



PROGRAM ANNOUNCEMENT COVER PAGE

1. **Name of Institution**
Hudson County Community College
Date: March 21, 2012
2. **Title of Program and Degree Designation:**
Occupational Therapy Assistant
3. **Degree Abbreviation:**
A.S.
4. **CEC Classification/CIP Code:**
CIP Code: 512306
5. **Campus(es) Where Program Will be Offered:**

General Education and Science Courses:

<i>Journal Square Campus</i>	<i>North Hudson Education Center</i>
<i>25 Journal Square</i>	<i>4800 48th Street</i>
<i>Jersey City, NJ 07306</i>	<i>Union City, New Jersey</i>

Professional Courses:
UMDNJ – SHRP
Scotch Plains Campus
Scotch Plains, New Jersey
6. **Date When Program Will Begin:**
Fall 2012
7. **Institutions with Which Articulation Agreements Will be Arranged:**
Thomas Edison State College
8. **Licensure Required for Graduate Employment:** ☒ Yes ☐ No
9. **Accreditation Required or Desired:** ☒ Yes ☐ No

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).



Hudson County Community College
OCCUPATIONAL THERAPY ASSISTANT

Program Description

The Associate in Science in Occupational Therapy Assistant (OTA) prepares graduates to work with and help people of all ages who are challenged by disability, trauma, and/or the aging process to participate in occupations that are necessary and meaningful for them.

Occupational Therapy Assistants work in healthcare, educational and other community settings in collaboration with a team and under the supervision of an occupational therapist.

This 75-credit joint Associate of Science Degree Program in Occupational Therapy Assistant is offered in partnership with UMDNJ School of Health Related Professions. Students complete 33 credits of general education and required science courses at HCCC as pre-requisite to the 42 credits of professional coursework at UMDNJ.

Graduates of an accredited OTA program are eligible to sit for the certification exam administered by The National Board for Certification in Occupational Therapy (NBCOT). Once nationally certified, the graduate can obtain licensure to practice as a Certified Occupational Therapy Assistant (COTA) in New Jersey and many other states.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

I. Objectives

Upon successful completion of the Occupational Therapy Assistant Program, the graduate will:

1. Become a COTA (Certified Occupational Therapy Assistant) by passing the National Board for Certification in Occupational Therapy Assistant (NBCOT) exam within three months of graduation.
2. Demonstrate knowledge and understanding of the roles and responsibilities of the OTA and the licensure regulations for an OTA in the State of New Jersey.
3. Comply with appropriate State OTA licensure regulations and American Occupational Therapy Association (AOTA) defined roles, responsibilities, and standards of practice.
4. Communicate in a clear and professional manner with clients, families, colleagues, and the public.
5. Produce clear and accurate documentation according to the requirements of the facility, federal and state laws, regulatory and payer requirements, and AOTA documents.
6. Deliver occupational therapy as an entry-level OTA under the supervision and in collaboration with an Occupational Therapist (OT) in accordance with the OT Practice Framework (OTPF).
7. Contribute to the delivery of high-quality, cost-effective and integrated care in health, education, and community settings.
8. Advocate as a professional for the occupational therapy services offered and for the recipients of those services.

I. Need

A. Justification

The proposed Occupational Therapy Assistant (OTA) program will satisfy a demand from occupational therapy employers and persons interested in becoming practitioners, while it will support the healthcare needs of New Jersey's citizens. UMDNJ and HCCC have received several queries about the proposed program from a variety of individuals. Many of these potential applicants hold an Associate's or Bachelor's degree and most reside in New Jersey, several in New York City.

New Jersey has been without an OTA program since the closing of the programs at Union County College in 2005 and Atlantic Cape Community College in 2003. The closing of these New Jersey programs reflects a nation-wide trend of OTA program closings during this time period, which is recently reversing (Closed OT and OTA Educational Programs Since 1990 AOTA, 2010).

Employers already seek to reduce the cost of Occupational Therapy services by hiring OTA's to work in collaboration with OT's. Genesis Healthcare, an industry leader in geriatric rehabilitation, confirmed the need for an OTA program in New Jersey by providing financial support for the start-up of UMDNJ's OTA program. In the future, sub-acute and long-term care facilities will require more OTA's to meet the chronic needs of a growing population of older adults.

Occupational Therapy for young children and their families, and school-aged children, is also supported by Federal and State legislation. New Jersey has one of the highest rates of Autism Spectrum Disorder (ASD), and many children with ASD need OT services. In New Jersey, the demand for OTA's will further increase with the implementation of Disability Rights of New Jersey vs. Velez decision regarding transitioning unnecessarily institutionalized persons from the hospitals to community services, creating job opportunities for OTA's in both types of treatment settings. Psychiatric settings have faced a long-term challenge recruiting a sufficient number of OT's and OTA's.

US Department of Labor statistics indicate that employment of Occupational Therapy Assistants is expected to grow by 30 percent from 2008 to 2018 because of an increasing demand for these services. This "faster than average" growth may result in 34,600 jobs nationally for OTA's by 2018 (US Department of Labor, Bureau of Labor Statistics, 2009).

The New Jersey Department of Labor projects a 22.7 percent increase in employment for Occupational Therapy Assistants from 2008 to 2018 with 400 new jobs projected by 2018 due to growth in the profession and replacement opportunities (State of New Jersey, Department of Labor and Workforce Development, 2008).

B. Relationship to Institutional Mission

The development of the proposed OTA program is consistent with the mission and goals of the strategic plan. These include:

- Providing cost effective programs to meet emerging workforce needs
- The expansion of academic collaborations with external partners
- Development of career ladder programs that advance opportunities for health care professionals and the provision of accelerated degree opportunities
- Optimizing the use of technology
- Providing community service opportunities

C. Similar Programs

The following community colleges have agreed to similar arrangements with UMDNJ:

- County College of Morris
- Mercer Community College
- Passaic County Community College
- Salem County Community College
- Raritan Community College

III. Student Enrollments

Below is an estimate of anticipated UMDNJ enrollments from the program's inception until the optimum enrollment is reached.

Date Enrolled at UMDNJ	Fall 2012	Fall 2013	Fall 2014	Fall 2015 optimum
Full -Time	12	14	15	15
Part -Time	3	4	5	5
Date of Graduation	January 2014	January 2015	January 2016	January 2017
Anticipated number of graduates	12	16	18	18

IV. Program Resources

No additional resources will be added at HCCC. UMDNJ will establish a lab on their campus in Scotch Plains and arrange for clinical rotations.

Hudson County Community College

Degree Program _ OCCUPATIONAL THERAPY ASSISTANT__

CSS 100 – College Survival Skills (College Requirement of all HCCC students) 1 cr.

General Education Requirement (Taken at HCCC)

	Course Code	Course Title	Credits
Communication 6			
	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
Social Sciences 9			
	PSY 101	Introduction to Psychology	3
	PSY 260	Life Span Development	3
	SOC 101	Introduction to Sociology	3
Science and Math 11			
	BIO 111	Anatomy & Physiology I with Lab	4
	BIO 211	Anatomy & Physiology II with Lab	4
	MAT 100 or MAT 114	College Algebra or Intro to Statistics & Probability	3
Humanities 6			
	PHL 218	Contemporary Moral Issues (Moral)	3
	HUM 101	Cultures and Values (Diversity)	3

Major (Specialized) Requirement (Taken at UMDNJ-SHRP)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
OCTH 1019	Occupational Therapy Foundations for the OTA <i>Level 1 Fieldwork</i>	4
PSRT 1102	Communication Techniques	3
OCTH 1020	Lifespan Occupations: Analysis of Performance Skills and Capacities	3
OCTH 1031	Conditions Impacting Occupation, Participation, and Health – I: Adult/Older Adult	2
PRST 1103	Group Dynamics	3
OCTH 1040	Recovery & Wellness	2
OCTH 1050	OTA Skills Across Practice Settings	3
OCTH 1619	Principles and Practices I – Adult/Older Adult <i>Level 1 Fieldwork</i>	4
OCTH 1032	Conditions Impacting Occupation, Participation, and Health – II: Child/Adolescent	2
OCTH 1629	Principles and Practices II – Child/Adolescent <i>Level 1 Fieldwork</i>	3
OCTH 1081	Professional Seminar I	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult	5
OCTH 2029	TA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2082	Professional Seminar II	2

TOTAL CREDITS = 75

MEMORANDUM OF UNDERSTANDING

Joint Degree in Occupational Therapy Assistant

1. INTRODUCTORY SECTION

AGREEMENT made and entered into on May 1, 2012__ by and between Hudson County Community College, hereinafter referred to as HCCC and the University of Medicine and Dentistry of New Jersey, a body corporate and politic of the State of New Jersey, a public entity, on behalf of the UMDNJ -School of Health Related Professions, hereinafter referred to as UMDNJ. HCCC and UMDNJ shall hereinafter be collectively referred to as the parties.

WHEREAS, UMDNJ is the State's health sciences university with broad responsibilities for healthcare delivery, professional education and basic biomedical, psychosocial, clinical, and public health research;

WHEREAS, HCCC is a community college that provides a wide range of educational programs;

WHEREAS, HCCC and UMDNJ wish to establish a joint degree program in Occupational Therapy, hereinafter referred to as "Joint Program" in Occupational Therapy Assistant hereinafter referred to as OTA.

WHEREAS, HCCC and UMDNJ wish to develop partnerships that build upon the unique strengths of the cooperating institutions;

NOW THEREFORE, HCCC and UMDNJ wish to confirm in writing the terms of mutual and individual responsibilities related to offering the Joint Program.

2. GENERAL DESCRIPTION OF THE JOINT PROGRAM

UMDNJ and HCCC agree to develop a Joint Program leading to an Associate's Degree in Occupational Therapy Assistant. The Joint Program is a single, integrated entity, composed of college level courses and clinical experiences to improve the quality of occupational therapy assistant health personnel. Students successfully completing the Joint Program will be granted an Associates Degree jointly by UMDNJ and HCCC

3. ACADEMIC PROGRAM & ADMINISTRATION

- a. The degree will consist of at least 74 credits at the associate level:
The Joint Program will be comprised of general education and professional courses to provide a sound foundation for entry into the field of Occupational Therapy. A core of general education courses to be agreed upon by the parties shall be offered on the HCCC campus and coordinated with UMDNJ. The Joint Program will entail 6 semesters of coursework, including 4 semesters offered on the UMDNJ campus (hereinafter "Professional Phase") and completion of at least 32 credits of general education on the HCCC campus.
- b. The parties may agree in writing to include other appropriate institutions as partners (hereinafter "Partner Institutions") to provide educational experiences to students for the Joint Program.

- c.. Matters pertaining to policies and procedures for the Joint Program shall be submitted to the appropriate councils, committees or administrators at HCCC and UMDNJ, as well as other Partner Institutions.
- d. The curriculum for the Joint Program in OTA shall be mutually agreed upon by the Parties and Partner Institutions. Programmatic information and guidelines for potential students, including courses to be offered at both institutions, shall be cross-listed in catalogues of UMDNJ and HCCC.
- e. The HCCC /UMDNJ Joint Occupational Therapy Assistant Program committee shall consider matters pertaining to the coordination by the Parties and serve as a forum for the faculty of the Joint Program to confer so that the components of the Joint Program possess appropriate articulation to meet academic goals. Membership on this committee shall consist of a minimum of one faculty member from UMDNJ and one faculty member from HCCC as well as other Partner Institutions. This committee shall meet at least one time during each academic year and more often if needed.
- f. Admission to the Joint Program shall be in accordance with criteria, policies and procedures established by the Parties and the Partner Institution(s). Prospective students shall apply to the Office of Admissions at HCCC and their applications shall be processed in a manner consistent with other programs at HCCC and as specified in HCCC application materials for the general education component. UMDNJ will establish an admissions committee to identify candidates to whom admission will be offered. UMDNJ will forward letters of acceptance to those admitted to the Joint Program and will provide the names and addresses of admitted students to the Registrar and Chief Enrollment/Student Services Officer of HCCC.
- g. Students admitted to the Joint Program must complete all required general education courses with a cumulative GPA of 3.0 prior to the start of the Professional Phase of the Joint Program with a grade of 3.0 or above including English Composition I and II (6 credits), Introduction to Psychology (3 credits) Developmental Psychology- Lifespan (3 credits), Sociology (3 credits), Anatomy and Physiology (8 credits), Math (3 credits), Philosophy (3 credits) and Diversity Elective (3 credits). UMDNJ may require changes to the general education course requirements due to changes in accreditation requirements. UMDNJ agrees to inform HCCC of any changes in degree requirements as soon as they are adopted.
- h. .Each student admitted to the Joint Program shall register for all professional courses at UMDNJ. Students will be responsible for meeting all UMDNJ requirements including health and immunization requirements, completion of Technical Standards/Essential Functions form, Criminal Background Check and all additional required enrollment forms and activities. The students will be required to complete the SHRP orientation online and attend the HCCC program orientations which are scheduled the semester prior to the beginning of the Professional Phase of the Joint Program(s). Failure to attend or fulfill any of the UMDNJ requirements may preclude admission to classes.
- i The standards of progress and graduation shall conform to the policies and procedures of HCCC and UMDNJ. Students shall be required to complete all necessary HCCC and UMDNJ forms and other requirements. In the event of a conflict, the UMDNJ policies will prevail, unless UMDNJ elects otherwise.

- j. Tuition and fees for courses shall be charged in accordance with schedules as established from time to time by HCCC and UMDNJ. Students will pay tuition and fees at UMDNJ for coursework in the Professional Phase.
- k. HCCC will submit an official transcript to UMDNJ of all student records.. UMDNJ shall furnish to HCCC such information as is required to maintain appropriate student records, including grades, withdrawals and dismissals. Student applications for graduation shall be evaluated and certified by the Office of the Registrar at both Parties.
- l. Students in the Professional Phase of the Joint Program who wish to obtain financial aid, shall apply to the Office of Financial Aid at UMDNJ.
- m. Students enrolled in the Joint Program shall be accorded full access to the applicable services, co- and extra-curricular activities and facilities of both institutions.
- n. Academic advisement shall be provided by HCCC and UMDNJ. All students enrolled in the Joint Program shall be assigned a UMDNJ faculty member as an advisor. In addition, all students shall have full access to the advisement services of HCCC. Academic advisement shall ensure that students are made aware of all requirements for completion of the degree and are appropriately placed in general education and professional courses.
- o. Student grade appeals shall be processed in accordance with established UMDNJ and HCCC policies and procedures, depending upon the institution at which the course is being offered.
- p. Students will be required to comply with the rules and regulations governing academic performance and student behavior as established and published by HCCC and UMDNJ. Procedures and/or hearings regarding alleged violations of rules or regulations shall be conducted in accordance with the HCCC Student Handbook and UMDNJ-SHRP Student Handbook. In the event of a conflict, the UMDNJ policies will prevail unless UMDNJ elects otherwise.
- q. Each student will be required to provide evidence that his/her own health care is covered, in event of sickness or accident, by an appropriate insurance policy and shall comply with the student health and immunizations requirements of UMDNJ during the Professional Phase of the Joint Program.
- r. Faculty for the professional sequence of courses shall be recruited, employed and evaluated by UMDNJ and shall receive faculty appointments to UMDNJ in accordance with the practices and procedures of UMDNJ. Faculty for the general education sequences of courses shall be recruited, employed, and evaluated by HCCC and shall receive faculty appointments to HCCC in accordance with practices and procedures of HCCC. UMDNJ has the right to observe any general education courses.
- s. HCCC and UMDNJ shall design the diploma, which will include the UMDNJ and HCCC seals. UMDNJ will order the diplomas. HCCC shall secure the signatures of its academic officers and thereafter send the signed diplomas to UMDNJ for signatures.

- t. Both UMDNJ and HCCC shall make available classrooms, conference space and laboratories for the Joint Program components taught by each Parties' faculty members.
- u. Any publicity, brochures, catalogues, student handbooks, web sites and program descriptions referencing or pertaining to UMDNJ or the UMDNJ portion of the Joint Program, shall be approved by UMDNJ in advance of release.
- v. The following notice shall be placed in student informational literature: Students participating in the Joint Program shall at all times be required to follow the rules and regulations established by affiliated clinical agencies, governmental agencies, professional associations and any other institution, agency or organization participating in the Joint Program. They shall do so under the specific instruction of the supervisory staff of those agencies.
- x. As required and directed by UMDNJ, HCCC shall make modifications in HCCC's advisement, teaching or other activities as they relate to the Joint Program.

4. ADMINISTRATIVE STRUCTURE

- a. UMDNJ shall designate a primary contact/program director as both liaison to HCCC and advisor to the Joint Program's students.
- b. The direct responsibility for the administration of the Joint Program shall be assumed by the appropriate Program Director(s) at UMDNJ. This individual(s) shall be employed by UMDNJ.
- c. The Chairperson of the Department of Psychiatric Rehabilitation and Counseling Professions or his/her designee shall coordinate the course sequence development and Joint Program advisement. Curriculum and student matters shall be reviewed in accordance with departmental policies and procedures.
- d. A joint faculty committee shall be established to maintain effective collaboration and communication, and to assure that the curriculum conforms to degree requirements and professional standards. The committee shall review and recommend admissions policies, academic standards, and student performance appeal procedures for the Joint Program. Such standards, policies and procedures will require approval by the Deans of the Parties and the Partner Institutions. The joint faculty committee shall include at least one faculty member from UMDNJ and one from HCCC and shall meet at least once yearly and at other such times as may be appropriate.

5. FISCAL ARRANGEMENTS

- a. Students in the Professional Phase of the Joint Program shall remit all tuition and fee payments directly to UMDNJ.
- b. UMDNJ shall provide HCCC with an annual tuition and fee schedule no later than July 15 prior to each academic year beginning in September.

- c. UMDNJ and HCCC shall directly bill the students for their graduation fees. Students shall be invited to and be recognized at commencement ceremonies at both HCCC and UMDNJ.

6. INSURANCE

- a. UMDNJ, a body corporate and politic of the State of New Jersey, a public entity, shall maintain general and professional liability coverage through a program of self-insurance providing for not less than \$1,000,000 for injury or death to any one individual and not less than \$3,000,000 in the aggregate, or in such other form as provided by the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 *et. seq.*, which shall govern the terms and conditions of any such self-insurance program.
- b. HCCC shall maintain, at its sole cost and expense, professional liability coverage of not less than one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) in annual aggregate and general liability coverage of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in annual aggregate. If the form of insurance is “claims made”, HCCC shall maintain appropriate tail coverage for claims made after the termination of this Agreement regarding acts or omissions that occurred during the term of this Agreement. HCCC shall provide UMDNJ no less than thirty (30) days prior notification of any cancellation, termination or material alteration of any such policy. HCCC shall secure replacement of such insurance coverage, upon similar terms and provisions as available. HCCC shall furnish University with Proof of Insurance and shall direct such Proof of Insurance to:

UMDNJ-Risk & Claims Management
Administration Complex, 1313
30 Bergen Street, P.O. Box 1709
Newark, New Jersey 07107-1709

7. OTHER CONSIDERATIONS

- a. There shall be no discrimination against any employee engaged in the work required to produce the services and programs covered by this Agreement, or against any applicant for such employment because of age, race, creed, color, national origin, sex, ancestry, marital status, or handicap. This provision shall include, but not be limited to, the following: employment, up grading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The parties of this Agreement do hereby agree that the discrimination and affirmative action provisions of N.J.S.A. 10:2.1 through 10:2.4 and 10:5-1 *et seq.*, dealing with discrimination in employment on public Agreements, and the rules and regulations promulgated pursuant thereto, as the same may be amended or modified. Under this Agreement, both the University and HCCC shall continue to be autonomous and shall be governed independently by their respective governing bodies and administrations except insofar as this Agreement specifically states to the contrary.

- b. It is understood and agreed that the parties to this Agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.
- c. This Agreement shall be governed and construed and the rights and obligations of the parties herein shall be determined in accordance with the laws of the State of New Jersey.
- d. The parties agree that all Federal and State laws against discrimination, and all regulations promulgated thereunder, shall be applicable to all activities under this Agreement.
- e. It is the intent and understanding of the parties to this Agreement that such and every provision by law required to be inserted in this Agreement shall be and is deemed inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through a mistake or otherwise, and such provision is not inserted or is not inserted in correct form, then this Agreement shall forthwith upon the application of either party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of either party.
- f. If any provision of this Agreement is held by a court of competent jurisdiction, or determined under applicable federal or New Jersey state law, to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect.
- g. Except as otherwise provided in this Agreement, the parties hereto may not assign their rights, duties or obligations under this Agreement, either in whole or in part, without receiving the prior written consent of the other party. Any assignment made without consent of the other party shall be void and the non-assigning party shall not recognize any such assignment.
- h. The failure of either party to enforce a breach of any provision of this Agreement or to insist on strict performance of any provision of this Agreement shall not be construed as a waiver of the breach for the remaining period of this Agreement.

8. TERM OF CONTRACT

- a. The term of this contract shall begin on the date first written above and expire in one year. This Agreement shall thereafter be automatically renewed for successive one year periods, unless one party hereto shall notify the other party in writing not less than six months prior to the date of the termination of this Agreement that it wishes to terminate this Agreement. Such written notice shall be sent via overnight delivery with a company with a reliable system for tracking delivery, to the respective administrator listed below with a copy to the Dean.

TO UMDNJ:

Denise V. Rodgers, M.D.
President (Interim)
University of Medicine and Dentistry of New Jersey
65 Bergen Street, Room 1441
Newark, New Jersey 07107-3001

With a Copy to:

Julie O'Sullivan Maillet, Ph.D., RD
Interim Dean
UMDNJ-School of Health Related Professions
65 Bergen Street, Room 121
Newark, New Jersey 07107-3001

TO HCCC College:

Ms. Susanne Sansevere
Hudson County Community College
Health Related Programs, Health Science & Technology
870 Bergen Ave., Rm 207
Jersey City, NJ 07306

- c. In the event this Agreement is terminated by one or both parties it is expressly agreed that the Joint Program will continue in operation pursuant to this Agreement until all matriculated students have had an appropriate length of time to complete their studies.
- d. It is understood and agreed that the parties to the Agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.

9. GOVERNING LAW

This Agreement shall be governed and construed and the rights and obligations of the parties herein shall be determined in accordance with the laws of the State of New Jersey.

10. WARRANTIES

- a. The Parties do hereby warrant and represent that this Agreement has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New Jersey and that said laws have not been violated as they relate to the procurement or performance of this Agreement by any conduct, including the paying or giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly to any State employee, officer or official.
- b. Each Party does hereby warrant and represent that it is qualified by training and experience to perform the required services and programs in the manner and on the terms and conditions set forth herein.

11. COMPLIANCE STATEMENT

Each party certifies that it shall not violate the federal anti-kickback statute, set forth at 42 U.S.C. §1320a-7b(b) ("Anti-Kickback Statute"), or the federal "Stark Law," set forth at 42 U.S.C. § 1395nn ("Stark Law"), with respect to the performance of its obligations under this Agreement.

Each party has received a copy of UMDNJ's Code of Conduct and UMDNJ's Stark Law and Anti-Kickback Statute Policies and Procedures. UMDNJ's Code of Conduct is available at <http://www.umdny.edu/complweb/code/conduct.pdf>. UMDNJ's Stark Law and Anti-Kickback Statute Policies and Procedures are available at the following web addresses: http://www.umdny.edu/oppmweb/university_policies/ethics_compliance/PDF/00-01-15-60_05.pdf; http://www.umdny.edu/oppmweb/university_policies/ethics_compliance/PDF/00-01-15-60_10.pdf; and, http://www.umdny.edu/oppmweb/university_policies/ethics_compliance/PDF/00-01-15-60_15.pdf.

Each party shall ensure that its individuals providing service under the Agreement who meet the definition of "Covered Persons" (as such term is defined in the "Corporate Integrity Agreement between the Office of Inspector General of the Department of Health and Human Services and the University of Medicine and Dentistry of New Jersey" available at <http://www.umdny.edu/presweb/president/UMDNJ-CIA.pdf>) shall comply with UMDNJ's Compliance Program, including the training related to the Anti-Kickback Statute and the Stark Law.

12. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

13. SIGNATURES

HUDSON COUNTY COMMUNITY COLLEGE

Recommended by:

Eric Friedman, Ph.D
Vice President, Academic Affairs

Date: _____

Approved by:

Glen Gabert
President

Date: _____

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

Recommended by:

Julie O'Sullivan Maillet, Ph.D., RD
Interim Dean
School of Health Related Professions

Date: _____

Approved by:

Denise V. Rodgers, M.D.
President (Interim)

Date: _____

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

2. New Degree Option: Associate in Applied Science – Culinary Arts, Baking and Pastry Option

REPORT/BACKGROUND

The new Baking and Pastry Degree option to AAS Culinary Arts is designed to provide students with the knowledge and skills specific to entry level employment in the baking and pastry segment of the foodservice/hospitality industry. Unlike the AAS Culinary Arts Degree with only 4 baking-related courses, students in this new option will take a total of 14 specialized courses, geared towards providing graduates with stronger knowledge of Baking & Pastry Arts. The degree option will rely heavily on hands-on learning with the majority of the instruction being in the CAI pastry labs (Attachment III – Program Announcement for AAS Culinary Arts, Baking and Pastry Option).

Nationally, the hospitality industry is the second largest industry in terms of employment. As hospitality industry sales continue to increase and its total economic impact exceeds \$1.5 trillion, the need to address this trend continues to grow. A study done by the National Restaurant Association states that by 2018, the industry will add an additional 2 million positions to its current 13.1 million.

The baking and pastry segment of the foodservice industry is one of the fastest growing industries nationally but more specifically regionally and statewide. A prime example is the popularity of cooking shows based on baking and pastries. There are immediate employment opportunities in the tri-state area. One of the fastest growing segments in the foodservice industry today is the bakery café. The curriculum will allow students to experience hands-on internships in baking facilities, both in the industry and the Culinary Conference Center.

The enrollments for the last 3 semesters illustrate the popularity of the Baking Proficiency Certificate. There have been a number of inquiries from these certificate students desiring an AAS degree and waiting for the start of this new option. The initial enrollment for this option is expected at 50. The projected growth of majors is 10 percent annually. HCCC can accommodate 250 majors in this option. A greater enrollment at the CAI will enable HCCC to be more efficient in the use of the CAI Kitchen labs.

Academic Program	Fall 2010	Spring 2011	Fall 2011
CULINARY.BAKE.PROF	46	40	40
CULINARY.COLD.PROF	0	2	1
CULINARY.HOT.PROF	17	16	15

This degree option in Baking and Pastry will be eligible for Accreditation with the American Culinary Federation (ACF) in 2 years. The ACF certification enhances employability of our graduates.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of this new Baking and Pastry Option to the existing AAS Culinary Arts, effective Academic Year 2012-2013.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendations of the President and the Administration as outlined above in **Item IX Academic and Student Affairs : 2) New Degree Option: Associate in Applied Science – Culinary Arts, Baking and Pastry Option.**

INTRODUCED BY: Katia Stack

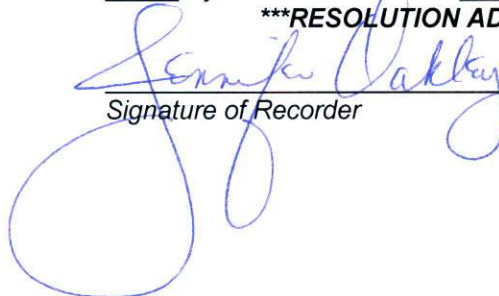
SECONDED BY: Joanne Kosakowski

DATE: April 10, 2012

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>ABSENT</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

 4-10-12
Signature of Recorder Date



PROGRAM ANNOUNCEMENT

9. Name of Institution

Hudson County Community College

Date: October 21, 2011

10. Title of Program and Degree Designation:

AAS Culinary Arts/ Baking and Pastry Option

11. Degree Abbreviation: AAS - CBP

12. CEC Classification/CIP Code: 120501

13. Campus Where Program Will be Offered:

*Journal Square Campus
161 Newkirk Street
Jersey City, NJ 07306*

14. Date When Program Will Begin: Fall 2012

15. Institutions with Which Articulation Agreements Will be Arranged:

Johnson and Wales University (RI)

16. Licensure Required for Graduate Employment:

X No

9. Accreditation Required or Desired:

X Yes

Desired: American Culinary Federation Educational Foundation.

The accreditation process with the ACFEF cannot begin until the degree option has been in operation for two years.

I. OBJECTIVES

A. Program Description

The AAS in Culinary Arts Baking and Pastry Degree option is designed to provide students with the knowledge and skills relevant for entry level employment in the baking and pastry segment of the foodservice/hospitality industry. The option will introduce students to fundamentals and advanced techniques in a progressive format. Upon completion of the first semester in the culinary arts program, students will begin the specialization in baking and pastries. The program will rely heavily on hands-on learning with the majority of the instruction being in the CAI pastry labs.

B. Program Objectives

The baking and pastry degree option will prepare students for entry level positions specializing in baking and pastry arts. This will include hotels, restaurants, institutions and retail bakeries.

C. Student Outcomes

The use of dedicated courses specifically focused on baking and pastry will allow students matriculated in the AAS Culinary Arts degree program with an option in Baking and Pastry Arts to pursue a fulfilling career in this segment of the food service industry.

- Students will understand of the career path opportunities and professional responsibilities associated with a career in baking and pastry arts.
- Students will understand the basic principles, techniques and theory in baking and pastry arts.
- Students will be familiar with and capable of utilizing the special equipment used in a commercial bakery or retail outlet.
- Students will be able to prepare basic dough, batters, and confections.
- Students will learn and apply basic decorating techniques used in a production of tarts, tortes and gateaux.
- Students will be familiar with the specialized equipment, ratios and ingredients used in the preparation of specialty and frozen desserts.
- Students will become competent in the preparation, decoration and service of plated desserts.
- Students will be capable of developing converting and costing of recipes associated with baking and pastry products.
- Students will learn basic mixing, decorating and finishing techniques applied to baked items for retail sales or restaurant service
- Students will be familiar with the selection and purchasing of specialty items associated with baking and pastry arts.

II. NEED

A. Justification

Nationally, the hospitality industry is the second largest industry in terms of employment. As hospitality industry sales continue to increase and its total economic impact exceeds \$1.5 trillion, the need to address this trend continues to grow. A study done by the National Restaurant Association states that by 2018, the industry will add an additional 2 million positions to its current 13.1 million.

The AAS degree in Culinary Arts/Baking & Pastry Arts option would provide a new educational opportunity for those individuals seeking positions in the rapidly growing field of bread and dessert preparation. The level of projected growth, wage levels, and types of skills required suggest that the industry and its occupations represent a reasonable and good starting point from which individuals can begin to build a solid work history and continue along the road to economic self sufficiency. Unlike the AAS Culinary Arts Degree of only 4 baking-related courses, these students will take a total of 14 specialized courses, geared at preparing graduates who will succeed with stronger knowledge of Baking & Pastry Arts.

The baking and pastry segment of the foodservice industry is one of the fastest growing industries nationally but more specifically regionally and statewide. A prime example is the popularity of cooking shows based on baking and pastries. There are immediate employment opportunities in the tri-state area. One of the fastest growing segments in the foodservice industry today is the bakery café.

The curriculum would allow students to experience hands-on internships in baking facilities, both in the industry and the Culinary Conference Center.

The new option will attract a greater enrollment at the CAI and enable HCCC to be more efficient in the use of the CAI Kitchen labs.

B. Relationship to Institutional Mission:

Hudson County Community College's mission includes providing students with an Associate's Degree through programs which are high quality, affordable, accessible, and community centered. With increasing hotel presence in Jersey City and Hudson County as the community is being revitalized, this option will prepare students to better serve their community showcasing the industry-specific skills acquired at this institution. The Baking & Pastry Arts Option will prepare students for various immediate entry-level positions in both corporate and privately owned operations requiring the skill set taught in the baking and pastry degree option. This is a terminal degree that will also prepare students with the vision to have their own bakery or related operation. This option ties in well to our recently updated entrepreneurial degree option in Hospitality Management.

III. SIMILAR PROGRAMS

Atlantic County Community College, The Culinary Institute of America, The French Culinary Institute, Johnson and Wales offer similar AAS or AOS degrees with emphasis in baking and pastry arts.

IV. STUDENTS

The enrollments for the last 3 semesters illustrate the popularity of the Baking Proficiency Certificate. The Baking Proficiency Certificate has greater than twice the enrollment of the other two proficiency certificates. The majority of these certificate students desire an AAS degree and are waiting for the start of this new option. The anticipated enrollment for the initial introduction of this option is 50 students. The projected growth of majors is 10 percent annually. We can accommodate 250 majors in this option.

Academic Program	Fall 2010	Spring 2011	Fall 2011
CULINARY.BAKE.PROF	46	40	40
CULINARY.COLD.PROF	0	2	1
CULINARY.HOT.PROF	17	16	15

V. PROGRAM RESOURCES

This option proposal is submitted in hopes of enrolling students for the academic year 2011/2012. Students would begin the program in Spring of 2012 and begin the Baking/Pastry specific courses in Fall 2012. It is anticipated that the AAS Culinary degree option in Baking and Pastry Arts along with forecasted student enrollment increases in the core AAS Degree in Associate Culinary Arts, will justify a the need for a full time instructor. Our current facility, Baking labs and lecture rooms can accommodate this new option. We have applied for Perkins Grant funds in the 2011/2012 academic year targeting specific equipment needed for the expanded Baking and Pastry option.

The estimated request is in the \$25,000.00 range.

BAKING AND PASTRY Degree Option**SEMESTER I**

		Credits
CAI 113	Food Sanitation	2
CAI 117	Production Kitchen	2
CAI 118	Pantry & Breakfast	2
CAI 119	Bakeshop I	2
CAI 114	Table Service I	2
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
CSC 100	Introduction to Computers	3
	Credits__	<u>17</u>

SEMESTER II

CBP 120	Introduction to Professional Baking	2
CBP 121	Basic Bench Work	2
CAI 129	Bakeshop II	2
CBP 124	Tarts, Tortes and Gateaux:	2
CAI 123	Store Room and Purchasing Operations	2
ENG 102	College Composition II or	
ENG 103	Tech Report Writing	3
ENG 112	Speech	3
CAI 125	Externship	1
	Credits__	<u>17</u>

SEMESTER III

CBP 211	Meringues, Soufflés and Frozen Desserts:	2
CBP 212	Desserts for Restaurant and In Store Retail:	2
CAI 219	Advanced Bakeshop III	2
CAI 213	Menu Planning and Facilities Design	2
XXX	General Education Elective	3
BIO 201	Practical Nutrition	3
CAI 215	Externship II	1
	Credits	15

SEMESTER IV

CBP 220	Petits Fours, Mignardise and Candies	2
CBP 22X	Restricted Program Elective	2
CAI 229	Advanced Bakeshop IV Classical	2
CAI 225	Externship III	2
CAI 223	Food Beverage Labor Cost Control	3
	Social Science Elective	3
HUM 128	Food and Culture	3
	Credits	<u>17</u>
	Total Credits	66

General Education	Credits
ENG 101 College Composition I	3
ENG 102 College Composition II	3 or
ENG 103 Technical Report Writing	
CSC 100 Introduction to Computers	3
XXX XXX Social Science Elective	3
ENG 112 Speech	3
HUM 128 Food & Culture	3
XXX XXX General Education Elective	<u>3</u>
Total	<u>21</u>

Program Requirements**Existing Courses**

CSS 100 College Survival Skills	1
CAI 113 Food Service Sanitation	2
CAI 114 Table Service I	2
CAI 117 Production Kitchen Skills I	2
CAI 118 Pantry & Breakfast	2
CAI 119 Bakeshop I	2
CAI 129 Bakeshop II	2
CAI 219 Bakeshop III	2
CAI 229 Bakeshop IV	2
CAI 123 Storeroom & Purchasing Operations	2
CAI 213 Menu Planning and Facilities Design	2
CAI 223 Food, Beverage & Labor Cost Control	3
CAI 125 Externship I	1
CAI 215 Externship II	1
CAI 225 Externship III	2
BIO 201 Nutrition	3
Total Existing Course Credits	31

New Baking Pastry Degree Option Courses

CBP 120 Introduction to Professional Baking	2
CBP 121 Basic Bench Work	2
CBP 124 Tarts, Tortes and Gateaux	2
CBP 211 Meringues, Soufflés and Frozen Dessert	2
CBP 212 Desserts for Restaurant and In Store Retail	2
CBP 220 Petits Fours, Mignardise and Candies	2
CBP xxx Restricted Program Elective	2
Total New Baking Pastry Degree Option Courses	<u>14</u>
Total Baking Pastry Option Credits:	66

Curriculum Comparison to the AAS – Culinary Arts

AAS Culinary Arts			Cr.	AAS Culinary Arts/ Baking Pastry Option			Cr.
Remaining Courses both Program options				New Courses for Baking Pastry Option			
SEMESTER I				SEMESTER I			
CAI 113	Food Service Sanitation		2	CAI 113	Food Service Sanitation		2
CAI 117	Production Kitchen Skills I		2	CAI 117	Production Kitchen Skills I		2
CAI 118	Pantry & Breakfast Cookery		2	CAI 118	Pantry & Breakfast Cookery		2
CAI 119	Bakeshop I CAI 119 2		2	CAI 119	Bakeshop I		2
CAI 114	Table Service I CAI 114 2		2	CAI 114	Table Service I		2
CSS 100	College Survival Skills		1	CSS 100	College Survival Skills		1
ENG 101	College Composition I		3	ENG 101	College Composition I		3
CSC 100	Introduction to Computers & Computing		3	CSC 100	Introduction to Computers		3
Semester Credits			17	Semester Credits			17
SEMESTER II				SEMESTER II			
CAI 124	Table Service II		2	CBP 120	Introduction to Professional Baking		2
CAI 127	Production Kitchen Skills II		2	CBP 121	Basic Bench Work		2
CAI 128	Introduction to Garde Manger		2	CBP 124	Tarts, Tortes and Gateaux		2
CAI 129	Bakeshop II		2	CAI 129	Bakeshop II		2
CAI 123	Storeroom & Purchasing Operations		2	CAI 123	Store room and Purchasing Operations		2
ENG 102	College Composition II or			ENG 102	College Composition II or		
ENG 103	Tech Report Writing		3	ENG 103	Tech Report Writing		3
ENG 112	Speech		3	ENG 112	Speech		3
CAI 125	Externship I		1	CAI 125	Externship I		1
Semester Credits			17	Semester Credits			17
SEMESTER III				SEMESTER III			
CAI 214	Advanced Table Service III		2	CBP 211	Meringues, Soufflés and Frozen Desserts:		2
CAI 217	Advanced Kitchen - International		2	CBP 212	Desserts for Restaurant and In Store Retail		2
CAI 219	Advanced Bakeshop III		2	CAI 219	Advanced Bakeshop III		2
CAI 213	Menu Planning & Facilities Design		2	CAI 213	Menu Planning and Facilities Design		2
XXX	General Education Elective 3		3	XXX	General Education Elective		3
BIO 201	Practical Nutrition		3	BIO 201	Practical Nutrition		3
CAI 215	Externship II		1	CAI 215	Externship II		1
CAI 218	Intermediate Garde Manger		2				
Semester Credits			17	Semester Credits			15
SEMESTER 1V				SEMESTER 1V			
CIA 224	Advanced Table Service IV		2	CBP 220	Petits Fours, Mignardise and Candies:		2
CAI 227	Advanced Kitchen - Classical		2	CBP 22X	Restricted Program Elective		2
HUM 128	Food & Culture		3	HUM 128	Food and Culture		3
CAI 229	Advanced Bakeshop IV - Classical		2	CAI 229	Advanced Bakeshop IV - Classical		2
CAI 225	Externship III		2	CAI 225	Externship III		2
CAI 223	Food, Beverage & Labor Cost Control		3	CAI 223	Food, Beverage and Labor Cost Control		3
XXX	Social Science/Humanities		3		Social Science/Humanities Elective		3
CAI 228	Advanced Garde Manger		2				
Semester Credits__			19	Semester Credits			17
Total Credits			70	Total Credits			66

BAKING AND PASTRY Degree Option Courses

All Lab Classes are (6 hours a day/10 days) =60 contact hours for each class (2 Credits with CBP 120 being the exception) CBP 120 Introduction to professional Baking is a semester long course meeting for 3 hours per week. It is not a lab class.

CBP 120 Introduction to Professional Baking

2 Credits

This course will introduce the student to the basic principles and techniques used in bread baking and the pastry arts. Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures will be reviewed. There will be demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar and creams. After completion of the class, the student will have a rudimentary knowledge of the pastry industry. Prerequisites CAI113, CAI 114, CAI 117, CAI 118, CAI 119,

CBP 121 Basic Bench Work

2 Credits

Emphasis will be on various bread mixing methods and its various characteristics. Students will learn the relationship between mixing and fermentation. The understanding of gluten and its importance in the bakeshop will be a key component to the lab. Fritters, lean and rich dough will be produced using hands-on techniques. Also the craft of artisan breads will be taught using a diversity of pre-ferments and sponges showing its advantages and disadvantages.

Co-requisite CBP 120

CBP 124 Tarts, Tortes and Gateaux

2 Credits

Students will use previously learned cake mixing and baking methods to create traditional and nontraditional desserts. The use of timeless fillings and icings such ganache and Bavarian cream will culminate with the student creating classical desserts such as Linzer Torte, Sacher Torte and Gateau St. Honore. The ever popular cupcake will also be produced showing its versatility in the today's market.

Co-requisite CBP 120

CBP 211 Meringues, Soufflés and Frozen Desserts

2 Credits

Students will learn how to work with an ice cream machine to create basic frozen desserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold soufflés completes the course. Prerequisite: CBP 124

CBP 212 Desserts for Restaurant and In Store Retail

2 Credits

This class is designed so students will have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and café style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in- store retail/bakery style desserts using pre-mixes.

Prerequisite: CBP 211

CBP 220 Petits Fours, Mignardise and Candies:

2 Credits

The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students will learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies and decorations. Students will produce popular candies using knowledge gained in Introduction to Professional Baking. Also the production of mignardise, petits fours, such as sec and glace will be covered. Prerequisite: CBP 219

Restricted Program Option Electives:

CBP 222	Specialized Baking/Pastries for Dietary Restrictions	2 Credits
CBP 223	Wedding and Sculptured Cakes	2 Credits
CBP 224	Cake Decorating and Specialty Cakes	2 Credits
CBP 225	Artisanal Breads	2 Credits
CBP 226	Chocolate and Sugar	2 Credits

Anticipated Cost for the Program**I. Initial One-time Cost for Starting the Program**

Facilities & Equipment Setup	\$	25,000.	(Grant funded)
Consultation Fee ¹	\$	1000.	
Other	\$	5,000	
TOTAL Initial One-time cost	\$	31,000	

II. On- Going Annual Operational Cost for the Program**Instruction****Faculty salaries**

FT	\$	36000.
Adjunct	\$	14400.
TOTAL Instruction	\$	51400.

Instructional Support Personnel

Program Coordinator	\$	4200.
Tutoring – <i>Program specific</i>	\$	
Lab assistance	\$	0
Program Advisement	\$	5,000.
Clerical	\$	2500.
TOTAL Inst. Support Personnel		11,700

➤ Additional library materials \$ 2000.

Accreditation fees	\$	750.	(2014)
TOTAL Contractual Services	\$	750.	

The current lab fee per course (275.00) would generate revenues to cover the cost of supplies for the degree option.