**ATLANTIC CAPE COMMUNITY COLLEGE**

**CURRICULUM COMMITTEE**

**November 21, 2019**

**Minutes – Approved**

Attendance: R. Berenato, M. Bolicki, L. Campbell, A. Chelius, O. Hernandez, M. Kammer, L. Lemons, K. McClay, A. Nigro, W. Osler, J. Peterson, K. Zaniewski. Not Present: P. Manns, L. McGlynn. Guests: A. Jou, R. Michalenko,

## I. Approval of the October minutes

The minutes were approved.

## II. Curriculum Proposals

**CUBP150-Plated Desserts**, *credit change.* **K. McClay**
This course was submitted incorrectly last spring as a 1 credit course (1-1-1), however, it should have been submitted as a 2 credit course (1-3-2).
**APPROVED**

**ARTS250-Special Topics in Arts**, *new course,* **R. Michalenko**
This course is intended for students enrolled in the A.F.A. degree who wish to focus more in-depth in an area of the visual arts. The course may also be used to offer a new topic which, if successful, could then be developed into a new course. The course will fit into the A.F.A. program as an elective. The credit structure will be 2-2-3.
**APPROVED** (1 Abstention)

**ENGR101-Introduction to Engineering**, *credit change,* **A. Jou**
This course is changing from 3-0-3 to 2-0-2 as a part of the 60 credit mandate. Several topics have been removed since they will be covered in subsequent engineering courses. Transferability of a 2 vs a 3 credit engineering course was discussed. It was noted that this course may be difficult to transfer due to the credit change. Program courses had to be changed since the state would not permit a reduction in general education credits for degree programs.
**APPROVED**

## III. Other Business

**Standard Syllabus Template** *(Charge 10)*
The Faculty Assembly has approved the new template with a few notes about which portions are editable by individual faculty members. L. Lemons has forwarded the template to Dr. Katz for her review.

Once approved, the template will be emailed to faculty and posted on the Curriculum Committee's web page.

**Committee By-laws**

L. Lemons brought up the discussion from a previous meeting regarding who should be permitted to present curriculum proposals to the Committee. After discussion, a motion was made

**Motion to Change the "Procedures" section of the Curriculum Committee bylaws.**
**Current language:**
*Only academic areas and departments may submit course proposals to the committee. Submissions must be made on the appropriate forms…*

**Proposed language:**
*Only **full-time faculty** from academic areas and departments may submit proposals to the committee. Submissions must be made on the appropriate forms…*

**Motion Passed.** L. Lemons will contact FAEC (B. Heard and S. Natale).