

**Committee on Academic Programs (CAP)
Minutes for Meeting on 5/10/2023**

Present: Joe Baker, Peter Corso, Hiya Dogiparthi, David Mazeika, John McCarty, Jennifer Palmgren, Monisha Pulimood, Avani Rana, Aimee Stahl, Jane Wong

Excused: Brett BuSha, Sharon Byrne, Ellen Farr, Heba Jahama, Jennifer Prince

1. Review and approve minutes

- a. 4/26/2023: Approved

2. Announcements:

- a. BA Environmental studies sent to Steering
- b. Incomplete/In Progress approved by Steering with friendly amendment:
 - i. "If a student takes a TCNJ-approved leave of absence from the College during the semester immediately following the recorded Incomplete Grade, then the student and instructor will determine any remaining requirements and dates of completion once the official leave of absence has completed within the subsequent semester."

3. New Charges/Business:

- a. Master's of Science in Accounting and Business Analytics
 - i. GSC meeting to review on May 17th, they will provide feedback, CAP can then vote electronically
- b. Master's of Science in Management
 - i. GSC meeting to review on May 17th, they will provide feedback, CAP can then vote electronically
- c. Health Analytics and Financial Management Certificate
 - i. School of Business Graduate Curriculum needs to consult specific affected units
 - ii. Is the quantitative reasoning prerequisite sufficient?
 - iii. Will vote electronically when we receive final proposal

4. Votes:

- a. Program entrance, retention, and exit standards policy
 - i. Reviewed policy revisions, which are minor and do not require testimony
 - 1. Note to Steering CSS feedback that can't be addressed in this particular policy
 - ii. Approved

5. Discussion of current charges/business:

- a. Active charges/business under discussion
 - i. Student Complaints Policy 5-year review
 - 1. Reviewed testimony
 - a. Should there be a form to formally file a complaint?
 - i. Helpful to standardize and distinguish it from an informal complaint, but would change the process because form would go to centralized office (e.g.,

Academic Affairs) which might discourage students from bringing complaints

- ii. Add language that records should be retained when appeals occur (e.g., to chairs, deans), and acknowledgment of receipt of complaint should be required
 - b. Add statement referencing ADA policy for concerns about accommodations not being met
 - c. Clarify the distinction between this and student conduct policy
 - d. Remove language specifying reporting window for students and focus on instructor timeline for response/resolution
 - e. Should classroom-based complaints during winter/summer terms automatically be expedited?
 - f. Add this policy to the syllabus resources
 - g. Rename to something like “Academic and Academic-Related Complaints Policy” to clarify that it is not for complaints about housing, dining, etc.
2. Subcommittee will revise and send final version for electronic vote

b. Tabled for fall

- i. Program closure policy: Waiting for feedback from Steering

6. 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

CAP 2022-23 Roster

1. Empty position, Faculty, term expires 2023
2. Brett BuSha, Faculty, term expires 2024
3. Aimee Stahl, Vice-Chair, Faculty, term expires 2023
4. Sharon Byrne, Faculty, term expires 2023
5. John McCarty, Faculty, term expires 2024
6. Joe Baker, Chair, Faculty, term expires 2025
7. Monisha Pulimood, term expires 2025
8. David Mazeika, Faculty, term expires 2025
9. Avani Rana, Staff, term expires 2024
10. Jennifer Palmgren, Provost Designee
11. Jane Wong, Academic Dean

12. Heba Jahama, Staff, R&R rep, non-voting
13. Ellen Farr, Staff, term expires 2025
14. Hiya Dogiparthi, Undergraduate Student
15. Peter Corso, Undergraduate Student
16. Jennifer Prince, Graduate Student