

## MEMORANDUM

**TO:** Steering Committee

**FROM:** Committee on Academic Programs (CAP)

**SUBJECT:** End of Year Report for Academic Year 2023-2024

**DATE:** June 12, 2024

Academic Year 2023-2024 CAP Membership:

- Monisha Pulimood (Faculty), Chair
- David Mazeika (Faculty), Vice-Chair
- Steven Singer (Faculty),
- Angie Capece (Faculty),
- Sylvia Twersky (Faculty),
- John McCarty (Faculty),
- Brett BuSha (Faculty),
- Tracy Perron (Faculty),
- Susan Ryan (Faculty),
- Avani Rana (Staff),
- Ellen Farr (Staff),
- Jennifer Palmgren (provost designee),
- Lisa Grimm (Academic Dean),
- Jackie Anderson (Undergraduate Student),
- Jennifer Castro (Undergraduate Student),
- Katy Robinson (Graduate Student),
- Lisa Watson-Cotton (Records & Registration representative).

The first meeting for the 2023-2024 academic year was held on September 13, 2023. CAP elected Monisha Pulimood as Chair, and David Mazeika as Vice-Chair for the academic year.

Below are the actions taken by CAP this academic year. Please see minutes of meetings for additional details.

CAP reviewed and recommended approval of proposals for:

- a revised RFP for MUSE, from the Mentored Research and Internships Council,
- updating some course requirements for students in the honors program, from the Honors and Scholars Council,
- a new minor in Astrophysics, from the Department of Physics,
- a Master's in Professional Studies degree program, from the Office of Graduate and Continuing Education,
- World Languages and Cultures Undergraduate Certificate programs, from the School of Humanities and Social Sciences,
- a new BA in Mathematics degree program, from the Department of Mathematics and Statistics,

- removing the FYW 102 requirement for undergraduates, from the Writing program,
- an interdisciplinary minor in Social Media,
- four Educational Studies graduate certificates,
- a graduate certificate in Healthcare Management,
- a minor in Ethics,
- a graduate certificate in Addiction Counseling, and
- a minor in Financial Planning (see memo for details).

Based on testimony from the campus, CAP recommended that the number of units for a typical baccalaureate degree at TCNJ could be adjusted from 128 credits (32 units) to 120 credits (30 units) IF there will be significant cost savings. At the time of CAP's review and testimony gathering, data on cost savings were not available.

CAP completed five-year reviews of the following policies:

- Undergraduate Bulletin Year of Record,
- Withdrawing from a Course,
- Hold Flags,
- Mid-semester Evaluation, and
- Learning Assistant.

CAP worked with the Graduate Students Council to replace the Graduate Student Full-time Definition policy with a broader policy that addresses the definitions of "graduate student" and "graduate student load", and to consider whether there is a need for a policy on graduate assistants.

CAP reached out to the music department for clarifications on their proposal for a minor in music performance. At the time of this report, CAP has not received a response.

CAP has paused work on the following charges, pending completion of related work by the LIONS plan working groups, and potential recommendations.

- Reevaluate the language requirement in light of the fact that more than half of TCNJ students are exempt from the requirement,
- Review the Internships (Undergraduate) policy, specifically to address the Chemistry Department's concern that the current policy does not apply to "co-op" courses/experiences,
- Review the Alternative Undergraduate Course Types policy in general, and in particular, with a specific eye towards the section on Special Arrangement (Section 70) courses.

CAP requests a charge from Steering to review and revise the "Types of Undergraduate Majors and Minors Defined" policy.

Section B, point 6 in the policy states, "Minor requirements and options are specifically designated and consist of five full courses (or four full courses plus an approved experience),..." The intent of "full courses" is not clear, and should be clarified. For example, must there be exactly five courses that are each one unit, or can the minor include a few partial unit courses so that the total number

of units is five? The requirements for the "approved experience" are not clear. It is also not clear who needs to approve the experience, and whether it must be equivalent to a course unit.

In summary, the only pending item as of the date of filing this report is the review of the proposal for a minor in Music Performance. If a response is received from the Music department, the proposal review can be completed in AY 2024-2025.