

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: July 31, 1997

TO: Divisional Deans
Department Heads
Coordinators

FROM: George Cronk, Chair (Ext. 7167; 973-238-1009; george190@juno.com)

RE: New General Education Transfer List Policy

On April 15, 1997, the BCC Faculty Senate, upon the recommendation of the BCC Committee on General Education, approved a new policy for revising the BCC list of courses approved for the purposes of general education. The new policy, which is attached hereto, is effective as of July 1, 1997.

Among the various changes effected by the new policy, please note that, henceforth, proposals for additions to or subtractions from the general education course list are to be submitted, first, to the BCC Committee on General Education. Proposals approved by the Committee on General Education will then be forwarded to the BCC College-Wide Curriculum Committee; and proposals approved by the Curriculum Committee will be sent to the BCC Faculty Senate for further action.

In addition to the new policy statement (which is presented on the following three pages of this memorandum), I am also attaching a two-page "General Education Transfer Contact List" of the persons at our transfer target institutions who are responsible for approving or disapproving general education transfer articulation requests from two-year colleges.

Please disseminate this information to the faculty members in your area.

GC/pr
Att.

cc: President Winn
Vice President Angiello

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: October 9, 1997

TO: Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair

RE: Committee Meeting

The next meeting of the Committee will take place on Thursday, October 23, 1997, from 1:05 to 2:30 p.m. in Room _____.

One of our agenda items will be our general education goals and objectives document. I will either send you the updated version that document prior to the meeting or deliver it to you at the meeting itself. I will try to do the former if I can manage it, but

We will also consider two new courses that are being proposed as general education offerings. One is Alan Kaufman's **LT-2-- American Ethnic Literature**, and the other is my **PR [106?] Eastern Philosophy**. Each of these courses has already received general education transfer approvals from the requisite number of our transfer target four-year schools. The syllabi for these courses are attached hereto. Also attached is a statement on "The Concept of General Education: Some Basic Principles" from the 1983 report on *General Education at Bergen Community College* (pp. 13-15). This statement may help us decide whether the aforesaid proposed courses are, in our view, "general education" courses.

Be seeing you.

GC/pr
Att.

cc: Dean Michael Redmond

BERGEN COMMUNITY COLLEGE

Committee on General Education

AGENDA

Meeting of Thursday, October 23, 1997
1:05-2:30 p.m., Room A-241

1. Review of minutes of the 4/1/97 meeting (attached)
2. The Goals, Objectives, and Assessment Criteria document:
 - a. HELP!!!
 - b. The document as it stands at present
 - c. Public hearings on the document (in November & December) before it goes to the Senate
 - d. Final version to the Senate (by, say, February 1998)
3. General education transfer process
4. Proposed additions to the general education course list:
 - a. American Ethnic Literature [new course] (Kaufman)
 - b. Eastern Philosophy [new course] (Cronk)
 - c. Ethnic & Minority Group Relations [current course, SO222] (Sullivan, Behn)
5. Other matters?
5. Adjournment

BERGEN COMMUNITY COLLEGE

Committee on General Education

MINUTES

Meeting of Tuesday, April 1, 1997
2:40-3:35 p.m., Room A-241

Members Present: Louis Crescitelli, George Cronk, Ann Cunningham, Neil Ender, Compton Jenkins, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Barbara Walcott, and Baila Zheutlin

1. The minutes of the 2/4/97 and 3/4/97 meetings were reviewed and approved.
3. George Cronk reported that the Committee's policy (approved at the 3/4/97 meeting) on Waiver or Alteration of College General Education Requirements for Duly Certified Learning-Disabled Students Pursuant to the Americans with Disabilities Act had been forwarded to the college administration (VP Roanne Angiello and BCC Compliance Officer Lynne Crawford).
4. The Committee adopted a revised policy on adding to and subtracting from the college's list of courses approved for the purposes of general education and formulated a Faculty Senate resolution that said revised policy be adopted by the Senate.
5. The Committee's Goals, Objectives, & Assessment Criteria document was discussed.
6. George Cronk reported on the Council of County College's March 7 meeting, at which it was decided to concentrate statewide general education efforts on 2-year/4-year college/university articulation based upon a core of general education competencies to be recognized by all NJ colleges and universities. The CCC also decided to de-emphasize the 2-year college focus on outcomes assessment because such assessment is generally not done at the 4-year colleges and universities.
7. Members of the Committee pointed out that, on the basis of the newly revised general education course approval process (item 3, above), the college's Curriculum Committee course approval forms will need to be revised. Also, at the request of several members of the Committee, George Cronk promised to provide the Committee with a copy of "The Concept of General Education: Some Basic Principles," a statement on the nature of general education from the 1983 report on *General Education at Bergen Community College* (pp. 13-15).
8. The meeting was adjourned at 3:35 p.m.

GC/pr

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: October 27, 1997

TO: Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair

RE: Committee Meeting

The next meeting of the Committee will take place on Tuesday, November 4, 1997, from 2:40 to 3:35 p.m. in Room _____.

At that meeting, we will finish our review and revision of our general education goals, objectives, and assessment criteria document. We will then take the document to the entire college community at one or two open hearings later in November and/or early December. As you know, our aim is to place the document on the Faculty Senate agenda for February 1998.

Be seeing you.

GC/pr
Att.

cc: Dean Michael Redmond

BERGEN COMMUNITY COLLEGE

Committee on General Education

MINUTES

Meeting of Thursday, October 23, 1997
1:05-2:30 p.m., Room A-241

Members present: Louis Crescitelli, Ann Cunningham, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Michael Orlando, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

1. The minutes of the 4/1/97 meeting were reviewed and approved.
2. George Cronk distributed the latest revision of the BCC statement of the goals, objectives, and assessment criteria of the college's general education program. It was agreed that the Committee will give that document one more review at its 11/4/97 meeting. Thereafter, in late November and/or early December, one or two open hearings on the document will be held. The final version of the document will be sent to the Faculty Senate for consideration at its February 1998 meeting.
3. George Cronk distributed a memo describing the current BCC policy on general education courses (updated as of 10/20/97). Discussion followed.
4. Three courses were approved for addition to the BCC general education course list: American Ethnic Literature, Eastern Philosophy, and Ethnic and Minority Group Relations. The courses were approved 12-0-0 (by consensus).
5. The Committee discussed the possibility of adding a non-Western/multicultural/diversity requirement to the college's general education program and agreed to consider this possibility further at future meetings.
6. The meeting was adjourned at 2:30 p.m.

GC/pr

BERGEN COMMUNITY COLLEGE

Committee on General Education

AGENDA

Meeting of Thursday, November 4, 1997
2:40-3:35 p.m., Room C-314

1. Review of minutes of the 10/23/97 meeting (attached – see preceding page)
2. The Goals, Objectives, and Assessment Criteria document: final review
3. Other matters?
4. Adjournment

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: January 29, 1998

TO: Education Committee, BCC Board of Trustees

FROM: Dr. George Cronk, Chair, BCC Committee on General Education (Ext. 7167; 973-238-1009; george190@juno.com)

RE: Document: "General Education Goals, Objectives, and Assessment Criteria"

In February 1997, the NJ County College Project on General Education released its final statement of "Common General Education Goals and Objectives, Assessment Criteria, and Sample Assessment Items," which is intended to provide a common ground for the general education programs in this state's two-year colleges. An earlier version of that document was released early in 1996, and, since then, the BCC Committee on General Education has been working on a revision of the statewide goals and objectives statement adapted to the needs and values of this college. Hence, the statement of "General Education Goals, Objectives, and Assessment Criteria" that accompanies this memo.

The enclosed document reflects the work of the General Education Committee as of January 29, 1998. The Committee is now preparing to send this document to the BCC Faculty Senate together with a resolution that the Senate adopt said document as the official statement of the goals and objectives of the BCC General Education Program.

GC/pr
Enc.

cc: President Winn
Vice President James

BERGEN COMMUNITY COLLEGE

Committee on General Education

MINUTES

Meeting of Thursday, November 4, 1997
2:40-3:35 p.m., Room C-314

Members present: Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Michael Orlando, Lisa Pavlik, George Skau, and Baila Zheutlin

1. Review and approval of minutes of the 10/23/97 meeting
2. The Committee's "Goals, Objectives, and Assessment Criteria" document was further discussed, reviewed, and revised in preparation for the open hearing to be held on Tuesday, December 2, 1997, from 2:40 to 3:35 p.m. in Room A-104.
3. Adjournment at 3:35 p.m.

GC/pr

BERGEN COMMUNITY COLLEGE

Committee on General Education

AGENDA

Meeting of Tuesday, February 3, 1998
2:40-3:35 p.m., Room B-304

1. Review of minutes of November 4, 1997 (attached – see preceding page)

2. Final review of "Goals, Objectives, and Assessment Criteria" document in preparation for Faculty Senate resolution to adopt the document as BCC's official statement on the goals and objectives of the college's general education program

3. Proposed additions to the general education course list: BS103 Human Structure and Function; BS109 Anatomy and Physiology I; and BS209 Anatomy and Physiology II (Dr. Robert Amitrano)

4. Other matters?

5. Adjournment

BERGEN COMMUNITY COLLEGE

BCC Committee on General Education

DATE: February 17, 1998

TO: BCC Faculty Senate

FROM: George Cronk, Chair, BCC Committee on General Education

RE: The Goals and Objectives of the BCC General Education Program

=====

1. In February 1997, the NJ County College Project on General Education released its final statement of "Common General Education Goals and Objectives, Assessment Criteria, and Sample Assessment Items," which is intended to provide a common ground for the general education programs in this state's two-year colleges. An earlier version of that document was released early in 1996, and, since then, the BCC Committee on General Education has been working on a revision of the statewide goals and objectives statement adapted to the needs and values of this college.
2. On February 3, 1998, the BCC Committee on General Education approved the attached statement of goals and objectives (with sample assessment criteria) for the college's general education program.
3. ***Resolved***, that the BCC Faculty Senate approves the attached statement of the goals and objectives of the college's general education program, effective as of July 1, 1998.

GC/pr
Att.

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: February 26, 1998

TO: Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair

RE: Committee Meetings

The next meeting of the Committee will take place on Tuesday, April 7, 1998. I will send a notification of the time and place.

There will be no Committee meeting on March 8, 1998.

The BCC Faculty Senate approved the General Education Goals and Objectives statement on February 17, 1998 (effective as of July 1, 1998).

Be seeing you.

GC/pr

cc: Dean Michael Redmond

BERGEN COMMUNITY COLLEGE

Committee on General Education

MINUTES

Meeting of Tuesday, February 3, 1998
2:40-3:35 p.m., Room B-304

Members present: Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Alan Kaufman, Lisa Pavlik, George Skau, and Barbara Walcott

1. Minutes of November 4, 1997 reviewed and approved

2. Final review of "Goals, Objectives, and Assessment Criteria" document in preparation for Faculty Senate resolution to adopt the document as BCC's official statement on the goals and objectives of the college's general education program

Document and resolution approved, 9-0-0

3. Proposed additions to the general education course list (Dr. Robert Amitrano):

BS103 Human Structure and Function: approved 10-0-0

BS109 Anatomy and Physiology I and BS209 Anatomy and Physiology II: Dr. Amitrano reported that some 4-year schools will accept BS109 for general education transfer only if a student has also completed BS209. The Committee held that a notation to that effect should be placed in the College Catalog on the page that lists BCC's general education courses. With that understanding, the courses were approved by a vote of 10-0-0.

5. Adjournment at 3:35 p.m.

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: March 31, 1998

TO: Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair

RE: Committee Meetings

Per my memo to you, dated February 26, 1998, the next meeting of the Committee will take place on Tuesday, April 7, 1998. The meeting will be in Room C-312 from 2:40 to 3:35 p.m.

Be seeing you.

GC/pr

cc: VP Gail James
Dean Michael Redmond

BERGEN COMMUNITY COLLEGE

Committee on General Education

AGENDA

Meeting of Tuesday, April 7, 1998
2:40-3:35 p.m., Room C-312

1. Review of minutes of February 3, 1998 (attached – see preceding page)
2. Jackie Behn & Kevin Sullivan: SO201 Social Problems
3. General Education Goals & Objectives: The BCC Faculty Senate approved the General Education Goals and Objectives statement on February 17, 1998 (effective as of July 1, 1998).

What now? Assessment issues.
4. Senate defeat of "diversity" proposal on March 24, 1998. Implications for General Education?
5. Forthcoming Academic Officers Association (AOA) proposal(s) on 2-year college general education curricula (45-credit AA degree "core" for easy transfer; 3-credit "diversity" requirement; etc.).
6. Other matters?
7. Adjournment

BERGEN COMMUNITY COLLEGE

Committee on General Education

MINUTES

Meeting of Tuesday, April 7, 1998
2:40-3:35 p.m., Room C-312

Members present: George Cronk, Louis Crescitelli, Neil Ender, Joshua Isenberg, Compton Jenkins, Lisa Pavlik, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

Guest: Jackie Behn

1. Minutes of February 3, 1998 reviewed and approved (9-0-0)
2. Proposed addition to the general education course list: SO201 Social Problems (Profs. Jackie Behn & Kevin Sullivan)

Approved 10-0-0
3. General Education Goals & Objectives: The BCC Faculty Senate approved the General Education Goals and Objectives statement on February 17, 1998 (effective as of July 1, 1998).

There was extended discussion of where we go with this now. The differences between "assessment" and "development" uses of the Goals & Objectives were discussed at length (with most members of the Committee favoring the "development" approach). It was agreed that all faculty, especially those teaching general education courses, should be made aware of the Goals & Objectives and the various ways in which they can be utilized. Strategies for working through department heads, discipline and program coordinators, general faculty conferences and workshops were discussed.
4. The Faculty Senate defeat of the recent "diversity" proposal (not from the General Education Committee) on March 24, 1998 was discussed from the standpoint of the General Education Program. Since another such proposal is apparently being prepared as a Senate Resolution, the Committee postponed further action of its own on this issue.
5. George Cronk announced that the NJ Academic Officers Association (AOA) will soon be issuing a proposal on 2-year college general education curricula (45-credit AA degree "core" for easy transfer; 3-credit "diversity" requirement; etc.). The Committee agreed to take said proposal up once it is officially promulgated by the AOA.
6. The meeting was adjourned at 3:35 p.m.

BERGEN COMMUNITY COLLEGE

Committee on General Education

Memorandum

DATE: April 17, 1998

TO: Dr. Judith Winn, President
Dr. Gayle James, Vice President for Academic Affairs

CC: Dr. Michael Redmond, Dean of Arts & Humanities

FROM: George Cronk, Chair

RE: General Education Committee Matters

Attached for your information are the Agendas, Minutes, and miscellaneous correspondence of the BCC Committee on General Education from October 3, 1996 through April 7, 1998. This is only the most recent documentation of the Committee's work. The Committee has been in operation since 1982.

Separate matter: Dr. Gayne Bablanian, Instructor in Biological Sciences, has asked to join the Committee. I told her that I would pass this along to you. Dr. Louis Crescitelli, Associate Professor of Biological Sciences, has been on the Committee for a number of years, and, so far as I know, he intends to remain on the Committee (he is one of our most active members). However, I don't see any harm in having two members from Biology. So I recommend that you appoint Dr. Bablanian.

GC/pr
Att.

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: May 5, 1998

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair

RE: Committee Meeting

There will be a special meeting of the BCC Committee on General Education on Wednesday, May 20, at 2:30 p.m., in Room A-305. At that meeting, we will discuss the attached document issued recently by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. As you can see, the document contains a significant general education curriculum reform proposal [?] that has important implications for the BCC General Education Program.

Please make every effort to attend the meeting. If you cannot attend, perhaps you might send an appropriate substitute from your area.

Be seeing you.

GC/pr

cc: VP Gail James
Dean Michael Redmond

May 8, 1998

Madan Capoor
Office of Institutional Research
Middlesex County College
155 Mill Road
Edison, NJ 08818

Re: General Education Goals and Objectives

Dear Madan:

Enclosed is a copy of "The Goals and Objectives of the BCC [Bergen Community College] General Education Program." The document was approved by the BCC Faculty Senate on February 17, 1998, effective as of July 1, 1998.

This is the BCC adaptation of the NJ County College Project's "Common General Education Goals and Objectives, Assessment Criteria, and Sample Assessment Items." We made changes that we deemed appropriate to our needs and values.

We are now preparing to do battle over the "General Education Foundation" curriculum proposed (or is it mandated?) by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. Do you have any idea why the AOA kept informed faculty members (like me) out of the process that led to the "Foundation" curriculum?

Best wishes.

Yours very truly,

George Cronk

GC/pr
Enc.

BERGEN COMMUNITY COLLEGE

Committee on General Education

DATE: June 23, 1998

TO: Divisional Deans
Department Heads
Coordinators

FROM: George Cronk, Chair (Ext. 7167; 973-238-1009/9360; george9252@msn.com)

RE: General Education Course List -- Revision Policy

On April 15, 1997, the BCC Faculty Senate, upon the recommendation of the BCC Committee on General Education, approved a new policy for revising the BCC list of courses approved for the purposes of general education. The new, now current, policy, which is attached hereto, was effective as of July 1, 1997.

Among the various changes effected by the new policy, please note that, henceforth, proposals for additions to or subtractions from the general education course list are to be submitted, first, to the BCC Committee on General Education. Proposals approved by the Committee on General Education will then be forwarded to the BCC College-Wide Curriculum Committee; and proposals approved by the Curriculum Committee will be sent to the BCC Faculty Senate for further action.

In addition to the current policy statement (which is presented on the following three pages of this memorandum), I am also attaching a two-page "General Education Transfer Contact List" of the persons at our transfer target institutions who are responsible for approving or disapproving general education transfer articulation requests from two-year colleges.

Please disseminate this information to the faculty members in your area.

GC/pr
Att.

cc: President Winn
Vice President James