

POLICY

1. The College may enter into contractual arrangements with outside groups or organizations for this development and/or operation of special programs.
2. Such contracts may be accepted provided that programs are:
 - a. Commensurate with the stated purposes of Ocean County College.
 - b. Feasible in terms of the financial, physical and staffing resources of the College.

INFORMATION NOTE:

Examples of Special Programs referred to in this policy are:

Apprentices Training Program (Lakehurst), Comprehensive Employment Training Act (CETA).

PROCEDURE

1. The program sponsor shall submit a written proposal containing the terms of the contract to the Vice President of Academic Affairs. If the program is considered viable in terms of College Policy #7210, it shall be forwarded to the President for consideration.
2. The College shall establish criteria and procedures to be utilized in developing courses and curricula to insure maximum participation of the College community and also, to provide the flexibility needed to permit timely response to community requests for educational services. Programs which meet the credit criteria shall then be referred to the Curriculum Committee for consideration by the College Council. All procedures established shall be in accordance with the College Council By-Laws and Rules of Procedure and Standards established by the New Jersey Commission on Higher Education.
3. These programs deemed to be community education programs shall be approved by the Vice President of Economic and Workforce Development and the Vice President of Business and Financial Affairs. If appropriate, they may then be forwarded by the President to the Board of Trustees for final approval. If approved by the Board, they shall then be forwarded by the Dean of Continuing and Professional Education to the Continuing and Professional Education Committee of the College Council. Whenever appropriate and possible, such programs shall be submitted to the Continuing and Professional Education Committee of the College Council for evaluation and advice prior to being forwarded to the President.
4. Recommendations for proposed new courses or curricula or modifications of existing courses or curricula shall include as a minimum the following information:
 1. Need for the course or curriculum.
 2. Number of students expected to enroll.
 3. The labor market of clientele to be served.
 4. The availability of faculty, facilities, and supporting services.
 5. Evidence that the proposed new or modified course or curriculum will foster the attainment of the goals of the college.
 6. The total estimated revenue and expense.

ADOPTED: March 27, 1972

Revised: June 4, 1979

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