

Committee on Academic Programs (CAP)
Minutes for Meeting on 05/11/22
146 Bliss Hall, in the annex or by zoom (see instructions at the bottom)

Present: Brenda Seals, Joseph Baker, Heba Jahama, Sharon Byrne, Tracy Kress, Deborah Knox, Avani Rana, Kay Potucek, John McCarty, Jennifer Palmgren, Jane Wong, Craig Hollander, Alyssa Desantis, Peter Corso

Not present and excused: Alekhya Madiraju, Brett BuSha

Meeting called to order 1:34 pm

1. Review and approve agenda and minutes from 4/27/22

Approved.

2. Announcements: An overwhelming THANKS to all those who are moving on to new endeavors.

3. New Charges:

a. 25. Master of Public Policy (MPP) (Sharon, Brenda, Alyssa)
<https://drive.google.com/drive/folders/1sNONG7nrxXRujjV9KRmNAYu3z5wi5BWp>

4. Votes:

a. Master of Arts in Educational Studies (Heba, Joe, Jennifer, John, Brenda, Alyssa)

Linda Mayger presenting on the MAES program. It creates a Master's degree by combining programs that already exist. Three School of Ed departments and iSTEM have worked together to create the degree. The different pieces that get combined into the Master's are integrated together at the end through an interdisciplinary research project. The research project culminates in a final paper, and the student is paired with a faculty mentor that guides them in the development of the project over the course of the semester. When students arrive at the course, they must already have a formalized idea, and there are informal procedures in place to help them develop that along the way. There was a question about whether a statement about IRB exemption should be added to the research course description. The program will be sent to the state for approvals as a piece of the process. The certificate programs being included have already been vetted and approved.

Motion to approve the proposal, with some additional language in an addendum added to define what a stackable certificate is and to clarify what the IRB implications of the research course are

Approved

b. Master of Public Policy (Sharon, Brenda, Alyssa)

Daniel Bowen presenting on the MPP program. Professional Master's degree focused on training students for careers in public affairs, public service, management, public policy, largely in the public sector but also some areas of the private sector. Some students may want to get the Public Policy certificate as a way into MPP, and some other students on campus may want to add the PP certificate to their disciplinary training. Question about how non-matriculated students would access, there is no non-matriculated certificate program at the moment. The current proposal currently has 2 double-counted grad/undergrad courses allowed based on TCNJ policy, but this means that students would need to potentially take a winter or summer course to finish the PP certificate. As a goal they are hoping for 8-12 students starting out in the 4+1 program. Adding working class adults already in local/state government could grow this further to 25-30 students. General discussion about how the approval of this program and other Master's/certificates programs will also require support at the administrative level. What is the justification for 2 course releases per year for a class of 12 students? The coordinator will take on advising, setting up internship site placements, scheduling and coordinating the courses for the MPP, and a lot of in-house professional development, training, networking, etc. The general discussion was that this is a great program, but there were significant concerns about the actual revenue generating potential of the program going forward, and of Master's/4+1 programs being the panacea answer to TCNJ budget shortfalls.

Approved.

c. Graduate Certificate in Health and Risk Communication (Avani and Tracy)

Tracy Kress and Avani Rana briefly discussed the program and said it checks off all of the appropriate boxes for a certificate program based on their review.

Approved. Proposal sent to the Graduate Studies Council.

d. Delivery Mode

Clarification requested about what faculty training is required for faculty to teach in certain modalities. Discussion about approval of an interim policy that includes the definitions so that they can be ready for the fall. But additional work was suggested to be done to edit the policy that OID cannot require training of faculty to teach courses, and that this is something that should be determined within the academic unit (e.g., Dean and department). There are also additional feedback/testimony steps of the process that need to occur going forward.

Motion that we approve definitions on an interim basis while there is further review and feedback obtained for the full policy: **Approved**

e. Remote Classroom Camera/Microphone Use and Recording – (returned with friendly amendments—See under #26 in CAP Charges)

<https://drive.google.com/drive/folders/18-1x-jT5XJfalGLCSDYohzvoVVITDq9b>

This entails a friendly amendment to simplify one section by keeping the first sentence and removing the rest for Student Conduct.

Motion to approve with the amendment described above: **Approved.**

- f. Syllabus policy: Voted on electronically by 6/11/22
Approved.

5. Discussion of current charges:

- a. Graduate Admissions/Readmissions Charges
- b. Syllabus policy: Steering would meet to consider in June if we can electronically vote on this. Tracy Kress will prepare an email summary of the work done on the policy, to be presented somewhere around the 23rd or 24th of May.
- c. Delivery Mode (review process)
- d. Undergraduate Transfer Credit
- e. Graduate Certificate Programs
- f. Undergraduate Certificate Programs: Kay Potucek got some feedback from Admissions and the notes are included on the Drive.
- g. Graduate Comprehensive Exams and other Culminating Experiences: Tracy is coordinating with Graduate Council)
- h. Graduate Non-Enrollment Policy: Tracy is coordinating with Graduate Council)

6. Notes on Committees that report to CAP

- a. **Graduate Studies Council:**
 - i. Tracy is coordinating for specific charges, see above.
- b. **Honor's Program:**
 - i. Honors Program Proposal
- c. **Liberal Learning Council:**
 - i. Liberal Learning (Proposal for new competencies went out for review via email to the campus. Please review proposal:
<https://docs.google.com/document/d/14fQ6782vpHxZgtJZm8R0f26JKcu3AZFC/edit>)
- 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

- 7. Our **next meeting** will be in Fall, 2022 . . . September 14, 2022 1:30 to 2:45 pm. Mode is TBA.

CAP 2021-22 Roster

- 1. Brenda Seals, Chair, Faculty, term expires 2023
- 2. Brett BuSha, Co-Chair, Faculty, term expires 2024

3. Craig Hollander, Faculty, term expires 2023
4. Sharon Byrne, Faculty, term expire 2023
5. John McCarty, 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