

## MEMORANDUM

**TO:** Steering Committee  
**FROM:** Committee on Academic Programs (CAP)  
**RE:** Final Report for 2018-2019  
**DATE:** June 26, 2019

Prepared by Chris Wagner, Chair, CAP

In the 2018-2019 academic year, CAP addressed the following:

- 1) Approved and/or reviewed eight programs requests:
  - a. Waiver for IMM related to minor requirements
  - b. Special Education Secondary Education major – new
  - c. World Language and Linguistics major – new
  - d. Computer Science Education minor - new
  - e. MBA - SIL program Track – new track
  - f. Health and Wellness Minor - new
  - g. Nursing Educator Certificate - new
  - h. Education - Biology dual major – revised requirements
  
- 2) Revised four policies
  - a. Course Approval – Tier III major revision to align with current governance
  - b. Alternative course types – Tier III updated and expanded from Independent study policy. Returned by Steering for Graduate consideration. GSC has stated they will develop a graduate level policy.
  - c. Mid-semester evaluations – Tier II updated to include clearer definitions and align with academic calendar
  - d. Transfer Credit - Tier II Update request from R&R with revision/addition to more broadly cover transfer credit
  
- 3) Reviewed one Committee request
  - a. Honors Program Requests – considered HPC activity in developing an honor project definition, Mission, and Strategic plan. No action was required at this time. HPC is working on these items and will share with the TCNJ community as needed per governance.
  
- 4) Provided two recommendations to Steering on:
  - a. Maintaining appropriate governance timing and considerations
  - b. Defining “affected unit” for considering notification
  
- 5) Five in-progress charges
  - a. Final Exam Reading Day – CAP revised this policy based on a 5-yr review and sent to GSC for graduate consideration. No final comment from GSC was made by year-end.
  - b. Readmission – Conditional – Initial charge was returned for a broader charge after looking at the disparate readmission practices across the TCNJ community. A revised

draft policy in response to an approved broader charge from Steering was completed, approved by CAP, and ready for Tier III testimony in Fall 2019.

- c. Double Counting between Undergrad and grad courses – Policy was revised based on charge request, approved by CAP, and ready for Tier II testimony in Fall 2019.
- d. Course of Study Designation – received in April 2019, no action from CAP.
- e. Special Topics Courses - received in April 2019, no action from CAP.