CAP Minutes for meeting, January 27, 2016 (prepared by A. Borders, M. Marino)

Present: M. Benoit, A. Borders, K. Clark, J. Day, F. Cooper, J. Johnson, M. Huguet-Jerez, J. Graham, M. Marino, M. Paliwal, J. Palmgren, A. Peel, S. Schreiner, D. Vekaria, O. White,

The minutes from last meeting were reviewed. K. Clark proposed and J. Day seconded the motion to approve the minutes. Approved unanimously.

1. The committee discussed received testimony as part of the review of TCNJ’s undergraduate internship policy. The committee received responses to the testimony questions from 9 department leaders. The committee members discussed the feedback and made the following tentative decisions: A) Keep the required internship hours at 200. B) Allow departments to specify that some of those hours may be off-site hours, as long as students work on-site for a minimum # of hours (TBA) and ask that departments justify the off-site hours. C) Allow departments to decide on appropriate pre-requisites and/or required status (e.g., junior standing, etc.) for internships, with the understanding that learning outcomes should align with students’ background knowledge. Departments do have the option of creating internships at different levels of the curriculum (with appropriate learning outcomes). D) Students must have a minimum cumulative GPA of 2.0 (or, be in “good standing”) and have earned 3 course units at TCNJ before taking an internship for credit. However, departments may decide to require higher GPAs if they feel it is appropriate. E) The committee will not recommend that an online internship training be required at TCNJ, as there is no such training in existence. F) Learning outcomes will be required by each department that sponsors an internship. G) Some communication (meeting, phone conversation. and/or email?) should occur between the on-site supervisor and a TCNJ faculty sponsor (or designated representative) before or at the beginning of an internship to explain TCNJ’s expectations and ensure that the site provides an appropriate internship experience. H) Evaluations of the site and the student are appropriate and common practice. M. Marino will summarize these recommendations and present to the committee for feedback.
2. James Day presented the recommendations of a subcommittee working on a review of the change of major policy. The committee agreed that the recommendations should include an emphasis on departmental transparency, so that students know the process and justification for change of major requirements, as well as how they will be evaluated. The subcommittee will meet to prepared revised recommendations and will submit these to the committee for further review.
3. The committee reviewed the proposed Program in Urban Education. A. Borders proposed and J. Day seconded the motion to approve the proposal. Approved unanimously.
4. M. Marino will email out supporting documents for the proposed minor in sexuality and queer studies, and the committee will vote on whether to approve by email.
5. Meeting adjourned at 2:50pm.