

**New Jersey Council of County Colleges
Learning Innovations Committee**

**Charge to the Course Review Subcommittee
October 2021**

The Council's Learning Innovations Committee (LIC) is charged to review all academic policy issues that impact NJ's community colleges that will lead to a recommendation for action.

Annually, the Council generates an inventory of all credit courses eligible for state funding purposes. The Council has engaged in the review and approval of credit courses using a process that has been in place since Higher Education in New Jersey was restructured in 1994.

The LIC convened on September 23, 2021 and recommended to the presidents on October 1, 2021 that a Course Review Subcommittee be charged to:

1. Evaluate the current Course Review process/procedures to determine if they ensure that credit courses approved for state funding purposes are consistent with the eligibility criteria as per the provisions of the Auditing and Accounting Standards and with Middle States Standards.
2. Develop recommended changes to the current Course Review process/procedures and reach consensus of the changes with the Academic Affairs and Business Operations Affinity Groups.
3. Present the revised Course Review process to the LIC for its consideration.
4. Suggested Deadline: February 1, 2022.

The membership of CRC will be composed of three academic vice presidents and three business officers, which will be supported by Council staff Linda Lam and Alexandra Thomas.

NJ Council of County Colleges
Course Review Subcommittee *Processes*/Procedures

- 1. *Every January, the Learning Innovations Committee invites each college to review its current inventory of credit courses eligible for state funding; to submit new courses; and to revise and/or delete current courses.***
 - a. Council staff sends letter to College Presidents cc Business Officers and Academic Officers asking that they submit new courses, revise and/or delete current courses.
 - b. Council staff compiles information from each college, reviews college course syllabi submissions and requests updates from colleges for clarifications
- 2. *The Chair of the Learning Innovations Committee invites and convenes a Course Review Subcommittee (made up of representatives from the Academic Affairs and Business Operations Affinity Groups) to participate in the review of all documentation submitted by the colleges.***
 - a. Council staff creates a PDF for each college with all college syllabi and a course breakdown spreadsheet to be reviewed by the Course Review Subcommittee
- 3. *The Course Review Subcommittee determines whether or not each course meets the eligibility criteria as per the provisions of the Auditing and Accounting Standards. The statewide inventory is updated accordingly and shared with the colleges.***
 - Council staff requests updated syllabi with any additional information the Course Review Subcommittee needs for approval
 - Council staff updates Final Course Inventories for each school by removing deleted courses, updating revised courses and adding new courses
 - Council staff prepares memos to be sent out to each college from Chair of the Learning Innovations Committee addressed to the President of the College, cc'ing Academic Affairs Officers and Business Officers
- 4. *Once the inventory of all approved credit courses is final, it is made available on the Council's website for use by the state, the colleges, and by the college auditors by no later than the Council's last scheduled meeting of the fiscal year.***
 - Council staff posts new course inventories to the NJCCC Website
 - Council staff sends request to colleges to update list of auditors
 - Council staff prepares the enrollment guidelines to be sent to auditors from the President of the Council addressed to the college auditors and cc'ing Community College Presidents and the Community College Business Officers.