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# Regulations and Standards for NEW JERSEY COMMUNITY COLLEGES



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DEPARTMENT OF HIGHER EDUCATION  
STATE OF NEW JERSEY

Regulations and Standards  
For  
New Jersey Community Colleges



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State of New Jersey

September 1973

NJ/KAB  
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1973

Trenton, New Jersey

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**RESOLUTION TO REVISE THE REGULATIONS  
GOVERNING COUNTY COMMUNITY  
COLLEGES AND THE STANDARDS  
GOVERNING COUNTY COMMUNITY  
COLLEGES**

**RESOLUTION**

- WHEREAS: The *Regulations Governing County Community Colleges* were last revised in 1969 and the *Standards Governing County Community Colleges* were last revised in 1970; and
- WHEREAS: In the intervening period certain deficiencies have been determined by both Department staff and personnel of the colleges; and
- WHEREAS: The Council of County Colleges has recommended a revision consisting of a significant number of changes; and
- WHEREAS: The Chancellor has reviewed these changes and concurs in their desirability; and
- WHEREAS: These changes have been published according to the requirements for the administrative code in the New Jersey Register; now therefore be it
- RESOLVED: That the combined document entitled *Regulations and Standards for New Jersey Community Colleges* is hereby adopted.

September 21, 1973

RESOLUTION TO REVISE THE REGULATIONS  
GOVERNING COUNTY COMMUNITY  
COLLEGES AND THE STANDARDS  
GOVERNING COUNTY COMMUNITY

RESOLUTION

This document supercedes "Regulations Governing  
County Community Colleges" dated September 19,  
1969 and "Standards Governing County Community  
Colleges" dated June 1, 1970.

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# **1-100 AUTHORIZATIONS**

## **I. REGULATIONS**

### **110 Legislative Authorization**

Establishment and operation of community colleges in New Jersey is authorized principally by Chapter 64A (titled "County Colleges") of the Education Law of New Jersey as revised July 27, 1972 (N.J.S.A. 18A:64A-1 through 18A:64A-29), Chargeback and other relevant statutes of the Education Law of New Jersey (Title 18A).

### **120 State Regulations**

The regulations of the Board of Higher Education shall establish general policy for the governance of community colleges, shall coordinate the activities of the individual institutions within the system of Higher Education of New Jersey and shall maintain general financial oversight of the community colleges in conformance with N.J.S.A. 18A:3-1 through 18A:3-19.

### **130 Legislative Authorization for Standards**

These standards are established under the principal authorization of Chapter 64A (titled "County Colleges") of the Education Law of New Jersey as revised July 27, 1972 (N.J.S.A. 18A:64A-1 through 18A:64A-29), Chargeback and other relevant statutes of the Education Law of New Jersey (Title 18A). These standards will be reviewed and revised by the Chancellor of Higher Education from time to time as may become necessary.

### **140 Regulations and Standards for Institutions Utilized by a County Coordinating Agency**

The regulations and standards herein, shall apply equally to institutions under contract to a county coordinating agency established pursuant to N.J.S.A. 18A:64B (titled "Junior Colleges") except for the following regulations 321, 323, 961, 962, and 963, or any other regulation or standard hereafter determined to be inappropriate to such institutions.

## **II. STANDARDS (Reserved)**

# **1-200 ESTABLISHMENT**

## **I. REGULATIONS**

### **210 Service Boundary Areas**

There shall be eighteen community college service boundary areas in New Jersey, composed of counties or groups of counties as follows:

- |                      |                        |
|----------------------|------------------------|
| 1. Atlantic-Cape May | 11. Monmouth           |
| 2. Bergen            | 12. Morris             |
| 3. Burlington        | 13. Ocean              |
| 4. Camden            | 14. Passaic            |
| 5. Cumberland        | 15. Salem              |
| 6. Essex             | 16. Somerset-Hunterdon |
| 7. Gloucester        | 17. Sussex-Warren      |
| 8. Hudson            | 18. Union              |
| 9. Mercer            |                        |
| 10. Middlesex        |                        |

### **220 Community Colleges**

There shall be no more than one community college within each service boundary area provided that, with the approval of the Board of Higher Education, a community college may establish branch campuses. A proposal to establish a community college in a two-county service boundary area shall be submitted jointly by the two counties. Joinders in operation may be authorized by the Board of Higher Education between two counties in a service boundary area if one of the counties has a community college and the other does not.

### **230 Petition for Establishment**

An application to establish a community college within one of the 18 county service boundary areas shall be filed with the Chancellor of Higher Education. Supporting information shall describe the proposed college, including:

- (1) The approved name and location of the college.
- (2) A copy of the by-laws of the Board of Trustees.
- (3) A brief statement of the philosophy, purposes and objectives of the institution.

- (4) A description of the educational programs to be offered.
- (5) A statement of policy describing the minimum qualifications for faculty members.
- (6) A statement of policy describing the admission requirements for students.
- (7) A brief description of the buildings and equipment available for use including library, classrooms, laboratories, shops and other facilities sufficient to demonstrate the ability of the college to accommodate the proposed educational programs.
- (8) The proposed budget for the first year of operation which shall include the following:
  - (a) Anticipated revenue by source;
  - (b) Anticipated expenditure by account within the following budget categories: capital, general administration, instruction, health services, and fixed charges;
  - (c) Anticipated enrollment, full-time and full-time equivalent of part-time, for the major program categories.
- (9) Any other information the Chancellor of Higher Education may from time to time require.

#### **240 Licensure**

Authorization to open shall constitute licensure for a period of two years. No later than the third semester of operation each community college shall be visited by the Chancellor of Higher Education or his designated representatives for the purposes of granting initial state licensure. Renewal of licensure shall be for a period not to exceed three years, except that accreditation by the Middle States Association of Colleges and Secondary Schools and adherence to all pertinent laws, regulations and standards shall fulfill continuing licensure requirements.

#### **250 Definition of Branch Campuses**

A branch campus shall be defined as a physical facility removed from the main campus which offers full-time

programs and other courses of the main campus or which offers programs leading to degrees or diplomas or certificates without the substantial use of the classroom facilities of the main campus.

### **260 Establishment of Branch Campuses**

A community college may establish branch campuses in order to make community college programs more readily available to the community served by a college, if such branch is provided for in the college master plan approved by the Board of Higher Education or if approved subsequently by the Board of Higher Education.

### **270 Definition of Extension Center**

An extension center shall be defined as a physical facility, utilized on a part-time basis, removed from the main campus which offers a limited number of courses applicable to a degree, certificate or diploma.

### **280 Approval of Extension Center**

Each community college shall request and receive prior approval of the Chancellor of Higher Education before establishing extension centers in off-campus facilities.

## **II. STANDARDS**

### **260 Branch Campus Administration**

A branch campus should normally require a minimum of one full-time administrator and such assistants as may be required to serve the needs of the student population.

**1-300 ORGANIZATION  
AND  
ADMINISTRATION**

## **I. REGULATIONS**

### **310 Name of the Community College**

The name of the community college shall be appropriate to its function and scope and shall be approved by the Board of Higher Education. The name approved shall not be changed without prior consent of the Board of Higher Education.

### **320 Board of Trustees**

Governance of a community college shall be vested in a board of trustees, appointed as required by law. The board shall be broadly representative of the community to be served. The names of the officers and members of each community college board of trustees shall be filed annually with the Chancellor of Higher Education on the first day of December.

### **321 Meetings of the Board of Trustees**

The board of trustees shall meet and reorganize annually on the first Monday in November and shall schedule at least nine additional meetings a year. The board may meet, at the call of its chairman, or of any two board members, at any other time that the business of the board may require.

### **322 By-Laws**

The board of trustees shall develop and maintain by-laws which give direction to the internal operations of the board of trustees.

### **323 Minutes**

A copy of the minutes of every public meeting of a board of trustees shall be filed with the Chancellor of Higher Education within thirty days of the meeting.

### **330 Purpose and Philosophy**

The board of trustees of each community college shall file with the Chancellor of Higher Education, and incorporate in the official college catalog, a statement of philosophy outlining the purposes and objectives of the community college and setting forth programs consistent with the definition and legal functions of the com-

munity college. Among the purposes and objectives shall be the following:

1. To make education accessible to all high school graduates, those holding a GED certificate, or other persons eighteen years of age and older in their service boundary areas, within the limits of available resources.
2. To provide full-time and part-time students with diversified programs for students leading to appropriately varied educational and occupational goals, including transfer to other institutions and entry at various career levels of employment.
3. To provide a diversified program of community services, in addition to regularly scheduled day and evening classes, designed to meet the educational, social, cultural, and recreational needs of all residents of the county or service boundary area.

### **340 President**

The president shall be appointed by the board of trustees and shall be the chief executive officer of the community college. The board of trustees shall hold the president accountable for the effective implementation of board policy.

### **350 Duties of the President**

The president shall be responsible to the board of trustees and shall direct all activities of the community college in accordance with pertinent laws, by-laws, regulations, standards and policies concerning the operation of the community college.

### **360 Administrative Rules and Regulations**

The president of a community college shall, subject to policies of the board of trustees of the community college, establish such rules as may be necessary for the operation of the community college, subject to the provisions of laws, of these regulations and of the standards of the Chancellor of Higher Education.

### **370 Administrative Organization**

Each community college shall file annually with the Chancellor of Higher Education an administrative organization chart, which shall show the lines of authority and the relationship of academic, student personnel, business and administrative services within the community college.

## **II. STANDARDS**

### **320 Policy Formulation**

In general, the board of trustees should establish policies which determine the nature and extent of the educational program of a community college, while the administration and execution of policies should be the responsibility of the president of the community college.

### **330 Aims of the College**

The philosophy and purposes of the college as developed by the board of trustees should, in addition to those discussed in Regulation 330, include the following aims and objectives:

- (1) To provide supplementary education and training for those in the work force who seek to upgrade their capabilities or to develop new skills.
- (2) To provide general education to facilitate the development of the broadly educated person, one who is able to think effectively, communicate thoughts, make relevant judgements and distinguish among values.
- (3) To provide opportunities for entering or continuing higher education for those with scholastic deficiencies who show promise of success.
- (4) To provide counseling, guidance and academic advisement to assist students in self-appraisal and self-determination of goals and objectives.

### **340 President**

Candidates for president to be considered by the board

should have appropriate academic credentials, previous administrative experience and an understanding of, and a commitment to, the philosophy and mission of a community college. Previous teaching experience, as well as administrative experience at the community college level, is highly desirable.

### **350 Duties of the President**

Duties of the president should include, but not be limited to, the following:

- (1) To administer and carry out all policies of the board of trustees.
- (2) To establish academic and administrative procedures dealing with:
  - (a) Curriculum.
  - (b) Personnel appointments, reappointments, tenure and promotions.
  - (c) Budgets.
  - (d) Salary schedules.
  - (e) Organizational structure.
  - (f) Planning and management of facilities.
  - (g) Granting of degrees, diplomas and certificates.
  - (h) Community services.
- (3) To assure relevance of the college programs and services to the service boundary area and to conform to statewide regional areas of specialization.
- (4) To submit an annual report on operation to the board of trustees and prepare such other reports as required by the Chancellor of Higher Education.
- (5) To provide for faculty and student handbooks, a college catalog, and other related documents or publications.

### **360 Disruption of Normal Activities**

The community college should maintain a plan for action in the case of disruption of its normal activities which:

- (1) Provides for alternative responses to potential disorder.

- (2) Specifies positions and/or levels of authority to take such action as may be needed, and designates alternates who may act in the absence of the primary personnel;
- (3) Details the working relationships, transference of authority, and operational mechanisms for the use of outside law enforcement agencies.

The community college should publish and make clearly known to staff and students the standards of conduct required, and should also publish policies and procedures concerning penalties for misconduct, and file each such publication with the Chancellor of Higher Education.

**1-400 ACCOUNTING  
AND  
FINANCES**

## **I. REGULATIONS**

### **410 Accounting System and Auditing**

The accounting system of a community college shall be maintained in accordance with the *General Accounting and Procedures Manual for State-Supported County Colleges*.

### **420 Budgets**

Each community college shall annually submit to the Chancellor of Higher Education a budget for a fiscal year July 1 to June 30 at such time and in such form as may be required by the Chancellor of Higher Education. The budget of each community college shall be in accordance with all the provisions of the statutes and meet the standards adopted by the Chancellor of Higher Education.

### **430 Audit**

Not later than each October 1, the community colleges shall file with the Chancellor of Higher Education an audit of the colleges' accounts, financial transactions, and enrollment for the previous fiscal year. This audit is to be conducted by a certified public accountant of New Jersey or a registered municipal accountant who holds a valid registration license as a public school accountant of New Jersey.

### **440 Physical Property Records**

A record of physical property of the community college shall be maintained in the manner prescribed by the board of trustees.

### **450 Tuition**

Each community college shall annually in July file with the Chancellor of Higher Education a schedule of tuition to be charged during the following school year, provided that tuition rates at community colleges shall not exceed the maximum established by the Board of Higher Education.

### **460 Change of Residency**

Any student who has been a New Jersey resident for one

year or more and who moves intra-state from one county to another shall be charged no more than the prevailing in-county tuition rate by the community college located in the county to which he has moved.

## **II. STANDARDS**

### **440 Physical Property Records**

The physical property records should include, but need not be limited to, the following classifications:

- (1) Property Records.
- (2) Records of Supplies.
- (3) Register of Insurance.

### **450 Tuition and Fees for Students**

The college should specify all tuition and fee charges in the college catalog, for each of the following categories of students:

- (1) In-county residents.
- (2) New Jersey residents of counties other than the county or counties sponsoring the college.
- (3) Out-of-state residents.

# 1-500 CHARGEBACK

## **I. REGULATIONS**

### **510 Issuance of Chargeback Certificate**

The issuance of certificates of residence pursuant to N.J.S.A. 18A:64A-23 and N.J.S.A. 18A:64B-4 by the home county's chief fiscal officer signifies the county's agreement to pay its share of the operating expenses of the receiving community or county-assisted colleges, as provided in the aforementioned laws, and by criteria and procedures hereinafter specified.

### **520 Eligibility**

- (1) A student residing in a county not sponsoring a community or county-assisted college shall be eligible to receive a certificate of residence from the chief fiscal officer of the county, upon presentation of evidence of admission from a community or county-assisted college.
- (2) A student residing in a county which does sponsor a community or county-assisted college and who desires to attend an out-of-county college of the aforementioned type pursuant to criteria of the aforesaid law, shall first receive certification of eligibility for chargeback assistance from the aforementioned home-county college. This certification will be executed upon a standard Department of Higher Education form.

### **530 Certification of Residence**

Upon acceptance by an out-of-county community or county-assisted college, the student shall present evidence of such acceptance with certification of eligibility from the home-county college to the chief fiscal officer of his county of residence and request certification of residence, pursuant to N.J.S.A. 18A:64A-23 or N.J.S.A. 18A:64B-4 and the regulations herein promulgated.

### **540 Student Payment of In-County Tuition Rate and Other Fees**

The student shall present said certification of residence

to the admitting college, and shall subsequently be required to pay the prevailing in-county tuition rate, and such other fees as may be required of in-county students.

### **550 Procedure for Billing Sending Counties**

The college accepting such out-of-county students shall then charge the sending counties, pursuant to N.J.S.A. 18A:64A-23 or N.J.S.A. 18A:64B-4, calculating the amount to be charged in the following manner:

- (1) The "county appropriation" form, schedule one, line five, of "annual budget request" shall be divided by the number of county residents enrolled, taken from the enrollment summary, schedule three, of the "annual budget requests".
- (2) The resultant figure, rounded to the nearest whole dollar, shall be the chargeback cost, per full-time equivalent student, to be charged by the receiving college for any non-resident student in attendance, qualified for chargeback assistance. Such chargeback cost shall be multiplied by the number of eligible full-time equivalent students from each sending county, to be calculated as prescribed in the *General Accounting and Procedures Manual for State-Supported County Colleges*.
- (3) The receiving college shall adjust the charge to sending counties when actual enrollment figures become available from the budget audit. The calculation in (1) and (2) above shall be made utilizing the actual enrollment figures (and adjusted county contribution, if applicable). The difference between this adjusted chargeback and the previous year's chargeback amount to each sending county shall be added to or subtracted from the following year's initial chargeback billing to said sending counties, and be so identified upon that bill.

## **II. STANDARDS (Reserved)**

**1-600 EDUCATIONAL  
PROGRAMS**

## **I. REGULATIONS**

### **610 Authority to Award**

Each community college shall be authorized to award Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, certificates and diplomas to students who shall have completed approved programs:

- (1) The Associate in Arts (A.A.) degree is to be awarded to those who successfully complete programs which emphasize the liberal arts, humanities, and other fine and performing arts. Such programs are transfer oriented.
- (2) The Associate in Science (A.S.) degree is to be awarded to those who successfully complete programs which emphasize mathematics, the biological or physical sciences, business, and allied health programs intended as pre-baccalaureate work. Such programs are transfer oriented.
- (3) The Associate in Applied Science (A.A.S.) degree is to be awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. Such programs are designed to prepare students for job entry at the completion of the two-year program, notwithstanding any career ladder arrangements that may be in effect for a particular A.A.S. program.

### **620 Academic Year Length**

The regular academic year shall fall within a ten-month period and shall include no less than 32 weeks of regularly scheduled student-faculty instructional activity. At colleges using formal final examination periods of up to two weeks, such examination periods may be in lieu of instructional periods. Holidays and summer sessions are to be excluded.

### **630 Associate Degree Program**

An Associate degree program shall be a course of study

which requires not less than 60 nor more than 66 semester hours, or the equivalent, except when required for licensure or accreditation by a recognized agency or when required for transfer of full junior status, where applicable. In addition, exceptions may be made above the maximum when requested by the institution and approved by the Curriculum Coordinating Committee. Each program shall provide for the following:

- (1) The acquisition of the basic skills of oral and written communication;
- (2) Prescription of electives which offer opportunities for enriched general education, pre-professional education, and/or competence in an appropriate occupational field.

#### **640 General Education and Other Requirements for the Associate Degree**

- (1) All programs leading to an associate degree shall include broad courses contributing to the student's general education, drawn from such fields as language and literature, the humanities, the social sciences, mathematics and the sciences, and/or such other courses as may be specified in the college catalog;
- (2) The general education requirements indicated above shall total not less than 45 semester credit hours, or the equivalent, in Associate in Arts (A.A.) degree programs; not less than 30 semester credit hours, or the equivalent, in Associate in Science (A.S.) programs; and 20 semester credit hours, or the equivalent, in Associate in Applied Science (A.A.S.) programs.

#### **650 Certificate or Diploma Program**

A certificate or diploma program shall be a course of study which, by virtue of educational content or duration, does not satisfy standards for an associate degree program, but which is specifically designed to offer content and skill acquisition and other experience appropri-

ate to the objectives of such a program.

- (1) A certificate program shall offer fewer than 36 semester credit hours of instruction, or the equivalent, and need not require any general education courses.
- (2) A diploma program shall offer at least 30 semester credit hours, which need not meet associate degree standards and shall include at least 10 semester credit hours, or the equivalent, of general education courses.

### **660 Philosophy**

The curriculum of a community college shall be consistent with the statement of philosophy adopted by the board of trustees of the community college and shall be in accordance with regulations and standards set by the Chancellor of Higher Education.

### **670 Program Standards**

Standards for grading programs and qualifications for graduation shall be established by each community college in accordance with existing state regulations. Each community college shall maintain up-to-date records and tabulations of grade distributions.

### **680 Establishment, Modification, or Discontinuation of a Program**

Each community college shall file with the Chancellor of Higher Education its policies for the establishment, modification, or discontinuance of programs. Options within existing programs are not required to come under review procedures. The Chancellor of Higher Education shall be notified of proposed program changes. Programs not initiated within two years of scheduled implementation date are subject to review of authorization by the Chancellor of Higher Education.

## **II. STANDARDS**

### **630 Awarding Degree Credit for Non-Credit Experience**

- (1) Boards of trustees should be encouraged to adopt

institutional policies to award credit for successful completion of advanced placement courses taken in high school, for successful completion of college-level examinations, or for successful performance on locally devised tests designed for this purpose. Such policies should be described in the official college catalog.

- (2) Any policy to award degree credit in a specific educational program should be consistent with institution-wide policies.
- (3) Community colleges should not normally accept credits from an institution not recognized as a full member or candidate status of a regional accrediting association, except that credit may be given for successful passage of advanced placement tests or review by an appropriate individual or committee for courses taken at non-credit institutions or work experience.
- (4) Upon adoption, any such policy should be filed with the Chancellor of Higher Education.

#### **670 Advisory Committees**

Advisory committees, as appropriate, should be established for each program area proposed or offered, to assist in its development and evaluation.

**1-700 CURRICULUM  
COORDINATING  
COMMITTEE**

## **I. REGULATIONS**

### **710 Curriculum Coordinating Committee**

A Curriculum Coordinating Committee shall be appointed by the Council of County Colleges, with the composition of the committee and the number of members and terms of office of the members to be determined by the Council. The Chancellor of Higher Education shall designate a representative to the committee, who may participate in all meetings but have no vote.

### **720 Purpose**

The Curriculum Coordinating Committee shall review all new curriculum program proposals in New Jersey at or below the Associate Degree level, and with particular regard to those which are deemed by the Chancellor of Higher Education to require regional or statewide review because of unusual circumstances, such as high cost, low enrollment characteristics, or otherwise. The Board of Higher Education shall, when approving new programs or approving discontinuance of existing programs, consider recommendations transmitted through the Chancellor of Higher Education from the Curriculum Coordinating Committee.

### **730 Organization**

The Curriculum Coordinating Committee shall establish its own by-laws subject to the approval of the Council of County Colleges and appoint its own officers.

### **740 Staff Support**

The Chancellor of Higher Education shall provide regional and statewide staff planning support for the Curriculum Coordinating Committee.

### **750 Curriculum Approvals**

- (1) No curricular program shall be offered without prior determination of need, established to the satisfaction of the Curriculum Coordinating Committee.
- (2) New diploma programs of 36 semester credit hours

or more in length, or the equivalent, shall be submitted, first, through an appropriate subcommittee, if such exists, and second, through the Curriculum Coordinating Committee, to the Chancellor and Board of Higher Education for approval. Such submission shall be in the form specified by the committee and approved by the Department of Higher Education.

- (3) Prior to initiation, new certificate programs of 36 semester credit hours or less in length, or the equivalent, shall be submitted to the Chancellor for informational purposes.

### **760 Regionalization of Programs**

The Curriculum Coordinating Committee shall suggest to the Chancellor and Board of Higher Education such regional specialization of program as it deems advisable, together with the rationale for such recommendations concerning general curriculum offerings.

## **II. STANDARDS (Reserved)**

# **1-800 EVALUATION**

## **I. REGULATIONS**

### **810 Institutional Study**

Each community college shall file with the Chancellor of Higher Education a plan for a continuous evaluation of its program and services to assure their quality and relevance.

### **820 Accreditation**

Each community college shall seek institutional accreditation by the Middle States Association of Colleges and Secondary Schools.

### **830 Reports**

Each community college shall file with the Chancellor of Higher Education a copy of the annual report of the president to the board of trustees, a copy of the final report submitted to the Middle States Association of Colleges and Secondary Schools for each stage of the accreditation process, the Middle States Association Accreditation Report to the college, and such other reports as the Chancellor of Higher Education may from time to time require.

## **II. STANDARDS (Reserved)**

# **1-900 PERSONNEL**

## **I. REGULATIONS**

### **910 Employment**

Each community college shall file with the Chancellor of Higher Education its written personnel policies governing professional and non-professional personnel.

### **920 Personnel Records**

Each community college shall maintain personnel records for both administrative and faculty positions in such form as may be required by the Chancellor of Higher Education. Such records shall include transcripts testifying to academic preparation, and shall be available upon request of the Chancellor of Higher Education. The college shall demonstrate upon such request that each member of the faculty has met the necessary requirements as established by the community college for the position held.

### **930 Academic Freedom**

Each community college shall file with the Chancellor of Higher Education a policy statement regarding academic freedom and shall make such statement available for faculty.

### **931 Grievance Procedure**

The community college shall establish and publish, where appropriate, a specific procedure for the processing of grievances and file it with the Chancellor of Higher Education initially and each time it is revised.

### **940 Professional Development**

Each community college shall maintain a program for orientation of new faculty and a continuing program of in-service training.

### **950 Performance Evaluation**

Each community college shall file with the Chancellor of Higher Education a policy statement regarding performance evaluations for all employees, and shall make such statement available to all employees.

### **960 Compensation**

Each community college shall file with the Chancellor of Higher Education a compensation policy for professional and non-professional employees.

### **961 Alternate Benefit Program Participation**

All full-time faculty members of the community colleges are eligible to participate in the alternate benefit program, except for persons temporarily in the United States under an F or J visa and members of the Teachers' Pension and Annuity Fund or the Public Employees Retirement System who were employed by the community colleges on October 1, 1968, and who did not elect to transfer to the alternate benefit program before March 1, 1969. Full-time faculty members are defined as employees under full-time contract possessing the faculty rank of professor, associate professor, assistant professor, instructor, or assistant instructor.

### **962 Exclusive Agencies**

The Teachers' Insurance and Annuity Association and the College Retirement Equity Fund are the exclusive agencies for providing retirement annuity contracts for the alternate benefit program of the community colleges.

### **963 Voluntary Salary Reductions**

The community colleges are authorized to enter into agreement with full-time faculty members who participate in the alternate benefit program for voluntary salary reductions to a maximum of 10% of the employee's base salary, to purchase from the Teachers' Insurance and Annuity Association annuities which are tax deferrable under section 403 (b) of the Federal Internal Revenue Code, as amended.

### **970 Leaves and Benefits**

The community college shall publish in the appropriate places its policy and the details of its leave and benefit programs, and file it with the Chancellor of Higher Education initially and each time the policy is revised.

### **980 Employee Health Services**

Each community college shall file with the Chancellor of Higher Education a policy statement regarding employee health services, and shall make such statement for all employees.

## **II. STANDARDS**

### **910 Employment of Faculty**

Employment of faculty should include the following considerations:

- (a) The faculty of a community college should consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty should include adequate preparation in the fields of specialization in which teaching assignments are performed.
- (b) In general, faculty members should have earned Master's Degrees or the equivalent in the subject or the fields to be taught. Relevant training and experience may be substituted for earned degrees.
- (c) So far as practicable, instruction should be given by faculty members who are employed full-time. The full-time faculty may be supplemented by equally competent part-time teachers serving under the supervision of full-time professional staff.
- (d) Professional personnel responsible for supervision should usually be employed on a full-time basis.

### **911 Support Personnel**

Adequate secretarial and clerical staff should be available for faculty as well as sufficient laboratory and technical assistance to make laboratory and large-group instruction meaningful and efficient.

### **912 Promotion and Notice**

Each college should publish its policies and criteria for promotion and dismissal.

**960 Compensation**

A compensation policy should establish salary ranges which should not exceed those established by the Board of Higher Education for the State Colleges.

**961 Teaching Load**

The normal teaching load should not be less than the load in effect at the State Colleges.

**962 Teaching Ratio**

The total institutional student-teaching faculty ratio should normally not exceed twenty-five students to one instructor on a full-time basis, excepting cases where self-instructional or differentiated staffing approaches are used, nor should it be below fifteen to one. In computing the ratio of students to teachers for the institution, the total number of full-time equated students should be divided by the total number of full-time equated teaching faculty members.

**963 Teaching Effectiveness**

The community college should devise means to evaluate the effectiveness of the instructional processes utilized in terms of student learning outcomes.

**964 Department and Division Chairmen**

The community college should establish specific standards and job designations for such chairmen and define their relationship to the faculty and administration, if such positions are provided for in the community college's pattern of organization.

**1-1000 STUDENTS  
AND  
STUDENT  
SERVICES**

## **I. REGULATIONS**

### **1010 Admissions and Attendance**

Each community college shall adopt policies governing admissions and attendance at the community colleges consistent with state regulations established by the Board of Higher Education.

### **1020 Admissions to a Regionalized Program**

Admissions criteria for a particular program that has been designated by the Board of Higher Education as a regional program shall not incorporate county of residence.

### **1030 Counseling Services**

Each community college shall provide a guidance and counseling program which shall be available to all students.

### **1040 Student Health Services**

Each community college shall file with the Chancellor of Higher Education a policy statement regarding student health services, and shall make such services available to all students.

### **1050 Student Rights and Responsibilities**

Each community college shall print in its catalog or in such other student information handbooks as are pertinent a clear statement of student rights and responsibilities and appeal procedures.

## **II. STANDARDS**

### **1010 Admission**

The requirements for admission to the community college and, where applicable, to individual programs as determined by the board of trustees should be appropriate in terms of the purpose of the institution and objectives of its educational programs. They should be clearly defined, published, and promulgated so that all applicants may know of the policies and standards of the institution.

### **1030 Counseling and Guidance Services**

Each community college should provide for a sufficient number of student services personnel with appropriate preparation to adequately serve the needs of students in such areas as registration, guidance, testing, counseling, financial aid, work-study supervision, student activities, assistance on transfer, job placements and follow-up, preparation of transcripts, record keeping and health services.

### **1031 Student Record Information**

Records should be compiled and protected from fire and theft and should include the following:

- (a) Personal data concerning the student, including residence and health status.
- (b) Scholastic achievement in the high schools and colleges previously attended.
- (c) Scholastic achievement in the institution in which enrolled.

### **1032 Integrity of Student Records**

- (a) Individual student records should be regarded as confidential, and should not be released without prior written consent by the student, except as otherwise provided by law.
- (b) In establishing policies and practices for the retention of permanent records for students who have withdrawn or graduated, a community college should be guided by the guidelines established by the American Association of Collegiate Registrars and Admissions Officers.

### **1050 Co-curricular Activities**

The college should provide, within the student personnel service area, a program of co-curricular activities in which students are encouraged to take leadership roles.

### **1051 Student Government**

The colleges should provide for and encourage the operation of a student government which should have

clear and defined responsibilities within the total governance of the institution.

**1-1100 LIBRARY—  
LEARNING  
RESOURCES**

## **I. REGULATIONS**

### **1110 Library – Learning Resources**

Each community college shall provide for an adequate library or learning resources center organized and equipped to complement the educational programs of the community college, in accordance with standards established by the Chancellor of Higher Education.

## **II. STANDARDS**

### **1110 Library and Learning Resources Budget**

The library and learning resources budget should be sufficient to build an appropriate collection, providing for annual purchase of books, magazines, and other instructional materials. In addition, provision should be made for specialized materials for faculty use, including reference works dealing with their instruction and the field of higher education.

# 1-1200 PHYSICAL FACILITIES

## **I. REGULATIONS**

### **1210 Long Range Plan**

Each community college shall prepare for approval by the Board of Higher Education a long range building plan, based on educational specifications incorporating the institution's objectives and philosophy, to include plans for physical plant and site analyses and financial projections with cost estimates for each phase of development planned for a ten-year period. Such plan shall be submitted to the Board of Higher Education not later than the second year of operation of a community college and shall be subject to review by the Board of Higher Education every three years.

### **1220 Plan for Physical Facilities**

Each community college shall prepare for physical facilities in accordance with the *Facilities Planning Standards And Approval Procedures For New Jersey Public Colleges and Universities*.

### **1230 Temporary Facilities**

A community college may not operate in temporary facilities for more than two years unless it has received approval from the Board of Higher Education for its permanent site and for a plan for developing permanent facilities.

### **1240 Site Selection**

The area of the site must provide adequate space for the community college's immediate and long-range requirements, as indicated by a master plan. In presenting a site for approval, the board of trustees of the community college shall submit data to the Chancellor of Higher Education to indicate that the site recommended has been selected with due regard for the following criteria:

- (1) The environment is appropriate to a comprehensive community college.
- (2) The topography permits economical construction of buildings and practical utilization of the land.

- (3) It is accessible via established routes of travel and convenient to public transportation.
- (4) Traveling time one way by automobile to the site from the residences of the majority of the students ought not exceed one hour.
- (5) Public utilities are near at hand.
- (6) Health and safety provisions relative to all aspects of institutional life shall be provided.

### **1250 Building Plans**

Building plans for all physical facilities at community colleges financed in whole or in part by state appropriations shall be subject to approval by the Chancellor of Higher Education before bids are solicited for the construction of such facilities.

### **1260 Application for Physical Facilities**

A community college board of trustees contemplating the construction, remodeling or rehabilitation of a building(s), or the acquisition of a building(s) or land for community college purposes shall submit an application for approval of the proposed construction, remodeling, rehabilitation or acquisition to the Chancellor of Higher Education. Such application shall set forth the need for the construction, remodeling, or rehabilitation of the building(s), or for the acquisition of the building(s) or land, the purpose for which it is to be used and an estimate of the cost of land to be acquired, site development, construction architect's fees, equipment, and other items necessary for the completion of the facility as set forth in the *Facilities Planning Standards And Approval Procedures For New Jersey Public Colleges and Universities*.

### **1270 Building Standards**

Physical facilities at all community colleges shall meet all applicable space, cost, fire, safety, building, sanitation, heating, lighting, ventilation, and other such standards of the State of New Jersey and the Chancellor of Higher Education.

### **1280 Bidding Procedures**

Bidding procedures and the awarding of contracts for construction of physical facilities at community colleges shall be in accordance with State law.

### **1290 Purchasing Procedures**

In order to insure that public funds are expended to the best advantage of the community college and the public, each college shall adopt purchasing policies in accordance with the principles embodied in the *General Accounting and Procedures Manual For State-Supported County Colleges*.

## **II. STANDARDS (Reserved)**

1-1300 OFFICIAL  
PUBLICATIONS

## **I. REGULATIONS**

### **1310 Catalogs**

Updated catalogs shall be printed at intervals not to exceed two calendar years, in quantities sufficient to supply interested persons. Five copies of each official catalog shall be deposited with the Chancellor of Higher Education.

## **II. STANDARDS**

### **1310 Content of Catalogs**

Official catalogs should contain at least the following information:

- (1) Date of publication.
- (2) Official name of the community college.
- (3) Institutional purpose and curricular objectives.
- (4) Description of facilities.
- (5) Accreditation and affiliation.
- (6) School calendar.
- (7) List of the board of trustees.
- (8) List of all full-time professional employees, their degrees and the institutions which awarded those degrees.
- (9) Student welfare and basic services.
- (10) Expenses, fees, refund policy, and scholarships.
- (11) Admissions and graduation requirements.
- (12) Curriculum and course information.
- (13) Reference to other publications concerning rules and regulations of the college governing student behavior.
- (14) Any and all other information appropriate to the function of any institution, including transfer and articulation arrangements.