**New Jersey Presidents’ Council**

**Academic Issues Committee**

December 4, 2020 10:00 a.m.

Zoom Link <https://NJCU.zoom.us/j/92927002793?pwd=MngzcUZYSXNsNmNib2FNQitFVThwZz09>

Meeting ID: 929 2700 2793, Passcode: KA!3Sx0&

MINUTES

1. Call to Order / Roll Call

**Present by Zoom:**

Sue Henderson, AIC Chair – NJCU

Nurdan Aydin – NJCU

Marsha Pollard – Berkeley College

Chris Capuano – Fairleigh Dickinson University

Joseph Marbach – Georgian Court University

Jeff Toney – Kean University

Robert Schreyer – Mercer County Community College

Mark McCormick – Middlesex County College

Rekha Datta – Monmouth University

Willard Gingerich – Montclair University

Deborah Preston – Raritan Valley Community College

Roberta Harvey – Rowan University

James (Jim) Burkley – Rutgers University

Jon Connolly – Sussex County Community College

Jennifer Palmgren – TCNJ

Jeffrey Osborn – TCNJ

**Also present by Zoom:**

Guillermo de Veyga – NJCU

Jennifer Fitzgerald - NJCU

1. Approval of Minutes of the November 6, 2020 Meeting

Dr. Toney moved for approval of the minutes of the November 6, 2020 meeting. The motion was seconded by Dr. Capuano. Minutes were approved.

1. Report from the Chair

1. New Programs
2. **Rowan College of South Jersey** 
   1. A.A.S. in Advanced and Continuous Studies, CIP 24.0101

First Reader: Jon Connolly, Sussex County Community College

Second Reader: Marsha Pollard, Berkeley College

Dr. Connolly stated the objective should be more clearly articulated up front as it leaves the reader guessing. This is reasonably well done by the consultant’s report, and should be a strong start for the actual proposal to use. Tables 1, 2, and 3 do not make obvious sense and confuses the reader in terms of credit hours. It is unclear if students will enroll in two associate degree programs simultaneously for two 60 credit hour programs. No duplication of classes is emphasized, but it is not clear how this will work. It would be helpful to take the reader through the financial aid morass as it is central to the need for this arrangement. It is unclear whether a 3+1 is generally applicable. The assessment plan is “generally ok”, but not strong enough. Assessment verbs like “understand” are not performance-based, and yet these are *highly* applied programs. Further, the use of IDEA is more about the assessment of faculty and student experiences, not student learning that best defines quality. The connection to the strategic plan is cut-and paste without insight or context. Tables 11, 12, and 13 are also supposed to clarify things, but it is unlikely a student could make sense of them. The selection of the consultant is interesting given the consultant’s area of expertise. It seems that this proposal will be substantially improved if there were two proposals: one for Nursing and one for Land Surveying. There should be a nursing expert and engineering land surveying expert reviewing two proposals rather than a psychologist. Dr. Connolly recommended the proposal not be forwarded to the Presidents’ Council for consideration. The second reader Dr. Pollard concurred with Dr. Connolly and added the proposal is not written clearly. Information on available resources to support the program were in the consultant's report rather than in the proposal itself. There was a scant demonstration of program need. It was the consultant who provided the information that would lead us to surmise that there would be greater demand for a Bachelor’s Degree in that area. Admissions criteria are not addressed in the proposal, but were in the consultant’s report. Financial information and institutional costs was not provided. The curriculum map is confusing, as labs were denoted as four-credit courses, where based on the credit count, it seems more like this is lecture and lab. Further, the curriculum map didn't indicate which courses are the clinicals. The consultant asked for more detail on the outcomes mapping in Table 5 in terms of defining the artifacts that will be collected to address each outcome and how they will be scored (e.g. rubrics), and to clarify the assessment cycle timeline, which RCSJ said was updated, but that should be provided for review. Dr. Pollard seconded the recommendation to return the proposal back to the institution.

Action: The AIC agreed that the proposal be returned to the institution to address the following:

1. Consider splitting the proposal into two programs.
2. Have a new consultant(s) review the program(s).
3. Provide clarity on the purpose and need of the degree program.
4. Provide admissions criteria.
5. Provide financial and institutional cost information.
6. Include information regarding available resources to support the program
7. Provide a more detailed assessment and clarify assessment cycle timeline.
8. Provide more detail on the outcomes mapping.
9. Clarify all tables within the proposal.

V. For Your Information

1. **Berkeley College**

* Two New Certificate Training Programs:
  + Medical Administrative Assistant, CIP 51.0710
  + Medical Scribe, CIP 51.0708

1. **Camden County College**

* Termination of four degrees:
  + A.A.S. in Office Systems Technology, CIP 52.0401
  + A.A.S. in Hospitality Technology, CIP 52.0901
  + A.S. in Pre-Pharmacy, CIP 24.0101
  + A.A.S. in Photonics, CIP 15.0304
* Termination of five certificates:
  + Culinary Certificate, CIP 12.0503
  + Certificate in Multi-Skilled Technician, CIP 51.0899
  + Certificate in Nutrition Care Manager, CIP 51.3199
  + Certificate in Ophthalmic Medical Technician, CIP 51.1803
  + Certificate in ASL and English Interpreting, CIP 16.1603

1. **New Jersey Institute of Technology**

* New Graduate Certificate in IT Sales & Analytics, CIP 30.7102
* Change in Classification of Instructional Code for M.S. in Data Science **from** CIP 11.0401 **to** CIP 30.7001

1. **Ocean County College**
   * + - New Certificate of Completion in Industrial Hygiene/Hazardous Materials Management, CIP 51.2206
2. **Pillar College**

* Two New Program Options (concentrations) for its B.A. in Business Administration
  + B.A. in Business Administration, Project Management Concentration, CIP 52.0299
  + B.A. in Business Administration, Supply Chain Management Concentration, CIP 52.0299

1. **Rider University**

* Change in Nomenclature **from** “Radio Minor” **to** “Radio/Podcast Minor”, CIP 09.0799

1. **Sussex County Community College**

* New Certificate, Welding Technology, CIP 15.0614
* New Certificate of Achievement, Welding Technology, CIP 24.0102

1. **Thomas Edison State University**
   * + - Nomenclature change **from** “Undergraduate Certificate in Fitness and Wellness” CIP 52.0201 **to** “Undergraduate Certificate in Health and Wellness”, CIP 31.0403
       - Three New Undergraduate Certificates:
         * Certificate in Communications, CIP 09.0100
         * Certificate in Criminal Justice, CIP 43.0103
         * Certificate in Psychology, CIP 42.0101

VI. New Business

1. **AIC Manual Revisions**

* External Consultant Guidelines were recently edited and revised. The committee agrees further clarification should be made before it is sent to the Presidents’ Council. Dr. Harvey will refine the guidelines more and send to the committee prior to the next meeting.

1. **3+1 Degree Programs**

* Dr. Aydin, Dr. Harvey, and Dr. Connolly will collectively refine the 3+1 degree program criteria. Additionally, Dr. McCormick recommended Dr. Linda Scherr, the V.P. of Academic Affairs at Middlesex County College, to assist in the process.