

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 2/09/22**

**Present:** Brett BuSha, Peter Corso, Craig Hollander, Heba Jahama, Deborah Knox, Tracy Kress, John McCarty, Jennifer Palmgren, Kay Potucek, Avani Rana, Jane Wong, Brenda Seals (Chair).

**Not present:** Joe Baker, Alekhya Madiraju.

**Resigned from CAP:** Asheyah Willis.

**1. Approved Agenda for 2/9/2022**

The 2/9/22 meeting Agenda was voted upon and approved unanimously.

**2. Approved minutes from 1/26/22**

The 1/26/22 meeting minutes were voted upon and approved unanimously.

**3. Announcements:** Graduate student representative, Asheyah Willis, resigned from CAP.

**4. New Charges:**

- a. **17.** Professional and UX/UI Writing Graduate Certificate, in the review process.
- b. **18.** Supply Chain Management Minor The 'supply chain management' minor proposal will be reviewed. The Chair of Steering will be contacted to confirm that CAP does not have to review the specialization proposal.

**5. Discussion of current charges:**

- a. Graduate Admissions Charge. A summation was provided on the status of progress on the 5-year review of this policy. CAP is still waiting for further feedback from the School of Education.
- b. Syllabus policy. Feedback was received from stakeholders and the subcommittee is currently working on a more comprehensive template with links to relevant TCNJ policies, or a single link to a website that has all the relevant policies. The campus Diversity Council was contacted regarding the inclusion of a diversity statement, which will also be shared with the faculty senate. A linkable static website that has links to the relevant student/faculty rights, responsibilities and resources policies.
- c. Interim policy on Remote Classroom Camera/Microphone Use and Recording. Progress was made on a draft policy; however, it is not clear if students that are online have to follow in person student conduct policies?
- d. Honors Program. The subcommittee will re-review their results and make a recommendation at the next CAP meeting. The greatest remaining concern involves the proposed curriculum (page 3).
- e. Ungraded Option. Student government feedback will be collected in 2/9/2022, and the subcommittee is awaiting for a scheduled date to present to Faculty Senate.
- f. Delivery Mode. Work is still ongoing with the inclusion of definitions and processes from the relevant MOA 137. It is unclear if this needs tier II review.

- g. Undergraduate Transfer Credit. The subcommittee suggested a waiver for the School of Nursing's request, additional
  - h. Graduate Certificate Programs
  - i. Undergraduate Certificate Programs
  - j. Campus Recording Policy
  - k. Graduate Comprehensive Exams and other Culminating Experiences
  - l. Graduate Non-Enrollment Policy
  - m. Civil Engineering Minor. Civil engineering responded with the appropriate responses. The minor was approved, unanimously. The approved proposal was sent back to Steering.
5. On Hold: Liberal Learning. CAP members are reviewing the Liberal Learning preliminary recommendation that is located on the shared drive.
6. Review and vote:
7. **Subcommittee Meetings**
- a. Undergraduate Certificate Programs
  - b. Campus Recording Policy
  - c. Graduate Comprehensive Exams and other Culminating Experiences
  - d. Graduate Non-Enrollment Policy
8. Our **next meeting** will be on Wednesday, February 23, 1:30 p.m. via Zoom. Link will be emailed with the new agenda.

Meeting adjourns at 2:51 pm  
Respectfully Submitted,  
Brett BuSha