CAP Minutes for meeting, February 10, 2016 (prepared by A. Borders, M. Marino)

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

1. The minutes from last meeting were reviewed. J. Johnson proposed and M. Huguet-Jerez seconded the motion to approve the minutes. Approved unanimously.
2. The committee discussed preliminary recommendations of TCNJ’s undergraduate internship policy. The committee members discussed the following issues: A) Propose that the required internship hours be reduced to 180 hours. 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 (to be determined by each department) and ask that departments define what “on-site” means for them. C) Students must have a minimum cumulative GPA of 2.0. M. Marino will edit the recommendations and present to the committee for feedback.
3. The committee discussed preliminary recommendations of the change of major policy. The committee members discussed the following issues: A) A general statement should be added that unless otherwise noted, students should be able to change their major after taking the relevant foundation course and submitting an application. B) A statement should be added that the evaluation criteria for any requirements other than a foundation course (e.g., essay, interview, audition) be clearly stated in the Bulletin. C) The possible requirements of essay and interview will be listed separately. J. Day and M. Marino will prepare revised recommendations and present to the committee for feedback.
4. The committee reviewed the new charge the review the graduate certificate policy. J. Palmgren shared the current policy and her requests for the committee’s review: A) clarify whether approval of graduate certificates requires approval from internal parties only (vs. outside parties). B) define “stand-alone graduate certificate.” C) Work with GPC to revisit the philosophy of graduate certificates.
5. The committee decided to hold an open forum on Tuesday, March 29 to elicit feedback on 3 policies: change of major, internship, and certificates.
6. Meeting adjourned at 2:50pm.