

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 9/9/2020**

**Attending:** Amy Cmielewski, David Gazarian, Belinda Haikes, Craig Hollander, Deborah Knox, Tracy Kress (Chair), Maura Moore, Abby O'Connor (Vice Chair), Jennifer Palmgren, Kay Potucek, Avani Rana, Brenda Seals, Aneta Sieminski, Aimme Stahl, Jane Wong.

**Not in attendance:** Don Vandergrift

The meeting called to order at 1:33 pm.

**Notes from summer and updates for new committee members:**

1. Approved minutes and other documents are posted on the Google shared drive for Committee on Academic Programs. The minutes from 5/13/20 were approved and posted in June.
2. Committee Action Since May 13
  - a. **Post-Baccalaureate Program for a Dual Certification in Early Childhood Education and Elementary Education.** Charge received April 2020. Keli Fazio and Jennifer Palmgren confirmed via added materials that the school curriculum committee did approve the ECE/EEL program, and the chair of Special Education and the curriculum committee had also approved the course that was included in the program proposal. All relevant stakeholders were included in the planning and approvals. CAP concluded discussions online and voted to **recommend this program proposal to Steering on May 20, 2020** via electronic vote.
  - b. **Online Proctoring of Examinations.** Charge received July 17, 2020. A blended committee of CAP members (including students) from AY 2019-20 and AY 2020-21 conducted a review of the July 14 document "Recommendations of the Online Exam Proctoring Work Group". Their report provided a foundation for discussion, including Q&A with representatives from that working group, and with representatives from SGA, ARC, the Office of Instructional Design, IT, TCNJ Office of the General Counsel, Student Affairs, and the Division of Equity and Inclusion. CAP developed a preliminary recommendation regarding the online proctoring of exams during Fall 2020; it was distributed to the campus community for feedback on July 3. We met with the SGA, and held an open forum with the Faculty Senate to collect testimony; students and faculty also provided stakeholder testimony through a Qualtrics survey that was summarized and shared with CAP by Shaun Wiley, co-chair of Steering. Testimony from academic chairs and the Dean's Council was received. After continued discussion and revisions, CAP submitted a final recommendation to Steering on August 10. On August 13, Steering accepted the final recommendation. This was sent to the Provost on August 17, and on August 21 the Provost approved the new policy and CAP's final recommendation. These final materials were shared with the campus community on August 21. **The policy and recommendations are active for Fall 2020.**

**New business**

3. **Election of Chair and Vice Chair**

Tracy Kress elected chair.  
Abby O'Connor elected vice chair.

#### **4. Final Exam/Reading Day Policy** (lead: Abby O'Connor) Received Oct. 2018.

O'Connor provided an update on the policy and provided initial feedback for CAP regarding the collected testimony. A call for new members to serve on the subcommittee occurred and Kay Potucek and Amy Cmielewski volunteered to serve on the subcommittee.

**Action item:** The Subcommittee should review the testimony and work remotely to update the policy with relevant comments by the end of September.

#### **5. Graduate Transfer Credit Draft**

CAP reviewed the Graduate Transfer Credit policy prepared by the School of Education's Graduate Studies Council. After review and discussion by CAP members it was recommended that the policy be revised to address the concerns outlined below

##### List of concerns sent to Tim Clydesdale

1). CAP believes that the current proposed revisions do not align with the Undergraduate Enrolling in and Double Counting policy. In the double counting policy, students can count 2 courses towards a 36-credit program (if it is a program with more than 36 credits students can petition the Provost for more courses to double count). In addition, students can only double count one course towards a graduate certificate program with at least 5 courses. If we understand the revised Graduate Transfer Policy correctly, the new policy allows 4 courses from TCNJ to transfer (and hence potentially double count) to a graduate program with less than 45 credits. Can you resolve this misalignment? Or help us better understand the intent?

2). In Item A line one, is it your intent to have "and/or" as written? The "and" implies that 18 credits could potentially transfer to a graduate program. If this is the case, then CAP feels that is a high number of potential transfer credits for a program that is less than 45 courses (for example, this is more than 1/2 of the credits for a 30-credit graduate program, which does not seem appropriate).

3). In the 2012 policy Part A the last sentences stated, "They.....cannot have been applied to an academic degree at any other institution". This statement was removed in the current revision. What is the rationale for this removal? CAP is wondering if under the revised policy a student who obtains a masters degree at another institution could also apply those credits towards a new/different masters degree at TCNJ.

4). In part A, add at the end of the second line (starting with sentence "For graduate programs with 45 or more credits.....") we suggest adding "pending department approval".

5). Under part A, we suggest adding language to state that programs must refer to accrediting body regulations as some accrediting agencies have a limit to the number of

courses that can be transferred. For example, adding “Accrediting agency regulations supersede this policy”

**Action item:** Tracy will send/sent this policy back to Tim Clydesdale and the Graduate Studies Council for updating.

## **6. Subcommittee Formation for Current Charges**

Subcommittees were formed to address the charges for CAP. The numbers for the policies were also adjusted for this new academic year. The new numbers are reflected below.

*Graduate Admissions, 5 year review, Received Dec. 2019, #2*

Craig Hollander (lead), Brenda Seals, Jane Wong, David Gazarian

*Absence and Attendance Policy, 5 year review, Received Feb. 2020, #3*

Deborah Knox (lead), Aimee Stahl, Kay Potucek, Aneta Sieminski

*International Credit Transfer and Exchange, Received Oct. 2019, #4*

Belinda Haikes (lead), Jennifer Palmgren, Don Vandergrift, Maura Morre

It was suggested to invite folks from global engagement and global council to participate in this discussion.

*CEL (changes recommended by CELC), Received April 2020, #5*

Tracy Kress (lead), Avani Rana, Abby O’Connor, Amy Cmielewski

**Action item:** CAP members should review policies and charges for our next meeting.

7. The next meeting will be on Wednesday, September 23, 1:30 pm.

8. Meeting adjourned at 2:45 pm.

Respectfully submitted,  
Abby O’Connor