

Committee on Academic Programs (CAP) Minutes for Meeting on 9/23/2020

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, Don Vandergrift, Jane Wong.

The meeting called to order at 1:32 pm.

1. Approved 9/9/2020 meeting minutes
2. Steering has decided to not charge us with any more items except engineering clear things on the list longer first, move 2019 items along first for now.
3. **Final Exam/Reading Day Policy** (lead: Abby O'Connor) Received Oct. 2018.

O'Connor provided an update from the subcommittee and addressed four points that need to be worked through to finalize the draft of this policy. After discussion with CAP, feedback was received to finalize the draft. There is still a question as to the term "simultaneous course offerings" that needs to be clarified.

Action item: The Subcommittee will meet to finalize the policy and make updates to the language to reflect the changes recommended. The policy will be sent to Tracy for review. Tracy will contact Steering for clarification on "simultaneous course offerings".

4. Graduate Transfer Credit Draft

Tracy received a response from the GSC and they are working on replying to CAP's questions regarding the misalignment of the graduate transfer draft with the TCNJ double counting policy. The GSC will work to address the other requests (items 3-5) from CAP over the next few weeks. clarifications

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"

5. Special Topics Policy Minor revision

Steering sent back to CAP this finalized policy with a minor wording edit in regards to item 4a in the policy. During previous CAP meetings, it was the consensus that no special topics course should be offered a fourth time without approval from the school curriculum committee. After discussion CAP agreed that the wording should be: "Classes must be approved by the school curriculum before they can be scheduled for a fourth time."

Action item: Tracy will send Steering back the Special Topics Policy with our recommended word change along with a justification based on CAP's conversation.

6. CAP received a charge to review a civil engineering minor. However, the proposal is not complete and a discussion to send it back to Steering was had. In addition, CAP noticed that Eco101 is a course in the minor and only chair from economics was consulted as a stakeholder. It was noted that this department selected the minor was not identified as interdisciplinary. CAP wants to ensure that this is the case.

The minors policy says that: "in the case of interdisciplinary minors, all departments included in the minor program must review the proposal (by the departmental curriculum committee, if applicable, and committee of the whole)."

Action Item: Tracy will contact Martha Stella and Micheal Horst to request additional materials/information for the approval process and to clarify why they did not select this as an interdisciplinary minor.

7. Suggestion to subgroup working on International Credit Transfer from Maura Moore. When the group is ready to begin work on the policy, they might want to include Amanda Winifield-Summiel, from records and registration, and Jennifer Margherito, from the center of global engagement, as they work with it every day.
8. The next meeting will be on Wednesday, October 14, 1:30 pm.
9. Meeting adjourned at 2:47 pm.

Respectfully submitted,
Abby O'Connor