

**New Jersey Presidents' Council
Academic Issues Committee
October 4, 2013
201 Paul Loser Hall**

Minutes

Present: Barbara Gitenstein, Chair; Nancy Blattner; James Burkley; Rafael Castilla; Eugene Cornacchia; Gayle Gibson; Willard Gingerich; Sue Henderson; Sr. Rosita (via telephone for Anne Prisco); Judith Redling (via telephone)

Also Present: Glenn Lang, Eric Taylor

Not Present: William Austin; Ali Houshmand; Thomas Isekenegbe; Anne Prisco; Allison Samay

I. Call to Order / Roll Call

II. Approval of the Minutes of the September 12, 2013 Meeting

It was moved by Dr. Blattner and seconded by Dr. Toney that the minutes of the September 12, 2013 be approved. The motion passed unanimously.

III. New Programs

A. Hudson County Community College – AS in Radiography (510911)

Dr. Gitenstein summarized the submitted proposal. It was moved by Dr. Gitenstein and seconded by Dr. Blattner that this program be recommended to the Presidents' Council. The motion carried.

B. Rowan University – BA in Dance (50.0301)

Dr. Toney summarized the submitted proposal. It was moved by Dr. Toney and seconded by Dr. Cornacchia that this program be recommended to the Presidents' Council. The motion carried.

IV. Other Action Items

A. Felician College – Conversion to BS in Cybersecurity (11.1003)

Dr. Blattner summarized the submitted proposal. It was moved by Dr. Blattner and seconded by Dr. Henderson that this program be recommended to the Presidents' Council. Sr. Rosita recused herself from the vote. The motion carried.

B. Rider University – Conversion of Option to Full Program: BS in Business Administration with Major in General Business (520201)

Sr. Rosita summarized the submitted proposal. It was moved by Sr. Rosita and seconded by Dr. Cornacchia that this program be recommended to the Presidents' Council. The motion carried.

V. Information Items

The Committee reviewed the following items submitted for information:

- A. Atlantic Camp Community College
 - 1. Change in Nomenclature – From: Literature Option To: English Option
 - 2. Terminations of Programs, Options and Certificates
 - a. Computational Science, Option in Computer Information Systems, AS
 - b. Computing for Small Business, Option in Office Systems Technology, AAS
 - c. Digital Media Production Support, Option in Computer Systems Support, AAS
 - d. Education Option, Liberal Arts, AA
 - e. Solar Energy Technology, Option in Technical Studies, AAS
 - f. Web Technologies, Option in Computer Systems Support, AAS
 - g. Computing for Small Business Specialist (Certificate of Achievement)
 - h. Office Automation Specialist (Certificate of Achievement)
 - i. Office Assistant Specialist (Certificate of Achievement)
 - j. Office Receptionist Specialist (Certificate of Achievement)
 - k. Multimedia Specialist (Certificate of Achievement)
 - l. Desktop Publishing Specialist (Certificate of Achievement)
- B. Middlesex County College
 - 1. Initiation of a Certificate of Achievement in Web Design (110801)
 - 2. The following items, approved by the MCCC in 2008 and 2010, were submitted by MCCC because they do not currently appear in the state inventory:
 - a. Computer Help Desk Administration Certificate of Achievement (11.0201)
 - b. Graphics for Digital Media Certificate of Achievement (10.0399)
 - c. Java Programming Certificate of Achievement (11.0201)
 - d. Paralegal Studies Certificate of Achievement (22.0302)
 - 3. The following change in nomenclature items, approved by the MCCC Board of Trustees in 2010, were submitted by MCC because the change does not currently appear in the state inventory:
 - a. From: Legal Assistant Certificate To: Paralegal Studies Certificate (22.0302)
 - b. From: Legal Assistant To: Paralegal Studies – AAS (22.0302)

- C. Montclair State University
 - 1. Addition of a Program Option with the Woodrow Wilson Foundation

- D. Passaic County Community College
 - 1. Termination of AAS in Energy Utility Technology (150305)
 - 2. Termination of Medical Transcription Certificate (510708)
 - 3. Termination of Sales Associate Certificate (521801)
 - 4. Termination of Word Processing Certificate (520401)

- E. Raritan Valley Community College
 - 1. Terminations of Chemical Laboratory Technology, Associate of Applied Science
 - 2. Termination of Electronic Health Record, Certificate of Completion

VI. Old Business

- A. Hudson County Community College – AS in Environmental Studies (030103)

Dr. Gitenstein summarized the issue raised at the September meeting regarding the consultant used for this proposal. Additional information was provided by Hudson County Community College indicating that there is no conflict of interest. It was moved by Dr. Gitenstein and seconded by Dr. Castilla that this program be recommended to the Presidents' Council. The motion carried.

- B. 2014-15 AIC Manual Changes

Each sector summarized the key points and suggestions for implementing quality indicators to be incorporated into the 2014-15 AIC Manual for program proposals. Highlights include:

Community Colleges

- Indicators should be
 - measurable
 - aligned with goals, mission
 - relevant to the program

State Colleges and Universities

- The importance of the consultant's report and therefore the identification of an appropriate consultant is paramount in this conversation and the role of AIC.
- Consideration should be given to needs vs. demands regarding graduates from the programs (Perhaps AIC should indicate there needs to be a review in questionable cases after a period of 3 years?)

- Institutions should be aware of the impact on student if a new/revised consultant report needs to be submitted
- Analysis of exceeding mission (Should we work to have the legislation modified changed?)
- A committee member suggested that a workshop be conducted to discuss key factors in program proposals. Topics could include: demand/needs, consultant selection and conflict of interest. Workshops could be done by sector or with sector representatives from the committee present

Independents:

- Focus should be placed on:
 - Consultant report review
 - Evidence of requirements for specialized program
 - Continuing accreditation by Middle States
 - State licensure requirements

Follow up

- Independents will forward additional information
- Dr. Henderson will submit additional suggestions
- Dr. Gitenstein indicated she will work to combine sector information into one document
- Committee members should give thought to a workshop and how it may be structured
- Dr. Gitenstein will report out on the work of the committee at the next President's Council meeting and will specifically address the following issues:
 - Institutions should be properly informing students who are admitted to a program not fully approved
 - Consultants need to be independent and meet conflict requirements as outlined in the AIC Manual (Dr. Gitenstein will reach out to the community college sector to follow up)
 - Remind all institutions that they should be following the most current version of the AIC Manual
 - Clarification of the learning outcomes requirement for conversions and other actions.

VII. New Business

A. Bard College, Simon's Rock – Petition to Offer an AA Degree

Dr. Henderson summarized the submitted proposal. It was moved by Dr. Henderson and seconded by Dr. Castilla that this program be recommended to the Presidents' Council. The motion carried.

B. Wilmington University – Petition for Re-Licensure and Initial Licensure of Programs

Dr. Gitenstein summarized the submitted proposal. It was moved by Dr. Gitenstein and seconded by Dr. Blattner that the re-licensure be recommended to the Presidents' Council , and that the initial licensure be recommended to the Presidents' Council contingent upon the institution satisfying the Secretary of Higher Education's office that the development of a short term plan has been implemented to addresses the consultant's concerns regarding access to computers as identified in the report. The motion carried.

VIII. Adjournment

Next meeting of the AIC will be held via conference call on November 8, 2013.