PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the April 16, 2019 Board of Trustees meeting. If you have any questions, please call me.

STEVEN ROSE, Ed.D.
SECRETARY
BOARD OF TRUSTEES

At **7:00 p.m. on Tuesday, April 16, 2019,** the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in **The Paterson Room,** Passaic County Community College, One College Boulevard, Paterson, New Jersey. The public is invited to attend, per the Open Public Meetings Act, N.J.S.A. 10:4-6. In addition, the Board will meet in executive session to discuss such issues as are allowed pursuant to NJSA 10:4-12. A copy of the agenda and packet are available for public inspection.

CALL TO ORDER
ROLL CALL
CONSIDERATION OF MINUTES – March 19, 2019

PRESENTATION:
    A. Presentation: PCCC Foundation

REPORTS
    President
        Higher Education Plan for the State of New Jersey
        National Community College Month
        New Jersey Council of County Colleges Fact Book
        Significant Activities
        Statement of Revenue and Expenditure
    Chairman

DISCUSSION AGENDA

    A.   **ACADEMIC ITEMS**
        Carl D. Perkins Career and Technical Education Grant
        Request for Exceptions to N.J.S.A. 18A:62-57(a)
        New Degree Programs: AAS in Automotive Technology
                              AAS in Hospitality Management
        New Career Certificate: Automotive Technology
        Termination of a Degre Option
        Change in Nomenclature (Degree Terminology)

    B.   **BUSINESS ITEMS**
        Purchases of Goods and Services

    C.   **PERSONNEL ITEMS**

EXECUTIVE SESSION
> Discussion of personnel, contract negotiations, and matters protected by attorney-client privilege

ACTION ITEMS – CONSENT RESOLUTION

A. ACADEMIC ITEMS
Carl D. Perkins Career and Technical Education Grant
Request for Exceptions to N.J.S.A. 18A:62-57(a)
New Degree Programs: AAS in Automotive Technology
                        AAS in Hospitality Management
New Career Certificate: Automotive Technology
Termination of a Degree Option
Change in Nomenclature (Degree Terminology)

B. BUSINESS ITEMS
Purchases of Goods and Services

C. PERSONNEL ITEMS

Individual Resolution(s)

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE

ROLL CALL

DATED: APRIL 16, 2019

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, March 19, 2019.

CALL TO ORDER

President Rose stated that notice of the meeting was mailed to the Herald News, the Record, the Office of the County Clerk, and posted on the bulletin board of the College Boulevard building on November 14, 2018.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:05 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Alonzo Moody
Carols Rodriguez

Ronak Trivedi
Alex Medina, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Deborah E. Ciambrone
Dennis F. Marco
Taina Pou
Sharon C. Smith

CONSIDERATION OF MINUTES – January 15, 2019

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for January 15, 2019; moved by Trustee Trivedi; seconded by Trustee Tanis. Upon roll call, Resolution #1 passed with all members present voting "yes."

President Rose welcomed Trustee Carlos Rodriguez and asked him to introduce himself.

Trustee Rodriguez gave a brief bio on himself stating he was the new Passaic County Superintendent of Schools, and has been representing the NJ Department of Education in Paterson for the last four years. He expressed his excitement to join the board and looks forward to working together.

PRESENTATION

PCCC Women's Basketball Team

President Rose spoke excitedly about the Women's Basketball team mentioning he has attended several of their games. The team competed in the National Tournament held in Pennsylvania and the Lady Panthers now rank sixth in the nation and are the 2019 Regional Champions. He stated the College was very proud of them not only because of the win but because of their team work ethic and the genuine respect they have for each other. He then introduced Ms. Teya Eaton, Assistant Director of Admissions and Coach of Women's basketball.

Ms. Eaton thanked the Board of Trustees, President Rose and the Administration for their continued support. She spoke of the pride this team has being a part of PCCC. She emphasized the team played exceptionally well at the Regional Tournament beating a more powerful team, which was twice the size physically and in numbers while the PCCC team had only eight players. She introduced each team member. Each woman gave their name, the high school they attended and their plan for the future. Ms. Eaton stated Jada Camacho was named Most Valuable Player in the Regional Tournament, and Kathy Davis finished as All American in the National Tournament. Ms. Eaton shared a story about Luigia Russo, stating she was the mother of five children, ages three to seventeen, in addition to being a high achieving student as part of Phi Theta Kappa (PTK). Ms. Eaton commended the efforts of each woman on their ability to maintain family, education, work and still able to devote time for basketball, calling them a family. She then introduced Assistant Coaches Sharkre (Ricki) Banks, a former student who now works in the financial aid office, and D'Andrea Watson, an alumni of PCCC with a degree in Early Childhood Education. Team Manager Keyondra Johnson, also a former student, and Athletic Director Wayne Martin were also introduced.

Mr. Wayne Martin spoke briefly on the team. He showed the trophy they won and then played a short video of the Regional Championship game. During the video it was announced that Ms. Eaton was named 2019 Coach of the Year.

EMSI Report

Dr. Rose stated the EMSI report was a study done to determine how well the programs the College offers to satisfy the county workforce demand.

Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs, stated the Gap Analysis was part of the Academic Master Plan. The master plan sets priorities and guides the academic decision-making for the College. The gap analysis identifies areas of strength and those which need improvement. Dr. Kineavy explained to complete the Academic Master Plan the College would need to add educational trends, review existing academic programs and have conclusions and recommendations as to where the College's priorities should be. She stated the Master Plan also guides the facilities, enrollment planning, and technology.

She then explained that the College offers 29 certificate programs. Six Certificate programs recommended for expansion are: Culinary Arts, Criminal Justice, Early Childhood Education, Medical Coding, Business and Health Professions; three degree programs recommended for expansion: Culinary Arts, Criminal Justice and Early Childhood Education; and four Transfer-Track Degree programs recommended: Accounting, Education, Engineering, and Registered Nursing. She mentioned the College has submitted a proposal to the State to offer a baccalaureate degree in Nursing.

Dr. Kineavy explained it was not beneficial to a student to earn a certificate or degree in a program if the hourly wage was not able to sustain them. Also, some programs are too expensive for the College to afford to implement, but she also noted that the other recommendations are in the trades where there was a definite need. She continued by stating the College looks for programs where students can earn a sustainable living wage.

A brief question and answer session took place.

REPORTS

President: President Rose mentioned Phi Theta Kappa (PTK) would be presenting at the May meeting, stating they recently attended the Regional Conference and have taken home 16 awards. And he was proud to state that the Regional President was a PCCC student for the second year in a row. Alumni Representative Alex Medina added to that accolade by stating that the PCCC PTK Chapter ranks third in the region.

President Rose discussed the *Community College Opportunity Grant* (CCOG) noting that the state funded $20 million dollars to 13 colleges to implement the grant. He stated the grant served 4,000 students rather than the 13,000, with the anticipated spending around five million dollars, which has proven the program can run using less funding. He stated through the grant 60 students returned to re-start their education, and now the Governor has proposed $58 million for the CCOG next year. He mentioned the hope that the legislature would increase the income cap to $60,000.00 per household rather than the current amount of $45,000.00. With the proposed new income cap raised, more people would qualify to take advantage of that grant opportunity.

President Rose mentioned the PCCC Foundation Gala that would be held at the Wanaque Academic Center this year on Thursday evening, April 25, 2019. He spoke briefly about the two honorees, Mr. Thomas Kemly, President and CEO of Columbia Bank, and Mr. Hector Lora, Mayor of Passaic, and a graduate of PCCC. President Rose also mentioned that transportation would be provided to those individuals that are interested.

Trustee DuHaime mentioned that his daughter, Ms. Debbie DuHaime, was being honored by DePaul High School as a Student of the Decade of the 80's. President Rose stated Ms. DuHaime has done a lot of great work for the county including speaking at the College.

Chairman: None

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda:

A. Academic Items

Submission of Grant Applications – Cultural Affairs

President Rose stated that the Cultural Affairs Department attracts large sums of money for their programs and recommended the submission of the following applications for grant-funding approval: The Application to the New Jersey State Council on the Arts General Program Support Grants for the Poetry Center and the Theater and Poetry Project, for a three-year grant period effective July 1 to June 30, 2020; and the Application to the New Jersey Historical Commission General Operating Support for the Passaic County Cultural & Heritage Council's County Historic Partnership Program, for a three-year grant period effective January 1 to December 31, 2020.

President Rose then explained that the State of New Jersey Legislature passed a law stating all Associate Degree programs must be 60 credits and Baccalaureate programs must be 120 credits. The College had some programs over the 60-credit mark at which the Academic Council has since addressed and corrected. Listed below are the changes being recommended:

NOMENCLATURE CHANGES

Current Degree		New Degree
A.A.S. Information Technology	to	A.A.S. Computer Information Technology
Current Certificate of Achievement		**New Certificate of Achievement**
Web Technology	to	Web and Mobile Development

CAREER CERTIFICATES - TERMINATION

(1) The Career Certificate in Hospitality/Retail Management, and

(2) The Career Certificate in Information Technology.

CERTIFICATES OF ACHIEVEMENT - TERMINATION

(1) The Certificate of Achievement in Microcomputer Software Specialist

(2) The Certificate of Achievement in Field Service Technician

(3) The Certificate of Achievement in Hospital Coding Specialist

Trustee Moody questioned the Chapter 12 spending at which President Rose and Mr. Michael Cerone, Jr., College Counsel replied.

B. Business Items

Trustee DuHaime questioned the Water line project at which President Rose responded.

President Rose discussed the bus purchase stating the shuttle service runs to Wanaque and back to Paterson many times a day. The new commercial bus would be safer, has a larger capacity and more comfortable. He stated the Culinary and Music programs are only held in Wanaque and the shuttle service would give more students the opportunity to take these classes. It would also be easier for the Wanaque students to take classes only offered on the Paterson Campus as well.

Purchases of Goods and Services

The following goods and services, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et seq and NJSA18A:64A-25 et al. are so noted and recommended. President Rose stated he would be happy to answer any questions that the Board may have.

- Information Technology Services
- Dental Insurance
- Fire Protection System Addition
- Furniture
- Public Safety Equipment Maintenance and Software
- Utility Services
- Request for Proposal 19-10 – External Evaluator for NASA *Mistc* Grant
- Request for Proposal 19-11 – External Evaluator for Northern New Jersey Bridges to the Baccalaureate (NJB2B) Grant
- JPC Bid FY18JPC-33-Laboratory and Science Supplies

- Middlesex Regional Educational Services Commission (MRESC) Bid # MRESC 15/16-69 – Information Technology Hardware
- Middlesex Regional Educational Services Commission (MRESC) Bid # ESCNJ 15/16-83 – PV1
- Bid No. 19-11 Commercial Bus Purchase

C. Personnel Items

The personnel items were pending the outcome of the Executive Session discussion.

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 8:04 p.m.; moved by Trustee Tanis; seconded by Trustee Moody. Chairman Nutter stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, contract matters, and matters protected by attorney-client privilege, and that no action would be taken in executive session. Upon roll call, the motion to go into executive session was approved by all members present voting "yes."

ROLL CALL

Richard A. DuHaime	Ronak Trivedi
Yolanda Esquiche	Steven M. Rose, Secretary
Alonzo Moody	Barbara Tanis, Vice Chairwoman
Carols Rodriguez	Harvey J. Nutter, Chairman

Absent

Deborah E. Ciambrone
Dennis F. Marco
Taina Pou
Sharon C. Smith

Chairman Nutter called the meeting to order at 8:27 p.m., stating that the Board met in Executive Session to discuss personnel, contract matters, and matters protected by attorney-client privilege, and that no action was taken in executive session.

ACTION ITEMS AGENDA - Consent Resolution

Chairman Nutter asked for a motion on Resolution #2 - Consent Agenda Items A, B and C. Trustee Moody moved Resolution #2; seconded by Trustee Esquiche. Upon roll call, Resolution #2 passed with all members present voting "yes".

A.   ACADEMIC ITEMS

Submission of the Application to the New Jersey State Council on the Arts General Program Support Grants for the Poetry Center and the Theater and Poetry Project, for a three-year grant period effective July 1 to June 30, 2020.

Submission of the Application to the New Jersey Historical Commission General Operating Support for the Passaic County Cultural & Heritage Council's County Historic Partnership Program, for a three-year grant period effective January 1 to December 31, 2020.

NOMENCLATURE CHANGES

Current Degree		New Degree
A.A.S. Information Technology	to	A.A.S. Computer Information Technology

Current Certificate of Achievement		New Certificate of Achievement
Web Technology	to	Web and Mobile Development

CAREER CERTIFICATES - TERMINATION

(1) The Career Certificate in Hospitality/Retail Management, and

(2) The Career Certificate in Information Technology.

CERTIFICATES OF ACHIEVEMENT - TERMINATION

(1) The Certificate of Achievement in Microcomputer Software Specialist

(2) The Certificate of Achievement in Field Service Technician

(3) The Certificate of Achievement in Hospital Coding Specialist

B. BUSINESS ITEMS

Purchases of Goods and Services

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administrative Services certifies funding is available.

Information Technology Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from Governmental Board, Body, Agency or Authority) (Funding Source: FY-2019, 2020, 2021 and 2022 College Operating Funds; $38,296.00 Available FY-2019)

Revised internet service cost agreement. FY-2020, 2021 and 2022 amounts contingent upon future budget approvals.

NJEdge	**$38,296.00 (FY-2019)**
P.O. Box 18110	**$123,060.00 (FY-2020)**
Newark, NJ 07191	**$123,060.00 (FY-2021)**
	$61,530.00 (FY-2022)
	(Recommended Award)

Dental Insurance (Employee Dental Insurance Program) (Public Bid Exception per NJSA 18A:64A-25.5 a. (11) – Insurance) (Funding Source: FY-2019 College Operating Budget; $75,987.61 Available)
Increase to estimated amount for FY-2019. Due to the timing of contract implementation, some FY-2018 costs were paid in FY-2019 and accrued to FY-2018.

Delta Dental of New Jersey	**$42,748.63**
PO Box 222	**(New Total: $286,520.63)**
Parsippany, NJ 07054	**(Recommended Award)**

Fire Protection System Addition (Below Bid Threshold) (Funding Source: FY-2019 Capital Funds; $117,965.74 Available)
Fire Protection System addition for Academic Hall renovation. Vendor year-to-date spend above Board Review threshold.

United Fire Protection Corp.	**$6,996.75**
1 Mark Road	**(Recommended Award)**
Kenilworth, NJ 07033	

Furniture (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2018 College Capital Funds; $164,989.42 Available)
Computer desks for English department. Educational Services Commission of New Jersey (ESCNJ) Bid # ESCNJ 17/18-16; NJ State Contract 81641.

Troxell   **$108,913.60**
576 Valley Road, Unit # 241   **(Recommended Award)**
Wayne, NJ 07470

Public Safety Equipment Maintenance and Software (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2020 College Operating Funds; $55,000.00 Budgeted)
Licensing and Maintenance for Blackboard *Transact* Access Control System. Estimated cost for FY-2020. Expenditure contingent upon future budget approval. Business Entity and Political Contribution disclosures required.

Blackboard, Inc.   **$55,000.00**
111 19th Street NW, 9th Floor   **(Recommended Award)**
Washington, DC 20036

Utility Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (8) – Public Utility)
(Funding Source: FY-2019 College Operating Funds; $132,000.00 Available)
Change to utility service provider cost as a result of recent contract change at JPC Utility Consortium. No change to total estimate or budget.

East Coast Power and Gas of NJ, LLC   **$132,000.00**
340 Jackson Avenue   **(Recommended Award)**
Bronx, NY 10454

Request for Proposal 19-10 - External Evaluator for NASA *Mistc* Grant (Public Bid Exception per NJSA 18A:64A- 25.5 a. (15) – Professional Consulting Services)
(Funding Source: FY-2019 National Science Foundation Grant Funds; $27,500.00 Available)
External evaluator services for NASA *Mistc* Grant.

Sagefox Consulting Group   **$25,000.00**
30 Boltwood Walk   **(Recommended Amount)**
Amherst, MA 01002

REJECTION - Request for Proposal 19-11 – External Evaluator for Northern New Jersey Bridges to the Baccalaureate (NJB2B) Grant (Public Bid Exception per NJSA 18A:64A- 25.5 a. (15) – Professional Consulting Services) External evaluator services for NJB2B Grant. Rejection of all proposals recommended. All proposals received exceed the College's budget for this service.

JPC Bid FY18JPC-33– Laboratory and Science Supplies
(Funding Source: FY-2018 and FY-2019 College Capital Funds; FY-2019 Pathways to STEM Grant Funds; $30,000.00 Available)
Various small dollar value laboratory and science supplies for Science curriculum. FY-2019 estimated amount. New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) Contract.

Carolina Biological Supply Company	**$30,000.00**
2700 York Road	**(Recommended Award)**
Burlington, NC 27215	

Middlesex Regional Educational Services Commission (MRESC) Bid # MRESC 15/16-69 - Information Technology Hardware (Funding Source: FY-2019 Carl D. Perkins Career and Technical Education Grant Funds; $9,904.00 Available)
iMac desktop computers for use in Video Production curriculum. Vendor year-to-date spend above Board Review threshold. New Jersey State Approved Cooperative Pricing System. New Jersey Co-op #65MCESCCPS.

Apple Inc.	**$9,904.00**
5505 W Parmer Lane, Bldg 7	**(Recommended Award)**
Austin, TX 78727	

Middlesex Regional Educational Services Commission (MRESC) Bid # ESCNJ 15/16-83 – PV1 (Funding Source: FY-2017 College Capital Funds; $318,028.00 Available)
Job Order contracts for Slope Stabilization and Water Line Replacement projects at Wanaque Academic Center. New Jersey State Approved Cooperative Pricing System. New Jersey Co-op #65MCESCCPS.

Murray Paving & Concrete, LLC	**$34,705.38**
17 Park Place	**(Recommended Award)**
Paramus, NJ 07652	

Murray Paving & Concrete, LLC	**$117,817.02**
17 Park Place	**(Recommended Award)**
Paramus, NJ 07652	

Bid No. 19-11 Commercial Bus Purchase
(Funding Source: FY-2017 College Capital Funds; $65,320.00 Available)
One (1) 2019 Ford E-450 base Shuttle Bus, 16x2/20 passenger.

Rohrer Enterprises dba Rohrer Bus Sales	**$65,320.00**
314 Dickinson Street	**(Recommended Award)**
Trenton, NJ 0863	

C.   PERSONNEL ITEMS

    I.   Separations: A. Jose Gonzales, Student Development Specialist
                                B. Ruth Gonzalez, Coordinator of Technology
                                C. Miguel De Jesus, Enrichment Specialist
                                D. Antonio Puig, Custodian/Handyperson
    II.   Appointments: A. Vicki Stewart, Food Services Shift Lead
                                B. Maria Villanueva, Secretary I, Continuing Education (Grant Funded)
                                C. Ha'Shiah Brown, Staff Assistant
                                D. Georgiana Mencher, Student Success Coach (Grant Funded)
                                E. Cassandra Davis, Student Support Services (Grant Funded)
    III.   Professional Staff Reappointments – FY 2019-2020
    IV.   Part-Time Temporary Appointments
    V.   Active Searches

REMARKS:

Public/Trustees: None

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:29 p.m.; moved by Trustee Moody; seconded by Trustee DuHaime. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting "yes."

PASSAIC COUNTY COMMUNITY COLLEGE

Resolution #1 – CONSIDERATION OF MINUTES

Offered by __TANIS__ **Seconded by** __ESQUICHE__

Board of Trustees	Yes	No	Abstain	Absent
Ciambrone			X	
DuHaime	X			
Esquiche	X			
Marco			X	
Moody	X			
Pou			X	
Rodriguez				X
Smith				X
Trivedi				X
Tanis	X			
Nutter	X			

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the minutes of the March 19, 2019 Board of Trustees meetings, as presented.

DATED: __APRIL 16, 2019__

PASSAIC COUNTY COMMUNITY COLLEGE

EXECUTIVE SESSION

Offered by _MARCO_   Seconded by __TANIS__

BOARD OF TRUSTEES	PRESENT	ABSENT
Ciambrone	X	
DuHaime	X	
Esquiche	X	
Marco	X	
Moody	X	
Pou	X	
Rodriguez		X
Smith	X	
Trivedi		X
Tanis	X	
Nutter	X	

The material for Executive Session will be provided under separate cover.

DATED: APRIL 16, 2019

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A, B, and C

Offered by __CIAMBRONE__   **Seconded by** __MOODY__

Board of Trustees	Yes	No	Abstain	Absent
Ciambrone	X			
DuHaime	X			
Esquiche	X			
Marco	X			
Moody	X			
Pou	X			
Rodriguez				X
Smith	X			
Trivedi				X
Tanis	X			
Nutter	X			

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves the following actions:

A.   ACADEMIC ITEMS

Carl D. Perkins Career and Technical Education Grant (New Jersey Department of Education) budget amendment for its approved 2018-2019 Perkins Career and Technical One-Year Spending Plan in the amount of $91,422, which was reallocated to purchase items including instructional and non-instructional supplies.

Request for Exceptions to N.J.S.A. 18A:62-57(a)

Enactment of law N.J.S.A. 18A:62-57(a) (August 2018), which mandates that the standard number of credits required for the award of an associate degree is 60 credit hours and 120 credit hours for a baccalaureate degree for all state colleges and universities to be in compliance by Fall 2019. The law allows for exceptions that must be approved by the board of trustees of the college and address the following points: The reason for the exception to the 60 credit hour standard, any alternate approached that may be considered or rejected, and the potential impact the additional number of credit hours above 60 will have on students in the program. Below please find five (5) requests for exception to N.J.S.A. 18A:62-57(a).

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-<u>CONSENT RESOLUTION – ACTION ITEMS A, B, and C</u>

<u>A.A.S. degree in Health Information Management   66 credit hours</u>

The Health Information Management (HIM) program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). CAHIIM accredited programs are required to develop curriculum based on the needs of the profession, the community and the industry as well as meets the requirements set forth in the CAHIIM Standards for Associate Degree programs. The HIM program at PCCC is in compliance with CAHIIM standards for curriculum, as indicated in a letter dated December 17, 2018. The curriculum requires students to meet the core competencies, obtain lab experiences and professional practice experience required by the professional association and the state mandated general education requirements for an A.A.S degree. Based on the specified exceptions in N.J.S.A 18A:62-57(b)2 and (b)3, the Health Information Management program falls into this exception: professional accreditation and certification which requires a number of credit hours and course work that cannot be completed in 60 credit hours.

Alternate approaches were not considered due to the necessity of maintaining the standards of professional accreditation.

Health Information Management students are required to take an additional 6 credit hours above the 60 credit standard for associate degree completion, which helps students meet the certification requirements in HIT/HIM upon graduation, which meets employer requirements when seeking employment. Specifically, the 9 credits are in the area of career requirements and include professional practice requirements. Students are advised of the additional credits upon admission to the program and financial aid is available for eligible students who pursue this degree. Students are also provided an academic map which outlines course selection options in semester format from the first through the last semester. Additionally, students are advised every semester of the number of credits needed to complete within the timeframe specified for graduation.

<u>A.A.S. degree in Nurse Education   68 credit hours</u>

Individuals who wish to be licensed as registered nursing are required by law to complete a program of study accredited by the New Jersey State Board of Nursing. N.J.A.C. 13:37-1.8 entitled, Maintaining Accreditation: Curriculum Organization and Content, states the content specific areas that must be offered to students in an associate degree program:

"f) The nursing curriculum of all professional nursing education programs shall include:
      1) Content in the sciences, social sciences and humanities; and
      2) Nursing courses and clinical experiences in a variety of settings that include:
          i) The promotion, restoration and maintenance of health across the
            lifespan;
          ii) Critical thinking;

iii) The nursing practice act, N.J.S.A. 45:11-23 et seq., and Board rules, N.J.A.C. 13:37;
iv) Legal and ethical issues;
v) Cultural implications for practice;
vi) The structure and economics of the health care delivery system;
vii) Delegation to, and supervision of, licensed practical nurses and unlicensed assistive personnel;
viii) Management and leadership;
ix) Interdisciplinary collaboration;
x) Pain management and end of life issues;
xi) Socialization to the role of the professional nurse; and
xii) Organ and tissue donation and recovery designed to address clinical aspects of the donation and recovery process."

This content is included in the A.A.S. degree in Nurse Education curriculum through the 34 credits required in the sciences, social sciences, and humanities, and the 34 credits required in nursing courses that include both didactic and clinical content.

The end-of–program student learning outcomes encompass the N.J. Board of Nursing requirements, and the curriculum is designed to ensure students are able to achieve these learning outcomes, pass the NCLEX licensure examination, and enter the nursing workforce as clinically competent practitioners.

The A.A.S. degree in Nurse Education program maintains specialty accreditation by the Accrediting Commission for Nurse Education (ACEN). ACEN 2017 Standards and Criteria for Associate Degree Programs, Standard 4 Curriculum, Criterion 4.8 states:

"The total number of credit hours required to complete the defined nursing program of study is congruent with the attainment of the identified end- of-program student learning outcomes and program outcomes, and is consistent with the policies of the governing organization, the state, and the governing organization's accrediting agency."

Based on the specified exceptions in N.J.S.A 18A:62-57(b)2 and (b)3, the A.A.S. degree in Nurse Education falls into this exception:, professional accreditation and certification which requires a number of credit hours and course work that cannot be completed in 60 credit hours.

Alternate approaches were not considered because the A.A.S. degree in Nurse Education must maintain accreditation and licensure standards which cannot be completed in 60 credit hours.

Nurse education students are required to take the additional 8 credit hours above the 60 credit standard for associate degree completion. The 8 credits are in clinical experience and technical competency, both of which must be documented by the program to qualify the student

for licensure. In New Jersey, an individual must be licensed by the N.J. Board of Nursing in order to practice as a registered nurse or the student will not be eligible to obtain employment. Students are advised of the additional credits upon admission to the program and financial aid is available for eligible students who pursue this degree. Students are also provided an academic map which outlines course selection options in semester format from the first through the last semester. Additionally, students are advised every semester of the number of credits needed to complete within the timeframe specified for graduation.

<u>A.S. degree in Occupational Therapy Assistant   77 credit hours - A Joint Program Offered with Rutgers University</u>

PCCC administers a joint degree program with Rutgers University, which determines the curriculum in accordance with the National Board for Certification in Occupational Therapy (NBCOT). PCCC offers the general education courses, as proscribed by Rutgers University, who offers the specialized content courses. NBCOT offers a certification exam, after which the individual becomes a certified occupational therapy assistant (COTA). New Jersey, along with many other states, requires licensure in order to practice as a COTA, and uses the results of the NBCOT certification exam as the basis to issue a license. NBCOT also requires students to graduate from an accredited/approved entry-level occupational therapy degree program. NBCOT sets the standards for accreditation as follows:

> A6.1 The curriculum must include preparation for practice as a generalist with a broad exposure to current practice settings (e.g., school, hospital, community, long-term care) and emerging practice areas (as defined by the program). The curriculum must prepare students to work with a variety of populations including, but not limited to, children, adolescents, adults, and elderly persons in areas of physical and mental health.

> A6.3 The program must document a system and rationale for ensuring that the length of study of the program is appropriate to the expected learning and competence of the graduate.

Alternate approaches were rejected for this degree because of the requirements for specialized accreditation for the program itself as well as for the need by the students to graduate from an accredited program in order to be eligible to sit for the certification exam.

Students are advised of the additional 17 credits upon admission to the program and financial aid is available for eligible students who pursue this degree. Students are also provided an academic map which outlines course selection options in semester format from the first through the last semester. Additionally, students are advised every semester of the number of credits needed to complete within the timeframe specified for graduation.

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-<u>CONSENT RESOLUTION – ACTION ITEMS A, B, and C</u>

<u>A.S. in Psychosocial Rehabilitation and Treatment 61 credit hours - A Joint Degree Program Offered with Rutgers University</u>

PCCC administers the joint degree program with Rutgers University, which determines the curriculum in accordance with the Certified Psychiatric Rehabilitation Practitioner credentials (CPRP). PCCC offers the general education courses, as proscribed by Rutgers University, who offers the specialized content courses. Students who graduate with this A.S. degree are eligible to take the credentialing exam prior to meeting the work experience requirement of 2000 hours. The CPRP is recognized by the State of New Jersey under partial care services standards as fulfilling the requirements to be a primary case coordinator and, mental health services worker. This enables the student to have both the A.S. degree and the CPRP, and be eligible for the same employment level as someone with a bachelor's degree in social work.

This is a uniquely designed degree program to take advantage of the combination of the 1) A.S. degree, 2) the CPRP certification and 3) the state law as an alternate pathway to employment in the field. To pursue other avenues would defeat the aforementioned purpose.

Students are advised of the additional 1 credit upon admission to the program and financial aid is available for eligible students who pursue this degree. Students are also provided an academic map which outlines course selection options in semester format from the first through the last semester. Additionally, students are advised every semester of the number of credits needed to complete within the timeframe specified for graduation.

<u>A.A.S. degree in Radiography 69 credit hours</u>

Individuals who wish to be licensed as radiography professionals are required by law to complete a program of study approved by the Radiologic Technology Board of Examiners (RTBoE), or its equivalent. Passaic County Community College (PCCC) has earned approval of its A.A.S. degree in Radiography by maintaining accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation by JRCERT demonstrates that the program complies with standards of student and faculty clinical competency as well as timely, appropriate and clinically valid learning environments that fall within specific time constraints per day and per week. Given the education experiences with ionizing radiation, health and safety precautions for students and faculty are a serious concern. Accreditation by JRCERT also limits the number of clinical courses and assignments students may register for in a particular semester. These practices also address both clinical competency and health and safety requirements required for licensure in the State of New Jersey. As described in N.J.S.A. 18A:62-57(b)2 and (b)3, the A.A.S. degree in Radiography falls into these two specified exceptions. Further, the New Jersey Bureau of Compliance with the approval of the RTBoE received written confirmation on October 12, 2018 from the New Jersey Department of Environmental Protection, Division of Energy Security and Sustainability that, "an associate degree program in radiologic technology (or its equivalent) offered by a county college and that

is accredited by the New Jersey Radiologic Technology Board of Examiners and the Joint Review Committee on Education in Radiologic Technology would fall under the exceptions listed and would therefore not be bound by the 60 credit standard."

Alternate approaches were not considered because the A.A.S. degree in Radiography must maintain accreditation and licensure standards which cannot be completed 60 credit hours.

Radiography students are required to take an additional 9 credit hours above the 60 credit standard for associate degree completion. The 9 credits are in clinical experience and technical competency, both of which must be documented by the program to qualify the student for licensure and certification. In New Jersey, an individual must be certified and licensed by the NJ Department of Environmental Protection in order to practice in the field of radiologic technology or the student will not be eligible for employment. Students are advised of the additional credits upon admission to the program and financial aid is available for eligible students who pursue this degree. Students are also provided an academic map which outlines course selection options in semester format from the first through the last semester. Additionally, students are advised every semester of the number of credits needed to complete within the timeframe specified for graduation.

New Degree Programs

The Associate in Applied Science (A.A.S.) degree in Automotive Technology, a sixty (60) credit degree.

The Associate in Applied Science degree in Hospitality Management, a new sixty (60) credit degree.

New Career Certificate

The Career Certificate in Automotive Technology, a thirty-one (31) credit Certificate.

Termination of a Degree Option

TERMINATION of the Hospitality Option in the Associate in Science in Business Administration degree program.

Change in Nomenclature

The change in nomenclature to the Associate in Science degree in Applied Computer Science to avoid confusion with degree terminology.

Current Degree		New Degree
A.S. Applied Computer Science	to	A.S. Computer Science

B. BUSINESS ITEMS

<u>Purchases of Goods and Services</u>

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administrative Services certifies funding is available.

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2019 College Capital Funds; $69,703.00 Available) Laptops for academic use in Radiography program. Fulfillment Agent for NJ State Contract 89974.

CDW Government   **$25,770.67**
75 Remittance Drive, Suite 1515   **(Recommended Award)**
Chicago, IL 60675

Public Safety Equipment, Software and Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2019 College Capital and Operating Funds; $26,488.84 Available) ID card printers, Mobile Readers and associated software and services. Vendor year-to-date spend above Board Review threshold.

Blackboard, Inc.   **$14,366.70**
111 19th Street NW, 9th Floor   **(Recommended Award)**
Washington, DC 20036

Middlesex Regional Educational Services Commission (MRESC) Bid # MRESC 15/16-69 - Information Technology Hardware (Funding Source: FY-2019 College Capital Funds; $7,525.95 Available) iPad tablets for Public Safety mobile use. Vendor year-to-date spend above Board Review threshold. New Jersey State Approved Cooperative Pricing System. New Jersey Co-op #65MCESCCPS.

Apple Inc.   **$1,655.90**
5505 W Parmer Lane, Bldg 7   **(Recommended Award)**
Austin, TX 78727

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-<u>CONSENT RESOLUTION – ACTION ITEMS A, B, and C</u>

Request for Proposal 19-12 – Flagpole Furnishing and Installation (Below Public Bid Threshold) (Funding Source: FY-2018 and 2019 College Capital Funds; $48,845.01 Available)
Three (3) flagpoles to be installed at Paterson Campus on corner of Broadway and Memorial Drive.

ConServ Flag Company   **$24,302.07**
1003 Illinois Avenue   **(Recommended Amount)**
Sidney, NE 69162

Bid 18-01 – Solid Waste Disposal
(Funding Source: FY-2020 College Operating Funds; $57,500.00 Budgeted)
FY-2020 solid waste disposal services. Year three of three year agreement. Expenditure contingent on future budget approval.

Interstate Waste Services of NJ, Inc.   **$21,174.00**
375 Route 1 & 9 South   **(Recommended Award)**
Jersey City, NJ 07306

C.   PERSONNEL ITEMS

      I.   Separation: A. Elaine Goldman, Instruction Librarian, Library Services
      II.   Appointments: A. Marcela Sansanelli, Assistant Director, Child Development Center
                    B. Svetlana Lider, Payroll Administrator, Finance and Administration
                    C. Patrick McQuillan, Educational Specialist, STEM
      III.   Grant Administrators Salaries, FY 2018-2019, A and B
      IV.   One-Time Stipend Payment
      V.   Adjunct Faculty Appointments – Spring 2019
      VI.   Part-Time Temporary Appointments
      VII. Active Searches

PASSAIC COUNTY COMMUNITY COLLEGE

PROGRAM ANNOUNCEMENT

Date: <u>January, 2019</u>

Institution:	Passaic County Community College
New Program Title:	Associate of Applied Science in Automotive Technology
Degree Designation:	Associate of Applied Science
Programmatic Mission Level for the Institution	Associate
Degree Abbreviation:	AAS.AUTO.TECH
CIP Code and Nomenclature	47.0604
Campus(es) where the program will be offered: (check all that apply)	☑ Paterson ☐ Passaic ☐ Wanaque ☐ Wayne
Date when program will begin (month and year):	Fall 2019
List the institutions with which articulation agreements will be arranged:	n/a

Is licensure required of program graduates to gain employment?

☐ Yes ☑ No

Will the institution seek accreditation for this program?

☑ Yes ☐ No

National Automotive Technicians Education Foundation, Inc. (NATEF)

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1) Program Description, Goals and Objectives: The Associate in Applied Science in Automotive Technology degree is designed to prepare students for employment as automotive technicians with the necessary skills to acquire entry-level positions in such areas as testing, hydraulic, electrical, and thermodynamic automotive systems. This degree provides learning opportunities in computerized automotive systems with a fundamental understanding of business operation principles as well as traditional mechanical competencies. Based on this program of study, students may choose to pursue National Institute for Automotive Service Excellence (ASE) certification testing.

Graduates will be able to:
1. Use various test equipment to diagnose and repair defects.
2. Describe the design, operation, diagnosis and repair procedures of the braking system.
3. Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks.
4. Apply electrical theory using wiring diagrams and schematics to diagnose and repair automotive electrical circuits.
5. Explain the operation of, and perform service on, automatic and manual transmissions and trans-axles and differentials.
6. Analyze, service and repair automotive climate control systems.

2)   Evaluation and Learning Outcomes Assessment Plan: For this program, assessment occurs in the content courses and encompasses both skills acquisition and didactic learning. As the tables on the next few pages indicate, course assessment is linked to program assessment. The assessment methods at the course level include a mix of embedded exam questions, final projects graded according to standardized rubrics and the achievement of passing grades on content appropriate ASE tests.

Oversight of assessment and evaluation is multi-layered at the college with heavy emphasis on faculty-leadership process. It starts at the department level with faculty oversight of course assessment and progresses to program assessment oversight at both the department level with support and guidance from academic administration, including a dedicated assessment administrator. Collection, analysis and use of assessment results occurs in a similar multi-layered fashion as assessment oversight. A faculty-led assessment committee conducts periodic reviews of assessment plans, providing guidance and analysis as needed. Assessment results are used in the development of, modification to and sometimes termination of programs as well as curriculum modification, budget proposal and allocation, and development of strategic goals and initiatives included in the college's planning document(s).

The college has developed an extensive sustainable assessment plan based on best practices adopted from regional and benchmark institutions, encompassing both academic and administrative activities at the college. The college has adopted a predictable assessment cycle for administrative, educational and student support units. Programs that seek content-specific accreditation follow an additional assessment and reporting calendar to maintain said accreditation status. Faculty committees support each other in the development and refinement of assessment activity. Assessment activity is reported to the college community on an annual basis.

The proposed program aligns with the college's mission, and specifically institutional goal #1, to offer "innovative programs and initiatives to assist students in achieving their academic goals." PCCC is a single college institution governed by a single strategic plan and process which ensures coordination of program offerings to avoid duplicability.

Program Learning Outcomes Upon successful completion of the program students will be able to….	Assessment of Learning Outcomes		
	Course*	Course Learning Outcomes	Assessment Method Outcomes will be assessed by:
1. Use various test equipment to diagnose and repair defects.	AU 105	CLO 4.Perform specific standard industry repair procedures on various components of the modern gasoline engine	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
	AU 240	CLO 3.Demonstrate procedures for maintenance and repair of the different injections systems and all the supporting systems	
2. Describe the design, operation, diagnosis and repair procedures of the braking system.	AU 110	CLO 7.Perform machining processes associated with brake overhaul	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
	AU 240	CLO 3. Demonstrate procedures for maintenance and repair of the different injections systems and all the supporting systems CLO 4. Demonstrate the ability to successfully use scan tools and electronic service information to solve drivability problems	
3. Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks.	AU 115	Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks; service problems implementing specific standard industry service procedures	75% of students will answer embedded questions on the midterm correctly
	AU 240	CLO 4. Demonstrate the ability to successfully use scan tools and electronic service information to solve drivability problems	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
4. Apply electrical theory using wiring diagrams and schematics to diagnose and repair automotive electrical circuits	AU 230	CLO 3.Diagnose advanced automotive electrical systems, including hybrid, and other electrical problems using appropriate test equipment	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
	AU 240	CLO 4. Demonstrate the ability to successfully use scan tools and electronic service information to solve drivability problems	

5. Explain the operation of and perform service on, automatic and manual transmissions/trans-axles and differentials.	AU 210	CLO 1. Describe the theory, operation, and servicing of automatic transmission found in automobiles and light trucks CLO 2.Diagnose problems and perform standard industry service corrective procedures CLO 3.Demonstrate proper rebuilding techniques of rear wheel and front wheel drive automatic transmissions and transaxles	75% of students will answer embedded questions on midterm exam correctly 80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
	AU 240	CLO 4. Demonstrate the ability to successfully use scan tools and electronic service information to solve drivability problems	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
6. Analyze, service and repair automotive climate control systems.	AU 235	CLO 2.Diagnose automotive air conditioning and cooling system problems; CLO 3.Perform corrective specific standard industry service procedures for these systems	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
	AU 240	CLO 1.Describe the operation of modern emission control devices and ignition systems CLO 2.Identify general problems in relation to modern automotive engine performance and emission prevention	75% of students will answer embedded questions on midterm exam correctly 80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric

*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.

Program Curriculum Map**

Program Learning Objectives	1. Use various test equipment to diagnose and repair defects.	2. Describe the design, operation, diagnosis and repair procedures of the braking system.	3. Describe the theory, operation, and service of steering and suspension systems found on automobiles and light trucks	4. Apply electrical theory using wiring diagrams and schematics to diagnose and repair automotive electrical circuits	5. Explain the operation of and perform service on automotive and manual transmissions/trans-axles and differentials.	6. Analyze, service and repair automotive climate control systems.
AU 101	1	1	1	1	1	1
AU 105	1	1	1	1	1	1
AU 110	2	2,3				
AU 115	2		2,3			
AU 125	2	2	2	2	2	2
AU 130	2			1,2		
AU 210	2				2,3	
AU 230	2			3		
AU 235	2					2,3
AU 240	3	3	3	3	3	3

MASTERY KEY: 1 = Introductory; 2 = Intermediate; 3 = Level Appropriate to mastery.
** This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved.

3) Relationship of the program to the institutional strategic plan and its effect in other programs at the same institution: The community college has identified this program as responsive to changing community needs. Based on regional data referenced in Section A above, this program has been designed to meet the changing employment and education trends and aligns with the college's mission and institutional goal #1, mentioned in Section 2. It also aligns with institutional goal #4, to "optimize strategic partnerships and outreach to improve student achievement, employment and quality of life."

4) Need: According to the United States Department of Labor, automotive employers prefer to hire technicians with post-secondary education. Although industry certification is becoming important, employees are able to seek it once they are employed. This sector of the job market is expected to rise nationally by 6 % from 2016 to 2026, keeping pace with the average for all other occupations. The U.S. DoL projects that qualified automotive technician applicants is very good. For New Jersey, the job sector for automotive service technicians is expected to grow by 3.7% between 2016-2026, with average annual job openings approximately 1,680 across the state with a mean annual wage of $49.410 and a mean hourly wage of $23.75.

Sources:
State Occupational Projections, Long Term Occupational Projections (2016-2026)
http://www.projectionscentral.com/Projections/LongTerm

U.S. Department of Labor Bureau of Labor Statistics Occupational Employment Statistics
https://www.bls.gov/oes/2017/may/oes_nat.htm

U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook
https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm

The following community colleges offer a(n) Associate in Applied Science in Automotive Technology degree, according to the program inventory for the State of New Jersey.

College Name and Location	Program Type (including CIP Code)
Raritan Valley Community College	A.A.S. 47.0604
Rowan College at Gloucester County	A.A.S. 47.0604
Union County Community College, Scotch Plains, NJ	A.A.S 47.0604
Warren County Community College, Washington, NJ	A.A.S 47.0604

5) **Student Enrollment:**

Anticipated Enrollments			
Year 1	10	Year 3	30
Year 2	20	Year 4	40

6) **Program Resources:** While PCCC completes its technical facility, this program will be offered at the Wayne Hills/Valley High Schools as a dual enrollment partner allowing students the opportunity of graduating not only with a high school diploma, but also with an Associate in Applied Science Degree in Automotive Technology.

Additional Resources Needed to Implement the Program	
Full-time Faculty	FT Technical Coordinator
Adjunct Faculty	2 adjuncts
Computer Equipment	Computer based training software
Additional Materials	N/A

DEGREE REQUIREMENTS (Curriculum)

PROGRAM NAME: Associate in Applied Science in Automotive Technology

General Education Requirements:	Credits
Communications	
EN 101 Composition I	3
EN 102 Composition II	3
EN 106 Public Speaking	3
Mathematics	
MA 101 College Mathematics	3
Technology or Information Literacy	
CIS 101 Computer Concepts and Applications	3
Social Science	
PS 101 Introduction to Psychology	3
Ethics	
PH 106 Introduction to Ethics	3
TOTAL GENERAL EDUCATION REQUIREMENTS	**21**
MAJOR REQUIREMENTS	
AU 101 Automotive Fundamentals	3
AU 105 Engine Repair	4
AU 110 Automotive Brake Systems	4
AU 115 Automotive Steering, Suspension, and Alignment	4
AU 125 Engine Performance	4
AU 130 Automotive Electricity/Electronics I	3
AU 210 Automatic and Manual Transmission Servicing	4
AU 230 Automotive Electricity/Electronics II	3
AU 235 Automotive Heating and Air Conditioning	3
AU 240 Advanced Vehicle Diagnostics	4
BU 101 Introduction to Business	3
TOTAL MAJOR CREDITS	**39**
TOTAL DEGREE CREDITS	**60**

Guided Pathway Academic Map
(Suggested Sequence)

	Credits
First Semester	
AU 101 Automotive Fundamentals	3
AU 105 Engine Repair	4
AU 130 Automotive Electricity/Electronics I	3
CIS 101 Computer Concepts and Applications	3
EN 101 Composition I	3
Semester total credits	16
Second Semester	
AU 110 Automotive Brake Systems	4
AU 115 Automotive Steering, Suspension, and Alignment	4
AU 125 Engine Performance	4
EN 102 Composition II	3
MA 101 College Mathematics	3
Semester total credits	18

Third Semester	
AU 210 Automatic and Manual Transmission Servicing	4
AU 235 Automotive Heating and Air Conditioning	3
PS 101 Introduction to Psychology	3
ENS 106 Public Speaking	3
Semester total credits	13
Fourth Semester	
AU 230 Automotive Electricity/Electronics II	3
AU 240 Advanced Vehicle Diagnostics	4
BU 101 Introduction to Business	3
PH 106 Introduction to Ethics	3
Semester total credits	13
TOTAL CREDITS	60

Course Descriptions:

AU 101: Automotive Fundamentals   3 credits (2:2)

This course introduces the theory, operation and servicing of the various systems of the modern automobile. Students will receive an overview of safety practices related to the automotive shop and operations which will be reinforced throughout the program. Students will learn how to set up a scan tool and explain how it works. Issues and best practices regarding automotive careers and dealing with the public will be explored.

AU 105 Engine Repair   4 credits (2:4)
Co-requisite: AU 101

This course is a study of the modern internal combustion gasoline engine including basic principles of design and operation. This course covers disassembly, inspection and precision measuring and continues with reassembly including fitting and reconditioning parts. It also includes material covering engine support systems including cooling, lubrication and basic ignition system fundamentals and engine lubricants.

AU 110 Automotive Brake Systems   4 credits (2:4)
Pre-requisites: AU 101, AU 105, AU 130

This course is a study of the design, operation, diagnosis and repair procedures associated with automotive brake systems, including power assist units, vacuum boosters and hydro-booster systems. Students perform diagnostics, component replacement and repair, hydraulic systems pressure tests and total overhaul of brake systems including ABS. Successful completion of the course prepares students to take the Automotive Service Excellence (ASE) test for brakes.

AU 115 Automotive Steering, Suspension, and Alignment   4 credits (2:4)
Pre / Co-requisites: AU 101, AU 125, AU 130

This course covers the design, operating principles and service of automotive suspension and steering systems including McPherson strut and multi-link designs, solid axle, and independent systems. Tire construction, wear diagnosis and service are covered and emphasis is placed on wheel alignment procedures, including computerized four wheel alignment. New technologies are covered including four wheel steering, electronic steering, and computerized suspension systems. Upon successful completion of the course, students will be prepared to take the Automotive Service Excellence (ASE) steering and suspension certification examination.

AU 125 Engine Performance   4 credits (2:4)
Pre-requisite: AU 101, AU 105, AU 130

This course is designed to give students the training required to service automotive computer systems. Emphasis is placed on computer controlled fuel systems and the use of scan tools and diagnostic modes to solve drivability problems.

AU 130 Automotive Electricity/Electronics I   3 credits (2:2)
Pre-requisite: AU 101, AU 105

This course covers basic electrical theories and how it applies to the automobile. Students are required to test and overhaul components of the starting, charging, body and chassis electrical systems.

AU 210 Automatic and Manual Transmissions Servicing 4 credits (2:4)
Pre-requisite: AU 101

This course presents the theory and operation of manual and automatic transmissions/transaxles, clutches, drive shafts, rear ends, front-wheel drive and four wheel drive. Students will remove,

inspect, diagnose, and rebuild various component of these systems. Upon successful completion of this course, students will be prepared to take the Automotive Service Excellence (ASE) certification exam in Manual Transmissions/Transaxles and Drive Trains.

AU 230 Automotive Electricity/Electronics II 3 credits (2:2)
Prerequisite: AU 130
This course begins with a review of electrical automotive fundamentals, and then proceeds into capacitance, magnetism, semi-conductors, amplifiers, integrated circuits, and microprocessors as they relate to the automobile. It introduces hybrid vehicles and their configurations. Students will diagnose and trouble-shoot as practical applications of the above information.

AU 235 Automotive Heating and Air Conditioning 3 credits (2:2)
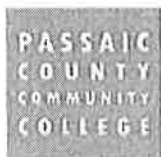**Pre-requisite: AU 101, AU 105, AU 130**
This course covers the theory, operation, and servicing of heating, ventilation, and air conditioning systems in the automobile. Students will test, service and repair heating and cooling systems following EPA regulations. This course prepares students for the Automotive Service Excellence (ASE) certification exam in Automotive Heating/Air Conditioning. Students are required to pass the refrigerant recovery and recycling exam to meet EPA Section 609 of the Clean Air Act of 1990.

AU 240 Advanced Vehicle Diagnostics 4 credits (2:4)
Prerequisite: AU 125
This course begins with a review of basic electrical theories and basic scan tool operations, and focuses on modern diagnostic techniques with extensive hands-on practice using electronic diagnostic tools. This course focuses on wiring diagram interpretation circuit analysis as well as pinpoint testing. It will also include modern diagnostic test techniques as well as data analysis and repair solution formulation. After successful completion of AU 125 and this course, students will be eligible to sit for the Automotive Service Excellence (ASE) Engine Performance test.

PASSAIC COUNTY COMMUNITY COLLEGE

PROGRAM ANNOUNCEMENT

Date: <u>January, 2019</u>

Institution:	Passaic County Community College
New Program Title:	Career Certificate in Automotive Technology
Degree Designation:	Career Certificate
Programmatic Mission Level for the Institution)	Associate
Degree Abbreviation:	CERT.AUTOMOTIVE.TECH
CIP Code and Nomenclature	47.0604
Campus(es) where the program will be offered: (check all that apply)	☑ Paterson ☐ Passaic ☐ Wanaque ☐ Wayne
Date when program will begin (month and year):	Fall 2019
List the institutions with which articulation agreements will be arranged:	n/a

Is licensure required of program graduates to gain employment?

☐ Yes   ☑ No

Will the institution seek accreditation for this program?

☐ Yes   ☑ No

Program Announcement Narrative

1) Program Description, Goals and Objectives: The Career Certificate in Automotive Technology is a certificate for those students who wish to pursue a career as an automotive technician and wish to acquire courses that are also relevant to the A.A.S. degree in Automotive Technology. Students may elect to pursue specific National Institute for Automotive Service Excellence (ASE) certification testing that compliments courses in this career certificate.

Graduates will be able to:
1. Identify specifications related to the inspection, repair, and adjustment of automotive systems.
2. Identify various test equipment to diagnose and repair defects.
3. Describe the design, operation, diagnosis and repair procedures of the braking system.
4. Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks.
5. Demonstrate basic knowledge of electricity and how it applies to the automobile.

2) Evaluation and Learning Outcomes Assessment Plan: For this program, assessment occurs in the content courses and encompasses both skills acquisition and didactic learning. As the tables on the next few pages indicate, course assessment is linked to program assessment. The assessment methods at the course level include a mix of embedded exam questions, final projects graded according to standardized rubrics and the achievement of passing grades on content appropriate ASE tests.

Oversight of assessment and evaluation is multi-layered at the college with heavy emphasis on faculty-leadership process. It starts at the department level with faculty oversight of course assessment and progresses to program assessment oversight at both the department level with support and guidance from academic administration, including a dedicated assessment administrator. Collection, analysis and use of assessment results occurs in a similar multi-layered fashion as assessment oversight. A faculty-led assessment committee conducts periodic reviews of assessment plans, providing guidance and analysis as needed. Assessment results are used in the development of, modification to and sometimes termination of programs as well as curriculum modification, budget proposal and allocation, and development of strategic goals and initiatives included in the college's planning document(s).

The college has developed an extensive sustainable assessment plan based on best practices adopted from regional and benchmark institutions, encompassing both academic and administrative activities at the college. The college has adopted a predictable assessment cycle for administrative, educational and student support units. Programs that seek content-specific accreditation follow an additional assessment and reporting calendar to maintain said accreditation status. Faculty committees support each other in the development and refinement of assessment activity. Assessment activity is reported to the college community on an annual basis.

The proposed program aligns with the college's mission, and specifically institutional goal #1, to offer "innovative programs and initiatives to assist students in achieving their academic goals." PCCC is a single college institution governed by a single strategic plan and process which ensures coordination of program offerings to avoid duplicability.

Program Learning Outcomes Upon successful completion of the program students will be able to....	Assessment of Learning Outcomes		
	Course*	Course Learning Outcomes	Assessment Method Outcomes will be assessed by:
1. Identify specifications related to the inspection, repair, and adjustment of automotive systems.	AU 101	CLO 1.Describe the theory, operation and servicing of various systems of the modern automobile	75% of students will answer embedded questions on midterm exam correctly
	AU 105	CLO 1.Describe the theory, operation and servicing of modern gasoline engine	
	AU 110	CLO 1.Describe the theory, operation and servicing of braking systems found on automobiles and light trucks	
	AU 115	CLO 1.Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks	
	AU 125	CLO 1.Describe the theory, operation and servicing of the fuel system, ignition, and emission control components of the modern automobile.	
2. Identify various test equipment to diagnose and repair defects.	AU 125	CLO 2.Diagnose problems on these systems and perform specific standard industry service procedures	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
3. Describe the design, operation, diagnosis and repair procedures of the braking system.	AU 110	CLO 7.Perform machining processes associated with brake overhaul	80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
4. Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks.	AU 115	CLO 1.Describe the theory operation, and service of steering and suspension systems found on automobiles and light trucks; CLO 3.service problems implementing specific standard industry service procedures	75% of students will answer embedded questions on the midterm correctly; 80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric
5. Demonstrate basic knowledge of electricity and how it applies to the automobile.	AU 130	CLO 1.Describe basic electrical theory; CLO 4. Demonstrate the ability to overhaul components of the starting, charging, body and chassis electrical systems;	75% of students will answer embedded questions on the midterm correctly; 80% of students will score a 3 or better using a rating scale of 1-5 on a competency based rubric

*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.

Program Curriculum Map**

Program Learning Objectives	1. Identify specifications related to the inspection, repair, and adjustment of automotive systems.	2 Identify various test equipment to diagnose and repair defects.	3. Describe the design, operation, diagnosis and repair procedures of the braking system.	4. Describe the theory, operation, and service of steering and suspension systems found on automobiles and light trucks.	5. Demonstrate basic knowledge of electricity and how it applies to the automobile.
AU 101	1	1	1	1	1
AU 105	2	1	1	1	1
AU 110	1,2	2	2,3		
AU 115	1,2	2		2,3	
AU 125	3	3	2	2	2
AU 130	2	2			2,3

MASTERY KEY: 1 = Introductory; 2 = Intermediate; 3 = Level Appropriate to mastery.
** This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved.

3)   Relationship of the program to the institutional strategic plan and its effect in other programs at the same institution: The community college has identified this program as responsive to changing community needs. Based on regional data referenced in Section A above, this program has been designed to meet the changing employment and education trends and aligns with the college's mission and institutional goal #1, mentioned in Section 2. It also aligns with institutional goal #4, to "optimize strategic partnerships and outreach to improve student achievement, employment and quality of life."

4)   Need: According to the United States Department of Labor, automotive employers prefer to hire technicians with post-secondary education. Although industry certification is becoming important, employees are able to seek it once they are employed. This sector of the job market is expected to rise nationally by 6 % from 2016 to 2026, keeping pace with the average for all other occupations. The U.S. DoL projects that qualified automotive technician applicants is very good. For New Jersey, the job sector for automotive service technicians is expected to grow by 3.7% between 2016-2026, with average annual job openings approximately 1,680 across the state with a mean annual wage of $49.410 and a mean hourly wage of $23.75.

Sources:

State Occupational Projections, Long Term Occupational Projections (2016-2026)
http://www.projectionscentral.com/Projections/LongTerm

U.S. Department of Labor Bureau of Labor Statistics Occupational Employment Statistics
https://www.bls.gov/oes/2017/may/oes_nat.htm

U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook
https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm

The following community colleges offer a(n) Associate in Applied Science in Automotive Technology degree, according to the program inventory for the State of New Jersey.

College Name and Location	Program Type (including CIP Code)
Brookdale Community College, Lincroft, NJ	Certif. 47.0604
Raritan Valley Community College, Branchburg, NJ	Certif. 47.0604

5)   **Student Enrollment:**

Anticipated Enrollments			
Year 1	10	Year 3	30
Year 2	20	Year 4	40

6)   **Program Resources:** While PCCC completes its technical facility, this program will be offered at the Wayne Hills/Valley High Schools as a dual enrollment partner allowing students the opportunity of graduating not only with a high school diploma, but also with an Associate in Applied Science Degree in Automotive Technology.

Additional Resources Needed to Implement the Program	
Full-time Faculty	FT Technical Coordinator
Adjunct Faculty	2 adjuncts
Computer Equipment	Computer based training software
Additional Materials	N/A

DEGREE REQUIREMENTS (Curriculum)
PROGRAM NAME: Career Certificate in Automotive Technology

General Education Requirements:	
	Credits
Communications	
EN 101 Composition I	3 credits
Technology or Information Literacy	
CIS 101 Computer Concepts and Applications	3 credits
Social Science	

PS 101 Introduction to Psychology	3 credits
TOTAL GENERAL EDUCATION REQUIREMENTS	9 credits
MAJOR REQUIREMENTS	
AU 101 Automotive Fundamentals	3 credits
AU 105 Engine Repair	4 credits
AU 110 Automotive Brake Systems	4 credits
AU 115 Automotive Steering, Suspension and Alignment	4 credits
AU 125 Engine Performance	4 credits
AU 130 Automotive Electricity/Electronics 1	3 credits
TOTAL MAJOR CREDITS	22 credits
TOTAL CERTIFICATE CREDITS	31 CREDITS

Guided Pathway Academic Map
(Suggested Sequence)

	Credits
First Semester	
AU 101 Automotive Fundamentals	3
AU 105 Engine Repair	4
AU 130 Automotive Electricity/Electronics 1	3
CIS 101 Computer Concepts and Applications	3
EN 101 Composition I	3
Semester total credits	16
Second Semester	
AU 110 Automotive Brake Systems	4
AU 115 Automotive Steering, Suspension and Alignment	4
AU 125 Engine Performance	4
PS 101 Introduction to Psychology	3
Semester total credits	15
TOTAL CERTIFICATE CREDITS	31

Course Descriptions:

AU 101: Automotive Fundamentals   3 credits (2:2)
This course introduces the theory, operation and servicing of the various systems of the modern automobile. Students will receive an overview of safety practices related to the automotive shop and operations which will be reinforced throughout the program. Students will learn how to set up a scan tool and explain how it works. Issues and best practices regarding automotive careers and dealing with the public will be explored.

AU 105 Engine Repair   4 credits   (2:4)
Co-requisite: AU 101
This course is a study of the modern internal combustion gasoline engine including basic principles of design and operation. This course covers disassembly, inspection and precision measuring and continues with reassembly including fitting and reconditioning parts. It also includes material covering engine support systems including cooling, lubrication and basic ignition system fundamentals and engine lubricants.

AU 110 Automotive Brake Systems   4 credits   (2:4)
Pre-requisites: AU 101, AU 105, AU 130
This course is a study of the design, operation, diagnosis and repair procedures associated with automotive brake systems, including power assist units, vacuum boosters and hydro-booster systems. Students perform diagnostics, component replacement and repair, hydraulic systems pressure tests and total overhaul of brake systems including ABS. Successful completion of the course prepares students to take the Automotive Service Excellence (ASE) test for brakes.

AU 115 Automotive Steering, Suspension, and Alignment   4 credits (2:4)
Pre / Co-requisites: AU 101, AU 125, AU 130
This course covers the design, operating principles and service of automotive suspension and steering systems including McPherson strut and multi-link designs, solid axle, and independent systems. Tire construction, wear diagnosis and service are covered and emphasis is placed on wheel alignment procedures, including computerized four wheel alignment. New technologies are covered including four wheel steering, electronic steering, and computerized suspension systems. Upon successful completion of the course, students will be prepared to take the Automotive Service Excellence (ASE) steering and suspension certification examination.

AU 125 Engine Performance   4 credits (2:4)
Pre-requisite: AU 101, AU 105, AU 130
This course is designed to give students the training required to service automotive computer systems. Emphasis is placed on computer controlled fuel systems and the use of scan tools and diagnostic modes to solve drivability problems.

AU 130 Automotive Electricity/Electronics I   3 credits   (2:2)
Pre-requisite: AU 101, AU 105
This course covers basic electrical theories and how it applies to the automobile. Students are required to test and overhaul components of the starting, charging, body and chassis electrical systems.

PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT

Offered by __CIAMBRONE__ **Seconded by** _MARCO_

BOARD OF TRUSTEES	YES	NO
Ciambrone	X	
DuHaime	X	
Esquiche	X	
Marco	X	
Moody	X	
Pou	X	
Rodriguez		Absent
Smith	X	
Trivedi		Absent
Tanis	X	
Nutter	X	

DATED: __APRIL 16, 2019__