**Curriculum Committee**  
**Charges 2008 – 2009**

**Standing Charges**

1. Elect a chair and email this selection to the Senior Dean of Academic Affairs (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (jsacchin@atlantic.edu). P. Demarest will serve as secretary.

2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to [http://venus.atlantic.edu/facultyassembly/minutes/upload](http://venus.atlantic.edu/facultyassembly/minutes/upload) (username********; password – ****), (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren’t repeated and (6) the charges are clear. Email corrections and changes to the Secretary of the FAEC, Myra Caplan (mcaplan@atlantic.edu).

3. Minutes of the committee meetings should be submitted to the Senior Dean of Academic Affairs and the Dean of Instruction. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via [http://venus.atlantic.edu/facultyassembly/minutes/upload](http://venus.atlantic.edu/facultyassembly/minutes/upload) (username********; password – ****) under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May. Reports should also be uploaded to the web.

4. Minutes of all meetings and a description of your activities should be posted on ACCC’s website, along with a list of members.

5. Submit recommendations for next year’s charges to the Senior Dean of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

6. Review changes in curriculum (courses & programs) submitted by departments and forward recommendations to the Dean of Instruction.

7. The chair should brief the Faculty Assembly periodically. The chair will also serve as a representative to the SIS Users Group and forward information from those meetings to the academic deans.

8. Define: Elective, free elective, liberal arts elective.

9. Keep the general education subcommittee active to review general education offerings.

10. Continue to review the definition and criteria for independent study courses and revise, if necessary.

11. Which ESL course(s), if any, can count as a Free Elective toward graduation?
12. Initiation of Program Options: The NJ President’s Council’s Academic Issues Committee Manual (2007-2008) states, “If an institution decides to introduce a new program option, that action will be formally accomplished pursuant to the process in place at the institution for the approval of options.”

“Note to Community Colleges: Options to A.A.S. programs shall differ by no more than 18 credits from the base program. Normally, option should differ from the base program by at least 12 credits, but an option that differs by 9 credits may be acceptable if it demonstrates a clear change in program emphasis.

Currently ACCC’s process is that a dept. presents a transmittal to the Curriculum Committee. If approved, by the Senior Dean, the transmittal and a Board Resolution is presented to the Board of Trustees for their approval. Should we state by how many credits options should differ from their base program? Is our process adequate?

Rev. 1-30-09
General Education Subcommittee  
of the Curriculum Committee  

Charges 2008-2009

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2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to http://venus.atlantic.edu/facultyassembly/minutes/upload (username -********; password – ****), (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren’t repeated and (6) the charges are clear. Email corrections and changes to the Secretary of the FAEC, Myra Caplan (mcaplan@atlantic.edu).

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4. Minutes of all meetings and a description of your activities should be posted on ACCC’s website, along with a list of members.

5. Submit recommendations for next year’s charges to the chairperson of the Curriculum Committee.

6. Review changes in general education curriculum submitted by departments and forward recommendations to the Curriculum Committee.

Additional Charges

7. Continue to address ongoing issues related to compliance with the NJ Community College General Education Foundation and GECC as well as disseminate all related information and/or outcomes within the ACCC community.

8. Review and revise ACCC’s General Education Statement and related course categories in the 2007-2009 catalog with the objective of encompassing the New Jersey Community College General Education Foundation’s goals.

9. Sponsor a workshop on “Ethics Across the Curriculum” to address NJCC Goal Category #9: Ethical Reasoning and Action.

rev: 1/30/09