

ATLANTIC CAPE COMMUNITY COLLEGE

INSTITUTIONAL PROFILE

SEPTEMBER 2012



ATLANTIC
CAPE
COMMUNITY
COLLEGE

INSTITUTIONAL
RESEARCH &
ASSESSMENT

FACILITIES,
PLANNING AND
RESEARCH



SUBMITTED TO:

THE NEW JERSEY SECRETARY OF HIGHER EDUCATION

ATLANTIC CAPE COMMUNITY COLLEGE

PREFACE

OVERVIEW

Atlantic Cape Community College is a comprehensive, student-centered institution of higher education that prepares students to live and work in the 21st Century – an increasingly culturally diverse society, where technology is used in all areas of life and where modern communications has made us all citizens of the world. Accordingly, we offer the residents of Atlantic and Cape May counties, and others, associate degrees, liberal arts transfer programs, certificate programs and a wide range of technical training and courses for professional and personal growth. We provide access to these courses and programs by maintaining a moderate tuition rate, pursuing open admissions and affirmative action policies, and offering developmental programs and other support services. We respond to the economic, social, academic, cultural, and workforce needs of a diverse constituency by working in partnership with other schools, business and industry, and government. Atlantic Cape Community College and its employees serve the community by providing educational and support services that encourage students to pursue academic excellence, professional growth, and high ethical standards throughout their lives.

MISSION STATEMENT

- ❖ Atlantic Cape Community College creates opportunity by providing access to superior educational programs.

INSTITUTIONAL HISTORY

In 1947, the President's Commission of Higher Education brought the concept of the community-centered school into reality. The community college movement gained momentum throughout the United States during the 1950s as the student population accelerated its growth in the years following World War II.

In Atlantic County, various groups urged that a college be established in this area with the goals of providing an educational service to the entire community and discovering and developing individual talents at low cost with easy access. The Citizens' Centennial Committee on Adult Education for Atlantic City was instrumental in stimulating interest in a local college. The efforts of such groups, combined with those of educators, legislators and individuals, resulted in the passage of the New Jersey County College Act, which established county colleges in 1962.

Following the passage of the New Jersey County College Act, a special committee of County Freeholders and educators prepared a study that showed the need for such an institution in Atlantic County. In December 1963, the New Jersey Department of Education granted approval for the establishment of Atlantic Community College which became the second community college to be organized by the state on April 14, 1964.

The site for the college was selected on November 19, 1964, and official ground-breaking ceremonies for its nine-building complex in Mays Landing were held in November 1966. Atlantic Community College opened its doors to students in September 1966 using facilities rented from Atlantic City High School. In February 1968, the college moved to its present campus on the Black Horse Pike (U.S. Route 322) in Mays Landing. In the spring of 1982, major work was completed on a two-year, \$7 million expansion project. This project included two new buildings, expanded student service facilities, the Academy of Culinary Arts and additional classroom and office space.

In that same year, the former Atlantic City Electric Company building, located in Atlantic City, was purchased by Atlantic County for the college. By 1984, a \$4 million renovation project transformed the aging building into a beautiful modern facility housing the Casino Career Institute (CCI). CCI was the country's first gaming school affiliated with an institution of higher education. A second major renovation was completed in 2008. This renovation houses the Health Professions Institute in 9,000 square feet of previously underutilized space. The College's Atlantic City Campus was renamed in memory of Atlantic County's first county executive, Charles D. Worthington, in April 2001. Mr. Worthington was involved with the College, first as chairperson of its Educational Opportunity Fund Advisory Board and then as Atlantic County Executive in supporting the establishment of many college programs and the development of the Atlantic City Campus.

The William J. Spangler Library on the Mays Landing campus was expanded and renovated in 1990, adding a mezzanine level, a computer lab with space for more than 90 personal computers, faculty and administrative offices, small study/meeting rooms, a classroom/meeting room and typing, video and audio tape rooms.

The Academy of Culinary Arts expanded facility, which opened in October 1991, features more than 28,250 square feet of space. The entrance opens to an atrium lobby. The building

provides teaching kitchens, classrooms, a 90-seat gourmet restaurant, service and storage areas, and administrative and faculty offices.

Since 1973, the college has been the main provider of community college education to Cape May County residents. For many years, Cape May County officials studied ways to bring better higher educational opportunities to its residents.

In July 1995, the New Jersey Commission on Higher Education declined Cape May County's request for an independent college and recommended that it enter into a partnership with a neighboring community college, citing such benefits of a joint college as a larger population base, economies of scale, immediate availability and accreditation of curricula, and elimination of duplication of efforts and costs.

Cape May County requested jointure proposals in February 1997. As a result, on January 1, 1999, Atlantic Community College officially became a joint college encompassing Atlantic and Cape May counties. The Board of Trustees approved a new name for the joint college: Atlantic Cape Community College (Atlantic Cape) in February 1999. The Cape May County Campus (CMCC) opened in August 2005. The 68,000-square-foot facility features a brick façade and two wings that house an information commons that includes a combination library and computer lab; a 100-seat lecture hall; a cafeteria; and 19 classrooms—including chemistry and biology labs, three academic computer labs, two continuing education computer labs and one distance education classroom. In addition, Atlantic Cape provides support services facilities, including counseling, testing, tutoring and financial aid offices as well as administrative offices at CMCC.



Dr. Peter L. Mora
President

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II. DATA BY CATEGORY

A. ACCREDITATION STATUS

INSTITUTIONAL ACCREDITATION

Atlantic Cape Community College (Atlantic Cape) is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education. The Middle States Association of Colleges and Schools is a regional institution accrediting body recognized by the U.S. Department of Education. MSCHE visited Atlantic Cape in 2006 and full accreditation was reaffirmed in March 2008. A five-year periodic review will take place in 2013.

PROFESSIONAL ACCREDITATION AND CERTIFICATIONS

The Associate in Applied Science degree program in Nursing is accredited by the NJ Board of Nursing and the National League for Nursing.

The Respiratory Care Program offered in cooperation with the University of Medicine and Dentistry of New Jersey, School of Health-Related Professions (UMDNJ-SHRP), is accredited by the Committee on Accreditation of Allied Health Education programs and Accreditation of the American Medical Association. Upon successful completion of the program, students receive a joint Associate in Applied Science degree from Atlantic Cape and UMDNJ-SHRP.

The Paralegal Studies Program is approved by the American Bar Association.

The American Association of Collegiate Registrars and Admissions Officers, though not an accrediting agency, has given Atlantic Cape an "A" rating, which indicates that the credits for Atlantic Cape students transferring to other institutions should be given full value.

Atlantic Cape is an approved education provider for Counseling Skills in Addiction Counseling as prescribed by Addiction Professionals Certification Board of New Jersey.

The Foundation of the American Culinary Federation (ACF) granted accreditation to the Academy of Culinary Arts on July 12, 2008, for a three-year period.

The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA), formally known as the Commission on Accreditation for Hospitality Management (CAHM).

The Surgical Technology program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Accreditation Review Committee of Surgical Technologists.

The Certified Nurses Aid program is approved by the NJ Department of Health and Senior Services.

The Certified Home Healthaid Program for Certified Nurses Aid is approved by the NJ Board of Nursing.

B. NUMBER OF STUDENTS SERVED

1. ENROLLMENT BY ATTENDANCE STATUS

Table II.B.1.

Attendance Status, Fall 2011		
	Num	Pct
Full-time	3,827	50.4%
Part-time	3,765	49.6%
Total	7,592	

Source: IPEDS Fall Enrollment Survey

2. NON-CREDIT ENROLLMENT

Table II.B.2.

Non-Credit - FY 2011				
	Total # of Registrations ¹	Unduplicated Headcount	Total Clock Hours*	Total FTEs ²
Open Enrollment	2,914	1,454	241,335	536
Customized Training	5,211		115,024	256

¹Includes all registrations in any course that started on July 1, 2010 through June 30, 2011

²FTEs were computed by converting clock hours to credit hours (by dividing by 15), then converting credit hours to FTEs (dividing by 30).

*One Clock Hour = 60 minutes

Source: SURE Non-Credit Open Enrollment file and NJ IPEDS Form #31, Customized Training

3. UNDUPLICATED ENROLLMENT

Table II.B.3.

Unduplicated Enrollment, FY 2011		
Headcount Enrollment	Credit Hours	FTE
11,219	171,709	5,724

Source: IPEDS 12-Month Enrollment Survey

C. CHARACTERISTICS OF UNDERGRADUATE STUDENTS

1. ENROLLMENT IN REMEDIATION

Atlantic Cape administers the Accuplacer® Placement Test to all entering students. Testing is coordinated by the Director of Testing.

Table II.C.1.a.

Enrollment Fall, 2011		
Total Enrollment	Enrolled in Remedial Courses	% of Total
7,592	2,062	27.2%

Table II.C.1.b.

FTFT Students in Remediation, Fall 2011		
Total FTFT Students Total	Enrolled in Remedial Courses	% of FTFT
1,107	749	67.6%

Table II.C.1.c.

FTFT Students in Remediation by Subject Area, Fall 2011		
Subject Area	Number Enrolled	% of FTFT
Algebra	653	58.9%
English/Reading/Writing	508	45.8%

Source: SURE Fall Enrollment File

2. RACE/ETHNICITY, SEX, & AGE

Table II.C.2.a.

Enrollment by Race/Ethnicity, Fall 2011						
	FT		PT		Total	
White	1,780	46.5%	1,866	49.6%	3,646	48.0%
Black	518	13.5%	534	14.2%	1,052	13.9%
Hispanic	515	13.5%	482	12.8%	997	13.1%
Asian	262	6.8%	274	7.3%	536	7.1%
Am. Indian	24	0.6%	12	0.3%	36	0.5%
Alien	67	1.8%	57	1.5%	124	1.6%
Race Unknown	661	17.3%	540	14.3%	1,201	15.8%
Total	3,827	50.4%	3,765	46.9%	7,592	100%

Table II.C.2.b.

Enrollment by Sex, Fall 2011						
	FT		PT		Total	
Male	1,687	44.1%	1,387	36.8%	3,074	40.5%
Female	2,140	55.9%	2,378	63.2%	4,518	59.5%
Total	3,827	50.4%	3,765	46.9%	7,592	100%

Table II.C.2.c.

Enrollment by Age, Fall 2011						
	FT		PT		Total	
<18	12	0.3%	64	0.3%	76	1.0%
18-19	1,663	43.5%	491	11.3%	2,154	28.4%
20-21	1,068	27.9%	693	15.5%	1,761	23.2%
22-24	442	11.5%	661	18.2%	1,103	14.5%
25-29	279	7.3%	617	17.3%	896	11.8%
30-34	135	3.5%	381	10.2%	516	6.8%
35-39	66	1.7%	262	8%	328	4.3%
40-49	117	3.1%	408	12.5%	525	6.9%
50-64	41	1.1%	161	5.4%	202	2.7%
65+	4	0.1%	27	0.6%	31	0.4%
Unk	0	0.0%	0	0.7%	0	0.0%
Total	3,827	50.4%	3,765	46.9%	7,592	100%

3. NUMBER OF STUDENTS RECEIVING FINANCIAL ASSISTANCE

Under each state-funded aid program, including both need-based & merit-based, both grants and loans (TAG, EOF, OSRP, Distinguished Scholars, Urban Scholars, NJSTARS and NJCLASS).

Table II.C.3.

Financial Aid from State-Funded Programs, FY 2011			
	Recipients	Dollars	\$/Recipient
State Programs			
Tuition Aid Grants (TAG)	1,793	2,241,000	1,249.86
Educational Opportunity Fund (EOF)	294	220,000	748.30
Outstanding Scholars (OSRP)	0	0	0
Distinguished Scholars	8	5,000	625.00
Urban Scholars	13	10,000	769.23
NJ STARS	139	381,000	2,741.01
NJCLASS Loans	35	264,000	7,542.86
Federal Programs			
Pell Grants	4,986	15,728,000	3,154.43
College Work Study	101	157,000	1,554.46
Perkins Loans	0	0	0
SEOG	552	183,000	331.52
PLUS Loans	40	313,000	7,825.00
Stafford Loans (Subsidized)	1,278	3,809,000	2,980.44
Stafford Loans (Unsubsidized)	1,043	2,943,000	2,821.67
SMART & ACG or other	607	389,000	640.86
Institutional Programs			
Grants/Scholarships	330	293,000	887.88
Loans	0	0	

Source: NJ IPEDS Form #41 Student Financial Aid Report

4. PERCENT OF STUDENTS WHO ARE NEW JERSEY RESIDENTS

Table II.C.4.

First-time Full Time Enrollment By State Residence, Fall 2011			
State Residents	Non-State Residents	Total	% State Residents
1,106	2	1,108	99.8%

Source: IPEDS Fall Enrollment Survey

D. STUDENT OUTCOMES

1. GRADUATION & TRANSFER RATES

Table II.D.1.a

Fall 2008 FTFT Two Year Graduation Rate

Fall 2008 Cohort	1,065	
Graduated after 2 years	21	2.0%

Source: IPEDS Graduation Rate Survey

Table II.D.1.b.

Fall 2008 FTFT Three Year Graduation & Transfer Rate

	Cohort	Graduated		Transferred	
Total	1,065	162	15.2%	178	16.7%
White	644	118	18.3%	116	18.0%
Black	138	12	8.7%	24	17.4%
Hispanic	131	10	7.6%	16	12.2%
Asian	62	11	17.7%	15	24.2%
Other	90	11	12.2%	7	7.8%

Source: IPEDS Graduation Rate Survey

2. FIRST TIME STUDENTS RETENTION RATES

Table II.D.2.

Fall 2010 to Fall 2011

	Fall 2010 Cohort	Retained	Rate
Full Time	1,395	866	62.1%
Part Time	532	206	38.7%

Source: IPEDS Fall Enrollment Survey, Part E

E. FACULTY CHARACTERISTICS

1. FULL-TIME FACULTY BY RACE/ETHNICITY, SEX, AND TENURE STATUS

Table II.E.1

Fall 2011																
	White		Black		Hispanic		Asian*		Amer. Ind.		Alien		Race Unk*		Total	
	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
TENURE																
Professors	4	6	1		1										6	6
Associate Prof.	10	9		1		2	1								11	12
Assistant Prof.	9	24	1	1				1							10	26
All Others															0	0
TOTAL	23	39	2	2	1	2	1	1	0	0	0	0	0	0	27	44
W/O TENURE																
Professors															0	0
Associate Prof.															0	0
Assistant Prof.	6	8		1				1							6	10
All Others	10	6			1	1									11	7
TOTAL	16	14	0	1	1	1	0	1	0	0	0	0	0	0	17	17
TOTAL																
Professors	4	6	1		1										6	6
Associate Prof.	10	9		1		2	1								11	12
Assistant Prof.	15	32	1	2				2							16	36
All Others	10	6			1	1									11	7
TOTAL	39	53	2	3	2	4	1	2	0	0	0	0	0	0	44	61

Source: IPEDS Human Resources Survey

* Note: Asian includes Pacific Islanders ; and Unknown includes 2 or More Races

2. PERCENTAGE OF COURSE SECTIONS TAUGHT BY FULL-TIME FACULTY

Table II.E.2

Percentage of Courses taught, Fall 2011		
Total Course Sections	Full-time Faculty	Part-time Faculty*
2645	46.0	54.0

*Note: Includes Full-time Administrators
Source: Atlantic Cape Institutional Research

3. RATIO OF FULL-TO PART-TIME FACULTY

Table II.E.3

Ratio of Full- to Part-time Faculty, Fall 2011		
Full-time	105	23.6%
Part-time	339	76.4%
Total	444	100.0%

Source: IPEDS Human Resources Survey

F. CHARACTERISTICS OF THE TRUSTEES

The Atlantic Cape Community College Board of Trustees is made up of fifteen (15) members. By statute, seven (7) members are appointed by the County Executive of Atlantic County with the approval of the Freeholders, and three (3) members are appointed by the Cape May County Board of Chosen Freeholders. The Executive Atlantic County Superintendent of Schools (1) and Executive Cape May County Superintendent of Schools (1) are members of the Board by statute. The Governor appoints two (2) members, one from each county. One (1) non-voting alumnus member from Atlantic or Cape May County is elected for a one-year term by each year's graduating class. The current Board membership includes nine Caucasian males, three Caucasian females, one African-American male, and two Hispanic females. They are active in education, healthcare, utilities, public service, law, banking, hospitality, industry, and community businesses.

The Board sets policy and has final authority over budgets and expenditures, and the President is responsible for internal administrative operations. The most important function of the Board is the selection, evaluation and retention of the college president. The current president is under contract, with retention and contract renewal contingent on performance/evaluation guidelines established by the Board. The Board sets the policies and procedures for the college.

Board members participate in national, state and local civic professional organizations as well as political and charitable organizations. Members understand the community college mission and the legal and fiscal duties stipulated in state statutes and state board of education regulations. They are active outside regular Board meetings, participating in legislative action relevant to community colleges.

1. RACE/ETHNICITY & SEX

Governing Board Characteristics			
	Male	Female	Total
White	10	3	13
Black	1		1
Hispanic		1	1
Asian			
Am. Indian			
Alien			
Unknown			
Total	11	4	15

2. LIST OF TRUSTEES WITH TITLES AND AFFILIATIONS

ROBERT J. BOYER, CAPE MAY COUNTY

Board member since: 2000, Chairperson

Committees:

- Ex Officio, Academic & Student Affairs
- Ex Officio, Foundation Liaisons
- Ex Officio, Budget, Finance & Audit
- Ex Officio, Diversity, Equity & Community Service
- Ex Officio, Long Range Planning & Capital Projects
- Ex Officio, Personnel & Board Development
- Ex Officio, President Evaluation

Other community involvement:

- Trustee Ambassador, NJ Council of County Colleges
- Middle After School Kare Program
- Cape May County Special Services School District Board
- Cape Cares Foundation

Employment:

Retired, Executive Vice President and Chief Operating Officer , Cape Bank

DAVE COSKEY, CAPE MAY COUNTY

Board member since: 2011

Committees:

- Budget, Finance & Audit
- Diversity, Equity & Community Service

Other community involvement:

- Atlantic City Alliance
- Atlantic City Convention & Visitors Authority
- Wetlands Institute

Employment:

President, Longport Media, LLC.

THOMAS J. DOWD, EXECUTIVE SCHOOL SUPERINTENDENT OF ATLANTIC COUNTY

Board member since: 2009

Committees:

- President Evaluation

Employment:

Executive County School Superintendent for Atlantic County

DAVID A. EVANS, STATE APPOINTEE

Board member since: 2005, Vice Chair

Committees:

- Chair, President Evaluation
- Academic & Student Affairs
- Personnel & Board Development

Other community involvement:

- Trustee Ambassador, NJ Council of County Colleges
- Vietnam Veterans Association

Veterans of Foreign Wars
Galloway FSA
The American Legion
Employment:
Social Studies Teacher, Galloway Public Schools

BRIAN FERRANTE, ALUMNI REPRESENTATIVE

Board member since: 2011
Committees:
Academic & Student Affairs
Occupation:
Student, New Jersey City University

BRIAN G. LEFKE, ATLANTIC COUNTY

Board member since: 1995
Committees:
Budget, Finance & Audit
Long Range Planning & Capital Projects
Other community involvement:
Executive Committee of the Association of New Jersey Recyclers
New Jersey Pinelands Commission
Somers Point Planning Board
Employment:
Vice President, Solid Waste & Authority Board Secretary,
Atlantic County Utilities Authority

MARY B. LONG, CAPE MAY COUNTY

Board member since: 1998
Committees:
Academic & Student Affairs
Long Range Planning & Capital Projects
Budget, Finance & Audit
Other community involvement:
Trustee Ambassador, NJ Council of County Colleges
Board Officer of C.A.R.A
Cape May Mental Health Board
Cape May Drug and Alcohol Board
Cape May County Advisory Commission on the Status of Women
Cape May Human Services Council
United for Peace
Stone Harbor Garden Club
Wetlands Institute
Cape May University Women
Employment:
Retired Educator and Human Services Representative

ANDREW W. MELCHIORRE, STATE APPOINTEE

Board member since: 2004

Committees:

Chair, Academic & Student Affairs
Long Range Planning & Capital Projects

Other community involvement:

American Red Cross
Board of Education of the Middle Township School District
NJ Supreme Court Attorney's Ethics Committee
Middle Township Board of Health
Cape Atlantic HIV/AIDS Consortium
County Alliance on Mental Health
Alcohol and Drug Abuse
Community Health Action Partnership
March of Dimes
Governor' Council on Fitness and Sports

Employment:

Retired Health Educator

Maria Mento, Atlantic County

Board member since: 2010

Committees:

Budget, Finance & Audit
Personnel & Board Development

Other community involvement:

American Red Cross (Southern New Jersey Chapter)
Rowan University Accounting Advisory Board
Women's Leadership Initiative, United Way of Atlantic County

Employment:

Executive Vice President & Chief Financial Officer,
Atlantic County Utilities Authority

DON PARKER, ATLANTIC COUNTY

Board member since: 2007

Committees:

Chair, Personnel & Board Development
Foundation Liaison

Other community involvement:

Gilda's Club of South Jersey
United Way of Atlantic County
Atlantic/Cape May Workforce Investment Board
Atlantic City Mainland Regional Chamber of Commerce
Cape Atlantic Big Brothers and Sisters

Employment:

Carlisle and Associates LLC, Innovative Healthcare Solutions
Adjunct Professor, Richard Stockton College

ERIC REYNOLDS, ATLANTIC COUNTY

Board member since: 2003

Committees:

- Chair, Foundation Liaisons
- Personnel & Board Development
- President Evaluation

Other community involvement:

- Metropolitan Business and Citizens Assoc. Board
- Advisory Committee, Nontraditional Career Resource Center at Rutgers University
- American Conference on Diversity Board
- NJ State Education & Training Commission's Council on Gender Parity in Labor & Education
- Atlantic Cape May Workforce Investment Board
- First Tee of Greater A.C. (formerly-Urban Youth Golf Program)
- Egg Harbor Township Golf Corporation Board

Employment:

- Vice President, Community & Employment Initiatives,
Borgata Hotel Casino & Spa

Dr. Richard Stepura, Executive School Superintendent of Cape May County

Board Member since: 2011

Committees:

- Foundation Liaisons
- Personnel & Board Development

Other Community Involvement:

- Adjunct Faculty, Felician University, Montclair State University, Graduate School of
Education at Rutgers University

Employment:

- Executive County School Superintendent of Cape May County

NICHOLAS F. TALVACCHIA, ATLANTIC COUNTY

Board member since: 2000

Committees:

- Budget, Finance & Audit
- Long Range Planning & Capital Projects

Other community involvement:

- UNICO National Service Organization
- UNICO Scholarship Foundation
- New Jersey State Bar Association
- Atlantic County Bar Association

Employment:

- Attorney, Cooper Levenson Attorneys at Law
- Adjunct Professor, Rutgers University

MARIA IVETTE TORRES, ATLANTIC COUNTY

Board member since: 2003, Treasurer

Committees:

- Chair, Budget, Finance & Audit

Academic & Student Affairs
Diversity, Equity & Community Service
Other community involvement:
Trustee Ambassador, NJ Council of County Colleges
Higher Education Student Assistance Authority
Hispanic Alliance of Atlantic County
HAAC Education Committee
Employment:
Retired, Oakcrest High School, Guidance Counselor

HELEN W. WALSH, ATLANTIC COUNTY

Board member since: 2005

Committees:

Chair, Diversity, Equity & Community Service
Chair, Long Range Planning & Capital Projects
Budget, Finance & Audit

Other community involvement:

Women's Leadership Initiative, United Way of Atlantic County
Advocacy and Financial Support for Success by Six- Early Childhood Programs
Board of Directors, Atlantic Heritage Center and Volunteer
Board Member, United Way for Atlantic County
Board Member, American Conference on Diversity, Atlantic County Chapter

Employment:

Retired, County Administrator

3. URLs OF WEB PAGES WITH INFORMATION ON TRUSTEES

<http://www.atlantic.edu/about/board/trustees.html>

G. PROFILE OF THE INSTITUTION

1. DEGREE & CERTIFICATE PROGRAMS

ASSOCIATE IN ARTS

The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 45 semester credit hours or equivalent.

Associate in Arts Degree Programs - Liberal Arts Option

Business Administration
Child Development/Child Care
Communication
Education
History
Liberal Arts
Literature
Performing Arts
Psychology
Social Science
Sociology
Studio Art

ASSOCIATE IN SCIENCE

The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as pre-baccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

Associate in Science Degree Programs

Business Administration

Business Administration - Economics Option

Computer Information Systems

Computer Information Systems - Computational Science Option

Computer Information Systems – Geographic Information Systems

Criminal Justice

General Studies

Human Services

Paralegal Studies

Science and Mathematics

Science and Mathematics - Biology Option

Science and Mathematics - Chemistry Option

Science and Mathematics - Mathematics Option

ASSOCIATE IN APPLIED SCIENCE

The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

Associate in Applied Science Degree Programs

Accounting
Accounting - Accounting Information Systems Option
Air Traffic Control Terminal
Business Administration
Computer Programming
Computer Programming - Database Design and Development Option
Computer Systems Support
Computer Systems Support - Digital Media Production Support
Computer Systems Support - Web Technologies Option
Culinary Arts
Culinary Arts - Baking and Pastry Option
Food Service Management
Hospitality Management
New Media Studies
Nursing
Office Systems Technology
Office Systems Technology - Computing for Small Business Option
Paralegal Studies
Respiratory Therapy
Technical Studies
Technical Studies - Business Management Option
Technical Studies - Computer Technician
Technical Studies - Health Professions Option
Technical Studies - Microsoft Certified Systems Engineer Option
Technical Studies - Solar Energy Technology

CERTIFICATE PROGRAMS

Certificate programs contain fewer semester credits than degree programs and certify students in a particular employment area. Credits earned through a certificate program may be applied to an associate degree in a related field or in general education. The certificate program shall consist of 30-36 semester hours, which includes general education courses of 6 semester credit hours or the equivalent.

Certificate

Business Paraprofessional Management

Computer Security

Human Services

PROFESSIONAL SERIES PROGRAMS

The Professional Series are groups of selected courses in related subject areas which provide students with entry-level skills for specific jobs. Each series can be taken on a part-time basis, with many courses being offered online. Students can complete many of the series in less than a year; others have certain sequence courses, which may take longer. Students begin and end a series at their own pace. Upon completion of a series, students receive a letter of recognition from the College. All credits earned may be applied toward an associate degree in one of Atlantic Cape's degree programs.

Professional Series Programs

Specialist

Accounting
 Addiction Counseling
 Bilingual Office Assistant
 Computer Forensics
 Computer Security
 Computerized Accounting
 Computing for Small Business
 Desktop Publishing
 Educational Office
 Geographic Information Systems Office
 Help Desk
 Legal Office
 Media Production
 Medical Office
 Microsoft Office
 Multimedia
 Office Assistant
 Office Automation
 Office Professional
 Office Receptionist
 Oracle Database and GIS
 Oracle SQL Programming & Database Design
 Personal Computer
 Records and Information Management
 Small Business Management

Specialization

Baking and Pastry
 Catering
 Food Service Management
 Hot Food

Professional

Business Leadership
 Electronic Business
 Hospitality Marketing
 Human Resources
 Restaurant Supervision
 Visual Communication
 Web Design

Other

Child Development Associate (CDA)
 Civics Series

CONTINUING EDUCATION

Atlantic Cape Community College provides a wide range of educational and training programs to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce or looking to enhance personal skills, Atlantic Cape provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both the companies' need for skilled workers and the individual's need to increase skills are met. Continuing education programs and collaborations include:

Career Training Certificate Programs

Career Training Certificate Programs prepare students for entry-level positions in a variety of demand occupations. Career Training Programs are designed to help one obtain the skills and accreditations necessary to begin a new career or change careers in a few months. Experienced teachers utilizing modern, state-of-the-art equipment provide students with a well-rounded curriculum designed to successfully obtain employment. Upon successful completion, college credit is awarded for most Career Training Programs.

Career Training Programs

- Computer Technical Solutions Series
- A+ Certification
- Net+ Certification
- Network Administration
- Microsoft Office 2007 with Quickbooks
- Microsoft Certified IT Professionals (MCITP)
- CISCO Certified Network Assistant
- Web Design Professional
- Bookkeeping with Computer Applications
- Office Technology Specialist
- Culinary Arts Program
- Geospatial Certification

Atlantic Cape Community College is a Microsoft IT and Cisco Academy. Affiliation with both academies enables learning institutions to connect the world of education to the world of work by enabling faculty and students to acquire new technology skills in an academic setting. Cutting-edge curriculum and cutting-edge software tools provide students with experience in real-world challenges in the classroom environment.

Casino Career Institute

The Casino Career Institute (CCI), located in the Worthington Atlantic City Campus at 1535 Bacharach Boulevard in Atlantic City, provides services to the people and gaming industry of Atlantic

County. It has been approved by the NJ Department of Higher Education and licensed by the NJ Casino Control Commission.

More than thirty years ago, Atlantic Cape Community College founded CCI in response to the advent of gaming in the state of New Jersey. This resulted in CCI becoming the first gaming school in the nation affiliated with a fully accredited community college. Since that time, CCI has prepared more than 50,000 people for positions in slot technology, surveillance, security, and table games and created successful customized training programs for incumbent workers in the industry.

CCI graduates are recognized and employed around the world at all levels in the industry. Our instructors are recognized experts in the field and provide leading edge training supported by a high-quality and effective curriculum. CCI works closely with professionals in the industry to craft customized training and consulting services to meet employer and worker needs. CCI has become a recognized educational leader that has developed formal partnerships with other educational institutions and government agencies around the world.

Institute for Service Excellence

In March 2007, the Institute for Service Excellence opened as an Atlantic Cape partnership with the New Jersey Department of Labor and Workforce Development, the Atlantic Cape May Workforce Investment Board (WIB), the National Retail Federation, the Casino Reinvestment Development Authority, and Kravco-Simon Development Company. The Institute for Service Excellence (ISE) provides retail, tourism, hospitality, and other service industry employers with access to training programs that focus on the challenges of attracting and retaining a diverse and talented workforce. The Institute works closely with area employers for job placement services. The Institute is located at 4403 Black Horse Pike on the second floor in the Hamilton Mall and trains workers for the high-growth hospitality and emerging retail industries. The Institute includes two classrooms, a computer lab, conference room, resource room and offices. The Institute provides ESL and retail, sales and service training to unemployed and underemployed individuals and workers seeking to advance their skills. The Institute is a licensed testing site for the National Certification in Customer Service.

Adult Basic Skills/Literacy

The program delivers educational services for adults who lack the basic skills necessary for literate functioning, productive employment, effective parenting and citizenship in Atlantic and Cape May counties. Courses include Adult Basic Education, GED Preparation and English as a Second Language integrated with Civics Education.

Health Professions Institute Facility (HPI)

HPI opened in 2008 and occupies approximately 5,600 square feet of the more than 9,000 square feet of renovations on the first floor of the Worthington Atlantic City Campus. The Institute includes a science lab, lecture classrooms and a computer center. Students receive comprehensive allied and auxiliary health training for a number of health care careers, such as Surgical Technician,

Certified Nurse Aide, Medical Terminology, Phlebotomy, Clinical Medical Assistant and Medical Administrative Office Specialist.

The Institute was funded by a \$1.2 million capital grant from the U.S. Department of Commerce and \$1.8 million in state and Atlantic County funds, plus approximately \$350,000 from the Casino Reinvestment Development Authority for the A & E expenses. The project also was backed by the Atlantic Cape May WIB Healthcare Partnerships and executives in the health care industry.

The creation of the Health Professions Institute came in response to the growing demand for skilled health care workers in the region. By 2010, there were expected to be health care jobs created in New Jersey, according to the NJ Department of Labor and Workforce Development. Nearly 10 percent of all workers in Atlantic and Cape May counties will be employed in the health care sector. The Health Professions Institute improves opportunities for individuals to acquire skills for these demand occupations with high wage potential, benefits and career mobility. The programs prepare students for the necessary certification exams and/or entry-level positions in their selected field as well as articulated credit in Atlantic Cape health programs.

Training Services for Business

Atlantic Cape's Office of Corporate Training delivers training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and helps employers meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by Atlantic Cape can be customized to an organization's specifications. The Office of Corporate Training also provides comprehensive needs assessments and assistance with customized training applications to the NJ Department of Labor and Workforce Development.

Professional Development and Personal Enrichment

Atlantic Cape provides courses to meet the educational training and personal and professional development needs of Atlantic and Cape May county residents. Community education programs offer a wide range of workshops and seminars to help professionals enhance their skills or learn new ones. Personal enrichment classes are offered; from learning the latest dance moves to buying a computer or mastering the newest software applications. Classes are offered evenings and weekends at all three college sites and at various locations throughout Atlantic and Cape May counties.

- Club 60 Plus offers topical workshops and seminars designed to enhance the personal, professional and social lives of senior citizens living in Atlantic and Cape May counties. The college conducts workshops at convenient locations throughout the region where participants enjoy quality instruction and state of the art facilities.
- The Green Education Institute provides education and training to realtors, contractors, construction workers, architects, electricians, designers, builders, municipal officials and those who seek an understanding of green building principles, methodologies and sustainability for professional or personal interest.

Tech Prep Program

The Tech Prep program is designed to provide students continuity of learning and educational opportunities. It combines secondary and post-secondary education programs, through a formal articulation agreement, providing a program of studies leading to an associate degree. In addition, it focuses on the design of a strong academic and technical secondary program preparing high school students to continue their education at a two-year college. The procedure to be followed and the criteria for eligibility have been established and agreed upon by the participating schools.

The Atlantic Cape policy requires that high school students complete assigned course work at a designated mastery level. The courses will be applied to the specific degree program in which they were articulated. The credits are applied to the student's transcript immediately upon matriculation to the degree program. Programs in which courses have been articulated are: Accounting, Allied Health, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Hospitality Management and Office Systems Technology.

2. OTHER

REGIONAL ATLANTIC CAPE COLLABORATIONS

- 2009-present Geographic Information Systems (GIS) Workforce Education Project of Southern New Jersey, a partner between Atlantic Cape and various area schools, community employers and organizations.
- 2002-2007 The Borgata Resort and Spa Casino – **Atlantic City Jobs and Opportunities Program**, job readiness and literacy instruction.
- 2005–present **Institute for Service Excellence** with NRF, Kravco-Simon, Atlantic Cape May WIB, NJ DOL and Workforce Development, CRDA, employer partners (Macys, Target, and Ecolab, among many others).
- 2004 **Retail Industry Potential Worker Training** for 288 new workers including English as a Second Language, Job Readiness and Sales/Customer Service training.
- 2003-2006 **Robert Wood Johnson New Jersey Health Initiative** 3-year planning grant to enhance workforce supply of registered nurses.
- 2003-2004 **US DOL Bilingual Culinary** training program collaboration with Nevada Partners, Las Vegas. Training incumbent workers to move up the career ladder.
- 2001-2003 **SJ HOPE** – Trained and placed over 900 new workers in the hospitality industry, trained more than 1,300 incumbent workers in career ladder programs, established an employer-based technology center at Caesars Atlantic City.
- 2001 **Atlantic City Partners** – US DOL grant to build regional industry-wide collaboration for recruitment and placement in the hospitality industry.
- 1998-2001 **Atlantic City First** – 1,000 potential workers trained and placed in the area’s hospitality industry.
- 1992-present **Casino Consortium** – More than 30,000 incumbent workers trained in hospitality industry alone.

REGIONAL/GLOBAL COLLABORATIONS (CASINO CAREER INSTITUTE)

- Jamaica Gaming, Betting & Lotteries Commission – Train the Trainer
- St. Claire College, Ontario – Train the Trainer, curriculum purchase
- Blackpool & The Fylde College, UK – Advisory and consulting services
- Macao Tourism & Casino Career Centre, China – Train the Trainer, Curriculum Lease, Joint Certificates, Online courses
- Barbados Department of Commerce and Consumer Affairs – Games Protection Training
- Delaware Technical & Community College – Curriculum Lease
- Northampton Community College – Curriculum Lease, Train the Trainer
- Pennsylvania Department of Labor and Industry – Develop Curriculum Guidelines for PA table games
- West Virginia State Community and Technical College – Curriculum Lease, Train the Trainer

H. MAJOR RESEARCH AND PUBLIC SERVICE ACTIVITIES

1. RESEARCH AND DEVELOPMENT EXPENDITURES

Table II.H.1

FY2011	Amount (\$)
Federally Financed Academic R&D Expenditures	0
Institutionally Financed Academic R&D Expenditures	0
Total Academic R&D Expenditures	0

Note: Dollar amount as reported to the National Science Foundation (NSF) on Form #411 (Survey of Research and Development Expenditures at Colleges and Universities).

2. RESEARCH

Institutional Research, Planning and Assessment projects:

- Strategic Plan for 2012-2016
- Annual Outcomes Report
- Revised e-Surveys to align with Strategic Plan
 - Satisfaction e-Survey to graduating students
 - Graduation Alumni e-Survey
 - Facilities e-Survey (Students and Staff)
- Institutional Performance Measures published online
- Fact Book
- High School Enrollment & Retention Report

3. PUBLIC SERVICE ACTIVITIES

Atlantic Cape Community College is committed to public service and community participation. During fiscal year 2012, the college was involved in the following projects.

ATLANTIC CAPE CULTURAL EVENTS JULY 1, 2011 THROUGH JUNE 30, 2012

Atlantic Cape Foundation Charitable Events

Atlantic Cape Community College Scramble “Fore” Scholarships Golf Tournament

Atlantic Cape Community College 29th Annual Restaurant Gala

Careme’s Café Series

Take the intimate feel of a coffee-house, add top-notch live contemporary folk/rock, mix in a light gourmet dinner and you are enjoying an evening at Careme’s Café. Since the café series first emerged in 1996, demand for tickets has grown along with the program’s reputation for really good entertainment. Only about 60 guests are admitted to each performance, so it is a good idea to buy tickets well in advance. The Café Series is held in Careme’s Café, the gourmet restaurant operated by the Academy of Culinary Arts on Atlantic Cape’s Mays Landing Campus.

Dulcie Taylor	April 2012
John Byrne	February 2012
Patty Blee	January 2012
Suzie Brown	December 2011
John Francis	November 2011

Theater Productions

Each fall and spring semester, the college’s On the Edge Players produce a play. Tickets are about \$7 for adults, \$4 for students and seniors. Call (609) 625-1111, ext. 5250, for more information.

Art Gallery

The Atlantic Cape Community College Art Gallery features exhibition opportunities for selected regional and nationally known artists in all media. The mission of the gallery is to recognize all forms of visual art, with shows that change monthly. Call Buddy Jacobs, art gallery coordinator, (609) 625-1111, ext. 5346, for more information.

I. MAJOR CAPITAL PROJECTS

Atlantic Cape Community College completed several capital projects in addition to renovations. In addition, the college is now five years into its facilities master plan, Blue Print 2020, and has begun progress towards its implementation.

Mays Landing Campus

All major HVAC systems at the Mays Landing Campus have been renovated or replaced. Older equipment has been replaced with modern energy-efficient units throughout the campus. This \$1.8 million project will result in operational improvements and energy efficiency.

Other projects at the Mays Landing Campus included in the college's facilities master plan Blue Print 2020 that were completed: renovations to J building and the Information Commons, design of the STEM building, construction of the Rutgers academic building, HVAC improvements in the theater, the cleaning and re-sealing of the exteriors of all buildings, upgrade of campus lighting, and the renovation of the gymnasium into a full-service fitness center.

The \$16 million STEM building will house new science, computer and aviation labs. To be completed by Spring 2014, this 32,000 square foot building will be LEED Silver Certified.

Worthington Atlantic City Campus

In 2010, the conceptual design and programming for a Hospitality Studies wing was completed. It was presented to the Casino Reinvestment Development Authority for project approval and matching funds. Both Atlantic County and the CRDA will provide \$ 5 million each for the project. The approved project will incorporate teaching kitchens, a simulated casino floor and computer labs. The design will be completed in 2011. Construction will begin in late 2012 with completion in Spring of 2014.

An expansion project was completed in Spring 2008 of the Worthington Atlantic City Campus. The expansion houses the Health Professions Institute which, in conjunction with local hospitals and the Atlantic Cape Workforce Investment Board, will train workers for high demand jobs in healthcare. The 9,000-square-foot expansion includes science and computer labs, classrooms and a large lecture room. In 2009, renovations have enhanced its branch campus status, which includes a cafeteria, information commons, bookstore, student life center and bake shop. The college now offers all courses required for many degree programs.

Cape May County Campus

The campus has expanded its irrigation system to include a connection with the county's utilities authority to allow the use of recycled water. The final connection will be completed by the Fall of 2012.