

New Jersey Presidents' Council
Academic Issues Committee
November 2, 2018, 10:00 a.m.
Conference Call

MINUTES

Present (via telephone):

Nurdan Aydin	New Jersey City University
MaryAnn Baenninger	Drew University
Basil Baltzis	NJIT
Jacki Belin	Raritan Valley Community College
Rafael Castilla	Eastwick College
Willard Gingerich	Montclair State University
David Haney	Centenary University
Roberta Harvey	Rowan University
Sue Henderson	New Jersey City University
Carra Hood	Stockton University
Robert Kleinschmidt	Mercer County Community College
Mark McCormick	Middlesex County College
Jennifer Palmgren	The College of NJ
Gillian Small	Fairleigh Dickinson University
David Stout	Brookdale Community College
Jeff Toney	Kean University
Marianne Vakalis	Berkeley College

Also Present (via telephone):

Will de Veyga	New Jersey City University
Rose Mary Reilly	New Jersey City University
Allison Samay	NJPC

Not Present:

James Burkley	Rutgers University
Jon Connolly	Sussex County Community College
Anthony Munroe	Essex County College
Eric Taylor	Office of the Secretary Higher Education

- I. Call to Order / Roll Call
- II. Approval of Minutes of the October 5, 2018 Meeting

The minutes of October 5, 2018 were accepted as written. Mark McCormick abstained.

III. Report from the Chair

IV. New Programs

A. Cumberland County College

1. Associate in Applied Science, Insurance Claims & Risk Management, CIP Code 52.1701

First Reader: Amy D'Olivo, Centenary University

Second Reader: Michael McDonough, Raritan Valley Community College

* Dr. Haney reported in the absence of Dr. D'Olivo and Dr. Belin reported in the absence of Dr. McDonough.

Dr. Haney summarized the submitted proposal fits within the institution's strategic plan. Both Dr. Haney and Dr. Belin suggested the institution develop a more in depth marketing plan. The consultant's report was strong. It was moved by Dr. Haney and seconded by Dr. Belin, that the proposal be recommended to the Presidents' Council. The motion carried.

B. Monmouth University

1. Master of Fine Arts in Creative Writing, CIP Code 23.1302

First Reader: MaryAnn Baenninger, Drew University

Second Reader: Beth Castiglia, Berkeley College

* Dr. Vakalis reported in the absence of Dr. Castiglia.

Dr. Baenninger summarized the submitted proposal stating the consultant was well qualified and made several substantive recommendations. The institution needs to fully address the major consultant recommendations by 1) clarifying whether, according to policy, students with MA degrees from other institutions can transfer into the MFA program, as enrollment will have a significant impact on program funding, and explaining how this aligns to the existing transfer credit policy, 2) creating a curriculum map that articulates the program objectives of the MA and MFA programs and distinguishes the requirements of the MFA as the terminal degree, and 3) developing a clear assessment plan that, among other characteristics, accounts for the curricular mapping. Dr. Vakalis concurred. It was moved by Dr. Baenninger and seconded by Dr. Vakalis, that this proposal not be recommended to the Presidents' Council. The motion was carried.

Action Item: The proposal will be returned to the institution so that the concerns may be addressed.

C. New Jersey City University

1. Bachelor of Science in Entrepreneurship, CIP Code 52.0701

First Reader: Willard Gingerich, Montclair State University

Second Reader: Anthony E. Munroe, Essex County College

* Dr. Hood, Stockton University reported in the absence of Dr. Munroe.

Dr. Gingerich summarized the submitted proposal is in alignment with the institution's strategic plan as well as with ACBSP. The consultant was well

qualified and the institution did a thorough job responding to each comment. Dr. Hood agreed with Dr. Gingerich. It was moved by Dr. Gingerich and seconded by Dr. Hood, that the proposal be recommended to the Presidents' Council. The motion carried. Dr. Henderson and Dr. Aydin abstained.

2. Bachelor of Science in Hospitality Management, CIP Code 52.0901

First Reader: William Keep, The College of New Jersey

Second Reader: David Stout, Brookdale Community College

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

Dr. Palmgren summarized the submitted proposal stating it is in alignment with the institutions Hospitality mission of the University. The consultant was well qualified and the institution responded to all recommendations. Dr. Stout agreed with Dr. Palmgren. It was moved by Dr. Palmgren and seconded by Dr. Stout, that the proposal be recommended to the Presidents' Council. The motion was carried. Dr. Henderson and Dr. Aydin abstained.

3. Bachelor of Science in Sport Management, CIP Code 31.0504

First Reader: Christopher Capuano, Fairleigh Dickinson University

Second Reader: Lori Vermeulen, Stockton University

*Dr. Small reported in the absence of Dr. Capuano and Dr. Hood reported in the absence of Dr. Vermeulen.

Dr. Small summarized the submitted proposal stating it is in alignment with the institutions strategic plan. The consultant was qualified and the institutions responses were thorough. Dr. Hood agreed with Dr. Small. It was moved by Dr. Small and seconded by Dr. Hood, that the proposal be recommended to the Presidents' Council. The motion was carried. Dr. Henderson and Dr. Aydin abstained.

V. Other Action Items

VI. For Your Information

A. Brookdale Community College

1. Intent to Terminate the following Program and Certificates

- Accounting Associate in Applied Science, CIP Code 52.0302
- Accounting Academic Credit Certificate
- Health Information Technology A.A.S.
- Medical Coding Academic Credit Certificate
- Marketing A.A.S.
- Advanced Automotive Technician Academic Credit Certificate of Achievement
- Automotive Brakes, Steering, Suspension and Alignment Specialist Academic Credit Certificate of Achievement

- Automotive Electrical/Power Systems Specialist Academic Credit Certificate of Achievement
- Automotive Engine Performance Specialist Academic Credit Certificate of Achievement
- Automotive Transmission Systems Specialist Academic Credit Certificate of Achievement

B. Hudson County Community College

1. Intent to Terminate Program – A.S. Geographic Information Science, CIP Code 45.0702

C. Kean University

1. CIP Code Update – Kean University notified the AIC of a new option last month: B.A. Mathematical Sciences, Actuarial Science option CIP Code 27.9999. Upon further guidance, they have determined that the CIP Code should be 27.0101
2. Nomenclature Change – M.A. Fine Arts Education, CIP Code 13.1302 is now M.A. Fine Arts CIP Code 50.0701

D. Rutgers Biomedical and Health Sciences

1. New Certificates:
 - Graduate Certificate in Applied Biostatistics, CIP Code 26.1102
 - Epidemiology Methods, CIP Code 26.1309
 - Health Education, CIP Code 51.2207
 - Public Health Nutrition, CIP Code 51.2299
2. Certificate Nomenclature Change: Graduate Certificate in Population Health, CIP Code 51.2201

E. Rutgers University New Brunswick

1. Nomenclature Change: M.Phil., Ph.D. in Communication, Information, and Media, CIP Code 25.0101
2. Nomenclature Change and Change of Credit Requirements: B.S. in Environmental Engineering, CIP Code 14.0301
3. New Certificate: Alcohol and Drug Abuse Counseling Certificate, CIP Code 51.1501

F. Rutgers University Newark

1. Change of Credit Requirements – Master of Public Administration, CIP Code 44.0401

G. Sussex County Community College

1. New Degree Option and Certificate: A.A.S Technical Studies: Machine Tool Technology Option, and Machine Tool Technology Certificate, CIP Code 15.9999
2. New Certificate of Achievement – Humanities Certificate of Achievement, CIP Code 24.0101

H. The College of New Jersey

1. Nomenclature Change: Current – B.A. in Women’s and Gender Studies, CIP Code 05.0207 to New – B.A. in Women’s, Gender, and Sexuality Studies CIP Code 05.0207

VII. Old Business

A. Salem Community College

1. Bachelor in Applied Science in Scientific Glass Technology, CIP Code 48.9999 (Previously submitted May 18, 2017)

First Reader: Nurdan Aydin, New Jersey City University

Second Reader: Basil Baltzis, New Jersey Institute of Technology

Dr. Aydin reviewed the resubmitted proposal in light of the issues previously identified by the AIC, which concerned the qualifications of the faculty, the clarity of the analysis presented by the consultant, and the need for the program. The AIC also noted that the proposed program exceeds the mission of the institution. Dr. Aydin stated that the proposal provides additional information intended to demonstrate the need for the program but that the information is anecdotal and the analysis of demand for the credential remains very weak.

Dr. Baltzis agreed with Dr. Aydin that the issue of program need was not satisfactorily addressed by the responses to a questionnaire from various people in industry. Concerns also remain regarding having faculty with AAS degrees designing and delivering a bachelor’s degree program. The proposal does not include new information on this point nor is there a response to the concern regarding the clarity of the consultant’s report.

Dr. Aydin moved and Dr. Baltzis seconded that this proposal not be recommended for approval by the Presidents’ Council on the basis of inadequate demonstration of need, concerns about the qualifications of the faculty, and lack of clarity of the consultant report. The motion was voted on by roll call with 10 in favor, 2 abstentions, and 3 opposed. The motion carried.

Action Item: The proposal will be forwarded to the NJPC with a recommendation for non-approval as this is the third time this proposal has been in front of the AIC. As per the AIC Manual II.A.2.c., the AIC will notify the NJPC that it has identified a concern with respect to the proposed program exceeding the mission of the institution and call attention to the criteria for evaluation of the request as outlined in the AIC Manual IV.D.2.b that are pertinent to the AIC recommendation for non-approval: 3) Demonstration of need for the program(s), including present and projected student demand for graduates; and 6) Appropriately qualified students, faculty, and administrators.

VIII. New Business

Dr. Gingerich pointed out that the AIC Manual requires a slight revision Under Possible Outcomes – upon receipt of the second resubmission (currently it incorrectly states third resubmission):

2. Possible Outcomes

*a. If the AIC determines that there are outstanding issues and/or questions remaining in regard to the proposal, the proposal will be returned to the institution for modification and/or correction before resubmission. The AIC must provide specific reasons for the return of the proposal. These reasons must be detailed and clear enough for the institution to remediate the program proposal. Under no circumstances can the committee add **concerns related to new issues** after this first return of the proposal. In its resubmission, the institution should provide responses to the issues raised by the AIC and include a copy of the original proposal. The institution may choose not to resubmit.*

*b. If the resubmission does not respond adequately to the committee's **concerns**, the AIC may return the proposal to the institution for response. Upon receipt of the **second** resubmission, the AIC will consider the proposal and forward its recommendation to the Presidents' Council. The Presidents' Council, or Executive Board acting on its behalf, will inform the submitting institution of its action or, in those instances requiring action by the Secretary of Higher Education, of its recommendation to the Secretary of Higher Education.*

Dr. Baltzis asked if there is a “Statute of Limitations” on submitting Programs as well as resubmissions. Dr. Henderson asked Dr. Aydin to look at the AIC Manual and include this as a discussion item for our November 30, 2018 call.