

**Committee on Academic Programs (CAP)
Meeting Minutes from 03/09/22
146 Bliss Hall, in the annex or by zoom (see instructions at the bottom)**

Present: Joe Baker, Brett BuSha, Sharon Byrne, Sharon, Craig Hollander, Heba Jahama, Deborah Knox, John McCarty, Jennifer Palmgren, Kay Potucek, Avani Rana, Jane Wong, Brenda Seals (Chair).

Not present: Tracy Kress.

1. Review and approve agenda and minutes from 2/23/22; Approved.

2. Announcements:

- a. **New CAP member**, TCNJ graduate student Alyssa Desantis.
- b. **Visitor from Liberal Learning Council** (Kit Murphy). Presented the Draft Revised Liberal Learning (LL) Outcomes.
 - The previous LL outcomes were revised to facilitate assessment, there are now ~15 LL outcomes, reduced from ~75
 - Seeking preliminary input on the proposed outcomes; Cap members were asked to ‘focus on the framing/phrasing of the outcomes’
 - Some of the outcomes seem difficult to objectively assess, KM stated that specific rubrics would be designed and shared with faculty
 - LL course outcomes will be assessed by the LL program
 - KM is asking if the proposed outcomes seem appropriate for the LL courses
 - For the second language requirement, only applies to about 50% of TCNJ graduates. As ‘asterisk’ explanation may be sufficient for an explanation
 - A lot of discussion around the use of ‘critically’ evaluate vs. evaluate
 - Addition of aspects of ‘structural racism’ within the ‘Race & Ethnicity’ outcome
 - CAP likes the word ‘explore’ relative to LL outcomes
 - A lot of discussion comparing ‘evaluate’, ‘explore’, and ‘analyze’, explore being more open-ended and evaluate being more quantitative
 - KM will take this back to the LL council prior to a request for additional feedback from campus. CAP members can email KM with additional comments.

3. New Charges:

4. Discussion of current charges:

- a. Graduate Admissions Charge. The subcommittee has consolidated a lot of input, and started to draw a conclusion; however, there appear to be too many new programs being created without knowledge of current policies, and there is a lot of variability in how the different programs are building certificate and/or graduate programs. There is a need for a centralized location for guidelines, such as what is the minimum credits/course units needed for a certificate or new graduate program. A suggestion of a centralized FAQ list for the building of new graduate programs was proposed.

- b. Syllabus policy. A preliminary draft sent out to receive feedback to the Campus Diversity Council (CDC). Although some policies may be moved to a centralized website, some policies will remain on the syllabus.
- c. Interim policy on Remote Classroom Camera/Microphone Use and Recording
The subcommittee made a few small edits, and a vote was called. And then there was a lot of discussion. CAP members requested more time to review the proposal for the next CAP meeting. The document is on the CAP shared drive, CAP members should read and integrate comments. Vote is tabled until next week.

The meeting ran long, and ended here. A request for an online/email vote for the proposed Undergraduate Transfer Credit policy. Another request was made for feedback on the Ungraded Option proposal. Later items were not discussed.

- d. Ungraded Option.
- e. Delivery Mode.
- f. Undergraduate Transfer Credit.
- g. Graduate Certificate Programs.
- h. Undergraduate Certificate Programs.
- i. Campus Recording Policy.
- j. Graduate Comprehensive Exams and other Culminating Experiences.
- k. Graduate Non-Enrollment Policy.
- l. Professional and UX/UI Writing Graduate Certificate.

5. Notes on Committees that report to CAP

- a. **Graduate Studies Council:**
- b. **Honor's Program:**
- c. **Liberal Learning Council:**
- d. Community Engaged Learning Council
- e. Cultural and Intellectual Community Council
- f. Global Engagement Council
- g. Mentored Research and Internships Council
- h. Self-Designed Major Council
- i. Teacher Education Council
- j. Teaching and Learning Council

6. Review and vote:

- a. Supply Chain Management Minor

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, March 23, 1:30 p.m. via Zoom. Link will be emailed with the new agenda.

CAP 2021-22 Roster

1. Brenda Seals, Chair, Faculty, term expires 2023
2. Craig Hollander, Faculty, term expires 2023
3. Sharon Byrne, Faculty, term expires 2023
4. John McCarty, Faculty, term expires 2024
5. Brett BuSha, Faculty, term expires 2024
6. Deborah Knox, Faculty, term expires 2022
7. Joe Baker, Faculty, term expires 2022
8. Tracy Kress, Faculty, term expires 2022
9. Avani Rana, Staff
10. Jennifer Palmgren, Provost Designee
11. Jane Wong, Academic Dean
12. Kay Potucek, Staff
13. Heba Jahama, Staff
14. Alekhya Madiraju, Undergraduate Student
15. Peter Corso, Undergraduate Student
16. Alyssa DeSantis, Graduate Student