit: 09/18/26 8:54 am

Changes proposed by: Samantha Glassford (sglassford)

Learning Outcomes

Display (show only)

In Workflow

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

Approval Path

1. 08/19/26 8:32 am
Kathryn Deblasi (kdeblasi):
Approved for AH Academic Administrator
2. 08/19/26 9:28 am
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 08/19/26 11:35 am
Catherine Mancuso (cmancuso):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 08/19/26 12:03 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 08/21/26 9:10 am

Katherine Toy

(ktoy): Rollback to

Vice President of
Academic Affairs for
Curriculum
Committee Chair

6. 08/24/26 3:13 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

7. 08/27/26 4:09 pm

Katherine Toy

(ktoy): Approved for
Curriculum

Committee Chair

8. 09/18/26 10:57 am

James Marshall

(jmarshall):

Approved for
Senate Chair

9. 09/18/26 10:58 am

James Marshall

(jmarshall):

Approved for
Cabinet

10. 09/18/26 12:54 pm

Pamela Monaco

(pmonaco):
Approved for
President

1. Course Information

Subject	ESOL - ESOL
Course Number	053
School	Arts and Humanities
Course Title	Advanced Writing

2. Hours

Semester Hours	2
Lecture	2
Lab	0
Practicum	0

3. Catalog Description

For display in the
online catalog

This course accompanies Advanced English Language and prepares students for college-level writing. Students engage in the writing process to develop sustained, multi-paragraph essays that demonstrate clear purpose, logical organization, effective support, and appropriate style. Emphasis is placed on critically responding to sources, summarizing and paraphrasing, integrating quotations, synthesizing information from multiple texts, developing evidence-based arguments, and using appropriate source attribution and documentation.

4. Requisites

Prerequisites

ESOL 041 with a grade of C or better OR designated test score.

Corequisites

ESOL 051.

5. Course Type

Course Fee Code

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

6. Justification

Describe the need
 for this course

This course prepares English language learners for the demands of college-level academic writing.

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:

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	Strategic Plan Goal 1: CREATE AND SUSTAIN AN ENVIRONMENT THAT CONTINUOUSLY IMPROVES EQUITABLE STUDENT ACCESS, RETENTION, AND SUCCESS

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Advanced ESL Composition
Course Number	ESL 225
Number of Credits	3
Comments	

Transferability of Course

Georgian Court
University

Kean University

Monmouth
University

Rowan University

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Stockton University

If not transferable
to any institution,
explain:

This is a developmental course.

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Compose well-developed essays with focused thesis statements, logical organization, cohesive paragraphs, and effective introductions and conclusions.

	Students who successfully complete this course will be able to:
CLO2	Summarize, paraphrase, quote, and integrate information from sources accurately and appropriately.
CLO3	Synthesize information and perspectives from multiple sources to develop original, evidence-based responses and arguments.
CLO4	Adapt organization, style, tone, and language for an academic audience while demonstrating effective sentence variety, cohesion, and language control.
CLO5	Incorporate research into the writing process to produce college-ready essays.

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	Advanced essay organization, thesis development, and paragraph cohesion	Short essays	Written assessments	1, 4, 5
TO2	Academic style, sentence variety, clarity, precision, and concision	Short essays	Written assessments	4, 5
TO3	Summarizing, paraphrasing, quoting, and integrating source material	Short essays	Written assessments	2, 4, 5
TO4	Source attribution, avoiding plagiarism, and citation practices	Short essays	Written assessments	5
TO5	Synthesis of ideas and information from multiple sources	Short essays	Written assessments	2, 3, 5
TO6	Evidence-based argumentation, counterargument, and critical response	Short essays	Written assessments	2, 3, 5

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO7	Research-supported writing and the complete drafting, revision, editing, and proofreading process	Short essays	Written assessments	1, 2, 3, 4, 5

12. Methods of Instruction

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

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

Information

Communication-Written and Oral Yes

Related Course All
Learning Outcome

Related Outline All
Component

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

Written assessment

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

14. Needs

Instructional
Materials (text
etc.):

N/A

Technology Needs:

N/A

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

Presently Employed

Facility Needs:

Classrooms

Library needs:

Databases, catalog

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

Katherine Toy (ktoy) (08/21/26 9:10 am): Rollback: checking credits

Key: 2449

[Preview Bridge](#)

EXHIBIT B-16

Course Change Request

Date Submitted: 08/17/26 12:32 pm

Viewing: **ESOL 021 ~~010~~ : Beginner English Language**

Also listed as: **~~ESOL 010~~**

Formerly known as: **ESOL 010 / ESOL 299a**

Last approved: 06/08/26 3:47 pm

Last edit: 09/18/26 8:53 am

Changes proposed by: Jonathan Molinaro (jmolinaro)

Catalog Pages
referencing this
course

ESOL 010:
English to Speakers of Other Languages (ESOL).

Learning Outcomes
Display (show only)

In Workflow

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

Approval Path

- 1. 08/17/26 1:06 pm
Kathryn Deblasi (kdeblasi):
Approved for AH Academic Administrator
- 2. 08/17/26 1:11 pm
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
- 3. 08/19/26 11:35 am
Catherine Mancuso (cmancuso):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 08/19/26 12:03 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 08/21/26 9:07 am

Katherine Toy
(ktoy): Rollback to
Vice President of
Academic Affairs for
Curriculum
Committee Chair

6. 08/24/26 3:12 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

7. 08/27/26 4:05 pm

Katherine Toy
(ktoy): Approved for
Curriculum
Committee Chair

8. 09/18/26 10:57 am

James Marshall
(jmarshall):

Approved for
Senate Chair

9. 09/18/26 10:58 am

James Marshall
(jmarshall):

Approved for
Cabinet

10. 09/18/26 12:53 pm

Pamela Monaco

(pmonaco):
Approved for
President

History

- 1. Oct 28, 2025 by
Jonathan Molinaro
(jmolinaro)
- 2. Feb 12, 2026 by
James Marshall
(jmarshall)
- 3. Jun 8, 2026 by
James Marshall
(jmarshall)

1. Course Information

Subject	ESOL - ESOL
Course Number	<u>021</u> 010
School	Arts and Humanities
Course Title	Beginner English Language

2. Hours

Semester Hours	<u>3</u> 4
Lecture	<u>2</u> 4
Lab	<u>2</u> 0
Practicum	0

3. Catalog Description

For display in the
online catalog

Beginner English Language is an introductory course for students who are developing foundational skills in English. It focuses on foundational reading, writing, listening, and speaking skills. Students engage with simplified texts, listen to short audio materials, and complete everyday communication tasks. Grammar instruction includes basic sentence structures, common verbs, pronouns, and vocabulary for daily life. Activities include conversations, role-

plays, picture-based responses, and writing about familiar topics. Emphasis is placed on accuracy, comprehension, and building confidence in both academic and real-world contexts.

4. Requisites

Prerequisites

ESOL 011 with a grade of C or better OR designated test score. ~~Placement Test Scores~~

Corequisites

None. ~~None~~

5. Course Type

Course Fee Code

Course Type for NVOC

Perkins Reporting

6. Justification

Describe the need
for this course

This course is needed to help English language learners develop foundational reading, writing, listening, and speaking skills and advance to the next level of their English learning pathway.

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	Ocean County College empower diverse learners to achieve their goals while enriching the communities we serve (Mission)
2	To inspire our students and community to learn, discover, and thrive (Vision)
3	Accessible: We prioritize open education and actively promote inclusivity, equity, and belonging, continually learning and adapting to ensure every student has the opportunity to succeed (Values).
4	Opportunity-Focused: We place students at the heart of everything we do, providing transformative academic and career pathways and practical skills to help learners achieve their educational, personal, and professional goals (Values).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Rowan College at Burlington County
Course Title	Integrated ESL for Beginners
Course Number	ESL 056
Number of Credits	4
Comments	

Institution	Mercer County CC
Course Title	ESL Writing Concepts I
Course Number	ESL053
Number of Credits	4
Comments	

Institution	County College of Morris
Course Title	ESL Early Beginner
Course Number	ENS-213E
Number of Credits	4
Comments	

Transferability of Course

Georgian Court
University

Kean University

Monmouth
University

Rowan University

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Stockton University

If not transferable
to any institution,
explain:

[This is a developmental course.](#)

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Demonstrate comprehension of level-appropriate texts.
CLO2	Apply level-specific grammar and vocabulary to a variety of writing tasks.

Students who successfully complete this course will be able to:

CLO3	Demonstrate comprehension of level-appropriate listening materials.
CLO4	Apply level-specific words and phrases in spoken communication.

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	Reading Comprehension & Response	Read a simple email, flyer, or community notice and answer yes/no or WH-questions.	Multiple choice or true/false reading quiz with picture and text support.	1, 2
TO2	Writing Simple Sentences	Write 3–5 complete sentences about yourself (e.g., name, family, where you live) using be and have.	Teacher feedback on grammar and vocabulary use; sentence-level checklist.	2, 4
TO3	Listening for Key Information	Listen to a short recording (e.g., school hours or weather) and identify key words (days, times, numbers).	Dictation, matching, or T/F questions; follow-up oral questions.	1, 3
TO4	Speaking about Self & Routine	Practice a short structured conversation: “What’s your name?” “Where do you live?” “What do you do every day?”	Role-play with a partner; checklist for vocabulary, clarity, and grammar.	2, 3, 4
TO5	Spoken Communication: Self & Others	Practice a short structured conversation: “What’s your name?” “Where do you live?” “What do you do every day?”	Role-play with a partner; checklist for vocabulary, clarity, and grammar.	2, 3, 4
TO6	Everyday Vocabulary in Context	Match pictures to vocabulary (family, food, community places), then	Vocabulary quiz; sentence or oral check with teacher/peer.	2, 3, 4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
		write or say a sentence for each.		
TO7	Responding with Creativity	After listening to a short story (e.g., “Maria’s Day”), draw a timeline or daily schedule and describe it.	Visual product + oral/written response; peer sharing or short presentation.	1, 3, 4

12. Methods of Instruction

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

Lecture, discussion, group work, visual aids, role-play, structure dialogs, conferences, and integrated support services

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

Information

Communication-Written and Oral Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Tests, quizzes, discussions, role-play, oral and written response

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 Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Tests, quizzes, discussions, role-play, oral and written response

14. Needs

Instructional
Materials (text
etc.):

Canvas and OER Materials

Technology Needs:

NA

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

Presently Employed ~~NA~~

Facility Needs:

NA

Library needs:

NA

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

Offered as Special Topics ESOL 299a per policy 7170 in Fall 2025.

Board of Trustees Approval Date: December 11, 2025

Reviewer

Comments

Katherine Toy (ktoy) (08/21/26 9:07 am): Rollback: checking credits

Key: 2380

[Preview Bridge](#)

EXHIBIT B-17

Course Change Request

Date Submitted: 08/17/26 12:33 pm

Viewing: **ESOL 031 ~~020~~ : High-Beginner English Language**

Also listed as: **~~ESOL 020~~**

Formerly known as: **ESOL 020 / ESOL 299b**

Last approved: 06/08/26 3:47 pm

Last edit: 09/18/26 8:53 am

Changes proposed by: Jonathan Molinaro (jmolinaro)

Catalog Pages
referencing this
course

ESOL 020:
English to Speakers of Other Languages (ESOL).

Learning Outcomes
Display (show only)

In Workflow

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

Approval Path

- 1. 08/17/26 1:06 pm
Kathryn Deblasi (kdeblasi):
Approved for AH Academic Administrator
- 2. 08/17/26 1:11 pm
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
- 3. 08/19/26 11:35 am
Catherine Mancuso (cmancuso):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 08/19/26 12:03 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 08/21/26 9:08 am

Katherine Toy

(ktoy): Rollback to

Vice President of
Academic Affairs for
Curriculum

Committee Chair

6. 08/24/26 3:12 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

7. 08/27/26 4:06 pm

Katherine Toy

(ktoy): Approved for
Curriculum

Committee Chair

8. 09/18/26 10:57 am

James Marshall

(jmarshall):

Approved for
Senate Chair

9. 09/18/26 10:58 am

James Marshall

(jmarshall):

Approved for
Cabinet

10. 09/18/26 12:54 pm

Pamela Monaco

(pmonaco):
Approved for
President

History

- 1. Oct 28, 2025 by
Jonathan Molinaro
(jmolinaro)
- 2. Feb 22, 2026 by
James Marshall
(jmarshall)
- 3. Jun 8, 2026 by
James Marshall
(jmarshall)

1. Course Information

Subject	ESOL - ESOL
Course Number	<u>031</u> 020
School	Arts and Humanities
Course Title	High-Beginner English Language

2. Hours

Semester Hours	<u>3</u> 4
Lecture	<u>2</u> 4
Lab	<u>2</u> 0
Practicum	0

3. Catalog Description

For display in the
online catalog

High-Beginner English Language is designed for students who have foundational English proficiency and are ready to strengthen their skills. Students will read short passages, complete structured writing tasks such as paragraphs and process steps, and improve listening comprehension through guided practice. Instruction covers past and future verb forms, modals, and time expressions. Speaking activities focus on expressing opinions, clarifying ideas, and

participating in discussions about familiar topics. This course supports the transition from foundational English to more independent communication in real-life and academic settings

4. Requisites

Prerequisites

ESOL 021 with a grade of C or better OR designated test score. ~~Placement Test Scores~~

Corequisites

None. ~~None~~

5. Course Type

Course Fee Code

Course Type for NVOC

Perkins Reporting

6. Justification

Describe the need
for this course

This course is needed to help English language learners develop essential reading, writing, listening, and speaking skills and advance to the next level of their English learning pathway.

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	Ocean County College empower diverse learners to achieve their goals while enriching the communities we serve (Mission)
2	To inspire our students and community to learn, discover, and thrive (Vision)
3	Accessible: We prioritize open education and actively promote inclusivity, equity, and belonging, continually learning and adapting to ensure every student has the opportunity to succeed (Values).
4	Opportunity-Focused: We place students at the heart of everything we do, providing transformative academic and career pathways and practical skills to help learners achieve their educational, personal, and professional goals (Values).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	County College of Morris
Course Title	ESL Beginner
Course Number	ENS-226E
Number of Credits	4
Comments	

Institution	Rowan College at Burlington County
Course Title	Intermediate Intensive Grammar
Course Number	ESL 074
Number of Credits	4
Comments	

Institution	Mercer County CC
Course Title	ESL Writing Concepts II
Course Number	ESL063
Number of Credits	4
Comments	

Transferability of Course

Georgian Court
University

Kean University

Monmouth
University

Rowan University

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Stockton University

If not transferable
to any institution,
explain:

[This is a developmental course.](#)

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Demonstrate comprehension of level-appropriate texts.
CLO2	Apply level-specific grammar and vocabulary to a variety of writing tasks.

	Students who successfully complete this course will be able to:
CLO3	Demonstrate comprehension of level-appropriate listening materials.
CLO4	Apply level-specific words and phrases in spoken communication.

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	Reading Forms and Everyday Texts	Complete a sample application or registration form and answer questions about it.	Form-completion task; multiple choice or short-answer quiz on information in the form.	1, 2
TO2	Listening for Details & Directions	Listen to an audio message (e.g., appointment or school announcement) and identify key times, names, etc.	Listening quiz (MC, T/F, short answer); draw or fill in a calendar or schedule.	3, 4
TO3	Describing Routines and Schedules	Write about your daily schedule using time expressions and simple present.	Paragraph or sentence-level writing; teacher checklist for grammar, vocabulary, and sentence structure.	2, 4
TO4	Past Experiences	Interview a classmate about a past event using simple past (e.g., weekend, last holiday).	Partner oral presentation or role-play with rubric for question/answer accuracy and fluency.	2, 3, 4
TO5	Paragraph Writing with Process Steps	Write a process paragraph (e.g., how to make a recipe or complete a task) using sequence words and clear steps.	Paragraph assessment using a writing rubric (organization, grammar, vocabulary); peer review or editing task.	1, 2
TO6	Reading and Responding to Short Stories	Read a narrative passage and respond in writing with a personal opinion or connection.	Reading quiz + short written reflection or visual representation (drawing, map, or timeline).	1, 2, 4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO7	Expressing Opinions in Conversation	Participate in a small-group discussion about a topic (e.g., jobs, learning English, community events)	Oral discussion rubric (clarity, vocabulary, interaction); informal reflection or self-assessment.	2, 3, 4

12. Methods of Instruction

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

Lecture, discussion, group work, visual aids, role-play, structure dialogs, conferences, and integrated support services

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

Information

Communication-Written and Oral Yes

Related Course All
Learning Outcome

Related Outline All
Component

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

Tests, quizzes, discussions, role-play, oral and written response

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 Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Tests, quizzes, discussions, role-play, oral and written response

14. Needs

Instructional

Materials (text
etc.):

Canvas and OER Materials

Technology Needs:

NA

Human Resource

Needs (Presently

Employed vs. New

Faculty):

Presently Employed NA

Facility Needs:

NA

Library needs:

NA

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

Offered as Special Topics ESOL 299b per policy 7170 in Fall 2025.

Board of Trustees Approval Date: December 11, 2025

Reviewer

Comments

Katherine Toy (ktoy) (08/21/26 9:08 am): Rollback: checking credits

EXHIBIT B-18

Course Change Request

Date Submitted: 08/17/26 12:34 pm

Viewing: **ESOL 041 ~~030~~ : Intermediate English Language**

Also listed as: **~~ESOL 030~~**

Formerly known as: **ESOL 030 / ESOL 299c**

Last approved: 06/08/26 3:47 pm

Last edit: 09/18/26 8:54 am

Changes proposed by: Jonathan Molinaro (jmolinaro)

Catalog Pages
referencing this
course

ESOL 030:

English to Speakers of Other Languages (ESOL).

Learning Outcomes

Display (show only)

In Workflow

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

Approval Path

1. 08/17/26 1:06 pm
Kathryn Deblasi (kdeblasi):
Approved for AH Academic Administrator
2. 08/17/26 1:11 pm
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 08/19/26 11:35 am
Catherine Mancuso (cmancuso):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 08/19/26 12:03 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 08/21/26 9:08 am

Katherine Toy

(ktoy): Rollback to

Vice President of
Academic Affairs for
Curriculum

Committee Chair

6. 08/24/26 3:12 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

7. 08/27/26 4:07 pm

Katherine Toy

(ktoy): Approved for
Curriculum

Committee Chair

8. 09/18/26 10:57 am

James Marshall

(jmarshall):

Approved for
Senate Chair

9. 09/18/26 10:58 am

James Marshall

(jmarshall):

Approved for
Cabinet

10. 09/18/26 12:54 pm

Pamela Monaco

(pmonaco):
Approved for
President

History

- 1. Oct 28, 2025 by
Jonathan Molinaro
(jmolinaro)
- 2. Feb 12, 2026 by
James Marshall
(jmarshall)
- 3. Jun 8, 2026 by
James Marshall
(jmarshall)

1. Course Information

Subject	ESOL - ESOL
Course Number	<u>041</u> 030
School	Arts and Humanities
Course Title	Intermediate English Language

2. Hours

Semester Hours	<u>3</u> 4
Lecture	<u>2</u> 4
Lab	<u>2</u> 0
Practicum	0

3. Catalog Description

For display in the
online catalog

Intermediate English Language builds students’ ability to communicate effectively in increasingly complex academic and real-world situations. Students read and analyze various text types, write structured paragraphs and short essays, and respond to audio recordings with greater detail. Grammar instruction includes present perfect, past continuous, sentence variety, and the use of gerunds and infinitives. Oral communication activities emphasize clarity,

vocabulary use, and interaction in discussions, presentations, and interviews. The course prepares learners for advanced ESL study and enhanced confidence in English-speaking environments.

4. Requisites

Prerequisites

ESOL 031 with a grade of C or better OR designated test score. ~~Placement Test Scores~~

Corequisites

None. ~~None~~

5. Course Type

Course Fee Code

Course Type for NVOC

Perkins Reporting

6. Justification

Describe the need
for this course

This course is needed to help English language learners further cultivate key reading, writing, listening, and speaking skills and advance to the next level of their English learning pathway.

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	Ocean County College empower diverse learners to achieve their goals while enriching the communities we serve (Mission)
2	To inspire our students and community to learn, discover, and thrive (Vision)
3	Accessible: We prioritize open education and actively promote inclusivity, equity, and belonging, continually learning and adapting to ensure every student has the opportunity to succeed (Values).
4	Opportunity-Focused: We place students at the heart of everything we do, providing transformative academic and career pathways and practical skills to help learners achieve their educational, personal, and professional goals (Values).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Mercer County CC
Course Title	ESL Writing Concepts II
Course Number	ESL073
Number of Credits	4
Comments	

Institution	Rowan College at Burlington County
Course Title	ESL Writing III
Course Number	ESL 078
Number of Credits	4
Comments	

Institution	County College of Morris
Course Title	ESL Intermediate
Course Number	ENS-215E
Number of Credits	4
Comments	

Transferability of Course

Georgian Court
University

Kean University

Monmouth
University

Rowan University

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Stockton University

If not transferable
to any institution,
explain:

[This is a developmental course.](#)

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Demonstrate comprehension of level-appropriate texts, including main ideas and/or supporting details within a text.

	Students who successfully complete this course will be able to:
CLO2	Produce level-appropriate writing with organization, grammar, and vocabulary appropriate to task.
CLO3	Demonstrate comprehension of a variety of listening materials.
CLO4	Communicate effectively in a variety of spoken contexts applying level-specific words and phrases.

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	Reading Strategies & Vocabulary in Context	Read an article and practice skimming, scanning, and identifying key vocabulary from context.	Reading quiz (MC, T/F, short answer); vocabulary-in-context worksheet.	1
TO2	Identifying Main Ideas & Supporting Details	Read a short opinion or informational text and complete a main idea/details graphic organizer.	Summary writing task; class discussion or written response on text's topic or purpose.	1, 2
TO3	Organized Paragraph Writing	Write a paragraph with a clear topic sentence, supporting details, and conclusion about a familiar topic.	Writing rubric assessing organization, grammar, and vocabulary; peer or instructor feedback.	2
TO4	Listening for Purpose and Key Information	Listen to a short news clip or instructional audio and complete a note-taking chart.	Listening quiz; follow-up comprehension Q&A session or short oral summary.	3
TO5	Describing Past Experiences and Events	Write and/or speak about a past personal experience using past tense and time expressions.	Written paragraph or oral narrative; assessment rubric for verb accuracy and content.	2, 4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO6	Opinion Expression in Speaking and Writing	Write a short opinion paragraph and then participate in a class discussion or partner debate.	Writing task with focus on argument structure; discussion rubric for speaking fluency and idea support.	2, 4
TO7	Integrating Reading, Listening & Speaking	Read a short article and listen to a related audio, then present your response and opinion orally.	Oral presentation (live or recorded); evaluated on comprehension, vocabulary use, and fluency.	1, 3, 4

12. Methods of Instruction

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

Lecture, discussion, group work, visual aids, role-play, structure dialogs, conferences, and integrated support services

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

Information

Communication-Written and Oral Yes

Related Course All
Learning Outcome

Related Outline All
Component

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

Tests, quizzes, discussions, role-play, oral and written response

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 Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Tests, quizzes, discussions, role-play, oral and written response

14. Needs

Instructional
Materials (text
etc.):

Canvas and OER Materials

Technology Needs:

NA

Human Resource

Needs (Presently

Employed vs. New

Faculty):

Presently Employed ~~NA~~

Facility Needs:

NA

Library needs:

NA

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

Offered as Special Topics ESOL 299c per policy 7170 in Fall 2025.

Board of Trustees Approval Date: December 11, 2025

Reviewer

Comments

Katherine Toy (ktoy) (08/21/26 9:08 am): Rollback: checking credits

Key: 2382

[Preview Bridge](#)

EXHIBIT B-19

Course Change Request

Date Submitted: 08/17/26 12:34 pm

Viewing: **ESOL 051 ~~040~~ : Advanced English Language**

Also listed as: **~~ESOL 040~~**

Formerly known as: **ESOL 040 / ESOL 299d**

Last approved: 06/08/26 3:47 pm

Last edit: 09/18/26 8:54 am

Changes proposed by: Jonathan Molinaro (jmolinaro)

Catalog Pages
referencing this
course

ESOL 040:

English to Speakers of Other Languages (ESOL).

Learning Outcomes

Display (show only)

In Workflow

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

Approval Path

1. 08/17/26 1:06 pm
Kathryn Deblasi (kdeblasi):
Approved for AH Academic Administrator
2. 08/17/26 1:11 pm
Jonathan Molinaro (jmolinaro):
Approved for AH Dean
3. 08/19/26 11:35 am
Catherine Mancuso (cmancuso):

Approved for
Executive Director
of Curriculum and
Program
Development

4. 08/19/26 12:03 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 08/21/26 9:08 am

Katherine Toy

(ktoy): Rollback to

Vice President of
Academic Affairs for
Curriculum
Committee Chair

6. 08/24/26 3:13 pm

Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

7. 08/27/26 4:08 pm

Katherine Toy

(ktoy): Approved for
Curriculum

Committee Chair

8. 09/18/26 10:57 am

James Marshall

(jmarshall):

Approved for
Senate Chair

9. 09/18/26 10:58 am

James Marshall

(jmarshall):

Approved for
Cabinet

10. 09/18/26 12:54 pm

Pamela Monaco

(pmonaco):
Approved for
President

History

- 1. Oct 28, 2025 by
Jonathan Molinaro
(jmolinaro)
- 2. Feb 12, 2026 by
James Marshall
(jmarshall)
- 3. Jun 8, 2026 by
James Marshall
(jmarshall)

1. Course Information

Subject	ESOL - ESOL
Course Number	<u>051</u> 040
School	Arts and Humanities
Course Title	Advanced English Language

2. Hours

Semester Hours	<u>3</u> 4
Lecture	<u>2</u> 4
Lab	<u>2</u> 0
Practicum	0

3. Catalog Description

For display in the
online catalog

Advanced English Language is an upper-level English language learner course that prepares students for college-level work and professional communication. Students analyze academic texts, write multi-paragraph essays with attention to purpose, audience, and style, and synthesize information from reading and listening. Grammar instruction includes conditionals, passive voice, noun/adjective clauses, and advanced sentence structures. Speaking tasks

involve formal presentations, debates, and group discussions using academic vocabulary and clear pronunciation. This course equips students with the skills necessary for English 151 and other college-level coursework.

4. Requisites

Prerequisites

ESOL 041 with a grade of C or better OR designated test score. ~~Placement Test Scores~~

Corequisites

None. ~~None~~

5. Course Type

Course Fee Code

Course Type for NVOC

Perkins Reporting

6. Justification

Describe the need
for this course

This course is needed to help English language learners advance and refine reading, writing, listening, and speaking skills and continue to the next level of their English learning pathway and college-level English.

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	Ocean County College empower diverse learners to achieve their goals while enriching the communities we serve (Mission)
2	To inspire our students and community to learn, discover, and thrive (Vision)
3	Accessible: We prioritize open education and actively promote inclusivity, equity, and belonging, continually learning and adapting to ensure every student has the opportunity to succeed (Values).
4	Opportunity-Focused: We place students at the heart of everything we do, providing transformative academic and career pathways and practical skills to help learners achieve their educational, personal, and professional goals (Values).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Rowan College at Burlington County
Course Title	English for Acad Purposes
Course Number	ESL 097
Number of Credits	4
Comments	

Institution	County College of Morris
Course Title	ESL Advanced
Course Number	ENS-312E
Number of Credits	4
Comments	

Transferability of Course

Georgian Court
University

Kean University

Monmouth
University

Rowan University

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

Stockton University

If not transferable
to any institution,
explain:

[This is a developmental course.](#)

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Demonstrate comprehension of level-appropriate texts, including main ideas and/or supporting details within a text.
CLO2	Produce level-appropriate writing in which the development, organization, grammar, and style are appropriate to task, purpose, and audience.
CLO3	Demonstrate comprehension of a variety of listening materials.
CLO4	Communicate effectively in a variety of spoken contexts.
CLO5	Apply a range of level-specific words and phrases related to course topics.

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	Academic Reading Strategies & Inference	Read a nonfiction article and complete a reading task identifying main idea, details, and author's opinion.	Reading test; short-answer inference questions; vocabulary-in-context exercises.	1, 5
TO2	Summary & Response Writing	Read a text and write a summary + personal response, including one opinion supported by text evidence.	Summary writing rubric (content, grammar, organization); vocabulary checklist.	1, 2
TO3	Structured Paragraphs and Essays	Plan and write a multi-paragraph essay (e.g., problem/solution, cause/effect, or opinion-based).	Essay rubric (organization, grammar, vocabulary, development); peer or instructor feedback loop.	2, 5
TO4	Listening for Main Ideas & Purpose	Listen to a short lecture or podcast; complete a note-taking chart and write a 3-sentence summary.	Listening quiz (T/F, short answer); written or oral summary.	2, 3
TO5	Academic Speaking & Presentation Skills	Prepare and give a short oral presentation based on a course topic (e.g., environment, education, etc.).	Presentation rubric: content, organization, clarity, intonation, vocabulary, and delivery.	4, 5
TO6	Argument & Discussion Skills	Participate in a small-group debate or panel on a specific topic (e.g., technology, health).	Rubric for discussion: use of academic vocabulary, interaction, opinion support, and clarity.	4, 5
TO7	Integrated Academic Project (Capstone Task)	Complete an integrated assignment: read a text, listen to a related audio, write a response, and present it.	Holistic rubric covering reading, listening, writing, and speaking; self-reflection component.	1, 2, 3, 4, 5

12. Methods of Instruction

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

Lecture, discussion, group work, visual aids, role-play, structure dialogs, conferences, and
integrated support services

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

Information

Communication-Written and Oral Yes

Related Course All
Learning Outcome

Related Outline All
Component

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

Tests, quizzes, discussions, role-play, oral and written response

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 Yes

Related Course All

Learning Outcome

Related Outline All

Component

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

Tests, quizzes, discussions, role-play, oral and written response

14. Needs

Instructional

Materials (text

etc.):

Canvas and OER Materials

Technology Needs:

NA

Human Resource

Needs (Presently

Employed vs. New

Faculty):

Presently Employed ~~NA~~

Facility Needs:

NA

Library needs:

NA

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

Offered as Special Topics ESOL 299d per policy 7170 in Fall 2025.

Board of Trustees Approval Date: December 11, 2025

Reviewer

Comments

Katherine Toy (ktoy) (08/21/26 9:08 am): Rollback: checking credits

Key: 2383

[Preview Bridge](#)