

**New Jersey Presidents' Council  
Academic Issues Committee**

November 1, 2019, 10:00 a.m.

MINUTES

I. Call to Order / Roll Call

**Present by phone:**

Nurdan Aydin – NJCU  
MaryAnn Baenninger – Drew University  
Basil Baltzis – NJIT  
Jacki Belin - Raritan Valley Community College  
Jim Burkley – Rutgers University  
Chris Capuano – Farleigh Dickinson University  
Rafael Castilla – Eastwick College  
Jon Connolly – Sussex County Community College  
Joanne Cote-Bonanno – Montclair State University  
Roberta Harvey – Rowan University  
Sue Henderson, Chair AIC, - NJCU  
Bob Kleinschmidt - Mercer County Community College  
Jennifer Palmgren – TCNJ  
Marsha Pollard - Berkeley College  
Rosalind Reichard – Centenary University  
Barbara Ritola – Montclair State University  
David Stout – Brookdale Community College  
Jeff Toney – Kean University  
Lori Vermeulen – Stockton

**Also Present by phone:**

Allison Samay – NJPC  
Eric Taylor – Office of the Secretary of Higher Education  
Rose Mary Reilly – NJCU

II. Approval of Minutes of the October 4, 2019 Meeting

Dr. Stout moved to approve the minutes of the October 4, 2019 meeting, seconded by Dr. Connolly. Minutes were approved.

III. Report from the Chair

IV. New Programs

**A. Felician University**

1. Bachelor of Arts in Education and Behavioral Analysis, CIP Code 13.1013  
First Reader: Rafael Castilla, Eastwick College  
Second Reader: David Stout, Brookdale Community College

Dr. Castilla summarized the submitted proposal stating the program is a Bachelor of Arts in Education with a concentration in Applied Behavioral Analysis. This program arises from the need to support the treatment of children with Autism Spectrum Disorders. The Institution currently has a Minor program in Applied Behavioral Analysis in Autism. With regard to the need, Felician indicated the school systems are increasing the hiring of Board Certified Assistant Behavioral Analyst to address the needs of children with autism, they mention a National Autism Center Standards Report from 2009, as well as a law signed back in 2012. The information used is fairly dated and there is no labor data to justify the need for the program. In general the Program Announcement does not follow the layout or have the particular sections of the requirements of the AIC Manual. They mention they will seek a second full-time faculty member for the 2019-2020 academic year but mention they would like to begin the program in September 2020. In terms of degree requirements, the Institution only mention courses comprising 30 credits but do not list any other courses, the curriculum map does not include any other courses. Consultant is qualified but did not follow the Consultant Report Guidelines of the AIC Manual and there is no mention of the required site visit. There are nine letters of support, no statement of no objections and it is not implied in the application that there were no objections. The application is lacking and should be revised to meet the requirements of Section II. A 3 of the AIC Manual. The Consultant's report should be written following the AIC Manual Consultant Report guidelines.

Dr. Stout concurred with Dr. Castilla's summary. Dr. Castilla and Dr. Stout agreed that the proposal should not be moved forward to the Presidents' Council and be returned to the Institution for further clarification.

**Action:** The committee agreed that the proposal be returned to the Institution for further clarification:

- Revise the Application so that the Program Announcement and the Consultant's Report meet the guidelines established in the AIC Manual section II. A 3:  
Required Documents
  - a. Program announcement
  - b. Degree requirements
  - c. Consultant report
  - d. Institutional response to consultant report
  - e. New Program checklist
- The need for the program should be substantiated using current information as well as labor data.
- Create a curriculum map that articulates the program objectives.
- The application does not address any other similar programs in the State /Region, please provide a comparative analysis of other programs in the State.

- Consultant must perform an on-site visit and the results of the site visit are to be indicated in the Consultant's Report

## **B. Rowan University**

1. Master of Science in Emergency and Threat Response Management, CIP Code 43.0302

First Reader: Jeff Toney, Kean University

Second Reader: Tony Munroe, Essex County College

Dr. Toney summarized the submitted proposal stating the program is for a Master of Science in Emergency and Threat Response Management. The program was well written, and fits well with Rowan's mission. There is a good assessment plan including both direct and indirect measures. Job demand, the Bureau of Labor Statistics anticipates this field will grow by 22% in the next ten years. The Consultant is well qualified and performed a site visit in August. The Second Reader, Dr. Munroe provided a written report that was consistent with Dr. Toney's report. Dr. Toney moved, seconded by Dr. Aydin to recommend this proposal to the Presidents' Council. The motion carried. Dr. Harvey recused.

## **C. Stockton University**

1. Master of Science, Professional Science Masters, and Certificate in Coastal Zone Management, CIP Code 03.0205

First Reader: William Keep, The College of New Jersey

Second Reader: Jon Connolly, Sussex County Community College

\*Dr. Palmgren reported in the absence of Dr. Keep

Dr. Palmgren summarized the submitted proposal stating the program is for a Master of Science, Professional Science Masters, and Certificate in Coastal Zone Management, the program is within the mission of the Institution, there is no separate disciplinary accreditation for this field. The evaluation and learning outcomes plan is thorough and includes direct and indirect measures and a detailed curriculum map. The demand analysis was thorough. The Consultant was well qualified and provided a detailed report and a site visit was conducted. The Institution's response to the Consultant's report was minimal, the program is strong. Dr. Connolly concurred with Dr. Palmgren's summary, pointing out the Hanover Market Analysis Report provided additional robustness in support of the proposal. Dr. Palmgren moved, seconded by Dr. Connolly to recommend this proposal to the Presidents' Council. The motion carried. Dr. Vermeulen recused.

2. Master of Business Administration in Healthcare Administration and Leadership, CIP Code 51.0701

First Reader: MaryAnn Baenninger, Drew University

Second Reader: Rosalind Reichard, Centenary University

Dr. Palmgren summarized the submitted proposal stating the program is for a Master of Business Administration in Healthcare Administration and

Leadership is a graduate degree program aimed at providing graduates with the competencies necessary to excel in a variety of health care focused businesses, such as hospitals, medical practices, pharmaceutical companies, insurance companies, medical device companies, digital health, and in entrepreneurship. The program is within the programmatic mission of Stockton University. The justification for the need of the program was included, utilizing Hanover Research as well as student demand analysis. The assessment plan was well done including a strong curriculum map. The program Consultant is well qualified. Dr. Reichard concurred with Dr. Baenninger's summary, pointing out an area for clarification, the Program checklist states the institution will NOT seek accreditation for the program, but lists the accrediting organization AACSB, noting AACSB standard 9, knowledge areas are incorporated in the curriculum map. Dr. Baenninger moved, seconded by Dr. Reichard to recommend this proposal to the Presidents' Council. The motion carried. Dr. Vermeulen recused.

**Action Item:** The Institution to resubmit the cover proposal sheet regarding accreditation. If they are not seeking accreditation, as the sheet currently says, they should make that explicit in the proposal.

V. Other Action Items

VI. For Your Information

**A. Berkeley College**

1. Certificate Program – Interior Design Certificate, CIP Code 50.0408

**B. County College of Morris**

1. Certificate of Achievement - Three
  - CDA Educational Endorsement Certificate of Achievement, CIP Code 13.1210
  - Foundations in Business Certificate of Achievement, CIP Code 52.0201
  - XR (Virtual, Augmented and Mixed Reality) Certificate of Achievement, CIP Code 11.0804
2. Nomenclature Change – Early Childhood Development Certificate of Achievement to the Childcare Specialist Certificate of Achievement, CIP Code 13.1210
3. New Degree Option of Child and Family Studies within the Associate in Science Early Childhood Education degree, CIP Code 19.0701

**C. Essex County College**

**1. Nomenclature Change – Three**

- Civil Construction Engineering Technology to Civil Engineering Technology
- Electronic Engineering Technology to Electrical and Computer Engineering Technology
- Mechanical Engineering Technology to Mechanical and Manufacturing Engineering Technology

#### **D. Fairleigh Dickinson University**

1. Pre-Master's Certificate - Three
  - Pre-Master's Certificate – Cyber Security and Policy Administration, CIP Code 4303
  - Pre-Master's Certificate – Higher Education Leadership, CIP Code 1304
  - Pre-Master's Certificate – Global Healthcare Leadership, CIP Code 4400
2. Nomenclature Change – B.S. in Hotel and Restaurant Management, CIP Code 52.0901 to B.S. in Luxury Hospitality Management, CIP Code 52.0901

#### **E. Montclair State University**

1. Nomenclature Change – BA in Geography to BA in Geographic, Environmental, and Urban Studies
2. Remove typographical error (plural) in the degree name so that it reads, **BS in Data Science**
3. Change in CIP Code assignment of the existing BS in Data Science from Multi/Interdisciplinary Studies (30.9999) to **Computational Science (30.3001)**

#### **F. New Jersey Institute of Technology**

1. Nomenclature Change – The Biotechnology Option within the M.S. in Pharmaceutical Chemistry Degree Program, CIP Code 51.2004, renamed as Cell and Gene Therapy Science Option

#### **G. Stockton University**

1. DELETE DUPLICATE LISTING ON THE STATE INVENTORY - The state inventory lists 2 MSN programs for Stockton. One should be deleted.
2. NEW CIP - Africana Studies CIP should be 05.0201
3. CHANGE TO LEVEL OF CERTIFICATE - Energy should be changed from a certificate of achievement to an (academic) certificate with the CIP code 15.0701
4. DELETE - The Forensic Science certificate of achievement should be deleted.

#### **H. Warren County Community College**

1. Program Change A.A. Computer and Information Sciences to A.S. Computer and Information Sciences

VII. Old Business

VIII. New Business