

**New Jersey Presidents' Council**  
**Academic Issues Committee**  
November 30, 2018, 10:00 a.m.

M I N U T E S

**Present (via phone):**

Nurdan Aydin – New Jersey City University  
MaryAnn Baenninger – Drew University  
Basil C. Baltzis - New Jersey Institute of Technology  
Jacki Belin – Raritan Valley Community College  
Jim Burkley – Rutgers University  
Chris Capuano – Fairleigh Dickinson University  
Rafael Castilla, - Eastwick College  
Jon Connolly – Sussex County Community College  
Willard Gingerich – Montclair University  
Roberta Harvey - Rowan University  
Carra Hood -Stockton University  
Bob Kleinschmidt – Mercer County Community College  
Jennifer Palmgren – The College of New Jersey  
Jeff Toney – Kean University

**Also Present (via phone):**

Will de Veyga – New Jersey City University  
Rose Mary Reilly – New Jersey City University  
Allison Samay – New Jersey Presidents' Council  
Eric Taylor – Office of the Secretary of Higher Education

**Unable to Attend:**

Beth Castiglia – Berkeley College  
David Haney – Centenary University  
Mark McCormick – Middlesex County College  
Anthony Munroe – Essex County College  
David Stout – Brookdale Community College

- I. Call to Order / Roll Call
- II. Approval of Minutes of the November 2, 2018 Meeting

Dr. Baltzis moved, seconded by Dr. Connolly, to approve the minutes of the November 2, 2018 meeting. There was one spelling correction Jacki Bekin to Jacki Belin. The motion carried unanimously. Mr. Burkley abstained

### III. Report from the Chair

At the NJPC meeting (November 19, 2018), there was discussion of the proposal the AIC forwarded to the NJPC with a recommendation for non-approval of the Salem Community College - Bachelor in Applied Science in Scientific Glass Technology as this was the third time this proposal was in front of the AIC, and did not meet the satisfaction with the consultant's report as well as the demand study. The NJPC Executive Group will consider this proposal and it will also go to Zakiya Smith Ellis, Secretary of Higher Education. The NJPC thanked the AIC for their work.

Dr. Capuano added – There was a request at the NJPC meeting from another Community College President to table the decision by the NJPC for Salem Community College who requested more time to prepare documentation, the NJPC has granted Salem Community College additional time as requested.

### IV. New Programs

#### **A. Kean University**

1. Master of Science Genetic Counseling, CIP Code 51.1509

First Reader: Basil Baltzis, New Jersey Institute of Technology

Second Reader: Michael McDonough, Raritan Valley Community College

\*Dr. Belin reported in the absence of Dr. McDonough.

Dr. Baltzis summarized the submitted proposal stating the consultant conducted a site visit on October 29, 2018. Consultant's report was well written. The program is organized around the standards of the Accreditation Council for Genetic Counseling (ACGC) and will require 65 credits over 29 months. The program is small and described by the consultant as boutique like with eight to ten students starting with six. It was moved by Dr. Baltzis and seconded by Dr. Belin, that this proposal be recommended to the Presidents' Council. The motion was carried. Dr. Toney abstained.

#### **B. Rider University**

1. Bachelor of Arts in Game and Interactive Media Design, CIP 11.0804

First Reader: Jennifer Palmgren, The College of New Jersey

Second Reader: Jianping Wang, Mercer County Community College

\*Dr. Kleinschmidt reported in the absence of Dr. Wang

Dr. Palmgren summarized the submitted proposal stating the consultant was qualified and submitted a detailed report and found the program to be well constructed. 120 credit program, aligns with Rider's mission. They commissioned a report from EAB which they included. Consultant did think that the initial enrollment of 20 may be challenging but the resources are adequate. The Institution responded well to the consultant's report as well as the EAB analysis. It was moved by Dr. Palmgren and seconded by Dr. Kleinschmidt, that this proposal be recommended to the Presidents' Council. The motion was carried.

2. Master of Arts in Health Communication, CIP Code 09.0905  
First Reader: Willard Gingerich, Montclair State University  
Second Reader: Rafael Castilla, Eastwick College  
Dr. Gingerich summarized the request noting that under section II. B of our AIC Manual – Converting an Option or Concentration to Full Program Status, that an institution when converting an existing option or concentration to full program status an institution may request a waiver from the full process. In a waiver from the full process, review of the converted option/concentration by an external consultant is optional. The AIC will review requests for waivers on a case-by-case basis. If approved, the institution’s objective of this proposal is to convert a current Concentration in Health Communication, housed in the Master of Arts in Business Communication, to a freestanding Master of Arts degree in Health Communication offered online. The institution answered all the questions in Appendix H and has the faculty in place. There are three students currently enrolled in the current program in the Master of Arts in Business Communication who will be grandfathered. It was moved by Dr. Gingerich and seconded by Dr. Castilla that this proposal be recommended to the Presidents’ Council. The motion was carried.  
**Action Item:** President Henderson to reach out to Rider from a process standpoint, so that requests for waivers are submitted ahead of the packages with approval letter to be provided. Additionally, there were concerns regarding what would happen to the three students currently in the program. Although it is stated they would be grandfathered, a subsequent statement seems to be confusing. The AIC wants to know what degree the current students will be awarded, believing it will be the Master of Arts degree in Health Communication. This will not hold up the decision, the motion was carried.

### C. Rowan University

1. Bachelor of Arts in Anthropology, CIP Code 45.0201  
First Reader: James Burkley, Rutgers University  
Second Reader: David Stout, Brookdale Community College  
\*Dr. Henderson reported in the absence of Dr. Stout.  
Mr. Burkley summarized the submitted proposal stating the program is designed to prepare students for employment in research, teaching, development, advocacy, health care along with consumer research, community based organizations, non-profits, and public service. The program is structured with four optional sub field tracks in Cultural Resource Management/Archaeology, Forensic Anthropology, Medical/Health Anthropology and Museum Studies/Public Culture. The evaluation and learning outcomes assessment plans were well structured. The Consultant was very well qualified. It was moved by Mr. Burkley and seconded by Dr.

Henderson that this proposal be recommended to the Presidents' Council. The motion was carried. Dr. Harvey recused.

2. Bachelor of Arts in Area Studies, CIP Code 05.01

First Reader: Jeff Toney, Kean University

Second Reader: Anthony Munroe, Essex County College

\*Dr. Henderson reported in the absence of Dr. Munroe.

Dr. Toney summarized the submitted proposal stating the program overall is well done and an area we are all interested in and the program has been built where students can achieve a second major without exceeding 120 credits, this is a very broad based program. The consultant is well qualified and conducted a site visit, the consultant noted the faculty is well qualified and recommends that the program have a Program Coordinator and an Administrative Assistant. The institution's response to the report was positive. This program is consistent with Rowan's mission. It was moved by Dr. Toney and seconded by Dr. Henderson that this proposal be recommended to the Presidents' Council. The motion was carried. Dr. Harvey recused.

3. Bachelor of Arts in Environmental Science, CIP Code 03.0104

First Reader: Christopher Capuano, Fairleigh Dickinson University

Second Reader: Nurdan Aydin, New Jersey City University

Dr. Capuano summarized the submitted proposal stating the program is easy to review as it is a variation of an existing program, the Bachelor of Science degree program. All of the required elements for the program have been met. The program is designed to prepare students for jobs in environmental consulting, federal, state and municipal environmental agencies, Environmental NGO's and non-profits, green industries, or professional school (Environmental law JD; Green business MBA). The consultant is well qualified and the program is consistent with the Institution's strategic plan. It was moved by Dr. Capuano and seconded by Dr. Aydin that this proposal be recommended to the Presidents' Council. The motion was carried. Dr. Harvey recused.

4. Master of Science in Urban and Regional Planning, CIP Code 04.0301

First Reader: Jon Connolly, Sussex County Community College

Second Reader: Lori Vermeulen, Stockton University

\*Dr. Hood reported in the absence of Dr. Vermeulen.

Dr. Connolly summarized the submitted proposal stating the program will be an accredited program with the Planning Accreditation Board, the program includes an appropriate assessment plan and the demand for this program is clear. A planning degree ensures a variety of job opportunities and this program will attract a broad base of students. The consultant's report was strong. It was moved by Dr. Connolly and seconded by Dr. Hood that this proposal be recommended to the Presidents' Council. President Henderson confirmed that both readers strongly agreed they would recommend the program to the Presidents' Council. Dr. Harvey thanked the readers and

confirmed as stated in her cover letter attached to the materials the program included in the materials is the revised program announcement based on the consultant's review. The motion was carried. Dr. Harvey recused.

#### **D. Warren County Community College**

1. Associate in Science in Addiction Counseling, CIP Code 51.1501

First Reader: Rafael Castilla, Eastwick College

Second Reader: Roberta Harvey, Rowan University

The reviewers noted that the proposal has a high degree of similarity to the concurrently submitted proposal for an Associate in Applied Science in Addiction Counseling, so much that Dr. Castilla inadvertently read that document first. Dr. Castilla summarized the proposal, noting that the program objectives are well articulated and an outline, course descriptions, and an assessment plan are provided. The AS program prepares students for transfer and also entry level positions. Licensure is required by the Addiction Professional Certification Board – New Jersey and also requires coursework needed to become a Certified Drug and Alcohol Counselor. The institution cites the opioid epidemic in Warren County and the surrounding areas as the basis for the need for the program, but did not provide supporting documentation. Dr. Castilla noted that the consultant has no background in academia but is a practitioner who has a master's degree in Chemical Dependency and is a licensed Clinical and Drug Counselor and director of in/out patient programs at Warren Hospital Behavioral Health Services. The consultant conducted a site visit. However, the consultant's report made reference to the 2007 – 2008 AIC Manual and appears to be missing some requirements that are included in the current report template. Dr. Castilla and Dr. Harvey both stated that the Associate in Science in Addiction Counseling and the Associate in Applied Science in Addiction Counseling proposals are nearly identical, including the assessment plan and consultant's report, and that the institution needs to clarify the differences. If the institution is putting forward the two degrees, the consultant needs to address what the difference is, with more clarification around the learning outcomes and other features that would distinguish the two pathways. The current AIC consultant report template must be used. It was moved by Dr. Castilla and seconded by Dr. Harvey, that this proposal be returned to the institution for resubmission. The motion carried.

**Action Item:** The proposal will be returned to the institution so that the concerns may be addressed. The institution should clearly demonstrate the need for both an AS and an AAS credential and should clearly differentiate the educational objectives and requirements of the programs. The consultant should be asked to provide a report for each program and/or otherwise provide a detailed commentary on the relationship between and the appropriateness of the two pathways. The consultant should be asked to use the current AIC consultant report template and address all missing elements,

including review of the program evaluation and learning outcomes assessment plan.

2. Associate in Applied Science in Addiction Counseling, CIP Code 51.1501

First Reader: Beth Castiglia, Berkeley College

Second Reader: Jeff Toney, Kean University

\*Dr. Castiglia was unable to attend and provided written feedback to Dr. Henderson on this particular program.

Dr. Henderson read Dr. Castiglia's report, noting that licensure is required to gain employment in the field and employment will be available at counseling and treatment facilities, community health centers and other similar settings. The program is consistent with the institution's strategic plan. The need for the program is supported by the opioid crisis in the area. The new program is building on addictions courses currently being offered as special topic electives. The faculty is sufficient and the College anticipates hiring a program director. The consultant had appropriate certification, professional experience, and degrees to conduct the review. The consultant's report addressed the objectives, need, and educational program. Recommendations were accepted by the College. Based on this written review of the AAS program, Dr. Castiglia recommended approval but was not present to discuss concerns regarding its similarity to the other proposal.

Dr. Toney concurred with the observations of the previous readers, Dr. Castilla and Dr. Harvey, and further noted a concern regarding the complexity of the learning outcomes. It was moved by Dr. Henderson and seconded by Dr. Toney, that this proposal be returned to the institution for resubmission. The motion carried.

**Action Item:** The proposal will be returned to the institution so that the concerns may be addressed. The institution should clearly demonstrate the need for both an AS and an AAS credential and should clearly differentiate the educational objectives and requirements of the programs. The consultant should be asked to provide a report for each program and/or otherwise provide a detailed commentary on the relationship between and the appropriateness of the two pathways. The consultant should be asked to use the current AIC consultant report template and address all missing elements, including review of the program evaluation and learning outcomes assessment plan.

## V. Other Action Items

### A. National American University – Re-licensure Petition

1. The full petition can be accessed at:

[http://www.state.nj.us/highereducation/highedddocs/NAU\\_Petition\\_2018.pdf](http://www.state.nj.us/highereducation/highedddocs/NAU_Petition_2018.pdf)

password: violet\$2018

First Reader: Roberta Harvey, Rowan University

Second Reader: MaryAnn Baenninger, Drew University

Dr. Harvey summarized the petition for re-licensure to renew the offering of a program to offer the Doctor of Education degree in Community College Leadership through online course delivery with periodic face-to-face sessions at Bergen Community College. NAU is a proprietary institution based in Rapid City, South Dakota, they operate locations in several states, this program is originating out of NAU's Roueche Graduate Center in Austin, Texas. NAU is accredited by The Higher Learning Commission and a member of the North Central Association. They have been offering the program which is online with face-to-face sessions to be conducted at Bergen Community College. They are renewing the licensure at the invitation of Bergen Community College. They submitted an extremely detailed petition, the consultant's report is very thorough and recommends a maximum re-licensure of five years. It is disappointing that Bergen Community College would partner with an out of state proprietary institution vs an in state not for profit institution, since we do offer this, but there is no basis for opposition. It was moved by Dr. Harvey and seconded by Dr. Baenninger, that this re-licensure petition be recommended to the Presidents' Council. The motion was carried.

## VI. For Your Information

### A. **Essex County College**

#### 1. Intent to Terminate the following Degree and Certificate Programs

- Biotechnology Certificate
- Geographic Information Systems Certificate
- Internetworking Technology Certificate
- Legal Specialist Program (Secretary) Certificate
- Microcomputer Database Specialist Certificate
- Microcomputer Spreadsheet Specialist Certificate
- Network Technology Certificate
- Networking Technology Certificate
- Security Certificate
- Systems Certificate
- A.A.S. Biotechnology
- A.S. Elementary Education
- A.A.S. Emergency Medical Technology – Paramedic
- A.A.S. Energy Utility Technology
- A.A.S. Engineering Technology
- A.A.S. Land Surveying Technology

- A.S. Psychosocial Rehabilitation/Treatment
- A.S. Secondary Education
- A.A. Social Sciences- **Note** – Deactivation is for AA degree. The Division maintains the AS degree in Social Sciences
- A.A.S. Social Service in Educational Career Programs
- A.A.S. Television Production

**B. Montclair State University**

1. New Graduate Certificate Program – English, CIP Code 23.0101

**C. New Jersey Institute of Technology**

1. Initiation of nine new Master's level Graduate Certificates:
  - Master's Level Graduate Certificate in Environmental Science (CIP code 03.0104)
  - Master's Level Graduate Certificate in Environmental Engineering (CIP code 14.1401)
  - Master's Level Graduate Certificate in Environmental Science and Engineering (CIP code 03.0104)
  - Master's Level Graduate Certificate in Polymers and Plastics (CIP code 14.3201)
  - Master's Level Graduate Certificate in Hydrology and Water Resources Engineering (CIP code 14.0805)
  - Master's Level Graduate Certificate in Clinical Trials: Design and Analysis (CIP code 27.0501)
  - Master's Level Graduate Certificate in Neuroscience (CIP code 26.1501)
  - Master's Level Graduate Certificate in Financial Technology (CIP code 52.0801)
  - Master's Level Graduate Certificate in Biotechnology (CIP code 51.2004)
2. Initiation of a Co-Op option within the existing BS in Civil Engineering degree program CIP Code 14.0801
3. Changes in CIP Codes for the following degree programs in the College of Architecture and Design:
  - Architecture; old CIP Code 04.0201 to new CIP Code 04.0902
  - M. Architecture; old CIP Code 04.0201 to new CIP Code 04.0902
  - B.S. Architecture; old CIP Code 04.0201 to new CIP Code 04.0902
  - M.S. Architecture; old CIP Code 04.0201 to new CIP Code 04.0902
  - B.S. Industrial Design; old CIP Code 04.9999 to new CIP Code 50.0404

**D. Rowan University**

1. Initiation of program options – Accelerated dual degree: Bachelor of Science in Molecular and Cellular Biology/Master of Science in Cell and Molecular Biology, CIP Code 26.0406 (cell/Cellular and Molecular Biology)

**E. Union County College**

1. Proposal to initiate the Medicinal Plant Chemistry option in the Biology, Associate in Science program, CIP Code 26.0101.

**F. Warren County Community College**

1. New Certificate: 36 – credit Certificate in Addiction Counseling program, CIP Code 51.1501
2. Proposed program change – A.A. Business Administration to A.S. Business Administration degree

VII. Old Business

VIII. New Business

1. Sue Henderson call a discussion regarding “Statute of Limitation” on submitting and resubmitting academic degree program proposals.

The AIC Committee discussed the possibility of creating a “Statute of Limitation” on proposals. In that during the time period a proposal has three tries to be passed by the AIC, should there be a time period such as 18 months where a proposal would need to be passed. This would not prevent an institution to be able to submit a new proposal after the 18 months with a new consultant for review by the AIC.

Dr. Baenninger, Drew University, Dr. Harvey, Rowan University, Dr. Aydin and Dr. Henderson, New Jersey City University will together create suggested wording as it relates to a “Statute of Limitations” to be discussed at next AIC meeting.

Next AIC meeting is scheduled for Friday, January 11, 2019