

**ATLANTIC CAPE COMMUNITY COLLEGE  
CURRICULUM COMMITTEE**

**September 8, 2016**

**Minutes - Approved**

**Attendance:** R. Benner, M. Bolicki, A. Chelius, D. Coulter, C. Fortune, L. Ingram, B. Johns, J. Katz, P. Leatherberry, L. Lemons, H. Peterson, E. Russell, S. Shields, J. Taggart, K. Zaniewski, L. Campbell, Secretary. Guests: D. McElroy, B. Warner.

**Approval of May minutes and 2015-16 Final Report – Approved.**

**Curriculum Proposals**

**Psychology, A.A., new program, B. Warner**

The current Psychology Option in Liberal Arts, A.A. is being converted to a full degree program due to anticipated changes to the Liberal Arts degree. Psychology will lose several program courses which are needed for transfer to four year schools. The total number of credits for the full degree will be reduced to 60 credits as directed by administration. Atlantic Cape will be the first community college in the state to have a stand-alone Psychology degree.

There was a discussion about the proposed NJ legislation that prompted the 60 credit mandate. The bill passed in the Assembly but failed in the Senate. It was mentioned that some upper-level schools accept more than 60 credits and students could save money by taking more credits at a community college vs. a 4 year institution.

**APPROVED**

**Psychosocial Rehabilitation and Addictions Counseling, A.S., new program, D. McElroy**

The College was approached by Rutgers a year ago because we are one of the few community colleges offering Addictions Counseling courses toward certification. There is a movement in the state to increase the number of BA prepared counselors. The Job Outlook is estimated to increase 22% in the next 9 years. Rutgers is the only school in South Jersey w/ a Psychosocial Bachelor's degree.

The A.S. degree requires BIOL118, which is currently offered exclusively online. It would be beneficial to students if at least one section was offered on campus each semester. During a meeting with Rutgers yesterday, it was determined that they would accept 6 credits of Gen Ed. Humanities for a total of 64 credits. They will accept 50% of the Bachelor's degree requirement of 127-128 credits. It was noted that the Computer Literacy (0-3 credit) graduation requirement was missing from the catalog page. The requirement will be added.

**APPROVED** with the addition of the Computer Literacy requirement.

**Other Business**

**2016-17 Charges**

D. McElroy, FAEC Chair, presented and discussed changes to the Committee charges, including the addition of a Vice-Chair who could step in as Chair in the event that the Chair is unable to continue. It was noted that the VC shouldn't be a first year member of the Committee and the terms of the chair and vice-chair shouldn't expire in the same year.

**The additional charges include:**

**Charge #10:** *Coordinate the collection of Learning Outcomes for Professional series programs from impacted departments (ISAS, ACA, Arts/Humanities, Professional Studies, Social Science) and review to validate measurability.*

**Charge #11:** *During the fall semester, establish an ad hoc committee to review current formats of internships, field placements, and co-ops. Make recommendations on creating an institution-wide model by December 1, and ensure transferability of credits earned in these courses to four-year institutions.*

J. Katz spoke with O. Hernandez for clarification on Charge 11. During the summer, admin discovered that departments were handling their field placement courses a bit differently. There are some compliance issues with the number of course credits and there have been different compensation models for course instructors. Some departments allow faculty to teach these courses in-load, while others have faculty teaching at Co-op compensation rates. Faculty in some departments work through Eric Stewart for student placements; while faculty in other departments handle all of the placement work on their own.

Departments who are out of compliance with state guidelines need to bring courses into compliance (45 hrs of fieldwork, practicum, co-op, or internship = 1 credit).

The ad hoc committee should be chaired by someone from the Curriculum Committee, preferably someone not teaching this type of course. J. Katz requested nominations for a chair, No nominations were made. She agreed to convene the ad hoc committee, but noted that she teaches an internship course.

**L. Ingram and P. Leatherberry** will serve on the ad hoc Committee as advisory members. Other members of the ad hoc Committee will be faculty who teach fieldwork-type courses including: **M. Keiner, D. Matt, J. Taggart, D. Wyks, K. Forrest, B. Sanders** (*in L. Stein's absence*), **J. Macnair, and J. Katz**. If any other faculty are interested in participating, they are welcome to serve.

**Charge 10:** Last fall, program outcomes for all degrees were reviewed and updated to ensure measurability. This year, we will request that all departments submit outcomes for Professional Series programs. Departments should be careful about the verbs used for prof. series outcomes to ensure that we aren't promising too much. Outcomes shouldn't be the same as a 60 credit degree program.

J. Katz will request from IR, a breakdown of student completions for the Prof. Series programs so departments can decide if any should be discontinued.

**Curriculum Committee Vice-Chair** - L. Lemons was nominated and elected to serve as the 2016-17 vice-chair.