

**Committee on Academic Programs (CAP)
Minutes for Meeting on 10/23**

Attending: Paul D'Angelo, Belinda Haikes, Keli Fazio (Chair), Deborah Knox, Tracy Kress, Maura Moore (R&R representative), Abby O'Connor, Jennifer Palmgren, Kay Potucek, Avani Rana, Aimee Stahl, Rajbir Toor, Simona Wright

Excused: Steve Schreiner, Kelsey Cogan

Absent: Jacob Johnson

Action items are boldfaced below.

The meeting was called to order at 1:35 p.m.

1. Approval of Minutes
10/9/2019 minutes approved

2. Double Counting Policy (Lead: Fazio)
 - a. Testimony was received from the Qualtrics link and via email; testimony was discussed; had yet to receive feedback from Grad Council because the committee is without a chair until December. If Steering indicates that feedback from Grad Council is necessary prior to submitting our recommendation, we will revisit. The Provost's office determines the number of double-counting courses once for each program or certificate; programs can request for up to the maximum number, but are not obligated to request that many. CAP voted to **recommend that for graduate programs requiring greater or equal to 36 credits, up to 5 courses can be requested to double count. For graduate programs or certificates requiring 15 credits, 1 course can be requested to double count.** The vote was unanimous.

3. Course of Study Designation (Lead: Kress)
 - a. Committee discussion: Current uses of the designation includes 1) advising, 2) bridge program in nursing (advising followed by an application by the prospective student to the program), and 3) Honors Program. The Course of Study Designation benefits students and advisors. There is no premed track at TCNJ. The Committee suggests:
 - i. Discontinue the Course of Study designation for advising for students interested in pre-med related courses.
 - ii. Use the "what-if" reports in PAWS to track courses of interest to students following recommended courses to prepare for medical school
 - iii. Records and Registration can create a student group for the HSS premed advisor (currently Dr. Ruddy). This can be used for tracking interested students. HSS students can join this group.
 - iv. Non-HSS students are not supported by the above student group; however, the Medical Career Advisory Committee will handle non-HSS students (not just Science students)

 - b. Summary
 - i. A Course of Study policy is not needed
 - ii. Recommend that the Psychology program replace use of Course of Study with "what-if" reports
 - iii. Justification: Other Courses of Study appear on student transcripts. These are requirements to complete program, leading to graduation. The use of the Course of

Study by Psychology for the students interested in preparing for medical school does not fit this model.

- iv. Note: CAP did not consult with chairs.
- v. Fazio will prepare a response to Steering.

4. Re-Admission Policy (Lead: Schreiner)

- a. Schreiner and Rana consulted with Student Affairs (Jordan Draper) regarding use of “judicially” in the current policy draft. Suggestion is that we simply use the word “non-academic” dismissals to cover the wide range of dismissal categories, e.g., health, behavior, etc. **CAP voted to accept the draft policy with this change and to collect testimony.**
- b. Fazio will be in touch with Schreiner to discuss moving forward for testimony.
- c. Subcommittee (Schreiner, Rana, Knox) will engage in collection of testimony, and prepare final recommendation.

5. Special Topics Courses (Lead: Haikes) Have not received feedback from Grad Council. Plan to discuss during our next meeting.

6. New Business

- a. LLC Chair and Task Force member Harriet Hustis, representing the Council, visited to discuss the Approval Process for LL Course Designations. Outlined the process from 2017, which sometimes results in an extended period of time (up to 2 years) before approvals are given. Sending the course proposals to school curriculum committees is a bottleneck. Council is seeking our feedback on a streamlined approval process. Approaches that LLC presented include: 1) Create a consultant list to insure broad representation and expertise. Use faculty consultants in place of the school curriculum committee. 2) Create an expert group, replacing the school curriculum committee, consisting of 1 member from each school. (Possible problem: Still don’t have representation of expertise.)
 - i. CAP’s feedback included a call for transparency and a recommendation to ask the Faculty Senate to create and approve lists of experts.
 - ii. A suggestion was to permit disciplinary tracks to support gaining automatic designation for liberal learning domain (contrasting a one-time application vs. a per course application).
 - iii. A comment lead to discussion of the current “gaming” of the system through cross-listed courses.
 - iv. One suggestion was made to run the course approval process similar to a SOSA review, running a marathon session of review/approvals. It was suggested that these sessions occur once each semester. During these sessions, topic/content experts could be invited to give feedback on the course proposal.
- b. Received written policies from GSC on Final Exam Policy and Conditional Re-admit Policy. Will be shared with subcommittees for integration into our testimony collection activities.

7. Adjournment at 2:50 p.m.

Respectfully submitted, Deborah Knox