**New Jersey President’s Council**

**Academic Issues Committee**

**February 24, 2017**

**10:00 am (via conference call)**

**Caldwell University**

**Minutes**

**Present:** Nancy Blattner (Chair)

**Present (Presidents):** Jon Connolly, Joann LaPerla-Morales

**Also Present:** Nurden Aiden, Basil Baltzis, Nancy Becker, James Burkley, Rafael Castilla, Willard Gingerich, Chris Grevesen, Roberta Harvey, Edward Ogle, Allison Samay, Eric Taylor, Jackie Taylor, Jeff Toney, Lori Vermeulen

**Recording:** Sharon Kievit

 I. Call to Order/Roll Call

 II. Approval of Minutes of the January 20, 2017 Meeting

The minutes of the January 20 meeting were approved. The minutes will be amended to reflect that Dr. Rafael Castilla abstained on the motion for the Rider University Doctor of Education in Educational Leadership proposal.

III. New Programs

1. **College of Saint Elizabeth**

1. BS in Computer Software Engineering (14.0901)

 First Reader: Christopher Capauno, Fairleigh Dickinson University\*

 Second Reader: Anne Prisco, Felician University\*

 \*Dr. Edward Ogle reported on behalf of Dr. Prisco and Dr. Capauno.

Dr. Ogle summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes an adequate assessment plan and qualified consultant’s report that contains constructive comments. It was moved by Dr. Ogle and seconded by Dr. Blattner that this request be recommended to the President’s Council. The motion carried.

 2. Master’s Degree and Certificate in Applied Behavioral Analysis (13.1013)

 First Reader: Sue Henderson, New Jersey City University\*

 Second Reader: Basil Baltzis, NJIT

\*Dr. Nurdan Aiden reported on behalf of Dr. Henderson.

Dr. Aiden summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes an assessment plan and qualified consultant’s report that contains constructive comments. Dr. Baltzis stated that the assessment plan is flawed and that he could not support recommending the proposal to the NJPC. After further discussion, the committee agreed with Dr. Baltzis’ recommendation.

**Action Item:** The proposal will be returned to the institution so that the following concerns with the assessment plan can be addressed.

* The verbs used in the PA regarding student learning outcomes are not action verbs which would lead to a clearer understanding of what would be assessed.
* The “Assessment Matrix” shows identical “Assessments and Evidence of Student Learning” for all four SLOs without indication of what assessment tool will be used where.
* The mapping of SLOs to courses seems to indicate that each SLO is assessed in multiple courses which begs the question how the overall assessment of a particular SLO will be determined.
* There is no “closing of the loop” regarding assessment: who reviews the assessment results and how actions will be taken when assessment concludes targets have not been met.

 **B. Montclair State University**

 1. Ph.D. in Clinical Psychology (42.2801)

 First Reader: Jeff Toney, Kean University

 Second Reader: Roberta Harvey, Rowan University

Dr. Toney summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes a clear assessment plan and a qualified consultant’s report that contained thorough comments and criticism. Dr. Harvey concurred with Dr. Toney’s summary though she did express a concern because the readers did not review the revised proposal once it was redesigned after the consultant’s comments. It was moved by Dr. Toney and seconded by Dr. Harvey that this request be recommended to the President’s Council. The motion carried. Dr. Gingerich was recused.

1. **New Jersey City University**
2. Doctor of Education in Community College Leadership (13.0407)

 First Reader: Lori Vermeulen, Stockton University

 Second Reader: Joanne LaPerla-Morales, Middlesex County College

Dr. Vermeulen summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes an adequate assessment plan and qualified consultant’s report that contains constructive comments. The program exceeds mission. Dr. LaPerla-Morales concurred with Dr. Vermeulen’s summary. It was moved by Dr. Vermeulen and seconded by Dr. LaPerla-Morales that this request be recommended to the President’s Council. The motion carried. Dr. Aiden was recused.

1. **Rider University**
2. MA in Athletic Leadership (52.0213)

First Reader: Roberta Harvey, Rowan University

Second Reader: Michael Smith, Berkeley College\*

\*Chris Grevensen reported in the absence of Dr. Smith.

Dr. Harvey summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes a well aligned and meaningful assessment plan and qualified consultant’s report that contains constructive comments. Dr. Grevensen concurred with Dr. Harvey’s summary. It was moved by Dr. Harvey and seconded by Dr. Grevensen that this request be recommended to the President’s Council. The motion carried. Rafael Castilla abstained.

1. **Rutgers University - Newark**
2. BA in Neuroscience and Behavior (26.1501)

First Reader: Willard Gingerich, Montclair State University

Second Reader: Jeff Toney, Kean University

Dr. Gingerich summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes an explicit assessment plan and robust consultant’s report that contains constructive comments. Dr. Toney concurred with Dr. Gingerich’s summary. It was moved by Dr. Gingerich and seconded by Dr. Toney that this request be recommended to the President’s Council. The motion carried. Mr. Burkley abstained.

1. **Salem Community College**
2. Bachelor of Applied Science Degree in Scientific Glass Technology (48.9999)

 First Reader: Jianping Wang, Mercer County Community College

 Second Reader: Margaret Hamilton, Camden County College

The institution withdrew this proposal for consideration at this time.

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

1. MS – Data Science and Strategic Analytics (11.0802)

 First Reader: James Burkley, Rutgers University

 Second Reader: Basil Baltzis, NJIT

 Mr. Burkley summarized the submitted proposal stating that it supports the institution’s strategic plan and mission, includes an thorough assessment plan and qualified consultant’s report that contains constructive comments. There is a question as to whether the program is a completely online or hybrid program. Dr. Baltzis concurred with Mr. Burkley’s summary. It was moved by Mr. Burkley and seconded by Dr. Baltzis that this request be recommended to the President’s Council. The motion carried. Dr. Vermeulen abstained.

IV. Other Action Items

1. **Rutgers University (New Brunswick)**
2. Conversion of Option to Full Program with Degree Designation Change – Master of Engineering in Industrial and Systems Engineering (14.3501)

First Reader: R. Barbara Gitenstein, The College of New Jersey\*

Second Reader: Sue Henderson, New Jersey City University

\*Jackie Taylor reported on behalf of Dr. Gitenstein.

\*\*Nurdan Aiden reported on behalf of Dr. Henderson

Dr. Taylor summarized the submitted proposal stating that it is a conversion to a full program. The proposal supports the institution’s strategic plan and mission, includes an adequate assessment plan. Dr. Aiden concurred with Dr. Taylor’s summary. It was moved by Dr. Taylor, and seconded by Dr. Aiden, that this request be recommended to the President’s Council. The motion carried. Mr. Burkley abstained.

V. For Your Information

1. **Brookdale Community College**

1. Change in Degree Designation and Nomenclature for the Fashion Merchandising

 Associate in Applied Science to Fashion Design and Merchandising Associate in

 Science (52.1902)

1. **Cumberland County College**
2. Academic Certificate – Health Science (51.000)

1. **Eastern School of Acupuncture and Traditional Medicine**

 Certificate Offerings

1. Certificate in Acupuncture (51.3301)
2. Certificate in Traditional Herbal Medicine (51.3302)
3. **Georgian Court University**
4. Termination/Replacement - M.A. in Education (terminate) (13.0101) replace by M.A.T. (CIP Code 13.1001) for existing M.A. in Education programs that serve pre-service teachers, and by M.Ed. (CIP code 13.0101) for existing M.A. in Education programs that serve already certified teachers.
5. **NJIT**

Graduate Certificate Offerings

1. Graduate Certificate in Digital Marketing Design Essentials (23.1303)
2. Graduate Certificate in Instructional Design, Evaluation, and Assessment (23.1303)
3. Graduate Certificate in Pharmaceutical Management (14.9999)
4. Graduate Certificate in Pharmaceutical Manufacturing (14.9999)

 5. Graduate Certificate in Pharmaceutical Technology (14.9999)

 6. Graduate Certificate in Transportation Studies (14.0801)

1. **Ocean County College**

 Termination of Programs

1. AS Degree in Respiratory Care (51.0908)
2. AAS Degree in Respiratory Therapy (51.0908)
3. **Passaic County College**
4. Career Certificate – Mental Health (44.0701)
5. **Rowan University**
6. Nomenclature change: Specialization in Jazz Studies within the Bachelor of Music to Specialization in Jazz and Commercial Music Performance (50.0910 Jazz/Jazz Studies)
7. Specialization in Comprehensive Mathematics within the BA in Mathematics (CIP 27.0101 Mathematics, General)
8. Specialization in Statistics within the BA in Mathematics (CIP 27.0501 Statistics, General)
9. Specialization in Mathematics Education within the BA in Mathematics (CIP 13.1311 Mathematics Teacher Education)
10. **Rutgers University – New Brunswick**
11. Master of Philosophy (M.Phil.) in Planning and Public Policy – Initiation of Option (04.0301)
12. Master of Philosophy (M.Phil.) in Women’s and Gender Studies – Initiation of

Option (05.0207)

1. Graduate Certificate Program in Gifted Education (13.1004)
2. **Sollers College**

Graduate Certificate Programs

1. Clinical Research (51.1005)
2. Drug Safety and Pharmacovigilance (51.9999)
3. Data Science (11.0401)
4. Clinical Data Science (11.401)
5. **The College of New Jersey**
6. Change in Degree Designation – BA in Mathematics to BS in Mathematics (27.0101)

VI. Old Business

1. **Cumberland County Community College**

1. AA – Child Advocacy Program (13.1011) (previously submitted 12/2/2016)

 First Reader: Rafael Castilla, Eastwick College

 Second Reader: Jon Connolly, Sussex County Community College

Dr. Castilla summarized the resubmitted proposal. He stated that the revised proposal now contains a board resolution, letters of support, statement of no objection, and an institutional response to the consultant’s report, but it does not include a satisfactory learning outcomes assessment plan with a curriculum map. In fact, the assessment plan from the first proposal was verbatim in the resubmission. After discussion, it was agreed that the proposal should be returned to the institution requesting a revised learning outcomes assessment plan with a curriculum map.

**Action Item:** The proposal will be returned to the institution for a revised learning outcomes assessment plan with a curriculum map.

VII. New Business

1. Discussion - Rescheduling of the March meeting from March 17 to March 31

The committee agreed to move the meeting to March 31. Sharon Kievit will inform

members of the NJPC of the March AIC meeting and submission date.

1. Criteria for consultants: out of state consultants

Dr. Blattner opened a discussion with regard to criteria for selection of consultants. It was agreed that the criteria for consultants should be consistent for all institutions. The

committee agreed that consultants should be out of state consultants. It was noted

that in special situations, in-state consultants may be the only alternative especially when

there is a need for specialized expertise. With regard to the consultant site visits, it was

clarified that as stated in the manual the consultant site visit is required. Dr. Blattner will

take these recommendations to the NJPC for discussion and report back to the committee

with regard to verbiage at the March meeting.

Basil Baltzis noted that the NJ state inventory list of new programs has not been updated

since September 2016. Eric Taylor responded that there has been a changeover of

staff in his office. He stated that the list will be updated shortly.

**The next meeting has been rescheduled for March 31. The new submission date is March 17.**

**Conference Call information -****800-501-8979****and use the access code 618-3000 when prompted**

The meeting concluded at 11:30 am.